

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 24, 2021

Via Microsoft Teams
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Phone Conference ID: 614 929 939#

WDB Members Present:	Sharlene Chesnes; Malcolm Costa; Patricia Dempsey; Anthony Esposito; Jessica Heid, WDB Chair; Martin Helms; Maria Miller; Marquita Mitchell; William Moore; Michelle Moran; David Prentice; Joan Pritchett; Paul Ratcliff
WDB Members Absent:	Jeff Bissell, WDB Vice Chair (<i>excused</i>); Bethany Dentler (<i>excused</i>); Mark Derrig (<i>excused</i>); Amanda Hinkel (<i>excused</i>); Erin Ploucha (<i>excused</i>)
Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:	Grace Glaubman, Procurement & Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director
Medina County, Summit County, Contracted Workforce Innovation & Opportunity Act (WIOA) Staff Present:	Brian Coleman, ULA/OMJSC; Lindsey Crawford, SCDJFS; 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 8:02 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 3/25/21 meeting minutes. Chesnes made the motion which Helms seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. SPECIAL VOTE

- a. Marshall explained that all Ohio Workforce Development Boards are required by the US Department of Labor to pass a Resolution approving the use of WIOA Youth funds for the State's Comprehensive Case Management Employment Program (CCMEP), as a part of the execution process of the two-year Subgrant Agreement between the Ohio Department of Job & Family Services and Local Workforce Area 2.
 - i. Heid requested a motion to adopt Summit/Medina Workforce Development Board Resolution 2021-01 and incorporate it to the Area 2 SFYs 2022/2023 Subgrant Agreement as Exhibit B, thereby permitting the Area 2 WIOA Youth allocation to be used to deliver youth

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services under the State of Ohio's Comprehensive Case Management Employment Program. Costa made the motion which Moran seconded. The motion was passed by a roll call vote of WDB Members present and recorded by Kaser, with no objections or abstentions.

IV. REPORTS

a. Executive Committee Report

- i. Heid reminded those present that the Executive Committee is comprised of the Chairs of the Board and its Committees and meets as needed in the interim between Regular Board meetings to address business that cannot wait until the next Regular meeting. She then summarized the 4/7/21 Executive Committee meeting, at which the Committee:
1. Approved minutes of the 3/3/21 meeting;
 2. Received a status update on contract provider monitoring of PY 2019 and ½ PY 2020 by contracted consultant Sharon Parry;
 3. Discussed Year 2 (7/1/20 to 6/30/21) WIOA funds expenditure and to expect there will be unspent funds at the close of SFY 2021. The Committee was also informed that SFY 2022 allocations which begin 7/1/21 may be reduced by at least 10% compared to the previous year's allocations which was not due to any PY 20 funds being returned after 6/30/21, but the State told workforce areas to prepare for a reduction due to information from the US DOL;
 4. Received an update on the procurement process for new Youth Services provider contracts in both Counties, to begin 7/1/2021;
 5. 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; no exit conference had been scheduled yet as of 4/7/21;
 6. 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 files were reviewed, and a pre-exit conference has been held;
 7. Received a status update on the phased reopening of the OhioMeansJobs centers, which as of 4/7/21 had begun opening the Centers to RESEA claimants, with whom the RESEA staff are meeting in person;
 8. Received notification that the Summit OSO Contract is up for the first of two renewals, beginning in SFY 2022 (7/1/21-6/30/22);
 9. Received notification that a procurement packet has been released for a new SFY 2022 One-Stop Operator (OSO) contract in Medina County, to begin 7/1/2021, as the current contract is on its last renewal, ending 6/30/21;
 10. Approved renewal of Area 2's contract with Premier Virtual to continue providing a platform for virtual recruiting for an additional three years at a total cost of \$44,100.00;
 11. Approved \$50,000.00 of WIOA ITA funds to be spent on STNA training through Stark State College, as part of a contract with Start State, in light of the high demand for STNAs in our Area, and the increase in wages for STNA positions;
 12. Approved an extension of the contract with Medina County Job & Family Services, and an increase of \$45,000.00 to the contract amount, to provide an emergency temporary children's services case aid worker under the Opioid Grant, through March 31, 2022, due to the extension of the grant period through that date.

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b. Finance Committee Report

- i. Heid then turned the meeting over to Prentice (for Derrig), who summarized the 6/17/21 Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 3/18/21 meeting;
 2. Reviewed SFY 2021 Area Financials as of 5/31/21, noting that the report includes three years of financials instead of the usual two, due to the carrying over of SFY 2020/PY 2019 Year 2 funds into SFY 2021/PY 2020 as Year 3 funds;
 3. Reviewed SFY 2021 Administrative & Program year-to-date Budget Expenditures as of 5/31/21, noting new pages have been added to this report covering RESEA and special grant expenditures;
 4. Reviewed SFY 2022 WIOA Allocations, noting the overall allocation for Area 2 is actually slightly higher than the previous year's overall allocation, despite being informed to expect at least a 10% decrease;
 5. Reviewed upcoming SFY 2022 contract renewals and new contracts, special grant extensions, and dates of federal monitoring and state auditing;
- ii. Prentice then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members, calling out a few highlights:
 1. Area 2 Financials as of 5/31/21
 2. SFY 2021 Program & Administrative Budget Expenditures as of 5/31/21
 - a. Spending Year 3 carry-over funds delayed the spending of Year 2 funds, and there are large amounts of unspent Year 2 funds in Summit County. Medina County is already spending Year 1 funds.
 - b. Some of the reported contract spending is approximately 1-2 months behind, with current spending not noted due to when the month being reported is closed.
 3. Area 2 SFY 2022 Allocation notices
 - a. Although the State had warned us to expect at least a 10% decrease in funding, our allocation actually increased by 1.9%. It was noted that Statewide, the allocations across the 20 Workforce Areas decreased by 9.4%, close to the 10%.
 4. Area 2 SFY 2022 budgets
 - a. Jalbert reviewed the proposed PY21/SFY 2022 Area budget.
 - b. Heid requested a **motion** to recommend to the SAMWA COG Board to adopt the SFY 2022 program and administrative operating budgets. Chesnes made the motion which Helms seconded. With no objections or abstentions, the motion carried.
- iii. Heid informed the Board members that Year-end December 31, 2020 Area 2 financials were filed with the Auditor of State (AOS) on or about 5/14/2021 by Julian & Grube. Inc.

c. One-Stop Operations Committee Report

- i. Heid turned the meeting over to Pritchett, who summarized the 6/14/21 meeting, at which the Committee:
 1. Approved minutes of the 4/21/20 and 5/6/20 meetings;
 2. Received notification that implementation of the action plan that resulted from the Phase II Certification Process of the Summit OMJ Center can resume now that the Centers are beginning to reopen to the public after being closed during the

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pandemic. The Committee will receive an update on this implementation at their next meeting scheduled for 8/16/21.

3. Received an update from the One-Stop Operators on the phased reopening of the One-Stop Centers;
 - a. Marshall reminded the Board members that in Phase I of reopening, the Centers began allowing unemployment claimants to access the Resource Room by appointment only, and later began allowing RESEA claimants to meet one-on-one with the RESEA staff by appointment. In Phase II of reopening, which began 6/1/21, the Center is now open by appointment only for anyone, not just unemployment claimants. The Operators' managers (Smith & Sinstro) then reported they have seen an increase in traffic since Phase II began and prefer the appointment system in place.
 4. Held an Executive Session to evaluate the results of the SFY 2022 Medina County One-Stop Operator contract procurement process, and agreed by a motion to recommend ULA's proposal for approval by the WDB at their next Regular Meeting on 6/24/21.
 - a. Heid requested a motion to recommend to the SAMWA COG, Summit One-Stop Operator Contract first of two renewals totaling \$227,430.77 to County of Summit Department of Job and Family Services. Moran made the motion which was seconded by Esposito and passed with no objections or abstentions.
 - b. Heid requested a motion to recommend to the SAMWA COG, Medina One-Stop Operator Contract award (July 1, 2021 – June 30, 2022) to United Labor Agency, totaling \$25,000.00 with two one-year options to renew. Pritchett made the motion which was seconded by Helms and passed with no objections or abstentions.
- d. Performance Committee Report
- i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 6/21/21 meeting, at which the Committee:
 1. Approved minutes of the 3/22/21 meeting;
 2. Reviewed the State of Ohio Q3 *Unadjusted* WIOA Performance Report for SFY 2021/PY 2020, 7/1/2020 – 3/31/2021;
 3. Reviewed the State of Ohio Q3 *Unadjusted* CCMEP Youth Performance Report for SFY 2021/PY 2020, 7/1/2020 – 3/31/2021;
 4. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2021, 7/1/2020 – 5/31/2021;
 5. Received an update on the redesign project for the Area 2 website;
 6. Discussed the results of the RFP process to procure SFY 2022 Youth Services contracts, and passed motions to recommend CCMEP Youth services contract awards in both Counties;
 7. Received an update from Glaubman on the program monitoring being conducted currently by Sharon Parry of Real Workforce Solutions for PY 2019 and ½ PY 20.
 - ii. Moran then turned the meeting over to Glaubman to review the performance reports:
 1. Glaubman reviewed the State of Ohio Q3 UNADJUSTED WIOA and CCMEP Youth Performance Reports for SFY 2021/PY 2020, July 1, 2020 – March 31, 2021, noting the following:

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- a. Area 2 is meeting all measures with the exception of:
 - i. Measurable Skills Gain for Youth in both Counties.
 - ii. Youth Credential attainment in Summit County which usually reports the highest positive outcomes in May and June.
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, 7/1/20 – 5/31/21 (and into June 2021), noting:
 - a. In Summit County, 426 jobseekers have been placed so far this fiscal/program year (marking a slow recovery from the pandemic); the YTD average hourly wage for all placements is \$19.02 (\$17.54 this time last year, \$15.00 the year before); 91 Individual Training Accounts were written through May (a record,); Summit County has OJT Agreements with 25 employers, with 69 OJT individual plans written; Transitional Jobs Agreements with 5 employers, with 4 TJ individual plans written; Incumbent Worker Training Agreements with 15 employers,; there have been 541 job orders, 388 new companies added and 50 virtual recruitments have been conducted.
 - b. In Medina County, recovery from the pandemic has been a little faster in terms of job placements, with 189 jobseekers placed so far; the YTD average wage for jobseeker placements is \$19.63 per hour (\$16.68 last year, \$16.00 the year before); 25 ITA's have been written so far this year (compared to 7 at this time last year); 7 OJT individual plans have been written so far this fiscal/program year under 11 OJT employer Agreements; 8 Transitional Jobs Agreements are in place with companies and 4 individual Training Plans written under those agreements.
3. The meeting turned back to Chair Heid who announced SFY 2021 Workforce Innovation and Opportunity Act (WIOA) Youth Contract Awards (July 1, 2021 – June 30, 2022) under the State's Comprehensive Case Management Employment Program umbrella, which provides TANF funding to the youth contracts as well.
 - a. Heid requested a motion to recommend to the SAMWA COG, Medina County WIOA Youth Contract totaling \$255,000.00 to Jobs for Ohio's Graduates (JOG), with two one-year options to renew. Moran made the motion which was seconded by Chesnes. As a member of JOG's Board, Mitchell abstained from voting. The motion passed with no further abstentions or objections.
 - b. Heid requested a motion to recommend to the SAMWA COG, Summit County WIOA Youth Contracts totaling \$571,165.92 combined, with two one-year options to renew, to:
 - i. Jobs for Ohio's Graduates (\$392,406.19);
 - ii. OhioGuidestone (\$158,759.73);
 - iii. Goodwill Industries of Akron (\$20,000.00).Helms made the motion which was seconded by Prentice. As a member of JOG's Board, Mitchell abstained from voting. The motion passed with no further abstentions or objections.
 - c. Heid requested a motion to recommend to the SAMWA COG, Summit County WIOA Youth wages and incentives contract renewal, third of

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three, totaling \$200,000.00 to Callos Resources a payroll processing company. Moran made the motion which was seconded by Chesnes and passed with no objections or abstentions.

4. Costa requested a report on Area 2 demographics, especially related to defining hard-to-serve groups. Marshall indicated that there are detailed demographic reports that the State provides that could be provided.
5. Helms recommended JOG's open house events for other Board members to attend to get a better idea of their programming. Marshall indicated that the Performance Committee has met with the CCMEP contractors in the past (both in COG offices and at the provider's site), due to the pandemic this has not occurred recently. CCMEP lead agencies and the contract providers for Youth and A/DW career services in both Counties should present on their work for the Board, as occurred a few years ago.

V. OLD BUSINESS

- a. Glaubman informed the Board members that we anticipate the new website for Area 2 to be ready to present at the September 30, 2021 meeting.
- b. 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 commenced 12/3/2020, has concluded. Marshall noted that there were no significant findings.
- c. 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, is to conclude with an exit meeting on 6/28/21.
- d. Heid announced that the Auditor of State is to commence their annual Calendar Year financial audit sometime in mid-July.
- e. Heid reminded the Board that the negotiation period for the SFY 2022 OhioMeansJobs Center Partner MOU continues.
- f. Glaubman informed those present that Ohio's In-Demand Jobs Week took place May 3-7, 2021, and was celebrated in Area 2 with press releases, industry-focused career days, and local in-demand jobs career days that took place in-person at each center as well as virtually.
- g. Grace informed the Board members that Consultant Sharon Parry is currently reviewing PY 2019 and ½ PY 20 Adult, Dislocated Worker, and Youth files as well as fiscal files of the Area's service providers. Ms. Parry will provide a report that will be presented at the September WDB Regular meeting.
- h. Heid informed the Board members that the SFY 2022-2026 Regional Plan and Local Plans that were submitted to ODJFS will be posted to website once approved by the State.

VI. NEW BUSINESS

- a. Marshall notified the Board members that, at the SAMWA COG Board meeting later this morning, Executive Shapiro will be reappointing the Summit County WDB members to new two-year terms that will begin 7/1/2021. The Summit members have all agreed to be reappointed.
- b. Marshall notified the Board members that the U.S. Department of Labor has announced our workforce Area was selected for an "enhanced desk review" of our COVID-19 grant. The review commenced 6/21/21 virtually by the DOL Chicago regional office.
- c. Marshall informed the Board that the ODJFS Business Retention Networking grant slated to terminate 6/30/21 has been extended through 12/31/21.
- d. Marshall reminded those present that the State of Ohio requires Local Workforce Areas to partner

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with local libraries to extend career services outside of the OhioMeansJobs Centers. The libraries we are working with to enter new MOUs or renew existing MOUs include: Medina County District Library, Akron-Summit County Public Library, Barberton Public Library, Cuyahoga Falls Library, and Stow-Munroe Falls Public Library. The MOUs are for two years.

VII. GOOD OF THE ORDER/ANNOUNCEMENTS.

- a. SAMWA COG Board held its second meeting of 2021 via Zoom on 3/25/21, passing two Resolutions, posted on the [Summitomj.org website](http://Summitomj.org)
- b. Marshall presented for the Board members three Press releases highlighting the Phased Reopening of the OMJ Centers, In-Demand Jobs Week, and the Policy Academy Scholarship program.
 - i. Summit County earned a National Achievement Award for the Police Academy Scholarship program, which utilizes ITA funding to train police officers and sheriff's deputies through University of Akron's Police Academy program. Additionally, WIOA funding is being used to subsidize On-the-Job training for those who complete an ITA training through the Police Academy and go on to be hired by the Summit County Sheriff's Office.
- c. Heid informed the Board that Area 2, in an effort to increase traffic to the Medina and Summit OMJ Centers as well as virtual services, is continuing to utilize 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 Board members.
 - ii. Marshall reminded the Board members that the BRN grant has been extended through 12/31/21, so this funding may be used for further employer outreach efforts. This is especially important as WIOA funds cannot be used for untargeted outreach.
- d. Kaser informed those present that the Area 2 Reemployment Services Eligibility Assessment (RESEA) program received verbal recognition from ODJFS in a meeting she attended as one of the highest performing local workforce areas, serving more RESEA claimants than expected and helping to increase the State's overall performance, which is reviewed by the USDOL.
- e. Marshall announced that the Ohio Workforce Association (OWA) launched a website: ohiowa.org. The OWA represents all Ohio Local Workforce Areas to the Ohio State legislature and Governor's Office through lobbying efforts. Marshall currently serves as Treasurer and previously as the at large member of the OWA.
- f. Heid reviewed with the Board members Ohio's May 2021 Unemployment Rates.
- g. Heid reminded the Board members that the next WDB meeting will be held Thursday, September 30, 2021, at 8:00 AM, *location TBD*.
 - i. Marshall discussed with the Board members the Ohio House Budget Bill being considered currently, and its implications for public meetings. The Governor is required to sign the budget bill by midnight on 6/30/21.
 1. One of the items attached to the bill are various public entities' requests to keep the ability to meet virtually as permitted during the pandemic. The Governor's waiver to allow for public meetings will end on 6/30/21 meaning on 7/1/2021, public meetings in the State of Ohio will be required once again to be held in person. The Ohio Workforce Association (OWA) has learned that an exception may be made for Local Workforce Areas, many of which span large and/or noncontiguous geographical areas, posing a challenge to finding a central location convenient for all Board and Committee members to meet regularly. The OWA has worked hard to represent the need to keep WDB virtual meetings to the Ohio legislature, and given the USDOL has expressed in rules that it permits workforce

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areas can meet virtually, we may be the only public entity permitted to continue to meet virtually. We will not know until the Governor signs the budget bill and can Veto items in the bill, what will and will not change in the way we must conduct our meetings in Area 2, or when those changes might go into effect. If we are allowed to meet virtually, it may bring other restrictions such as roll-call voting on all motions so those joining virtually can have their votes count. We may also need to offer an in-person meeting option alongside a virtual option.

VIII. ADJOURNMENT

Heid requested a motion to adjourn the meeting. Chesnes made the motion which was seconded by Esposito. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:35 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG