

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
OF  
WEDNESDAY, November 02, 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#

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<b>Summit/Medina Workforce Development Board (WDB) &amp; Executive Committee Members Present:</b>	Jeff Bissell, WDB Vice Chair ( <i>virtual</i> ); Anthony Esposito, WDB Finance Committee Chair; Jessica Heid, WDB Chair; Michelle Moran, WDB Performance Committee Chair.
<b>Absent:</b>	Joan Pritchett, WDB One-Stop Operations Committee Chair
<b>SAMWA COG Staff Present:</b>	Meghan Adair, Special Projects Manager; Christine Marshall, Executive Director; Colleen Sims, Esquire, Summit County Executive’s Office
<b>Absent</b>	Grace Glaubman, Deputy Director

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**I. CALL TO ORDER**

- A. Chair Heid called the 11/02/2022 Executive Committee meeting to order at 8:05 AM. Adair 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 01/26/2022 meeting minutes. Moran 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 Adair, with no objections or abstentions.

**III. REPORTS**

- A. Heid asked the committee members to turn their attention to attachment 2 in their packets and requested Marshall provide a status report on the WIOA Special Project Grant from ODJFS in the amount of \$97,200 (and noted it was received about a year ago on 11/16/2021) for the *working age adults* research project for Medina, Portage & Summit Counties. Marshall stated that as of this date she has made 11 presentations about the research findings with most of the presentations made to local and State government groups, associations, and organizations. Marshall reported the majority of her presentations have been in tandem with her colleague from workforce area 7 who also received the same grant from ODJFS to conduct statewide research concerning the “temperature of workers” by pulling commentary shared on social media. Marshall stated she and her colleague are working on a request for funds for another research project focusing on an expansion of one or two subsets of data revealed by their first projects. Committee members asked Marshall some specific questions about the research around flexible workplaces, workplace culture, connection, meaningful work, and automation solutions.

**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 shared she had lunch with Teresa LeGrair, President & CEO of the Akron Urban League who has agreed to assist in finding a candidate for the WDB.
  - ii. Marshall also shared it is her intent to have an on-boarding session when the new person is identified and include all of the WDB members to develop synergy lost during the pandemic period and due to our new hybrid meeting environment.
- B. Heid stated 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, announced and commenced on January 20, 2022; exit meeting held July 11, 2022, with no significant observations.
- C. Heid stated that the Auditor of State (AOS) CY 2021 Area 2 audit completed and filed on 9/29/22 with no findings. Committee members offered congratulations.

**V. NEW BUSINESS**

- A. Heid read into the record that the WDB board staff seeks to fund a contract with United Labor Agency, Summit County OhioMeansJobs center location, in an amount not to exceed \$50,000.00 for Business Outreach Efforts for the period of October 1, 2022- June 30, 2023. Marshall explained that the committee may recall at the 1/26/22 Executive meeting they approved the Area to use a portion of the BRN funds to enter into a contract with the Summit County Department of Community and Economic Development to hire a portfolio manager for their *Scale Up* program. This helps new businesses develop connections to workforce development services provided under WIOA in the community necessary for growth. SCDCED was unable to hire someone until October 2022, which has left an unplanned funding balance in this grant that will end June of 2023. The Board staff recommends a portion of the unobligated funds be shifted to a contract with ULA to provide increased business outreach efforts.
  - i. Heid requested a motion to approve a contract with United Labor Agency, Summit County OhioMeansJobs center location, in an amount not to exceed \$50,000.00 for Business Outreach Efforts for the period of October 1, 2022- June 30, 2023. Moran 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 Adair, with no objections or abstentions.
- B. Heid asked the committee members to refer to attachment 3. Marshall reviewed the WDB 2023 proposed meetings and asked if the day of the week and time on the proposed meeting schedule worked for each chair. Heid asked if the meetings would continue to be a hybrid of virtual and in-person meetings. Marshall responded yes as the State codified into the Ohio Revised Code that workforce development boards are allowed to have hybrid meetings. Marshall stated that the meetings would be sent by the board office to the members' calendars.
- C. Heid turned to Marshall for an update on board office staffing. Marshall explained that Adair was hired in April 2022 as the Special Project Manager to manage our three RESEA workforce services representatives located at the OhioMeansJobs centers and to manage all aspects of each grant we have outside of our WIOA and RESEA formula funding. Adair is providing oversight of the entire MOU process with the OhioMeansJobs partner agencies. Glaubman returned to work from her maternity leave on September 7, 2022. Marshall discussed the passage of the remote work policy, which Glaubman is using. Marshall explained the plan for filling the vacancy created by Tammy Kaser's departure which included an interview of a candidate that gave a phenomenal interview. The hope is the new employee will be in place during December, 2022.

**VI. GOOD OF THE ORDER**

- A. Heid reminded the Committee Members of upcoming WDB meetings:
  - A. WDB Executive Committee meeting Wednesday, December 7, 2022, 8:00 AM, Radisson Hotel Akron/Fairlawn Buckeye Room and virtually via MS Teams

- B. WDB Regular meeting Thursday, December 8, 2022, at 8:00 AM, Radisson Hotel Akron/Fairlawn Blossom Room and virtually via MS Teams

**VII. ADJOURNMENT**

- A. Heid requested a motion to adjourn the meeting. Moran 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 Adair, with no objections or abstentions. The meeting adjourned at 8:34 AM.

Prepared by:

*Christine Marshall, Executive Director*