

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, MARCH 24, 2022**

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: 179 043 77#

WDB Members Present:	Jeff Bissell, WDB Vice Chair (<i>virtual</i>); Matthew Capozzi (<i>virtual</i>); Sharlene Chesnes; Malcolm Costa (<i>virtual</i>); Patricia Dempsey (<i>virtual</i>); Bethany Dentler; Mark Derrig (<i>virtual</i>); Anthony Esposito (<i>virtual</i>); Jessica Heid, WDB Chair; Mandy Hinkel (<i>virtual</i>); Maria Miller (<i>virtual</i>); Marquita Mitchell (<i>virtual</i>); William Moore (<i>virtual</i>); Michelle Moran; David Prentice; Joan Pritchett (<i>call-in</i>); Paul Ratcliff (<i>virtual</i>)
WDB Members Absent:	Erin Ploucha (<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; Lindsay Schabitzer, SCDJFS (<i>virtual</i>); Ralph Sinistro, SCDJFS/OMJSC (<i>virtual</i>); Angela Smith, ULA/OMJMC (<i>virtual</i>); Zach Vierheller, SCDJFS (<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:	Michelle Collins, Vice President, ConxusNEO (<i>virtual</i>)

I. CALL TO ORDER

- a. Chair Heid called the meeting to order at 8:02 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 12/9/21 meeting minutes. Prentice made the motion which Chesnes seconded. Dentler, who was absent at the 12/9/21 meeting, chose to abstain from voting to approve the minutes. The motion was passed by a roll call vote of the remaining Board Members present in person and virtually, recorded by Kaser, with no further objections or abstentions.

III. REPORTS

- a. Executive Committee Report
 - i. Heid reminded those present that the Executive Committee comprises the chairs of all the WDB and its committees and meets as needed in between Regular WDB meetings to

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review urgent items. She then summarized the 1/26/22 virtual and in-person Executive Committee meeting, at which the Committee:

1. Approved minutes of the 10/6/21 meeting;
2. Discussed the outstanding Summit business vacancy on the WDB and the requirements a candidate must meet to fill that vacancy;
3. Discussed the new ODJFS Business Resource Networking Grant and approved various contracts to be charged to said grant:
 - a. Discussed and approved a contract with the Summit County Department of Community and Economic Development, in an amount not to exceed \$50,000.00 for the first quarter of the grant term, to support the hiring of a Portfolio Manager for the “Scale-Up” program.
 - b. Discussed and approved a contract with Medina County Economic Development Corporation, in an amount not to exceed \$50,000.00 for the first quarter of the grant term, to support a transportation pilot program through renting of vans and hiring of WIOA-eligible drivers to transport new hires to Medina County job sites.
 - c. Discussed and approved a contract with Medina County Economic Development Corporation, in an amount not to exceed \$50,000.00 for the first quarter of the grant term, to support the hiring of a Full Time staff member dedicated to gathering business intelligence to inform TANF/WIOA youth at Medina County schools of pre-apprenticeship opportunities.

b. Finance Committee Report

- i. Heid then turned the meeting over to Prentice, who summarized the 3/17/22 virtual and in-person Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 11/18/21 meeting;
 2. Reviewed SFY 2022 Area 2 Financials as of 2/28/22;
 3. Reviewed SFY 2022 Area 2 Allocations and Expenditures as of 2/28/22;
 4. Learned that a 10% decrease in the WIOA Allocations is expected for SFY 2023/PY 2022;
 5. Learned that ODJFS PY 2021 financial monitoring commenced in January.
- ii. Esposito then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members, noting some highlights:
 1. SFY 2022 Area 2 Financials as of 2/28/22
 2. SFY 2022 Area 2 Operating Budget: Program and Administrative Expenditures as of 2/28/22
 - a. WIOA Adult and Dislocated Worker funds are being spent quickly, while Youth funds are being spent more slowly, which is an effect of the COVID-19 pandemic.
 - b. Contract expenditures reported are only through December 2021, based on invoices received, not February 2022, so only six months of contract spending is reflected in the reports instead of eight.
 - c. ITA spending is well above budget in both Counties.

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- d. Jalbert and Marshall reminded the Board members that the State is still working out how to allocate RESEA funds to the Local Workforce Areas, which has resulted in allocations for Area 2 that are too high to be spent effectively.
 - e. Special Grants are spent or on track to be spent in full with the exception of the COVID grant, which serves the same purpose as WIOA DW funding. Marshall noted that with the unemployment rate being so low, the number of jobseekers who qualify as dislocated workers is low, so we have two funding sources dedicated to a small share of the population.
 - i. Marshall also noted that the results of the three-county "Where are the workers?" survey funded through the ODJFS Special Grant are expected in May.
 - f. Marshall informed the Board members that on 3/21/22 the State announced there will be another round of Opioid Grant funding called "Fresh Start," beginning 3/1/22 and ending 3/31/24. The State has not released information regarding the amount of the grant allocations or guidance for implementing the funds.
 - g. Marshall informed those present that the decrease in the WIOA allocations for SFY 2023 will be 7.6%, somewhat less than the 10% cut the Area had been told to expect.
- c. One-Stop Operations Committee Report
- i. Heid turned the meeting over to Pritchett who summarized the 2/28/22 virtual and in-person meeting, at which the Committee:
 - 1. Approved minutes of the 11/22/21 meeting;
 - 2. Received an update from the One-Stop Operators for both Counties, Ralph Sinistro and Angela Smith, regarding One-Stop activities since the November meeting, foot traffic at the Centers, which has been increasing month over month, as well as the Area-wide Emergency Procedures Manual and Operations Guide, which has been completed;
 - 3. Learned that the Medina One-Stop Center has been conducting two center orientations each month at local libraries throughout Medina County;
 - 4. Learned that the child watch at the Summit Center reopened 1/18/22, College Now is onsite weekly providing assistance with post-secondary applications and scholarships, CAC is on site weekly assisting the public with tax preparation, and software to assist hearing-impaired jobseekers has been reinstalled after the remodeling of the Resource Room to reduce the spread of the COVID-19 virus and the Center is working with OOD to learn about other kinds of software to assist jobseekers with disabilities;
 - 5. Received an update on the implementation of the action plan resulting from the 2019 Phase II certification of the Summit OMJ Center, which has been focused on improving the partner referral process and referral reporting;
 - 6. Learned that Phase III Certification of the Summit OMJ Center is due 6/30/22 and that a Special Meeting of the One-Stop Committee would be scheduled to assess the Center;
 - 7. Learned that new reports related to One-Stop Operations performance resulted in part from the reportable deliverables required in the One-Stop Operator contracts

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between the Workforce Area and the Operators, to hold the Operators accountable for those deliverables through a regular scheduled report. Marshall added that it is hoped this reporting may help to hone the requirements included in the One-Stop Operator request for proposal and resulting contracts going forward.

8. Learned that the current Partner MOU's signed in 2021 are one-year MOU's for PY 2021/SFY 2022 (7/1/2021-6/30/2022), and that one-year MOU's will need to be signed again in 2022 for PY 2022/SFY 2023 (7/1/2022-6/30/2023). Starting 7/1/2023, Area 2's Partner MOUs will again be on a 2-year schedule.
- ii. Heid turned the meeting over to Glaubman who reviewed with the Board members new One-Stop Operator Reports for both Counties, summarizing visits to the Centers each month since the start of SFY 2022/PY 2021 (7/1/21-2/28/22).
 1. A total of 583 clients visited the Medina Center a total of 1,070 times.
 2. A total of 1,784 clients visited the Summit Center a total of 2,713 times.
- d. Performance Committee Report
 - i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 3/21/22 virtual and in-person meeting, at which the Committee:
 1. Approved minutes of the 12/6/21 meeting;
 2. Reviewed the Q2 State of Ohio Annual *Unadjusted* WIOA Performance Report for SFY 2022/PY 2021, 7/1/2021 – 12/31/2021;
 3. Reviewed the Q2 State of Ohio Annual *Unadjusted* CCMEP Youth Performance Report for SFY 2022/PY 2021, 7/1/2021 – 12/31/2021, which reports performance outcomes specific to TANF, WIOA, and Dual-eligible CCMEP Youth program participants;
 4. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports submitted by ULA for SFY 2022, 7/1/2021 – 2/28/2021;
 5. Learned that the ODJFS' PY 2020 WIOA Program Monitoring, for the period 7/1/2020-6/30/2021, which commenced with an entrance conference on 12/13/21, is ongoing. Monitoring has taken place and the Area is waiting for the State to schedule an exit conference to review any results.
 - ii. Moran then turned the meeting over to Glaubman to review the performance reports.
 1. Glaubman reviewed the Q2 State of Ohio UNADJUSTED WIOA Performance Report for SFY 2022/PY 2021 (July 1, 2021 – June 30, 2022) noting:
 - a. Area 2 is meeting all measures with the exception of Adult and Youth credential attainment and measurable skills gain, and Adult fourth-quarter employment in Medina.
 - i. Credential attainment for Youth follows a school-year schedule and most successes are reported at the end of the year.
 - ii. Area 2 is working with Adult and Youth service providers to ensure all credentials are being effectively documented.
 - iii. There may be some errors in the reports that, when corrected, will result in improved performance in these areas.
 - iv. The data for Adult fourth-quarter employment in Medina includes a cohort from the beginning of the pandemic.

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- v. The DOL has stated the only measures that will be included in their evaluation are employment as of the second quarter after exit and median earnings.
- 2. Glaubman reviewed highlights from Adult/Dislocated WIOA Career Services performance reports for Summit County for SFY 2022, 7/1/21—2/28/22:
 - a. In Summit County, 375 jobseekers have been placed so far this fiscal/program year (324 had been placed at the same time in the previous year); the YTD average wage for all placements is \$19.93/hour; the highest number of placements have been made in business services at 14%, manufacturing at 25%, and transportation/warehousing at 16%; 97 Individual Training Accounts have been written so far (92 had been written at the same time in the previous year); Summit County has OJT Agreements with 25 employers, with 68 OJT plans written; Transitional Jobs Agreements are in place with 2 employers, with 3 plans under those agreements; there are 10 Incumbent Worker Training Agreements with 10 cohorts under them; there have been 486 job orders YTD; 237 new companies have been added; 46 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. In Medina County, 168 jobseekers have been placed so far (125 placements had been made at the same time the previous year); the YTD average wage for jobseeker placements is \$20.27 per hour; the highest number of placements were made in manufacturing at 17%, healthcare at 17%, transportation/warehousing at 16%, and business and professional services at 15%; 21 ITA's have been written so far this year, which is a record for Medina; 13 OJT agreements have been signed with 11 training plans written; 2 Transitional Jobs Agreements are in place with 7 plans written under them; there have been 208 job orders YTD; 263 new companies have been added; and 17 recruitments have been conducted both virtually and in person.

IV. OLD BUSINESS

- a. Heid reminded the Board members that there remains one WDB member vacancy for a Summit County business appointment.
- b. Heid announced there are still two Board members who still need to sign a Conflict of Interest Statement for 2022.
- c. Heid informed those present that the ODJFS Office of Fiscal and Monitoring Services' PY 2020 WIOA program monitoring, which commenced 12/13/21, continues.
- d. Heid announced that the Business Retention Networking grant application Marshall submitted on 11/6/21 to the ODJFS Office of Workforce Development to fund pilot projects in collaboration with the Medina and Summit offices of economic development has been approved, and she directed Board members' attention to the official approval letter from ODJFS in their attachments packet.

V. NEW BUSINESS

- a. Heid informed those present that on 1/11/22, Area 2 engaged Julian & Grube, Inc. to prepare CY 2021 basic financial statements and file such with Auditor of State (AOS) on or before 5/29/22.

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- b. Heid informed the Board members that on 1/20/22 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.
- c. Heid informed those present that on 3/21/22, Area 2 received notice from ODJFS, that the Area will receive a new round of Opioid Grant funding for March 1, 2022 to March 31, 2024.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS.

- a. Heid informed the Board members that the SAMWA COG Board held its last meeting of 2021, in person, on 12/9/21, passing four Resolutions, posted on the SummitMedinaOMJ.org website
- b. Heid updated those present on several Letters of Support Marshall has written since the December meeting:
 - i. On 12/20/2021, a letter was written on behalf of PathStone Corporation's grant submission to the U.S. Department of Agriculture (USDA) which would provide funding to farmworkers, meatpacking workers, and front-line grocery workers in an effort to offset costs they have incurred due to the COVID pandemic.
 - ii. On 1/7/2022, a letter was written in support of Stark State College's application to Chancellor Gardner of the Ohio Department of Higher Education for the request to develop and offer a seamless online Bachelor of Nursing program for Associate Degree Nursing graduates.
 - iii. On 1/10/2022, a letter was written on behalf of Towpath Trail High School in support of their proposal in response to the U.S. Department of Labor's 2022 request for proposals for the operation of YouthBuild programs, which if funded will serve City of Akron Youth ages 16-24 with a 40-month construction and healthcare training program.
- c. Heid directed Board members to reference Ohio's September-October 2021 Unemployment Rates and Civilian Labor Force Estimates in the attachments packet.
- d. Heid informed those present that the next WDB meeting will be held on June 23, 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 Dentler. 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 9:08 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG