

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, SEPTEMBER 30, 2021**

Radisson Hotel - Akron Fairlawn
200 Montrose West Avenue, Akron, OH 44321

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; Mandy Hinkel; Maria Miller; Marquita Mitchell; William Moore; Michelle Moran; David Prentice; Paul Ratcliff
WDB Members Absent:	Erin Ploucha (<i>excused</i>); Joan Pritchett (<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/Summit County, Contracted Workforce Innovation & Opportunity Act (WIOA) Staff & SCDJFS Staff Present:	Lindsey Crawford, SCDJFS; Nicholas Kapusinski, ULA/OMJSC; Ralph Sinistro, SCDJFS/OMJSC; Angela Smith, ULA/OMJMC; Heather Yannayon, SCDJFS/OMJSC
Area 2 Fiscal Staff Present:	Tari Addison, Chief Fiscal Officer, SCDJFS; Tom Jalbert, Fiscal Operations Administrator, SCDJFS; Mark Milhoan, Fiscal Reporting Officer, SCDJFS; Phil Montgomery, Deputy Director, County of Summit Department of Finance & Budget
Area 2 Legal Counsel Present:	Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance, & Risk Management
Guests Present:	Terri Burns, Director, SCDJFS; Michelle Collins, Vice President, ConxusNEO

I. CALL TO ORDER

- a. Chair Heid called the meeting to order at 8:00 AM. Those present were introduced.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Heid reviewed and requested a motion to approve the WDB's 6/24/21 meeting minutes. Bissell made the motion which Prentice seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. SPECIAL REPORT

- a. Bissell gave a summary and provided a written report of the Ohio Workforce Association's Annual Ohio Workforce Initiatives Update luncheon meeting, held 8/25/21 in Columbus with local Workforce Board leaders from throughout the State of Ohio. He emphasized the State's Tech Cred program, which provides up to \$2,000.00 of funding per (approved) credential to help Ohio workers pursue in-demand technical training. Those present at the meeting also discussed the need for affordable childcare to enable parents to benefit financially from participating in the workforce, and the need for improvements to work environments and conditions to attract employees to join and remain part of the workforce in Ohio – especially after working from home.

IV. REPORTS

- a. Executive Committee Report
 - i. Heid summarized the 7/7/21 Executive Committee meeting, at which the Committee:
 - 1. Approved minutes of the 4/7/21 meeting;

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2. Discussed the outstanding Summit business vacancy on the WDB, noting the requirements for the appointment and that the vacancy prevents the WDB from being certified. Moran offered to assist in finding qualified candidates;
3. Received a status update on contract provider monitoring of PY 2019 and ½ PY 2020 by contracted consultant Sharon Parry;
4. Discussed and approved an extension of the ULA Contract to provide enhanced business services under the BRN Grant, extending the end date of the contract 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.

b. Finance Committee Report

- i. Heid then turned the meeting over to Derrig, who summarized the 9/23/21 Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 6/17/21 meeting;
 2. Reviewed SFY 2022 Area 2 Financials as of 8/31/21;
 3. Reviewed SFY 2021 Administrative & Program Budget Expenditures ending June 30, with updates through August 31, including Special Grant and Re-Employment Service and Eligibility Assessment (RESEA) budget expenditures;
 4. Received a status update on the Auditor of State (AOS) review of CY 2020 Area 2 Financials;
 5. Discussed an appropriation adjustment to the Area 2 2021 Calendar Year budget for projected obligates and expenditures;
 6. Discussed an extension of the contract with ULA to deliver WIOA Career Services in Summit and Medina Counties, utilizing Adult/Dislocated Worker funds, not to exceed \$2,033,000.00.
- ii. Derrig then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members, calling out a few highlights:
 1. SFY 2021 Area 2 Financials
 2. SFY 2021 Operating Budget: Program & Administrative Expenditures ending 6/30/21 with updates through 8/31/21
 - 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. These reports only include updates through the end of August, but there have been many PY 2020 invoices that have been processed since 9/1/21 that will reduce the unspent balances for PY 2020.
 - c. The SAMWA COG Board is expected to vote on 10/6/21 to reallocate a portion of Summit County PY 2020 funds to Medina County to reimburse PY 2021 funds that were used to cover PY 2020 expenses. This will reduce the amount of unspent PY 2020 (Year 2) Summit WIOA funds, in turn reducing the amount that Area 2 must return to the State, by approximately \$200,000.00.
 - d. Special grant spending in Area 2 during PY 2020 slowed the spending of regular WIOA allocations.
 - e. Marshall noted that the State has already developed a process for Ohio Workforce Areas to apply to receive back some funding returned to the State in the form of special grants to be used for proposed projects.

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- f. Marshall reminded the Board members that the RESEA program serves Unemployment Insurance claimants with barriers to becoming reemployed. The primary expenditures against the RESEA budget for Area 2 are the salaries for the three full-time Workforce Services Representatives hired 3/10/21 to serve RESEA customers exclusively at the Summit and Medina OhioMeansJobs centers.
 - g. Jalbert noted that spending is on pace for all Area 2 Special Grants.
 - 3. SFY 2022 Area 2 Financials as of 8/31/21
 - a. Area 2 no longer has Year 3 funding held over from the previous fiscal year's Year 2 funding.
 - 4. SFY 2022 Area 2 Operating Budget: Program and Administrative Expenditures as of 8/31/21
 - a. Incumbent Worker Training has been added as a line on the program budget beginning with SFY 2022. IWT spending in SFY 2021 was accounted for under Uncommitted funds as it was added in the middle of the year.
 - 5. Jalbert discussed with the Board members an appropriation adjustment to the Area 2 2021 Calendar Year budget for projected obligations and expenditures for adoption by the COG Board. This allows the fiscal staff to increase the funds available in the payment system. The primary reason the appropriations need to be increased now is that the initial appropriations for CY 2021 did not include the RESEA budget.
 - a. Heid requested a motion to recommend to the SAMWA COG Board to adopt Calendar Year 2021 Area 2 Workforce Budget Appropriations utilizing available Workforce Innovation and Opportunity Act (WIOA) funds in a total amount of \$275,000.00 which is to be allocated as \$100,00.00 for Medina County workforce services and \$175,000.00 for Area 2 Administration. Chesnes made the motion which was seconded by Helms. With no objections or abstentions, the motion carried.
 - iii. Heid informed the Board members that the Calendar Year 2020 Area 2 Auditor of State (AOS) Audit commenced in July and the AOS has stated informally that the audit has been completed with no significant findings to report.
- c. One-Stop Operations Committee Report
 - i. Heid turned the meeting over to Dentler who summarized, in Pritchett's absence, the 8/30/21 meeting, at which the Committee:
 - 1. Approved minutes of the 6/14/21 meeting;
 - 2. Discussed the general purpose of the One-Stop Committee for the benefit of new committee members;
 - 3. Received an update on the implementation of the action plan resulting from the 2019 Phase II certification of the Summit OMJ Center, which can resume now that the centers are open again after being closed due to COVID;
 - 4. Received an update from the One-Stop Operators on the phased reopening of the One-Stop Centers, which are open now for in-person use of the Resource Rooms at both Centers by appointment only;
 - a. It was noted that since the Resource Room has been open by appointment only, use of the Resource Room has been more focused on job search

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activities and more productive, leading the Committee to agree that it may be beneficial to keep the Resource Room appointment only.

5. Discussed a significant increase in job orders from employers compared with pre-pandemic numbers.

d. Performance Committee Report

- i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 8/23/21 meeting, at which the Committee:

1. Approved minutes of the 6/21/21 meeting;
2. Reviewed the State of Ohio Q4 *Unadjusted* WIOA Performance Report for SFY 2021/PY 2020, 7/1/2020 – 6/30/2021;
3. Reviewed the State of Ohio Q4 *Unadjusted* CCMEP Youth Performance Report for SFY 2021/PY 2020, 7/1/2020 – 6/30/2021;
4. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2021, 7/1/2020 – 6/30/2021;
5. Received an update on the redesign project for the Area 2 website;
6. 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;
7. Discussed the 9/30/21 end date of the current FFY 2021 contract with United Labor Agency to provide WIOA A/DW Career Services in both Summit and Medina Counties and agreed that it is in the best interests of Area 2 to award an extension of the Area 2 Career Services contract to ULA, for the period 10/1/21 – 9/30/2022.
8. Were informed that the State of Ohio has begun monitoring the Opioid Emergency Recovery Grant.

- ii. Moran then turned the meeting over to Glaubman to review the performance reports.

1. Glaubman reviewed the State of Ohio Q4 UNADJUSTED WIOA and CCMEP Youth Performance Reports for SFY 2021/PY 2020 (July 1, 2020 – June 30, 2021) noting the following:
 - a. Area 2 met all measures with the exception of:
 - i. Measurable Skills Gain for Youth in both Counties.
 1. This is the first year that this measure is being held against a negotiated standard.
 2. Much of the data for this measure is entered in July, as the academic year ends May-June, but the State pulled the data for this report on July 1 instead of waiting until mid-July as they normally do to allow time for updates.
 - ii. Youth Credential attainment in Summit County was just below the negotiated standard.
2. Glaubman reviewed highlights from local performance reports for SFY 2021 and YTD reports for SFY 2022:
 - a. Adult/Dislocated Worker Career Services Provider Reports provided by ULA, summarizing performance data for Summit and Medina Counties for SFY 2021, 7/1/20 – 6/30/21:
 - i. In Summit County especially, placement numbers have not returned to pre-pandemic levels, partly due to workers choosing not to return to work after being on unemployment, partly due to the large numbers of job openings that make it easier for job

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seekers to find employment without assistance from the Workforce Area, and partly due to the closing of the pipeline from JFS to the OMJ that was active with both offices at 1040 E. Tallmadge Ave. were fully open to the public and seeing clients in person regularly, before the pandemic. The *percentage* of OMJ Orientation attendees who are placed has continued to rise year over year since 2018, while the *number* of placements decreased during the pandemic and has remained comparatively low.

- ii. In Summit County, 473 placements were made for the program year; 13% of placements were in Transportation & Warehousing, 12% were in Healthcare, 19% in Manufacturing, and 17% in Professional and Business Services; the average hourly wage for all placements was \$19.06; 92 Individual Training Accounts were written (double the previous PY), primarily for CDL and medical assisting; 25 OJT Agreements with employers were signed, with 70 On-the-Job Training Plans written under those agreements; 5 Transitional Jobs Agreements were signed with employers with 5 plans written under them; 15 Incumbent Worker Training Agreements were signed with Employers with 10 cohorts under those agreements; there were 572 job orders and 57 recruitments.
 - iii. In Medina County, 209 placements were made; the average wage for jobseeker placements was \$19.66 per hour; 14% of placements were in Healthcare, 20% in Manufacturing, 16% in Professional and Business Services, 10% in Retail, and 16% in Transportation & Warehousing; 27 ITA's were written which is up from 8 in the previous program year, again primarily in CDL and medical assisting; 11 OJT Agreements were signed with employers with 7 OJT Plans written under them; 8 Transitional Jobs Agreements were signed with employers with 4 plans written under them; there were 380 job orders and 23 virtual recruitments.
- b. SFY 2021 On-the-Job Training (OJT) Annual Report
- i. 36 OJT training plans were written across both Counties, with 31 different position titles. Most were completed successfully or are still in progress.
 - 1. In Summit County, the average wage at the end of training was \$17.73 per hour. 78% of OJT employees are earning \$15/hour or more.
 - 2. In Medina County, the average wage was \$19.38/hour and 100% of OJT employees are earning \$15/hour or more.
- c. SFY 2021 Individual Training Accounts (ITA) Annual Report
- i. ITA's in Area 2 for SFY 2021 are with 24 different schools, mainly in truck driving and healthcare training. Most were completed successfully or are still in progress. Of those that completed successfully, in Summit County, 76% are working and 89% of those are working in their field of training; Medina, 67% are working and all are working in their field of training.

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- d. SFY 2021 Transitional Jobs (TJ) Report
 - i. TJ provides time-limited, wage-paid work experience for jobseekers with a limited work history and/or other barrier to finding employment.
 - ii. 13 TJ Agreements were signed in Area 2 in SFY 2021 (Area 2 started offering TJ in December 2020). Most TJ employees have been retained by the TJ employer, which is not required.
- e. SFY 2021 Incumbent Worker Training (IWT) Report
 - i. Implemented in April 2021, to help current employees work toward a promotion within their company, creating a vacancy in their current position that will need to be filled by someone on the job market, and to increase the employer's overall competitiveness. Employers share the cost, based on the size of the company. All IWT Agreements for SFY 2021 were in Summit County, all cohorts attended training at University of Akron, and most trainings were in project management or ServSafe.
- f. SFY 2021 Reemployment Services and Eligibility Assessment (RESEA) Report, for March-August 2021
 - i. Area 2 has met 97% of the annual goal set by the State for the number of UI claimants selected to participate in the program, even though we are only 5 months into the program year for RESEA. Area 2 is outperforming all other Workforce Areas in the State and has been recognized on calls and in emails with the State staff overseeing the transition of the RESEA program.
 - ii. Marshall noted that Area 2 is the only Area that hired additional staff dedicated exclusively to delivery of RESEA services, while other areas delegated RESEA delivery to existing staff continuing to deliver other services as well.
- g. Adult/Dislocated WIOA Career Services performance data for Medina & Summit Counties for SFY 2022, 7/1/21—8/31/21:
 - i. In Summit County, 73 jobseekers have been placed so far this fiscal/program year (marking a slow recovery from the pandemic); the YTD average wage for all placements is \$22/hour; the highest number of placements were made in business services, manufacturing, transportation/warehousing, and healthcare; 29 Individual Training Accounts have been written so far; Summit County has OJT Agreements with 13 employers, with 27 OJT individual plans written; a Transitional Jobs Agreement with 1 employer; 5 Incumbent Worker Training Agreements with 5 cohorts under them; there have been 123 job orders; 9 recruitments have been conducted, which are now offered both in person and virtually.
 - ii. In Medina County, recovery from the pandemic has been a little faster in terms of job placements, with 44 jobseekers placed so far; the YTD average wage for jobseeker placements is \$19.34 per hour; the highest number of placements were made in

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manufacturing, healthcare, and business services; 13 ITA's have been written so far this year; 5 OJT agreements have been signed with 1 training plan written; 1 Transitional Jobs Agreements is in place with 1 TJ Plan written under that agreement; there have been 52 job orders YTD and 5 recruitments.

- iii. Glaubman turned the meeting back over to Chair Heid who announced the FFY 2022 Workforce Innovation and Opportunity Act (WIOA) Career Services Contract Award (October 1, 2021 – September 30, 2022).
 - 1. Heid requested a motion to recommend to the SAMWA COG Board an agreement with United Labor Agency (ULA) for an amount not to exceed \$573,000.00 in Medina and \$1,460,000.00 in Summit for a grand total of \$2,033,000.00 to provide WIOA Career Services to adults, dislocated workers, and businesses through both Area OhioMeansJobs centers, with no renewals. Chesnes made the motion which was seconded by Moran. With no objections or abstentions, the motion carried.

V. OLD BUSINESS

- a. Glaubman presented “live” the new/final Area 2 website, demonstrating new features.
- b. 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, concluded with an exit meeting on 6/28/21. Marshall noted that there were no significant findings or observations.
- c. Marshall informed the Board that all but one of the 24 MOU partners have signed the SFY 2022 OhioMeansJobs Center Partner MOU. Weekly contact is made with this partner.
- d. Glaubman informed the Board members that Consultant Sharon Parry has concluded her review of PY 2019 and ½ PY 20 Adult, Dislocated Worker, and Youth files as well as fiscal files of the Area's service providers, with no findings to report.
- e. Marshall reminded the Board members that the U.S. Department of Labor selected Workforce Area 2 for an “enhanced desk review” of our COVID-19 grant. The review commenced 6/21/21 virtually by the DOL Chicago regional office and continues with no results to report at this time.
- f. Marshall reminded those present that the State of Ohio requires Local Workforce Areas to partner with local libraries to extend career services outside of the OhioMeansJobs Centers. Area 2 has executed new MOUs or renewal MOUs with the following libraries: 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.

VI. NEW BUSINESS

- a. Marshall informed the Board members that the SFY 2022-2023 Summit and Medina Comprehensive Case Management and Employment Program (CCMEP) Plans have been submitted. The State requires CCMEP plans to be submitted annually, but the current plans have been on hold due to COVID for two years.
- b. Marshall informed those present that the WDB Bylaws have been adjusted to add video and teleconference meeting options as well as an Executive Session procedure for meetings of the WDB and its Committees. It was noted that the draft adjusted bylaws were sent to all members to review prior to today's meeting.
 - i. Marshall discussed the new policy and procedures for video and teleconference meeting options, and the State law governing public meetings, which allows for Workforce Areas to continue meeting virtually, while other public bodies are being required to return to meeting exclusively in person. Representatives of the Ohio Workforce Association had met with Ohio

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lawmakers and successfully explained the true need for Ohio Workforce Areas to continue meeting virtually, some of which comprise a large number of Counties across large parts of the State, and/or are non-contiguous. She noted that although Workforce Area 2 can continue meeting virtually (as of 10/1/21, to allow time to develop and approve a policy for meeting virtually), the State law requires roll-call voting on all motions so those joining virtually can have their votes count. We will also be required to offer an in-person meeting option alongside a virtual option. Glaubman added that the State required a geographic restriction for joining virtually, so the restriction in the policy for Area 2 is basically that if you are on the premises where the in-person meeting is being held, at the time the meeting is being held, you must attend in person, not virtually.

- ii. Marshall explained that in the process of revising the Bylaws to include video and teleconferencing, it was discovered that a formal procedure for holding an Executive Session during a WDB Regular or Committee meeting was not included in the Bylaws.
 1. Heid requested a motion to adopt policy and procedures for video and teleconference meeting options. Chesnes made the motion which was seconded by Dentler. With no objections or abstentions, the motion carried.

VII. GOOD OF THE ORDER/ANNOUNCEMENTS.

- a. Heid informed those present that the SAMWA COG Board held its third meeting of 2021 via Zoom on 6/24/21, passing eleven Resolutions, which are all posted on: Summitmedinaomj.org website.
- b. Heid announced two Letters of Support written by Area 2 since June WDB meeting:
 - i. On 9/24/2021 a letter of support was written for ConxusNEO for the Industry Sector Partnership Grant application to Ohio's Department of Development & The Governor's Office of Workforce Transformation.
 - ii. On 7/15/2021 a letter of support was written for Akron/Barberton/Summit County Continuum of Care for their application to the U.S. Dept. of HUD for a Youth Homeless Demonstration Program grant.
- c. Glaubman played an OhioMeansJobs Summit & Medina Radio Spot, which will air during September & October on WQMX and WONE, thanks to BRN grant funding.
 - i. Marshall noted that Area 2 Opioid grant funds will be utilized to support Rock+Recovery on WAPS, 91.3, and COVID-19 grant funds will be utilized to purchase spots targeting those unemployed due to the pandemic.
- d. Heid reviewed for the Board members Ohio's August 2021 Unemployment Rates.
- e. Heid announced that Marshall has been appointed to ConxusNEO's Board of Directors.
- f. Heid informed those present that the next WDB Regular meeting will be held December 9, 2021, at 8:00 AM at the Radisson Hotel, Akron Fairlawn and virtually via MS Teams.
- g. Marshall recognized Martin Helms for his service representing a joint apprenticeship program on the WDB and announced that he is resigning his position with the AAEJATC as well as his membership on the WDB. Helms will be succeeded in both roles by Matthew Capozzi.

VIII. ADJOURNMENT

Heid requested a motion to adjourn the meeting. Chesnes made the motion which was seconded by Bissell. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:30 AM.

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