

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

Holiday Inn – Akron West
4073 Medina Rd, Akron, OH 44333

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| Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present: | Jessica Heid, WDB Chair; Michelle Moran, WDB Performance Committee Chair |
| Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Absent: | Jeff Bissell, WDB Vice Chair; Mark Derrig, WDB Finance Committee Chair (<i>excused</i>); Joan Pritchett, WDB One-Stop Operations Committee Chair |
| SAMWA COG Staff Present: | Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director |

I. CALL TO ORDER

- A. Chair Heid called the 7/7/2021 Executive Committee meeting to order at 7:37 AM.

II. APPROVAL OF MINUTES

- A. Heid requested a motion to approve the Executive Committee’s 4/7/2021 meeting minutes. Moran made the motion which Heid 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. Director Marshall and the Committee members discussed requirements for being a member. Moran mentioned her Leadership Akron class as a resource for qualified candidates and offered to reach out to classmates.
- B. Marshall reminded the Committee that Sharon Parry has been engaged to provide monitoring services for Area 2. A meeting with Parry is scheduled for 7/7/21, to review her final report for all of PY 19 and ½ of PY 20.
- C. Marshall informed the Committee that the website redesign project is still in its final, content editing phase.
- D. Marshall informed the Committee Members that the ODJFS Program Year 2019 (7/1/19 to 6/30/20) Comprehensive (reviews service delivery and administrative) WIOA Monitoring, which commenced 12/23/2020, is now closed. An exit meeting was held on 6/28/21 at which Area 2 was informed that no findings resulted from the Review.

V. NEW BUSINESS

- A. Marshall discussed with the Committee members the new State of Ohio Rules for conducting Workforce Development Board meetings, effective as of 7/1/2021, which require that meetings be held in person until the option to join virtually takes effect, beginning 10/1/21, but for all meetings held between 7/1/21 and 9/30/21, the only option is in-person. As of 10/1/21, when both in-person and virtual options will be available, the votes of those joining virtually will count, but all votes must be taken by roll-call. Grace is drafting policy and procedures in accordance with the law change.

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

- B. Marshall reminded the Committee members as discussed at the June full board meeting, the Business Retention Network (BRN) Grant from the State has been extended through December 31, 2021. This grant has been used for business outreach including, radio spots, to establish the Summit County OhioMeansJobs Center as a member of various Summit County Chambers, and to develop a media campaign in Medina County focusing on manufacturing. Additionally, the grant has supported a contract with United Labor Agency to provide enhanced Business Services. A motion of the WDB Executive Committee is required to extend the ULA BRN contract in order to continue utilizing BRN grant funds to support that contract.
 - i. Heid requested a motion to approve an extension of the end date to provide service under this State grant from July 1, 2021, to November 30, 2021, and to increase funding for the extended time period in an amount not to exceed \$50,000.00. Moran made the motion which Heid seconded. With no objections or abstentions, the motion carried.
- C. Marshall informed the Committee that the Auditor of State will commence its audit of Calendar Year 2020 financials, sometime in mid-July.

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, 8/4/21, at the SAMWA COG Offices.
 - ii. The next WDB One-Stop Operations Committee meeting will be held at 8:00 AM, Monday, 8/16/21, at the OhioMeansJobs Summit Center.
 - iii. The next WDB Performance Committee meeting will be held at 3:00 PM, Monday, 8/23/2021, at the SAMWA COG Offices.
 - iv. The next WDB Finance Committee meeting will be held at 8:00 AM, Thursday, 9/23/2021, at the SAMWA COG Offices.
 - v. The next WDB Regular meeting will be held at 8:00 AM, Thursday, 9/30/2021, at the Holiday Inn Akron West.

VII. ADJOURNMENT

- A. Heid requested a motion to adjourn the meeting. Moran made the motion which Heid seconded. With no objections or abstentions, the motion passed, and the meeting adjourned at 8:24 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments