

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, MARCH 25, 2021**

Via Microsoft Teams
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| WDB Members Present: | Jeff Bissell, WDB Vice Chair; Sharlene Chesnes; Malcolm Costa; Patricia Dempsey; Bethany Dentler; Mark Derrig; Anthony Esposito; Jessica Heid, WDB Chair; Martin Helms; Amanda Hinkel; Marquita Mitchell; William Moore; Michelle Moran; Joan Pritchett; Paul Ratcliff |
| WDB Members Absent: | Maria Miller (<i>excused</i>); Erin Ploucha (<i>excused</i>); David Prentice (<i>excused</i>) |
| Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present: | Tyler Emley, Workforce Services Representative, Grace Glaubman, Procurement & Performance Administrator Tammy Kaser, Operations Coordinator Bill Marras, Workforce Services Representative Christine Marshall, Executive Director Shannon McClay, Workforce Services Representative; |
| Medina County, Summit County, Contracted Workforce Innovation & Opportunity Act (WIOA) Staff Present: | Brian Coleman, ULA/OMJSC;; Jenny Gutwein, ULA/OMJSC; Nicholas Kapusinski, ULA/OMJSC; Ralph Sinistro, SCDJFS/OMJSC; Angela Smith, ULA/OMJMC; Heather Yannayon, SCDJFS/OMJSC |
| Area 2 Fiscal Present: | Tom Jalbert, Fiscal Operations Administrator, SCDJFS; Mark Milhoan, Fiscal Reporting Officer, SCDJFS; Phil Montgomery, Deputy Director, County of Summit Department of Finance & Budget, and Chief Financial Officer, County of Summit Dept. of Job & Family Services; |
| Guests Present: | Terri Burns, Director, SCDJFS; Michelle Collins, Vice President, ConxusNEO |

I. CALL TO ORDER

- a. Chair Heid called the meeting to order at 8:04 AM. Kaser took roll call to record the attendance of WDB Members. Non-members were provided with Kaser’s email to request that their presence be recorded in the minutes.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Heid reviewed and requested a motion to approve the WDB’s 1/28/21 meeting minutes. Derrig made the motion which Costa seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. REPORTS

- a. Executive Committee Report
 - i. Heid summarized the 3/3/21 Executive Committee meeting, at which the Committee:
 - 1. Approved minutes of the 12/2/2020 meeting;
 - 2. Received a status update on contract provider monitoring of PY 2019 and ½ PY 2020 by contracted consultant Sharon Parry;

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3. Discussed Year 2 (7/1/20 to 6/30/21) WIOA funds expenditure, which spending has been delayed by the extension of the previous Year 2 funds termed “Year 3 funds” as well as the introduction of several Special Grants to the Area’s overall budget. The Committee agreed that moving funds from the Summit WIOA budget, to the Medina WIOA budget would be an appropriate solution to limit the funds returned to the State on June 30, as Medina has begun spending in one allocation Year 1 funds (SFY 22);
 4. Received a status update on The Ohio Department of Job and Family Services (ODJFS) *WIOA Financial Review* for July 1, 2019 to December 31, 2020 (18-month review period), which was announced and commenced on 12/3/2020. Area 2 has been informally notified of one insignificant finding related to cost price analysis for procurement processes during the review process.
 5. Received a status update on The ODJFS Program Year 2019 (7/1/19 to 6/30/20) *Comprehensive WIOA Monitoring*, which commenced on 12/23/2020. Only Medina CCMEP (youth) and Career Services (adult/dislocated worker) files were reviewed, a pre-exit conference has been held, and we are awaiting the final results.
 6. Approved a second amendment to the COG’s contract with Medina County Department of Job and Family Services to continue to provide a Case Aide to their Children Services’ Division under the Area’s USDOL Opioid Grant, which increases the contract by \$18,341.58.
 - a. Heid reminded the Board members that the Executive Committee is comprised of the Chairs of each Board Committee, and meets as necessary between Regular Board meetings to review actions that must be approved before the next Regular meeting is held; such as this amendment approval.
 7. Received a status update on the phased reopening of the OhioMeansJobs centers;
 8. Were informed that the 4-year WIOA Regional and Local Plans are due May 31, 2021 and reminded all WDB members should have received an email about this.
- b. Finance Committee Report
- i. Heid then turned the meeting over to Derrig, who summarized the 3/18/21 Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 1/21/21 meeting;
 2. Reviewed SFY 2021 Area Financials as of 2/28/21;
 3. Reviewed SFY 2021 Admin & Program Budget Expenditures as of 2/28/21;
 - a. Derrig noted that the USDOL Re-Employment Services and Eligibility Assessment (RESEA) program budget has been added as a permanent part of Area 2’s overall budget, and that a full page has been added to the Budget report showing expenditures against Special Grant allocations.
 4. Learned that ODJFS has verbally informed all Areas that PY 2021/SFY 2022 WIOA Allocations will be cut by at least 10% relative to the previous year;
 - ii. Derrig then turned the meeting over to Montgomery, who reviewed for the Board Members the Area’s financial reports, noting the following:
 1. Year 3 funds have been spent, and Special Grant spending is on pace, but spending these additional funds has delayed the spending of current Year 2 funds;

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- a. Director Marshall reminded the Board Members that contract spending is always at least one month behind, which means these reports showing spending as of 2/28/21 only includes spending through 12/31/20 and/or 1/31/21 for our contract providers.

- c. One-Stop Operations Committee Report
 - i. Heid turned the meeting over to Pritchett, who informed the WDB members there had been no meetings of the One-Stop Operations Committee since the 1/28/21 WDB Regular Meeting. The next meeting is scheduled for 4/12/2021.
 - ii. Marshall provided an update on the phased reopening of the One-Stop Centers. After, developing new safety protocols for staff and clients, and procuring appointment software (Appointy), in February, the Center began offering in-person services by appointment only, for customers receiving unemployment and who had a letter stating they need to search for a job in order to continue receiving unemployment. The response has been slow in Medina, with one jobseeker using the Resource Room the first week, but about 50 customers have come in so far in Summit. Partners will return to the OMJ Centers, according to their own COVID protocols. We will begin WIOA and Operator staff.

- d. Performance Committee Report
 - i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 3/22/21 meeting, at which the Committee:
 - 1. Approved minutes of the 1/25/21 meeting;
 - 2. Reviewed the State of Ohio Q2 *Unadjusted* WIOA Performance Report for SFY 2021, 7/1/2020 – 9/30/2020;
 - 3. Reviewed the State of Ohio Q2 *Unadjusted* CCMEP Youth Performance Report for SFY 2021, 7/1/2020 – 9/30/2020
 - b. Moran reminded the Board members that the CCMEP Report includes dual TANF/WIOA enrolled Youth customers as well as WIOA-only, which changes the denominator significantly, especially in Summit County where the number of dual-enrolled Youth services customers is higher than the WIOA-only customers. Outreach efforts and incentives are being implemented to increase WIOA-only enrollment in Summit County.
 - 1. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2021, 7/1/2020 – 2/28/2021;
 - 2. Discussed the ongoing RFP process to procure SFY 2022 Youth Services contracts, working with the CCMEP Lead Agencies in both Counties;
 - 3. Received an update on the redesign project with EYEMG for the Summit & Medina OhioMeansJobs website;
 - 4. Received notification that the Opioid Emergency Recovery Grant has been extended through March 31, 2022.
 - ii. Moran then turned the meeting over to Glaubman to review the performance reports:
 - 1. Glaubman reviewed the State of Ohio Q2 UNADJUSTED WIOA and CCMEP Youth Performance Reports for SFY 2021/PY 2020, July 1, 2020 – December 31, 2020, noting the following:

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- a. The State has not yet provided the official, *Adjusted* WIOA Performance Report for PY 2019.
 - b. The State has eliminated the performance level previously referred to as “exceeding” the standard. Reports will now show only whether an Area or County is meeting or failing to meet performance standards. Meeting performance standards successfully will require achieving 90% of the negotiated standard (for Adults and Dislocated Workers) or 80% of the negotiated standard (for Youth).
 - c. Area 2 is meeting all measures with the exception of Measurable Skills Gain. This is the first Program Year with a standard set for Measurable Skills Gain, and it is the only performance standard measured in real time. The rate is expected to be lowest in Q1 and increase throughout the program year as more customers achieve positive outcomes.
 - i. For Adults, Medina is already meeting the Measurable Skills Gain measure while Summit is not yet, although for Dislocated Workers, Summit is already meeting the measure while Medina is not yet.
 - ii. For Youth, we are meeting standards as an Area with the exception of Measurable Skills Gain, with Medina’s performance bringing up Summit’s to increase Area-wide performance.
2. Glaubman reviewed highlights from the local Adult/Dislocated Worker Career Services Provider Reports provided by ULA, summarizing performance data for Summit and Medina Counties for SFY 2021, 7/1/19 – 2/28/21, noting:
- a. Placements continue to be affected by the pandemic, and the loss of work requirement referrals from Unemployment (ODJFS) and TANF (SCDJFS/MCJFS), although placements in Medina County are beginning to trend upward.
 - b. In Summit County, 324 jobseekers have been placed so far this fiscal/program year; 15% of placements were in Transportation & Warehousing, 11% were in Healthcare, 16% in Manufacturing, and 18% in Professional and Business Services; the YTD average hourly wage for all placements is \$18.48; 53 Individual Training Accounts were written through February, including new ITA’s in Medical Assisting and Java Web App Development boot camps; Summit County has OJT Agreements with 18 employers, with 45 OJT Plans written, and 1 Transitional Jobs Agreement has been signed; there have been 326 job orders, 270 new companies added and 26 virtual recruitments have been conducted.
 - c. In Medina County, 125 jobseekers have been placed so far; the YTD average wage for jobseeker placements is \$19.06 per hour; 15% of placements were in Healthcare, 19% in Manufacturing, 18% in Professional and Business Services, 11% in Retail, and 13% in Transportation & Warehousing; 22 ITA’s have been written so far this year with new ITA’s in Software Coding and EMT; 5 OJT Plans have been written so far this fiscal/program year under 9 OJT Agreements; Medina has 7 Transitional Jobs Agreements in place with companies and 3 Training Plans written so far under those agreements. There have been

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261 job orders, 202 new companies added and 14 virtual recruitments have been conducted.

IV. OLD BUSINESS

- a. Heid reminded the WDB Members that there is still one-member vacancy on the Board, which is a Summit County business appointment, and solicited suggestions of diverse candidates from outside of Akron who are decision makers for their company.
- b. Glaubman reviewed with the Board Members the redesigned Area 2 Summit/Medina workforce services website, highlighting the creation of separate pages for the WDB Board/SAMWA COG.
- c. Heid informed the Board Members that the Ohio Department of Job and Family Services (ODJFS) *WIOA Financial Review* for July 1, 2019 to December 31, 2020 (18-month review period), which was announced, and commenced, on 12/3/2020, continues.
- d. Heid informed the Board Members that the ODJFS Program Year 2019 (7/1/19 to 6/30/20) Comprehensive WIOA Monitoring, which commenced 12/23/2020, continues.
- e. Heid reminded the Board Members that the current Comprehensive Case Management and Employment Program (CCMEP) (Youth Services) contracts are in their final renewal year, and Request for Proposal Packets have been released for SFY 2022 CCMEP Youth Services Contracts, for both Summit and Medina Counties.
 - i. Glaubman informed the Board members that Medina proposals are due tomorrow, 3/26/21, and they will receive an update at the next Board meeting in June regarding all the proposals received, evaluation results, and recommendations for contracts.
- f. Heid reminded the Board that the negotiation period for the SFY 2022 OhioMeansJobs Center Partner MOU continues.
 - i. Marshall reminded the Board members that the MOU is due July 1.
- g. Marshall informed the Board members that an allocation for RESEA program funds were received by Area 2 beginning in January, and the hiring process for Workforce Service Representative staff began in February, resulting in the hiring of three staff who started 3/10—one will cover Medina County RESEA services, and two will cover Summit. The RESEA program serves Unemployment Insurance Claimants who have been deemed unlikely to return to work, providing intensive re-employment services. Each of our staff is charged with serving eleven new UI claimants each week, and initial appointments will be in person at the OMJ Centers.

V. NEW BUSINESS

- a. Marshall informed the Board members of several SFY 2022 new or renewal contracts:
 - i. ODJFS Subgrant Agreement (generated by the State)
 - ii. ODJFS Data Sharing Agreement (generated by the State)
 - iii. One-Stop Operator Medina County Agreement (RFP to be released by Board office)
 - iv. Agreement between Area 2/SAMWA COG and SCDJFS for CCMEP RMS recovery & IDC (generated by Board office)
- b. Marshall informed the Board that Ohio's In-Demand Jobs Week for 2021 will take place May 3-7.
- c. Glaubman provided an update for the Board on the status of the Professional Contract with consultant Sharon Parry to monitor Area 2 providers for PY 2019 and ½ PY 20. Parry is gathering documentation from the contracted providers, and we anticipate that monitoring will be complete in June or July 2021.
- d. Marshall informed the Board that the U.S. DOL Opioid Grant was set to end on 3/31/21. The State petitioned USDOL to extend the Grant in December 2020, and Area 2 was notified on 3/15 that the Grant has been extended to 3/31/22. Because it was not known until such a late date that the

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grant was being extended, efforts had been made towards ending activities funded through the Grant, including laying off the temporary disaster-relief workers whose positions were funded by the Grant. The extension does not include additional funding, only additional time to expend current funding. We anticipate the program will be back-up and running again soon.

- e. Marshall reminded the Board members that the 4-year SFY 2022-2026 Regional Plan and Local Plan development is underway and the Plans are due to the State 5/31/21. The current plans, ending 6/30/21, are located on the Area 2 website. The Region consists of 5 Northeast Ohio Workforce Areas covering Lorain, Cuyahoga, Lake, Ashtabula, Portage, Summit and Medina Counties. The Regional Plan covers all 5 Workforce Areas, with Local Plans submitted by each individual Area. The plans cover regional and local market projections, plans for working with industry sectors, and other workforce topics. All members should have received an email explaining this in greater detail.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Marshall informed the Board that Area 2, in an effort to increase traffic to the Medina and Summit OMJ Centers as well as virtual services, has utilized Business Resource Network Grant funding to invest in outreach on Rubber City Radio stations.
 - i. Glaubman played an audio clip of the ad for the Members.
- b. Marshall informed the Board that Area 2 was recognized by ODJFS as Number 2 in the State, of the 20 Workforce Areas, for the largest number of enrollees in the CARES Act COVID-19 grant. CARES Act funding is being used to support trainings for customers whose employment was affected by the COVID pandemic.
- c. SAMWA COG Board held its first meeting of 2021 via Zoom on 1/28/21, passing two Resolutions, posted on the Summitomj.org website
- d. Heid reviewed with the Board members Ohio's January 2021 Unemployment Rates.
- e. Heid reminded the Board members that the next WDB meeting will be held Thursday, June 24, 2021, at 8:00 AM – *virtually* via Microsoft Teams.

VII. ADJOURNMENT

Heid requested a motion to adjourn the meeting. Derrig made the motion which was seconded by Moran. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:07 AM.

*Prepared by:
Tammy Kaser
Operations Coordinator, SAMWA COG*