

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, JANUARY 26, 2022
8:00 AM**

In-person location:

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

Virtual location:

Microsoft Teams [Click here to join the meeting](#)
+1 321-710-8464 Phone Conference ID: 229 998 594#

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

I. CALL TO ORDER

- A. Chair Heid called the 1/26/2022 Executive Committee meeting to order at 8:03 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 10/6/2021 meeting minutes. Esposito made the motion which Bissell 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.
 - i. Marshall expressed appreciation for Moran’s assistance in trying to find an appropriate appointee to fill the vacancy. She emphasized that the appointee must represent a business based in Summit County—if they live in Summit County but their business is located outside of Summit County, they do not meet the requirements to fill the appointment. Also, since this vacancy was created by the resignation of a Board member who contributed to the diversity of the Board, it is highly preferred that the new appointee continue that contribution. Marshall confirmed for Bissell that someone who works in finance for a business would meet the requirements, provided the business is based in Summit County.

V. NEW BUSINESS

- A. Marshall informed the Committee members that the Ohio Department of Job and Family Services (ODJFS) has awarded a new Business Resource Networking Grant to Area 2, and there are various contracts in development that will be charged against this grant, for initial period of January 1, 2022—March 31, 2022 (Q1), which require for the approval of the Executive Committee:

- i. Marshall explained that the Summit County Department of Community and Economic Development would use grant resources to hire a portfolio manager for their Scale Up program, which helps new business develop connections, such as to workforce development services provided under WIOA in the community necessary for growth.
 - Heid requested a motion to approve a contract with the Summit County Department of Community and Economic Development, in the amount of \$50,000.00, for Business Retention Efforts with Summit County “Scale-Up” businesses. Moran made the motion, which was seconded by Bissell. 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 explained that the Medina County Economic Development Corporation would use grant funds to support the hire of a full time employee dedicated to contacting Medina employers to find out how many would be willing to offer an apprenticeship opportunity for youth. That information would then be shared with Medina County schools to promote the apprenticeship opportunities to their high school students and improve outcomes for graduates.
 - Heid requested a motion to approve a contract with Medina County Economic Development Corporation, in the amount of \$50,000.00, for a transportation pilot program. Moran made the motion, which was seconded by Bissell. 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. Marshall explained that the Medina County Economic Development Corporation would also use grant funds to support the renting of vans and the hiring of WIOA-eligible drivers to provide work transportation for employees, including the drivers themselves, of Medina County manufacturing companies. If the program is successful, it may be replicated in other Workforce Areas across the State of Ohio.
 - Heid requested a motion to approve a contract with Medina County Economic Development Corporation, in the amount of \$50,000.00, to support the gathering of business intelligence to inform TANF/WIOA youth of apprenticeship opportunities. Esposito 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. Marshall informed those present that the Ohio Department of Job and Family Services (ODJFS) *WIOA Fiscal Monitoring Review* for the period of July 1, 2021, to December 31, 2021, was announced and commenced on January 20, 2022.

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, 3/2/22, 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, 3/24/22, 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 Esposito 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 8:22 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, Summit and Medina Workforce Area Council of Governments