

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, APRIL 7, 2021
7:30 AM**

Via Microsoft Teams
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Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present: Jeff Bissell, WDB Vice Chair; Jessica Heid, WDB Chair; Michelle Moran, WDB Performance Committee Chair

Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Absent: Mark Derrig, WDB Finance Committee Chair (*excused*); Joan Pritchett, WDB One-Stop Operations Committee Chair

SAMWA COG Staff Present: Grace Fry, Policy, Procurement & Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

I. CALL TO ORDER

- A. Chair Heid called the 4/7/2021 Executive Committee meeting to order at 7:34 AM.

II. APPROVAL OF MINUTES

- A. Heid requested a motion to approve the Executive Committee's 3/3/2020 meeting minutes. Bissell made the motion which Moran seconded. With no objections or abstentions, the motion passed and the minutes were approved.

III. REPORTS

- A. There were no reports to present.

IV. OLD/UNFINISHED BUSINESS

- A. Heid noted that there is still one vacancy on the WDB, which is a Summit business appointee, and the WDB cannot be certified until this vacancy is filled.
- B. Glaubman reminded the Committee that Sharon Parry has been engaged to provide monitoring services for Area 2. She has now received all documentation requested for her fiscal and programmatic review of youth, adult, and dislocated worker services delivered during all of PY 2019, and half of PY 2020.
- C. Glaubman informed the Committee that the website redesign project is still in its final, content editing phase.
- D. Marshall discussed with the Committee Members the difficulty of spending new special grants, as well as Year 3 WIOA funds, in addition to Year 2 WIOA funds, especially when delivery of services is slowed due to the COVID-19 pandemic, which has caused our Centers to close and service delivery to move online. Year 3 funds are spent, and expenditures are showing against the special grants, but this spending has left Area 2 with an unusually high balance of unspent Year 2 funds, which any balances will likely be recaptured by the State of Ohio at the end of the current Fiscal Year. In addition, all Ohio Workforce Areas have been notified by the ODJFS to expect at least a 10% decrease in WIOA allocations for SFY 2022. This imbalance of very high funding during the pandemic and lower funding coming out of the pandemic is opposite to what the needs have been, of employers and job seekers. The need for workforce development services was lower during the pandemic, with businesses shuttered and workers drawing unemployment, but need is increasing dramatically now that businesses are opening again and unemployment claims are beginning again to require job search activities.

- E. Glaubman provided an update regarding the SFY 2022 Comprehensive Case Management Employment Program (CCMEP) Youth services procurement process. The proposal periods for both Counties are now closed. The Area received one proposal in Medina County (JOG), and three in Summit County (JOG, Goodwill Industries, and Ohio Guidestone). Area staff, WDB members, and the CCMEP Lead Agencies in both Counties are now evaluating the proposals. Marshall noted that the Akron Urban League, a current youth services provider in Summit County, failed to submit materials according to the deadlines outlined in the RFP, and were therefore unable to submit a proposal for the competitive procurement process.
- F. Marshall informed the Committee 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 began 12/3/20, continues. Their review of materials is completed, and the Area has been informally notified of one non-significant finding related to cost-price analysis for RFPs. All that remains is to hold an exit meeting, which should be scheduled very soon.
- G. Marshall informed the Committee Members that there is nothing new to report regarding the ODJFS Program Year 2019 (7/1/19 to 6/30/20) Comprehensive WIOA Monitoring, which commenced 12/23/2020. At the 3/3/21 meeting it was shared with the Committee that only Medina files were reviewed, and the pre-exit conference has occurred.
- H. Marshall updated the Committee Members on the Phased Reopening of OhioMeansJobs centers, which began 2/1/21 with opening the Resource Room to use by appointment only, for those receiving unemployment who need to search for employment in order to continue receiving benefits. Also, now the RESEA staff recently hired by Area 2 are working from the Summit and Medina OMJ Centers and meeting in person specifically with Unemployment claimants deemed unlikely to return to work.
- I. Marshall reminded the Committee Members that Area 2 was notified on 1/28/21 by ODJFS that the WIOA Regional and Local Plans are due to the ODJFS May 28, 2021. The Regional Plan includes five Workforce Areas in Northeast Ohio, which have engaged Grace Kilbane (US DOL retiree and assisted in authoring the WIOA/and retired Cuyahoga County Workforce Board Director) to assist with writing of the Regional Plan. The Plans are resubmitted every four years. The first draft of the Regional Plan has been completed and shared by Kilbane with our regional Areas for review. The Regional and Local Plans must be made public online for a period of 30 days, and public comments must be reviewed, before submitting the final Plans to ODJFS by 5/28/2021.

V. NEW BUSINESS

- A. Glaubman informed the Committee that the current Medina One-Stop Operator, ULA, is on its second of two renewals, which will end 6/30/21, and a Request for Proposals (RFP) packet has been released to procure a Medina One-Stop Operator Contract for SFY 2022.
- B. Marshall reminded the Committee that Area 2 had entered a vendor services agreement in August 2020 with Premier Virtual, to provide a platform for virtual recruiting, using funds from our Business Services grant from ODJFS. The BRN grant ends 6/30/21, and Area 2 requests approval from the Executive Committee to use funds from the grant to renew the vendor services agreement with Premier Virtual for an additional three years.
 - i. Heid requested a motion to approve a three-year renewal agreement with Premier Virtual, with a total cost of \$44,100.00 utilizing the BRN State grant funds. Bissell made the motion, which Moran seconded. With no objections or abstentions, the motion carried.
- C. Marshall discussed with the Committee the need for STNA's in Area 2 healthcare facilities and the general increase in wages offered for these positions. We had a policy to not use WIOA ITA funds for STNA due to low wage and other factors. Stark State College has approached Area 2 to request funding for STNA trainings due to a grant they had that is expiring to pay for this training. Federal law permits a Local Workforce Area to enter into a training contract with an accredited post-secondary institution, which Stark State is. Area 2 is requesting the Executive Committee's approval to offer up \$50,000.00 of WIOA funds under the ITA portion of our budget to be spent over a two-year period.

- i. Heid requested a motion to approve a two-year contract with Stark State College in an amount not to exceed \$50,000.00, to fund State Tested Nurse Aide trainings. Moran made the motion, which Bissell seconded. With no objections or abstentions, the motion carried.
- D. Marshall reminded the Committee that the Opioid Grant has been extended through March 31, 2022. Area 2 is now seeking the Executive Committee’s approval to extend the contract with Medina County Job and Family Services, to provide a Children’s Services emergency case aid worker, under the Opioid Grant, through 3/31/22, with the increase to the original contract amount not to exceed \$45,000.00 of US DOL Opioid grant funds.
 - i. Heid requested a motion to approve the contract extension with MCJFS. Bissell made the motion, which Moran seconded. With no objections or abstentions, the motion carried.

VI. GOOD OF THE ORDER

- A. Heid reminded the Committee Members of upcoming WDB meetings:
 - i. The next WDB Executive Committee meeting will be held at 7:30 AM, Wednesday, 6/2/21, virtually via Microsoft Teams.
 - ii. The next WDB Finance Committee meeting will be held at 8:00 AM, Thursday, 6/17/2021, virtually via Microsoft Teams.
 - iii. The next WDB Performance Committee meeting will be held at 3:00 PM, Monday, 6/21/2021, virtually via Microsoft Teams.
 - iv. The next WDB Regular meeting will be held at 8:00 AM, Thursday, 6/24/2021, virtually via Microsoft Teams.

VII. ADJOURNMENT

- A. Heid requested a motion to adjourn the meeting. Moran made the motion which Bissell seconded. With no objections or abstentions, the motion passed, and the meeting adjourned at 8:07 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments