

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, OCTOBER 6, 2021
7:30 AM**

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

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

- A. Chair Heid called the 10/6/2021 Executive Committee meeting to order at 7:37 AM. Kaser took roll call to record those present both in person and virtually.

II. APPROVAL OF MINUTES

- A. Heid requested a motion to approve the Executive Committee's 7/7/2021 meeting minutes. Bissell made the motion which Moran seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

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. Moran informed the Committee that she is in conversation with several candidates to fill the appointment.
- B. Director Marshall discussed with the Committee members a plan to reallocate Summit County Year 2 PY 2020 (7/1/20 to 6/30/21) WIOA funds to cover some Medina County Year 2 PY 2020 expenses, as Summit County Year 2 funds are underspent and remaining funds will be returned to the State, and Medina County Year 2 funds are overspent and Year 1 funds have been used to cover costs. This plan was discussed at the full WDB meeting on 9/30/2021, but the books had to be balanced and we now have the official amounts.
 - i. Heid requested a motion to recommend to the SAMWA COG Board the reallocation of \$65,434.09 in Year 2 WIOA Administrative funds, \$63,999.51 in Year 2 Summit WIOA Youth funds, and \$81,757.35 in Year 2 Summit WIOA Adult funds to reimburse Year 2 Medina WIOA Program expenditures charged against Year 1 Medina WIOA Program Funds. Bissell made the motion, which was seconded by Moran. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions.
 - ii. Marshall emphasized this reallocation represents a combined total of \$211,190.95 that will be taken from the underspent Summit Year 2 funds about to be returned to the State, to cover necessary Area 2 expenditures in Medina County.

V. NEW BUSINESS

- A. Heid requested a motion to approve a contract with Project Learn of Summit County in an amount not to exceed \$50,000.00 to provide basic math, reading and aptitude assessments to adult and dislocated worker job seekers and hopefully, in the future, youth (CCMEP) at the OhioMeansJobs Summit County Center. Bissell made the motion, which was seconded by Moran. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions.
- B. Heid announced there are two WDB Committee Chair terms that have ended or are ending soon.
 - i. Marshall and Kaser informed the Executive Committee members that Joan Pritchett's term as Chair of the One-Stop Operations Committee ended 10/21/20, during the long period when the One-Stop Centers were closed due to COVID and, as a result, the One-Stop Committee was not holding meetings. As Chair of the WDB, Heid has reappointed Pritchett as Chair, and she has accepted, assuming the role of Chair for another 1-year term, beginning 10/1/2021 and ending 9/30/2022.
 - ii. Marshall informed the Executive Committee members that Mark Derrig's term as Chair of the WDB Finance Committee ends 11/11/21. Kaser added that when Heid reappointed him to a new term, he declined. Heid will need to reach out to the members of the Finance Committee to find a volunteer to appoint to a new term as Chair beginning 11/12/21 and ending 11/11/22. Kaser listed the names of the other current members of the Finance Committee: Jeff Bissell, Tony Esposito, Mandy Hinkel, Maria Miller, Erin Ploucha, and David Prentice.
- C. Those present discussed a draft of the 2022 WDB Regular and Committee Meetings Calendar and the requirement to hold the in-person option for hybrid meetings at one central, primary location.
 - i. The Committee agreed that the Radisson Hotel Akron Fairlawn works well as the primary location for Executive Committee meetings for 2022. Glaubman stated that the next Performance Committee meeting will be held at the SAMWA COG offices as well as virtually via Teams, and the Committee will decide then where to hold the in-person option for meetings in 2022. The One-Stop Committee in-person meeting location will continue to alternate between the Summit One-Stop Center and the Medina One-Stop Center.
 - ii. The Committee agreed to hold Executive Committee meetings at 8:00 AM, instead of 7:30 AM, beginning with their next scheduled meeting on 11/3/21.
- D. Heid requested a motion to approve the use of \$45,000 in Opioid grant funds to hire temporary emergency workers as Peer Recovery Coaches at HOPE Recovery Community of Medina County. Moran made the motion which was seconded by Pritchett. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

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 8:00 AM, Wednesday, 11/3/21, at the Radisson Hotel Akron-Fairlawn and virtually via MS Teams.
 - ii. The next WDB Regular meeting will be held at 8:00 AM, Thursday, 12/9/2021, at the Radisson Hotel Akron-Fairlawn and virtually via MS Teams.

VII. ADJOURNMENT

- A. Heid requested a motion to adjourn the meeting. Bissell made the motion which Pritchett seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions. The meeting adjourned at 8:01 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments