

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING
AGENDA
MONDAY, FEBRUARY 28, 2022
8:00 AM**

In-person location:

OhioMeansJobs Summit County, Room 119A
1040 East Tallmadge Avenue
Akron, OH 44310

Virtual location:

[Click here to join the meeting](#)

Or call in (audio only)

+1 321-710-8464

Phone Conference ID: 633 545 171#

I. Introductions

- a. Introduction of members, staff, and guests

II. Approval of Minutes

- a. Motion to approve the One-Stop Operations Committee 11/22/21 meeting minutes **(attachment 1)**

III. Reports

- a. One-Stop Manager Updates
 - i. Angela Smith, Medina
 - ii. Ralph Sinistro, Summit

IV. Old Business

- a. One-Stop Phase II certification implementation of action items update
 - i. Partner Referral Project update (Sinistro)
 - ii. Partner On-Boarding process update (Smith)
 - iii. One-Stop Operator Operations Guide update (Christine Marshall)
 - iv. One-Stop Emergency Procedures Manual update (Marshall)
- b. Phase III Certification (Grace Glaubman)

V. New Business

- a. Plan for Continuous Oversight/Monitoring One-Stop Operator (Glaubman)
- b. PY 2022/SFY 2023 Partner MOU (Marshall)

VI. Good of the Order

- a. Reminder of upcoming meetings:
 - i. Regular WDB meeting
 - o 8:00 AM, Thursday, March 24, 2022, *Radisson Hotel Akron Fairlawn Blossom Room/Teams*
 - ii. One-Stop Operations Committee meeting
 - o 8:00 AM, Monday, May 16, 2022, *Medina OMJ Center/Teams*

VII. Adjournment