

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES
OF
JUNE 14, 2021**

Summit and Medina Workforce Area Council of Governments (SAMWA COG)

Via Microsoft Teams

Link: [Join Microsoft Teams Meeting](#)

Committee Members Present: Sharlene Chesnes; Patricia Dempsey; Bethany Dentler; Joan Pritchett, Committee Chair; Paul Ratcliff

Committee Members Absent: Malcolm Costa, William Moore (*excused*)

SAMWA COG Staff Present: Tammy Kaser; Christine Marshall

One-Stop Operator Staff Present: Ralph Sinistro, CSDJFS/SCOMJ; Angela Smith, ULA/MCOMJ

Guests Present: Marcia Doane, ODJFS

I. CALL TO ORDER

- a. Chair Pritchett called the virtual One-Stop Committee meeting to order at 2:33 PM. Kaser took roll call in lieu of a sign-in sheet.

II. APPROVAL OF MINUTES

- a. Chair Pritchett requested a motion to approve the One-Stop Operations Committee meeting minutes of 4/21/20. Dentler made the motion which was seconded by Chesnes. With no objections or abstentions, the motion carried.
- b. Chair Pritchett then requested a motion to approve the One-Stop Operations Committee special meeting minutes of 5/6/2020. Ratcliff made the motion, which Dentler seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- a. There were no reports to present.

IV. OLD/UNFINISHED BUSINESS

- a. Director Marshall reminded the Committee members that the implementation of action items resulting from the One-Stop Phase II certification process in 2019, has been on hold due to the stay-at-home order during the COVID-19 pandemic, while the centers have been closed to the public and services have been offered virtually. Now that the centers are opening up to in-person services again, implementation of the action plans can resume, and the Committee will receive an update at their next meeting in August.

V. NEW BUSINESS

- a. Sinistro and Smith discussed with the Committee members the second phase of reopening the One-Stop Centers for in-person services, which began June 1. In this phase, appointments to use the Resource Room have been opened up to anyone, not just UI claimants as during our first reopening phase. Staff and customers are still being required to wear masks in the Centers, social distancing and protective barriers are still in place, and other infection control measures are continuing, such as temperature taking and maintaining touch-free hand sanitizer dispensers throughout the Centers. Sinistro noted that traffic is increasing, but still mainly among UI claimants. MOU Partners are returning to the Centers according to their own organization's plans and protocols for reopening. Smith noted that many customers are still utilizing virtual services, although others appreciate being able to physically come in to the Center.

- b. Marshall discussed with the Committee members the process for approving the SFYs 2022/2023 One Stop Partner MOU/Budget. Especially for the benefit of newer WDB members, she explained that WIOA funding for the delivery of services is not used for the cost of operating the centers (e.g., rent, the One-Stop Operator contract), and the MOU budget covers those operating costs, with partners contributing according to the number of Full Time Equivalents they have present and serving their clients at the centers. The MOU is renewed, and the budget renegotiated, every two years.
- c. Pritchett polled the Committee members regarding their preference as to an in-person versus virtual meeting format. The Committee members agreed they would be comfortable meeting in person but some expressed a preference for a hybrid in-person meeting with a virtual option. Marshall reminded the Committee members that the WDB and its Committees, as public bodies overseeing the use of public funding, are held to Federal and State open meetings laws concerning public meetings, including the requirement, under normal circumstances, that meetings be held in person. The in-person requirement had been suspended by the State of Ohio during the COVID-19 pandemic, but the order is slated to run out soon since restrictions have been lifted. However, the Ohio Workforce Association has asked the State legislature via an amendment to the biennial budget bill, to exclude Workforce Areas from the in-person meetings requirement, or allow Areas to hold hybrid in-person/virtual meetings, as many Areas comprise several counties, and meeting in person is challenging. Marshall noted meeting in-person at the One-Stop Centers seems particularly helpful for this Committee, as their role is to oversee the operation of the Centers.
- a. Operator staff excused themselves, and the members of the Committee proceeded with an Executive Session to review results of the Evaluation phase of the SFY 2022 Medina County One-Stop Operator procurement process.
 - i. The proposal from United Labor Agency (ULA), across all evaluations submitted from Committee members and SAMWA COG staff, was given the average score/rating of 87.5 out of a total possible score of 135, making this proposal, which was acceptable, seem unacceptable. Marshall interjected she has noticed the last few evaluations that the scoring is not able to reach the total possible score available and believes some of it is due to the number of evaluative points in each section the reviewer is rating. Further, many of the items being asked to provide a score are either a yes or a no and don't carry weight. Finally, she let the Board know several months ago she determined it is time to review our entire procurement process and make adjustments; which will involve the evaluation scoring of proposals.
 - ii. The committee discussed the strengths and weaknesses of the proposal by ULA:
 - 1. ULA's extensive experience with the workforce system was noted as a strength;
 - 2. Lack of commitment to in-kind contributions was noted as a weakness;
 - 3. Proposal appeared to mirror the proposal submitted by ULA last year in their bid for the Summit Operator was noted as a weakness;
 - 4. Quality assurance staff was noted as a strength; and
 - 5. Responses often referred to future discussions with MOU Partners that would determine practices, instead of acknowledging that they have Operator experience that would also inform practices was noted as a weakness.
 - iii. The Committee passed a motion to recommend the proposal for approval by the WDB at their next Regular Meeting on 6/24/21. Dentler made the motion, which was seconded by Chesnes. With no objections or abstentions, the motion carried, and the Committee recommended ULA's proposal to provide One-Stop Operator services in Medina County.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. The Committee was reminded of upcoming meetings:
 - i. The next Regular WDB meeting will be held at 8:00 AM, Thursday, June 24, 2021, *virtually*.
 - ii. The next One-Stop Operations Committee meeting is scheduled for 8:00 AM, Monday, August 16, 2021, location *TBD*.

VII. ADJOURNMENT

- a. Chair Pritchett requested a motion to adjourn the meeting. Chesnes made the motion which Ratcliff seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 3:25 PM.

*Prepared by
Tammy Kaser
Operations Coordinator
SAMWA COG*