

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES
OF
MONDAY, NOVEMBER 22, 2021**

In-person location:
OhioMeansJobs Medina County
72 Public Square, First Floor, Medina, OH 44256

Virtual location:
[Click here to join the meeting](#)
Or call in (audio only)
+1 321-710-8464
Phone Conference ID: 750 317 058#

Committee Members Present:	Sharlene Chesnes (<i>virtual</i>); Malcolm Costa (<i>virtual</i>); Patricia Dempsey (<i>virtual</i>); Bethany Dentler (<i>virtual</i>); William Moore; Joan Pritchett, One-Stop Committee Chair; Paul Ratcliff (<i>virtual-call in</i>)
SAMWA COG Staff Present:	Grace Glaubman (<i>virtual</i>); Tammy Kaser; Christine Marshall
One-Stop Operator Staff Present:	Ralph Sinistro, CSDJFS/SCOMJ (<i>virtual</i>); Angela Smith, ULA/MCOMJ
Guests Present:	Kyle Casey, ODJFS; Valerie Love, ODJFS

I. CALL TO ORDER

- a. Chair Pritchett called the One-Stop Committee meeting to order at 8:04 AM. Those present introduced themselves and Kaser took attendance of those present in person and virtually.

II. APPROVAL OF MINUTES

- a. Chair Pritchett requested a motion to approve the One-Stop Operations Committee meeting minutes of 8/30/21. Chesnes made the motion which was seconded by Costa. The motion was passed by a roll call vote of One-Stop Committee 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. Sinistro and Smith discussed with the Committee members the activities at the OMJ Centers since the last meeting in August. Sinistro noted that the Summit Center held a virtual training with the MOU Partners on 10/13/21 regarding the referral process and acquiring CFIS access for all the Partners. He noted that foot traffic at the Center is still low compared with previous program years, due to COVID and having the Resource Room open only by appointment (although those who show up in person without an appointment are allowed to use the Resource Room, it is still publicized that the Resource Room is appointment only, and productivity of Resource Room use has risen as a result). Smith agreed that Medina traffic is also still comparatively low. Both Centers see mainly jobseekers who are receiving Unemployment Insurance. Sinistro and Smith discussed with the Committee members the two-center operations manual that will include emergency protocols and the partner referral process. Sinistro noted that one drawback of being open by appointment only is that use of the drop-in child watch service is

sporadic, which poses special staffing challenges, and a couple of the Partners have expressed that their clients need that service and/or would prefer the Center to be open without requiring an appointment.

- b. Marshall informed the Committee members that Area 2's SFY 2022/2023 One-Stop Partner MOU Budget has now been signed by all 24 MOU Partners.

V. NEW BUSINESS

- a. Marshall informed the Committee members that she and Glaubman were asked by ODJFS/OWD to participate on a committee in October that reviewed the upcoming Phase III Certification process and made improvements to the certification tool. We anticipate receiving a final version of the tool in the Board office in December, and begin certification in January with the help of this Committee. This part of the certification process reviews operations at the comprehensive center, in our case the Summit County One-Stop Center, not the affiliate site (Medina), although we try to implement best practices for both centers wherever appropriate.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Pritchett reminded the Committee members of upcoming meetings:
 - i. The next Regular WDB meeting will be held at 8:00 AM, Thursday, December 9, 2021, at the Radisson Hotel - Akron Fairlawn, and virtually via Teams.
 - ii. The next One-Stop Operations Committee meeting is scheduled for 8:00 AM, Monday, February 14, 2022, at the OhioMeansJobs Summit County center, and virtually via Teams.

VII. ADJOURNMENT

- b. Chair Pritchett requested a motion to adjourn the meeting. Dentler made the motion which Dempsey seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Kaser, with no objections or abstentions. The meeting adjourned at 8:30 AM.

Prepared by

Tammy Kaser

Operations Coordinator, SAMWA COG