

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 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: 797 436 538#

WDB Members Present:	Jeff Bissell, WDB Vice Chair (<i>virtual</i>); Matthew Capozzi; Sharlene Chesnes; Malcolm Costa (<i>virtual</i>); Anthony Esposito; 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 (<i>virtual</i>); Paul Ratcliff (<i>virtual</i>)
WDB Members Absent:	Patricia Dempsey (<i>excused</i>); Bethany Dentler (<i>excused</i>); Mark Derrig; Erin Ploucha (<i>excused</i>); David Prentice (<i>excused</i>); Joan Pritchett (<i>excused</i>)
Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:	Meghan Adair, Special Projects Manager; 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; Dawn Lavensky, ULA/OMJSC; Ralph Sinistro, CSDJFS/OMJSC (<i>virtual</i>); Angela Smith, ULA/OMJMC; Zachary Vierheller, CSDJFS/OMJSC (<i>virtual</i>); Heather Yannayon, CSDJFS/OMJSC (<i>virtual</i>)
Area 2 Fiscal Staff Present:	Tari Addison, Chief Fiscal Officer, CSDJFS (<i>virtual</i>); Terri Burns, Director, CSDJFS (<i>virtual</i>); Tom Jalbert, Fiscal Operations Administrator, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS (<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 8:03 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 Board staff member Meghan Adair, Special Projects Manager.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Heid reviewed and requested a motion to approve the WDB's 3/24/22 meeting minutes. Capozzi made the motion which Costa seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

III. REPORTS

- a. Executive Committee Report
 - i. Heid informed the Board members that there had been no meetings of the Executive Committee since the last WDB Regular meeting on 3/24/22.

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

- b. Finance Committee Report
- i. Heid then turned the meeting over to Esposito, who summarized the 6/16/22 virtual and in-person Finance Committee meeting, at which the Committee:
 1. Approved minutes of the 3/17/22 meeting;
 2. Reviewed SFY 2022 Area 2 Financials as of 5/31/22;
 3. Reviewed SFY 2022 Area 2 Allocations and Expenditures as of 5/31/22;
 4. Reviewed SFY2023 Area 2 Workforce Innovation & Opportunity Act (WIOA) Allocation notices;
 5. Reviewed and recommended approval and adoption of the SFY 23 budget, 7/1/22-6/30/23;
 6. Discussed an appropriations request to be considered by the SAMWA COG Board at their meeting on 7/6/22, which increases the funds available in the accounting system;
 7. Received updates on various in process monitoring, audits, and grant extensions.
 - ii. Esposito then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members:
 1. SFY 2022 Area 2 Financials as of 5/31/22
 - a. Jalbert reminded those present that Year 2 of the current two-year WIOA allocation ends 6/30/22, and Year 1 ends 6/30/23.
 - b. Jalbert noted the amounts disbursed and available YTD for Adult, Dislocated Worker, and Youth programs across both Counties, and for Administration, emphasizing that WIOA Adult, Dislocated Worker, and Administrative Year 2 funds will be expended in full before the end date of 6/30/22, while WIOA Youth Year 2 funds will not be fully expended and remaining funds will be returned to the State.
 2. SFY 2022 Area 2 Operating Budget: Program and Administrative Expenditures as of 5/31/22
 - a. Jalbert noted the Area is seeing record-breaking training obligations, especially for Individual Training Accounts, which provide skills training.
 - b. Jalbert noted that the ULA contract spending shown on the report only reflects payments through April, not May, so there are two more months of invoices yet to be reported for the current fiscal year. Youth contract spending shown on the report is only through March, so there will still be three months of spending to report for this fiscal year at the next meeting in September, however it is not expected that those three months will show full expenditure of the Youth funds for work experience and incentives. Youth spending is an ongoing issue in both Summit and Medina Counties.
 - c. Jalbert reminded the Board members that RESEA allocations have been significantly higher than the Area could possibly spend. Marshall noted that RESEA funding can only be spent to support RESEA service delivery staff (salaries, equipment and supplies, MOU Partner expenses), and the low number of Unemployment claimants in Area 2 does not warrant additional RESEA staff positions.
 - d. Jalbert noted the Opioid Grant was fully expended before it ended, with no liquidation period, on 3/31/22, through contracts with Medina County JFS, Hope Recovery, and Summit County Public Health, ITA's, and outreach

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

efforts. He reminded those present that a new Opioid Grant, called the Fresh State Grant, has been awarded by USDOL to be disbursed to local Workforce Areas by ODJFS, and will expire 12/31/23; spending for this new grant will be added to the reports for the next meeting.

- e. Jalbert informed those present that the COVID grant, originally ending 6/30/22, has been extended through 6/30/23. The grant can be used the same way as WIOA DW funds and has been used to support trainings and outreach. This grant, in part, prevented SFY21 WIOA A/DW funding from being spent in full, but helps alleviate the increased demand on SFY22-23 WIOA A/DW funds, and should be spent in full before 6/30/23.
 - f. Jalbert reminded the Committee members that Marshall had secured a Special Grant from ODJFS last year, totaling \$97,200 in funding that had been returned to the State as unspent SFY 2021 WIOA Year 2 funds, for the purpose of conducting a working-age adult survey, and the grant has been expended in full.
 - g. Jalbert informed the Board members that there is a new BRN grant for 1/1/22—6/30/23, replacing the one that ended on 12/31/21, and contracts are already in place with Medina and Summit County Economic Development units to expend the new grant.
3. SFY 2023 Area 2 Workforce Innovation & Opportunity Act (WIOA) Allocation notices (July 1, 2022—June 30, 2023)
- a. Jalbert noted the 6.3% overall decrease in WIOA funding for SFY23/PY22. Marshall reminded those present that this is less than the 10% decrease the Area had been alerted to anticipate. The decrease equates to \$280,000.00 total, across the WIOA budget of about \$4.2 million.
4. SFY 2023 Area 2 Budgets
- a. Jalbert explained that the SFY 2023 Budget is based on the new SFY 2023 allocations, and reminded the Board members that the new budgets must be approved by the Board with each new state fiscal year.
 - b. Jalbert reviewed some slight differences from the SFY 2022 budget, including increases in the line item for ITA's due to the high spending in SFY 2022, the addition of an agreement with Project Learn, and adjustments to the Career Services contract with ULA.
 - c. Marshall reminded the Board members that although the budget includes detailed line items, Adult/Dislocated Worker funds can be transferred between line items, as well as between the two Counties, based on the actual needs of the Area throughout the year.
 - d. Jalbert noted that Callos, the provider for Youth work experience in Summit County, has changed their name to NESCO. He added that in Medina County, Youth work experience is built into the contract with JOG, which is why there is no separate line item in the budget for Youth work experience in Medina.
 - e. Jalbert noted the only change to the WIOA Administrative budget for SFY 2023 is the addition of the Special Projects Manager (SPM) position to the Board staff. That position is supported only partially by the WIOA allocation, while the remainder is supported by the additional grants and RESEA funding.

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

- iii. Heid requested a motion to recommend to the SAMWA COG Board to adopt the SFY 2023 program and administrative operating budgets. Esposito made the motion, which Capozzi seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions. Miller was not present for this roll call vote, or any subsequent votes, as she needed to leave the meeting due to another obligation.
- iv. Heid requested that Jalbert discuss with the Board members an appropriations request, in the amount of \$475,000.00, to be considered by the SAMWA COG Board at their meeting on 7/6/22.
 - 1. Jalbert clarified that the increases requested are to cover expenses not anticipated at the time of the CY 2022 appropriations (which are always an estimate of future expenses), and which must be paid before the CY 2023 appropriations, ensuring there are funds available on individual purchase orders.
 - 2. He noted that the present need to increase the funds available in the payment system results mainly from the addition of the new BRN grant, with a small part of the need arising from the addition of the Special Projects Manager position.
- c. One-Stop Operations Committee Report
 - i. Heid turned the meeting over to Ratcliff, who summarized the 4/25/22 in-person Special Committee meeting, at which the Committee:
 - 1. Assessed the Summit County One-Stop Center for certification under the parameters of WIOA's Phase Three Certification. Ratcliff noted:
 - a. Only the comprehensive center is subject to Phase Three Certification.
 - b. The Summit comprehensive center was reviewed by the Committee members and Board staff, who discussed and agreed on a rating for each of the 18 benchmarks and 30 critical success factors included in the assessment tool provided by the State.
 - c. The Committee agreed, after all deliberations were concluded, that the Summit center complies with the requirements for Phase Three Certification, and passed a motion to recommend that the Board apply an overall rating of "pass", allowing the center to be certified under Phase Three rules.
 - ii. Ratcliff turned the meeting back over to Heid, who requested a motion to agree with the recommendation of the One-Stop Operations Committee and apply a rating of "pass" via the Ohio Department of Job and Family Services' (ODJFS) *OhioMeansJobs (OMJ) System Balanced Scorecard*, thereby certifying the Summit County comprehensive center, in an effort to comply with the federal requirement that local boards must certify their American Job Center under the parameters of WIOA's *Phase Three Certification*. Chesnes made the motion, which Capozzi seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions. Bissell was not present for this roll call vote, or any subsequent votes, as he needed to leave the meeting due to another obligation.
 - iii. Heid requested a motion to instruct the board staff to submit to the Summit One-Stop Operator, Summit County Department of Job and Family Services, a written notice (via email) that they have met Phase Three Certification. Capozzi made the motion, which Chesnes seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

d. Performance Committee Report

- i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 5/23/22 virtual and in-person meeting, at which the Committee:
 1. Approved minutes of the 3/21/22 meeting;
 2. Reviewed our local Adult and Dislocated Worker Career Services Provider Reports for Summit and Medina Counties, submitted by ULA, for SFY 2022, 7/1/2021 – 4/30/2021;
 3. Learned that the ODJFS' PY 2020 WIOA Program Monitoring, for the period 7/1/2020-6/30/2021, which commenced on 12/13/21, concluded with an exit conference held in April, and resulted in two Continuous Improvement Plans due to Youth case file findings. The Area's proposed plans for improvement were accepted and approved by the State in early May, JOG attended a mandatory training presented by ODJFS on client file maintenance, and the monitoring is now resolved.
 4. The Committee voted to recommend renewal, for SFY 2023, of all Youth Services and One-Stop Operator contracts in both Counties, which will require Board approval before adoption by the SAMWA COG.
 5. The Committee then reviewed WIOA Performance Standards proposed by the State for PY22-23 and were notified that the biennial negotiation of the performance standards will take place this fall.
- ii. Moran then turned the meeting over to Marshall to review the performance reports.
 1. Marshall reviewed YTD highlights from Adult/Dislocated WIOA Career Services performance reports for Summit and Medina Counties for SFY 2022, 7/1/21 – 4/30/22:
 - a. In both Counties, placements have increased significantly compared to the previous year, indicating a recovery from the COVID-19 pandemic.
 - b. In Summit County, 16% of placements have been in Transportation & Warehousing, 24% in Manufacturing, and 13% in Professional and Business Services; the average hourly wage for all placements YTD is \$19.97; 114 Individual Training Accounts have been written; 77 On-the-Job Training Plans have been written so far, under agreements with 31 different employers.
 - i. Marshall noted that while wages have increased by 5% nationwide, inflation is at 8.6%.
 - c. In Medina County, the average wage for jobseeker placements is \$20.06 per hour; 18% of placements have been in Healthcare, 19% in Manufacturing, 15% in Transportation & Warehousing, 14% in Professional & Business Services; 23 ITA's have been written; 10 OJT Plans have been written so far, under agreements with 13 different employers.
- iii. Marshall turned the meeting over to Heid, who summarized for the Board members the contract renewals that the Performance Committee recommended and which require the Board's approval to be considered for adoption by the SAMWA COG:
 1. Renewal of the WIOA Youth Contract Awards for SFY 2023 (July 1, 2022 – June 30, 2023) under the State's CCMEP umbrella, which also provides TANF funding to the youth contracts.
 - a. Heid requested a motion to recommend to the SAMWA COG the first of

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

two available renewals of the Medina County WIOA Youth contract, totaling \$255,000.00, to Jobs for Ohio's Graduates. Moran made the motion, which Costa seconded. Mitchell abstained from voting. The motion was passed by a roll call vote of the other Board Members present in person and virtually, recorded by Kaser, with no further objections or abstentions. Hinkel was not present for this roll call vote, or any subsequent votes, as she needed to leave the meeting due to another obligation.

- b. Heid requested a motion to recommend to the SAMWA COG the first of two available renewals of the three Summit County WIOA Youth contracts, totaling \$571,165.92 combined, to Jobs for Ohio's Graduates (\$392,406.19), OhioGuidestone (\$158,759.73), and Goodwill Industries of Akron (\$20,000.00). Capozzi made the motion, which Moran seconded. Mitchell abstained from voting. The motion was passed by a roll call vote of the other Board Members present in person and virtually, recorded by Kaser, with no further objections or abstentions.
2. Renewal of the One-Stop Operator MOU Partner-Funded Contract Awards for SFY 2023 (July 1, 2022 – June 30, 2023).
 - a. Heid requested a motion to recommend to the SAMWA COG the first of two available renewals of the Medina County One-Stop Operator contract, totaling \$25,000.00, to United Labor Agency. Capozzi made the motion, which Esposito seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions. Chesnes was not present for this roll call vote.
 - b. Heid requested a motion to recommend to the SAMWA COG the second and final of two renewals of the Summit County One-Stop Operator contract, totaling \$230,000.00, to the County of Summit Department of Job and Family Services. Capozzi made the motion, which Costa seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

IV. OLD BUSINESS

- a. Heid reminded the Board members that there remains one WDB member vacancy for a Summit County business appointment.
- b. Heid reminded the Board members to sign their Annual 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, is complete, and directed Board members' attention to the confirmation letter in their materials packet.
- d. Heid announced that Julian & Grube filed Area 2 CY 2021 basic financial statements with the Auditor of State (AOS) on 5/29/22.
- e. Heid informed the Board members that the ODJFS *WIOA Fiscal Monitoring Review* for the period of July 1, 2021, to December 31, 2021, which commenced 1/20/22, continues.
- f. Heid announced that Area 2's proposal for the use of the Fresh Start Opioid Grant funding (March 1, 2022 to March 31, 2022) has been submitted to ODJFS.
- g. Heid directed Board members' attention to the Ohio's In-Demand Jobs Week Final Report in their materials packet.
- h. Marshall delivered a special update on the implementation of the WIOA Special Project Grant from

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

ODJFS, which was in the amount of \$97,200, received on 11/16/2021, for the purpose of conducting a *working age adults* research project for Medina, Portage and Summit Counties (covering the Akron MSA and the Greater Akron Chamber), noting the following:

- i. The project was a joint effort with ConxusNEO and Greater Akron Chamber (GAC).
- ii. The surveys commenced 2/13/22 and were completed 4/30/22, and the report was received 5/6/22.
- iii. 800 responses were received for each county for a total of 2,400 responses, and the responses were weighted by County population.
- iv. The research has been expanded to include 8 additional counties, by the Fund for Economic Future, for a picture of 11 Counties across NE Ohio; 2,500 responses were received across the additional 8 Counties.
- v. To date, the following presentations have taken place, delivering the results of the surveys:
 1. On 4/7/22, Marshall was invited by the Ohio Workforce Association to make a presentation of the preliminary findings to OWA members, the ODJFS director and his leadership team, & the Governor's Office of Workforce Transformation;
 2. One 5/19/22, Marshall made a joint session presentation at the Ohio Job & Family Services Director's Association's (OJFSDA) annual Spring Conference;
 3. On 5/20/22, Marshall made a joint presentation to the Ohio Economic Development Institute's current class;
 4. And on 6/2/22, Marshall gave a presentation to the Portage County Commissioners and members of the public.
- vi. Final research involving five Focus Groups began on 6/20/22, to gather more qualitative data to help explain the initial quantitative results.
- vii. The project has been covered by the Record Courier and highlighted by the Akron Beacon Journal.
- viii. A virtual community rollout is scheduled for mid-July with Conxus and GAC, and further roll outs will be planned for Fall 2022.

Marshall ended her report with a final report will be available to all WDB members by email.

V. NEW BUSINESS

- a. Heid reminded the Board members that their approval is required for the renewal of the contract with Project Learn of Summit County, in an amount not to exceed \$50,000.00, to provide assessments to job seekers and youth at the OhioMeansJobs Summit County Center.
 - i. Heid requested a motion to approve the contract with Project Learn of Summit County in an amount not to exceed \$50,000.00 to provide assessments to job seekers and youth at the OhioMeansJobs Summit County Center. Capozzi made the motion, which Moran seconded. Mitchell abstained from voting. The motion was passed by a roll call vote of the other Board Members present in person and virtually, recorded by Kaser, with no further objections or abstentions.
- b. Heid informed those present that ODJFS announced the US DOL COVID Grant has been extended through 6/30/2023, and directed Board members to the confirmation email in their materials packet.
- c. Heid informed those present that the Auditor of State (AOS) announced on 6/15/22 that they will begin their CY 2021 annual audit of Area 2 financials in mid-July.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS.

- a. Heid informed the Board members that the SAMWA COG Board held its first meeting of 2022,

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, JUNE 23, 2022**

- virtually, on 3/31/22, passing three Resolutions, posted on the SummitMedinaOMJ.org website
- b. Heid updated those present on several Letters of Support Marshall has written since the March meeting:
- i. The Akron Urban League's Congressional Directed Spending (CDS) proposal for *Workforce Development Initiatives*;
 - ii. Summit County Common Pleas Court General Division in their grant application for funding assistance through the Bureau of Justice Assistance (BJA) for the O-BJA-2022-171046 Swift, Certain, and Fair (SCF) Supervision Program: Applying the Principles Behind Project HOPE; and
 - iii. Akron/Barberton/Summit County Continuum of Care (CoC) to the U.S. Department of Housing and Urban Development (HUD) for funding appropriated in Fiscal Year 2021 to offer support to communities to develop and implement a community coordinated Youth Homeless Demonstration Program.
- c. Marshall delivered Board staff updates:
- i. Marshall announced that two RESEA employees, one at the Medina OMJ and one at the Summit OMJ, have resigned, and the Board staff is actively seeking their replacement, with the help of new Special Projects Manager, Meghan Adair.
 - ii. Marshall announced that Operations Coordinator, Tammy Kaser's last day with the Board staff will be 7/8/22, as she is relocating to Cincinnati with her family.
 - iii. Marshall announced that Grace Glaubman and her husband, Matthew, welcomed their first child, Nora Olivia, on 6/6/22.
- d. Heid directed Board members to reference Ohio's April 2022 Unemployment Rates and Civilian Labor Force Estimates in the attachments packet.
- e. Heid requested that Board members submit any WDB roster changes to Tammy Kaser.
- f. Heid informed those present that the next WDB meeting will be held on September 29, 2022, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via MS TEAMS.

VII. ADJOURNMENT

Heid requested a motion to adjourn the meeting. Capozzi made the motion which was seconded by Chesnes. 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. Moran was not present for this roll call vote. The meeting was adjourned at 9:14 AM.

Prepared by:

Tammy Kaser

Operations Coordinator, SAMWA COG