

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 9, 2021**

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

Microsoft Teams: [Click here to join the meeting](#)
+1 321-710-8464 Phone Conference ID: 282 256 869#

WDB Members Present:	Jeff Bissell, WDB Vice Chair; Matthew Capozzi; Sharlene Chesnes; Patricia Dempsey (<i>virtual</i>); Anthony Esposito; Jessica Heid, WDB Chair; Mandy Hinkel (<i>virtual</i>); Maria Miller (<i>virtual</i>); Marquita Mitchell; William Moore; Michelle Moran; Erin Ploucha (<i>virtual</i>); David Prentice; Joan Pritchett (<i>call-in</i>); Paul Ratcliff (<i>virtual</i>)
WDB Members Absent:	Malcolm Costa (<i>excused</i>); Bethany Dentler (<i>excused</i>); Mark Derrig (<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:	Jenny Gutwein, ULA/OMJSC/OMJMC (<i>virtual</i>) Nicholas Kapusinski, ULA/OMJSC; Ralph Sinistro, SCDJFS/OMJSC (<i>virtual</i>); Angela Smith, ULA/OMJMC; Heather Yannayon, SCDJFS/OMJSC (<i>virtual</i>)
Area 2 Fiscal Staff Present:	Tari Addison, Chief Fiscal Officer, SCDJFS (<i>virtual</i>); Tom Jalbert, Fiscal Operations Administrator, SCDJFS; Mark Milhoan, Fiscal Reporting Officer, SCDJFS (<i>virtual</i>)
Guests Present:	Terri Burns, Director, SCDJFS (<i>virtual</i>); Michelle Collins, Vice President, ConxusNEO (<i>virtual</i>); Megan Earle, RossIES (<i>virtual</i>)

I. CALL TO ORDER

- a. Chair Heid called the meeting to order at 8:05 AM. Those present introduced themselves and Kaser took attendance of those present in person and virtually. All non-members attending the meeting were asked to email Tammy.Kaser@workforcearea2.org to be recorded in the minutes as present.
 - i. Heid welcomed new member Matt Capozzi, representing Akron Area Electrical Joint Apprenticeship and Training Committee.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Heid reviewed and requested a motion to approve the WDB's 9/30/21 meeting minutes. Chesnes made the motion which Moran seconded. The motion was passed by a roll call vote of Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

III. REPORTS

- a. Executive Committee Report
 - i. Heid reminded those present that the Executive Committee has a standing meeting each month, held as needed, to address urgent business that arises between meetings of the full Board. She then summarized the 10/6/21 virtual and in-person Executive Committee meeting, at which the Committee:
 1. Approved minutes of the 7/7/21 meeting;

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2. Discussed the outstanding Summit business vacancy on the WDB, noting that the vacancy prevents the WDB from being certified and that Moran has introduced a potential candidate;
3. Discussed the final plan to reallocate Summit Year 2 PY 2020 funds to Medina County to cover PY 2020 expenses and agreed to recommend to the SAMWA COG Board the reallocation of \$65,434.09 in Administrative funds, \$63,999.51 in WIOA Youth funds, and \$81,757.35 in WIOA Adult funds to reimburse Medina WIOA program expenditures;
4. Discussed and approved a contract with Project Learn of Summit County in an amount not to exceed \$50,000.00 to provide assessments to job seekers and youth;
5. Discussed the reappointment, by Heid as the Board Chair, of Joan Pritchett as Chair of the One-Stop Operations Committee, to a term beginning 10/1/2021 and ending 9/30/2022;
6. Discussed the appointment, by Heid, of Tony Esposito as Chair of the Finance Committee, in lieu of Mark Derrig who declined reappointment having served as Chair since August, 2018;
7. Discussed and approved the 2022 WDB Regular and Committee Meetings Calendar as well as the time and primary meeting location for 2022 Executive Committee meetings;
8. Discussed and approved the use of \$45,000 in Opioid Grant funds to hire temporary emergency workers to serve as Peer Recovery Coaches at HOPE Recovery Community in Medina.

b. Finance Committee Report

- i. Heid then turned the meeting over to Esposito, who summarized the 11/18/21 virtual and in-person Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 9/23/21 meeting;
 2. Reviewed SFY 2022 Area 2 Financials as of 9/30/21;
 3. Reviewed SFY 2021 Administrative & Program Budget Expenditures ending June 30, with updates through 9/30/21, including Contract, Special Grant and Re-Employment Service and Eligibility Assessment (RESEA) budget expenditures in addition to WIOA;
 4. Reviewed for new Committee members the purpose of the training budget line items ITA, OJT, TJ, IWT;
 5. Discussed a Special Program Grant Director Marshall applied for and received 11/16/21 from ODJFS in the amount of \$97,200.00, available from Year 2 funds that had been returned to the State by all Areas after the closing of SFY 2021, for the purpose of hiring a professional consultant to conduct a survey of working-age adults in the Akron Metropolitan Statistical Area and the foot print of the Greater Akron Chamber (Summit, Medina, and Portage Counties) and to conduct focus groups to learn about participants' employment situation;
 6. Discussed and agreed to recommend to the Board an appropriation to the Area 2 2022 Calendar Year budget for projected obligations and expenditures, so the Area's budget can be loaded into the payment system;
- ii. Esposito then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members, with Director Marshall calling out a few highlights:

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1. SFY 2021 Area 2 Financials
 - a. After the reallocation of some of the surplus Year 2 Summit funds to Medina to cover PY 2020 expenses, the amount returned to the State was reduced to approximately \$483,000 in WIOA Adult funds, and \$558,000 in WIOA Youth funds. As Esposito noted, Area 2 was able to apply for Special Grants to offset funds that were returned.
2. SFY 2021 Operating Budget: Program & Administrative Expenditures ending 6/30/21 with updates through 9/30/21
 - a. ITA spending was approximately \$75,000.00 over budget across both Counties, which helped to reduce the overall surplus returned to the State.
3. SFY 2022 Area 2 Financials as of 9/30/21
 - a. There is no longer a line for Year 3 funding as PY 2019 Year 3 has been spent, and PY 2020 Year 2 funds were not allowed to be carried over as Year 3 (which is why funds had to be returned), so this report is back to just Year 1 and Year 2, without needing to account for a Year 3.
4. SFY 2022 Area 2 Operating Budget: Program and Administrative Expenditures as of 9/30/21
 - a. Although the report only goes through 9/30, based on data so far for October and November, Director Marshall noted spending on training in the last two months has been double what it was for the first three months of the Program Year. Some items, particularly Contracts, show no spending on the report, but have seen significant spending in October and November.
 - b. RESEA PY 2020 spending is on pace, but the new allocation for PY 2021 will be for nine months and must be spent in three, due to the timing of the first allocation. Director Marshall noted the allocation for PY 2021 will also be significantly higher than the PY 2020 allocation. Administration of the RESEA program was transferred from ODJFS to the local Workforce Areas beginning early in CY 2021, and there are still some issues being worked through with respect to the timing and distribution of allocations.
 - c. The Opioid Grant is on pace to be spent by its end date of 3/31/22, in part to the new contract with Hope Recovery.
 - d. The COVID grant serves the Dislocated Worker population, which is also served through the regular WIOA allocation, and this has slowed the spending of both WIOA DW funding and COVID Grant funding. The COVID Grant ends 6/30/22.
 - i. Vice Chair Bissell asked if administrative costs can be charged against the special grants. Director Marshall explained that, although there is an administrative line item in the budgets for each allocation and grant, doing so would in turn reduce administrative spending against the WIOA allocation. She expressed and Bissell agreed that the best solution would be to hire a full-time Project Manager to help administer the special grants, as well as the RESEA allocation, and charge their salary and benefits primarily against those budgets.
 - ii. Marshall noted that, confounding the problem of concurrent COVID and WIOA funding serving the same population, jobseekers

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who meet the eligibility requirements to be considered a Dislocated Worker are in short supply now that the economy is recovery and business are hiring again. This is affecting all Workforce Areas across the State of Ohio.

- iii. Jalbert noted that unspent administrative funds can be transferred to program budgets (but not the reverse) and this is common practice in Area 2.
- e. The BRN Grant, which had been extended through 12/31/21, is on pace to be spent, in part to outreach through radio spots.
 - i. Director Marshall noted that this was the first time the Area received funding specifically for outreach to businesses, and the program was highly successful. The State is offering Areas the BRN program grant again.
- 5. Jalbert discussed with the Board members an appropriation to the Area 2 2022 Calendar Year budget for projected obligations and expenditures for adoption by the COG Board. This allows the fiscal staff to make WIOA funds, which are allocated by State Fiscal Year, available in the payment system, which operates based on the Calendar Year.
 - a. Heid requested a motion to recommend to the SAMWA COG Board to adopt Calendar Year 2022 Area 2 Workforce Budget Appropriations utilizing available Workforce Innovation and Opportunity Act (WIOA) funds in a total amount of \$6,810,000.00 which is to be allocated as \$1,100,000.00 for Medina County workforce programs, \$4,000,000.00 for Summit County workforce programs and \$1,710,000.00 for Area 2 Administration. Moran made the motion which was seconded by Esposito. The motion was passed by a roll call vote of Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions.
- c. One-Stop Operations Committee Report
 - i. Heid turned the meeting over to Pritchett who summarized the 11/22/21 virtual and in-person meeting, at which the Committee:
 - 1. Approved minutes of the 8/30/21 meeting;
 - 2. Received an update from the One-Stop Operators for both Counties, Ralph Sinistro and Angela Smith, regarding One-Stop activities since the August meeting:
 - a. Both Sinistro and Smith noted that foot traffic is still below pre-pandemic levels, and most customers are seeking assistance with the unemployment insurance process.
 - b. They discussed the status of the OMJ Centers' Operations Manual which will include emergency protocols and the partner referral process.
 - 3. Received an update on the implementation of the action plan resulting from the 2019 Phase II certification of the Summit OMJ Center, including a virtual training with all MOU partners on 10/13/21 regarding the customer referral process;
 - 4. Received an update from the One-Stop Operators on the phased reopening of the One-Stop Centers, with Sinistro noting that being open by appointment only has led to less consistent use of the drop-in childcare provided by YMCA at the Summit Center, compared to before the pandemic, which in turn has led to special staffing challenges;

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5. Director Marshall provided a status update on the SFY 2022/2023 One-Stop Partner MOU Budget, which has now been signed by all 24 MOU Partners;
 6. Learned that Marshall and Glaubman were invited by ODJFS to participate on a committee in October that reviewed the One-Stop Certification process and revised the tools used for Phase II in anticipation of using the revised tools for Phase III Certification. It is anticipated that the new tools will be made available to the Area in December and Phase III Certification will begin in January, with the help of volunteers from among the One-Stop Committee members. Although the Phase II and III Certification processes apply only to the Comprehensive Center in Summit County, best practices are drawn from these processes to be applied at the affiliate center in Medina County wherever applicable.
- d. Performance Committee Report
- i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 12/6/21 virtual and in-person meeting, at which the Committee:
 1. Approved minutes of the 8/23/21 meeting;
 2. Reviewed the State of Ohio Annual *Unadjusted* WIOA Performance Report for SFY 2021/PY 2020, 7/1/2020 – 6/30/2021, observing that all standards across Adult, Dislocated Worker, and Youth programs for Area 2 in Program Year 2020 were met successfully. Moran noted for the Board members that the State will, finally, provide an *Adjusted* report for PY 2020, which measures performance against standards adjusted for Area-specific economic and demographic conditions during the Program Year;
 3. Reviewed the State of Ohio Annual *Unadjusted* CCMEP Youth Performance Report for SFY 2021/PY 2020, 7/1/2020 – 6/30/2021, which reports performance outcomes specific to TANF, WIOA, and Dual-eligible CCMEP Youth program participants, noting that all standards were met. Moran noted that an *Adjusted* CCMEPT report will be provided by the State, but no major changes from the Unadjusted report are expected;
 4. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2022, 7/1/2021 – 10/31/2021;
 5. Reviewed our local CCMEP Reports for SFY 2022, 7/1/2021 – 10/31/2021;
 6. Learned that ODJFS will be conducting PY 2020 WIOA Program Monitoring, for the period 7/1/2020-6/30/2021, commencing with an entrance conference 12/13/21, and reviewing only Medina County services;
 7. Discussed the USDOL Behavioral Intervention year-long pilot program, which began in November and involves contacting Youth participants via text message for follow-up to encourage continued engagement; results of the pilot will be shared with the Area;
 8. Discussed website analytics and user volume for the new website.
 - ii. Moran then turned the meeting over to Glaubman to review the performance reports.
 1. Glaubman reviewed the State of Ohio Annual UNADJUSTED WIOA Performance Report for SFY 2021/PY 2020 (July 1, 2020 – June 30, 2021) noting the following:
 - a. Area 2 met all negotiated standards across all programs. This may change on the Adjusted report, although the adjustments have historically helped our performance in Area 2.
 - b. Broken down by County, the negotiated standard was not met for the

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Medina Youth Measurable Skills Gain measure, but the standard was met for the Area as a whole.

2. Glaubman reviewed highlights from Adult/Dislocated WIOA Career Services performance reports for Summit County for SFY 2022, 7/1/21—11/30/21:
 - a. Summit County is just beginning to see a recovery in the number of placements, which had been affected by the pandemic, with the number of placements for the past three months exceeding the number for the same months the previous year.
 - b. In Summit County, 223 jobseekers have been placed so far this fiscal/program year; the YTD average wage for all placements is \$20.13/hour (the average wage of placements was \$18.16/hour YTD at this time last year, and \$17.41/hour YTD at this time the year before); the highest number of placements have been made in business services at 18%, manufacturing at 19%, and transportation/warehousing at 14%; 63 Individual Training Accounts have been written so far (there had been only 40 at this point last year, which was a record year for ITA's); Summit County has OJT Agreements with 22 employers, with 51 OJT plans written; Transitional Jobs Agreements are in place with 2 employers, with 3 plans under those agreements; there are 8 Incumbent Worker Training Agreements with 9 cohorts under them; there have been 301 job orders YTD; 183 new companies have been added; 33 recruitments have been conducted, both in person and virtually.
3. Glaubman reviewed highlights from Adult/Dislocated WIOA Career Services performance reports for Medina County for SFY 2022, 7/1/21—11/30/21:
 - a. Medina County had already begun seeing a recovery in placements as of the last Board meeting, and that trend continues, although numbers have not quite returned to pre-pandemic levels.
 - b. In Medina County, 106 jobseekers have been placed so far; the YTD average wage for jobseeker placements is \$18.48 per hour (the average wage of placements was \$18.55/hour YTD at this time last year, and \$17.52/hour YTD at this time the year before); the highest number of placements were made in manufacturing at 18%, healthcare at 17%, and transportation/warehousing at 14%; 20 ITA's have been written so far this year (there had been 14 written by this time last year); 11 OJT agreements have been signed with 4 training plan written; 2 Transitional Jobs Agreements are in place with 4 plans written under them; there have been 140 job orders YTD; 114 new companies have been added; and 13 recruitments have been conducted both virtually and in person.
 - c. Glaubman reviewed a survey of customers regarding their satisfaction with orientation presentations conducted virtually and in person through both Summit and Medina County OhioMeansJobs Centers during the period January – September 2021, noting there were 35 responses in Summit and 14 in Medina with most ratings being “excellent” or “very good.” Respondents can select multiple options for why they are attending orientation, and 65% report they are unemployed and looking for a job, but many are also seeking education/training services.

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- d. Glaubman reviewed the results of a Google Analytics assessment of traffic on the new website, summitmedinaomj.org, since its launch in September, noting:
 - i. The Summit site has seen about 4,000 users, 400 of whom returned to the site at least once at a later date; the average time spent on the site is 50 seconds; the most engagement has been seen with (1) the jobseekers' home page, (2) the calendar, and (3) the employers' home page, which is expected.
 - ii. The Medina site has seen 2,300 users, 200 of whom returned to the site at least once at a later date; the average time spent on the site is 40 seconds; the most engagement has been seen with (1) the jobseekers' home page, (2) the calendar, and (3) the virtual assistant, a tool for jobseekers to find the services that best fit their needs.
 - iii. The Board page has seen 1,700 users, and the most engagement has been seen with (1) the SAMWA COG Board home page, (2) the calendar, and (3) the Workforce Board home page.

IV. OLD BUSINESS

- a. Marshall informed the Board members that the U.S. Department of Labor's "enhanced desk review" of the COVID-19 grant, which commenced 6/21/21 and is being conducted virtually by the DOL Chicago regional office, continues with no results to report at this time.
- b. Marshall informed those present that The Auditor of the State of Ohio (AOS) completed certification of the SAMWA COG's Fiscal Year End Date 12/31/2020 Single Audit. Since the September meeting where it was reported that the Audit was complete and the AOS had informally stated that there were no findings, there has been one resulting action: The Ohio Department of Job and Family Services (ODJFS) has issued an official letter accepting the AOS Audit as filed—with no findings.

V. NEW BUSINESS

- a. Heid informed those present that on 11/17/21, the ODJFS Office of Fiscal and Monitoring Services announced it will hold its entrance conference on 12/13/21 to commence a PY 2020 WIOA program monitoring.
- b. Heid announced that on 11/6/21, Marshall submitted a Business Retention Networking grant application to the ODJFS Office of Workforce Development to fund various pilot projects in collaboration with the Medina and the Summit offices of economic development.
- c. Heid directed those present to reference the 2022 WDB Regular and Committee Meeting Schedule included in the attachments packet. Marshall reminded everyone that only Board members will receive calendar invites, on a quarterly basis, though all meetings will be posted on the Board website calendar as well, with locations.
- d. Heid directed Board members to look for an email from Kaser with an updated WDB Roster as of 11/1/2021.
- e. Heid informed the Board members that it is time for the annual signing of Conflict of Interest Statements for 2022. Kaser directed members present in person to sign a copy before they leave, and members present virtually to look for an email with an electronic copy to sign. Marshall reminded the members that signed COI Statements is an example of something a monitor may look for in the course of their review of the administrative side of the Area's operations.

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VI. GOOD OF THE ORDER/ANNOUNCEMENTS.

- a. Heid informed the Board members that the SAMWA COG Board held its fourth meeting of 2021, in person and via Zoom, on 10/6/21, passing eight Resolutions, which are posted on the SummitMedinaOMJ.org website.
- b. Heid updated those present on several Letters of Support Marshall has written since the September meeting:
 - i. On 9/30/2021, a letter was written on behalf of the Greater Akron Chamber in support of their Industry Sector Partnership grant application to Ohio's Department of Development & The Governor's Office of Workforce Transformation specific to the polymer industry.
 - ii. On 10/11/2021, a letter was written on behalf of Manufacturing Advocacy and Growth Network ("MAGNET") in support of their concept proposal in response to the U.S. Department of Commerce's FFY 2021 American Rescue Plan Act Build Back Better Regional Challenge to provide an in-kind match that will support outreach to the polymer industry.
 - iii. On 10/18/2021 a letter was written on behalf of Northeast Ohio Area-wide Coordinating Agency ("NOACA") in support of their concept proposal in response to the U.S. Department of Commerce's FFY 2021 American Rescue Plan Act Build Back Better Regional Challenge for the implementation of the Cleveland CARES initiative that will significantly advance the region's healthcare industry cluster's mobility workforce.
- c. Heid informed Board members that Marshall was invited by the Ohio Child Support Enforcement Agencies Directors' Association to make a presentation to their 88 County-level Child Support attorneys on 11/5/2021. Marshall explained that the Association's goal in inviting her to present was to emphasize the importance of working with the public workforce system to help ensure child support obligors maintain employment and meet their obligations.
- d. Heid announced that Marshall served as an invited panelist at the County Commissioner's Association of Ohio (CCAO) Winter Conference for a session on 12/8/2021. Marshall added that the presentation addressed the worker shortage and emphasized that employers should plan for the shortage to be longstanding and focus efforts on retention and adapting to working with fewer employees. The problem is not attributable only to the pandemic—other contributing factors like the aging population, the worker skills gap, a dearth of affordable child and elder care options and low wages in the care industry have been affecting the workforce since before the pandemic and will continue to pose problems for employers. She presented alongside the Director from the 43-County Area 7, who offered a more rural perspective, while Marshall brought a metro perspective.
- e. Heid directed Board members to reference Ohio's September-October 2021 Unemployment Rates and Civilian Labor Force Estimates in the attachments packet, noting that the unemployment rates are very low, and that may also affect the worker shortage.
- f. Heid informed those present that the next WDB meeting will be held on March 24, 2022, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via MS TEAMS. She also asked that members inform Kaser when they RSVP whether they will be joining in person or virtually.

VII. ADJOURNMENT

Heid requested a motion to adjourn the meeting. Prentice made the motion which was seconded by Bissell. The motion was passed by a roll call vote of Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions. The meeting was adjourned at 9:11 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG