



MEETING MINUTES
Wednesday, October 6, 2021
10:00 AM

Summit County Executive's Office
175 South Main Street, 8th Floor
Akron, OH 44308

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Dial in: +1646-558-8656

Meeting ID: 96837797758

Chief Elected Officials (CEOs)/COG Members Present:	Ilene Shapiro, Summit County Executive Colleen Swedyk, Medina County Commissioner
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Christine Marshall, Executive Director; Grace Glaubman, Policy, Procurement, and Performance Administrator, Tammy Kaser, Operations Coordinator
Area 2 Fiscal & Sub Fiscal Agent Staff Present:	Phil Montgomery, Deputy Director, County of Summit Department of Finance & Budget, and Chief Financial Officer, County of Summit Dept. of Job & Family Services; Tom Jalbert, Fiscal Operations Administrator, SCDJFS
Legal Counsel Present:	Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance, & Risk Management
Guests Present:	Ethan Lower, Intern, Summit County Executive's Office

I. CALL TO ORDER

- a. Chair Shapiro called the meeting to order at 10:02 AM, via a video conferencing method.

II. INTRODUCTION

- a. Executive Shapiro welcomed everyone on the video conference call and asked for a roll call. Everyone on the call introduced themselves and were noted by Kaser in lieu of collecting a sign-in sheet.

III. APPROVE MINUTES OF PREVIOUS MEETING

- a. Commissioner Swedyk made a motion to approve the SAMWA COG's 6/24/21 meeting minutes. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried, and the 6/24/21 minutes were approved.

IV. REPORTS

- a. There were no reports to present.

V. UNFINISHED BUSINESS

- a. Director Marshall informed those present that an exit meeting was held on 6/28/21 for the Ohio

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Department of Job and Family Services Bureau of Monitoring Services' Comprehensive (Program) Monitoring Review for PY 2019/SFY 2020 (July 1, 2019 – June 30, 2020), which had commenced 12/23/20. The review resulted in no significant findings or observations.

- b. Marshall reminded those present that the USDOL selected Area 2 for an “enhanced desk review” of our COVID-19 grant, as the Area’s implementation of programming under the grant is second best among Ohio Workforce Areas. The review commenced 6/21/21, and a report has yet to be released.

VI. NEW BUSINESS

- a. **Resolution 2021-16** authorizing the Summit and Medina Workforce Area of Council of Governments (“SAMWA COG”) to appropriate State Fiscal Year 2022 Workforce Innovation Opportunity Act Program and Administrative to the Workforce Area 2 budget to fund various expenditures for the remainder of Calendar Year 2021.
 - i. Commissioner Swedyk made a motion to adopt SAMWA COG Resolution 2021-16. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried.
- b. **Resolution 2021-17** appointing Mr. Matthew Capozzi, Training Director at the Akron Area Electrical Joint Apprenticeship and Training Committee, to the Summit/Medina Workforce Development Board as a representative of a joint apprenticeship program in Ohio Workforce Area 2.
 - i. Marshall explained that representation of a joint apprenticeship program on the Workforce Development Board is mandatory. The current Director of the Akron Area Electrical Joint Apprenticeship and Training Committee, Martin Helms, had served as a Board member for several years but is resigning his position at the AAEJATC. Matthew Capozzi will replace Helms as Director and as our joint apprenticeship representative.
 - ii. Commissioner Swedyk made a motion to adopt SAMWA COG Resolution 2021-17. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried.
- c. **Resolution 2021-18** authorizing the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”) to execute a five (5) year Lease Agreement with the Summit County Land Reutilization Corporation dba Summit County Land Bank for the lease of approximately 37,692 square feet of office space, at 1040 E. Tallmadge Ave., Akron, OH 44310, for the term of July 1, 2021 to June 30, 2026, with two options to renew for additional five-year terms, for a total annual amount of \$509,972.76 for the first year with an annual increase of 1% of the Base Rent after the first year of the initial term, for the operation of a federally mandated one-stop employment center in Summit County, known as an OhioMeansJobs (“OMJ”) center in the State of Ohio.
 - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2021-18. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- d. **Resolution 2021-19** adopting changes to the bylaws of the Summit/Medina Workforce Development Board (“WDB”) to allow for meeting virtually via video conference or teleconference in accordance with Ohio Revised Code 6301.06, and to add a section which defines and provides for the WDB’s use of an executive session.
 - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2021-19. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

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- e. **A Resolution 2021-20** adopting additions to the Summit/Medina Workforce Area Council of Governments (“SAMWA COG”) Personnel Policy Manual to include Juneteenth on its list of recognized official legal holidays and to include language that the Summit County Human Resources Commission (“HRC”) is established to administer the Family Medical Leave Act (FMLA) for SAMWA COG employees.
 - i. Marshall explained that the SAMWA COG staff are already covered under Summit County’s FMLA plan, but, to date, administration of the FMLA has not been provided by the Summit County HRC.
 - ii. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2021-20. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

- f. **Resolution 2021-21** adopting adjustments to the Summit/Medina Workforce Area Council of Governments (“SAMWA COG”) Procurement Policy Manual as part of an annual review of State and Federal procurement regulations to ensure compliance with purchasing rules.
 - i. Marshall confirmed for Executive Shapiro that the SAMWA COG Procurement Policy reflects the Summit County Procurement Policy with respect to encouraging engagement of minority- and women-owned businesses. Executive Shapiro discussed with those present the resources available through the Greater Akron Chamber to facilitate said engagement. Marshall noted for Commissioner Swedyk that Bethany Dentler of Medina County Economic Development Corporation and a member of our WDB, works closely with the Greater Akron Chamber and can provide guidance on these resources for Medina County.
 - ii. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2021-21. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

- g. **Resolution 2021-22** authorizing the Summit/Medina Workforce Area Council of Governments (“SAMWA COG”) on the recommendation of the Summit/Medina Workforce Development Board (“WDB”) to award a Subrecipient agreement to United Labor Agency (“ULA”) to provide Adult and Dislocated Worker Career Services under the Workforce Innovation Opportunity Act in amounts not to exceed \$573,000.00 for Medina County and \$1,460,000.00 for Summit County for the period beginning 10/1/2021 and ending 9/30/2022.
 - i. Executive Shapiro requested A/DW performance data going back through two contract periods with ULA and expressed the budget should allow for new innovations in the delivery of Career Services responding to recent changes in workforce trends due to the COVID-19 pandemic. Marshall stated the requested data is available.
 - ii. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2021-22. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

- h. **Resolution 2021-23** authorizing the Summit and Medina Workforce Area Council of Governments to reallocate a portion of the balance of Year 2 (Program Year 2020) Summit Workforce Innovation and Opportunity Act (“WIOA”) Adult Program, Youth Program, and SAMWA COG Administration Funds, liquidating 9/30/2021, to reimburse Year 2 Medina WIOA Program expenditures charged against Year 1 (Program Year 2021) Medina WIOA Program Funds.
 - i. Jalbert explained that Summit County’s PY 2020 funds were underspent, and the remaining funds will be returned to the State. However, Medina County’s PY 2020

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funds were overspent, and PY 2021 funds were utilized to cover PY 2020 expenditures. Since the two counties are included in the same Workforce Area, the surplus PY 2020 funds in Summit County can be transferred to Medina County to reimburse their PY 2021 allocations, which also reduces the amount of Area 2 funding being returned to the State.

- ii. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2021-23. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

VII. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Marshall informed those present that the Auditor of State (AOS) audit of CY 2020 Area 2 financials, which commenced in July, has concluded, with no significant findings or observations to report. SAMWA COG Board members received an email from the AOS on 9/27/21.
- b. Marshall discussed with the COG members one outstanding vacancy on the WDB, which is a business appointment in Summit County. As the vacancy was created by the resignation of a minority woman representing a business outside of Akron, who relocated out of Ohio, the WDB would like to find a similar representative to replace her, which has resulted in a longer than average time for an appointment to remain vacant. Summit County WDB members as well as the County of Summit Department of Economic Development and the Greater Akron Chamber have been solicited for assistance in finding an appropriate replacement to represent northern Summit County as well as diversity on the WDB.
- c. The SAMWA COG Board's next meeting is scheduled for 12/9/21 at 9:30 AM at the Radisson Hotel Akron-Fairlawn.

VIII. ADJOURNMENT

- a. Commissioner Swedyk made a motion to adjourn the meeting. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried, and the meeting was adjourned at 10:26 AM.

Prepared by:

Tammy Kaser, Operations Coordinator, SAMWA COG