

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES
MONDAY, NOVEMBER 14, 2022**

In-person location:

OhioMeansJobs Medina County
72 Public Square, 1st Floor
Medina, OH 44256

Virtual location:

[Click here to join the meeting](#)

Or call in (audio only)

+1 321-710-8464

Phone Conference ID: 875 846 781#

Committee Members Present: Patricia Dempsey (*virtual*); William Moore (*virtual*); Joan Pritchett, One-Stop Committee Chair; Paul Ratcliff

Absent: Sharlene Chesnes; Malcolm Costa; Bethany Dentler

SAMWA COG Staff Present: Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director (*virtual*); Christine Marshall, Executive Director

One-Stop Operator Staff Present: Ralph Sinistro, CSDJFS/SCOMJ; Angela Smith, ULA/MCOMJ; Heather Yannayon, CSDJFS/SCOMJ

I. CALL TO ORDER

- a. Chair Pritchett called the One-Stop Committee meeting to order at 8:05 AM. Those present introduced themselves with Adair and Marshall taking attendance of those present in person and virtually.

II. APPROVAL OF MINUTES

- a. Chair Pritchett requested a motion to approve the One-Stop Operations Committee meeting minutes of 02/28/22. Ratcliff made the motion which was seconded by Dempsey. The motion was passed by a roll call vote of One-Stop Committee Members present in person and virtually, recorded by Adair, with no objections or abstentions.
- b. Chair Pritchett requested a motion to approve the One-Stop Operations Committee Special meeting minutes of 04/25/22. Ratcliff made the motion which was seconded by Moore. The motion was passed by a roll call vote of One-Stop Committee Members present in person and virtually, recorded by Adair, with no objections or abstentions.

III. REPORTS

- a. Pritchett turned the meeting over to Operator Smith, for a report regarding Medina County OMJ activity for the current State Fiscal Year (SFY) 23. Adair advised all those present she had reports from Smith to display. Smith stated there is no discernable pattern regarding visits to the MCOMJ noting that so far August had the greatest level of visits and October the least. She also drew attention to the number of referrals the partners are making to one another. Ratcliff asked if the referral tracking was new? Glaubman stated in January of 2022 we began to track the referrals through this reporting mechanism. Pritchett asked if all the partners are back on-site? Smith responded yes. Smith cited in the MCOMJ resource room a steady flow of referrals is currently from Medina County Job and Family Services (MCDJFS) from their population of adults required to conduct job search to receive their food assistance. Smith announced the Courthouse construction project will be concluded on December 5.
- b. Pritchett turned the meeting over to Operator Sinistro for his report regarding Summit County OMJ activity. Glaubman was asked if she had reports from Sinistro to display. Sinistro began his update with citing the majority of the SCOMJ partners are not back onsite full-time with most of their staff working a hybrid workweek. Sinistro stated the total duplicated visits for the past four months was 1,683 as captured from the Kiosks in the lobby. Most visitors are those required to come to the OMJ to do job

search for benefits. OMJSC is still assisting unemployment claimants in the resource room. Sinistro reported the top partners with referrals being made to them by the resource room are: OOD, Vantage Aging and Project Learn. Sinistro discussed the Rubber City Radio job fair in August with 45 companies present and 50 job seekers attending. Sinistro mentioned to events occurring in December: School Counselors event, Veteran Job Fair and the OMJ partner staff holiday luncheon which will have a safety protocols training.

IV. OLD/UNFINISHED BUSINESS

- a. Pritchett requested and update on the One-Stop Phase II certification's implementation of action items.
 - i. Marshall began with a reminder to the Committee members that the items to be addressed following the Phase II certification were interrupted a bit by the pandemic and subsequent closure of the centers for a portion of time. The Operators have continued to work to complete the action plan items which include some on-going activities and some things that essentially will be crossed-off the list.
 1. Sinistro began the update on the Partner Referral Project, which he noted has more partners using it and that he brings a report to the management meetings to review. Yannayon discussed the on-going need to always training new partner staff of how to make referrals. an area of continual, gradual improvement, starting with tracking how and when referrals are made between the partners.
 2. Smith informed the committee that she and Sinistro conducted an area-wide training on the new Partner On-Boarding process in early Summer. Sinistro emphasized the on-boarding process gives an opportunity for the partner staff to know how they are connected to all the organizations in the OMJs.
 3. Marshall returned discussion to the update on the One-Stop Operator Operations Guide and Emergency Procedures Manual and confirmed with the Operators that all partner staff sign and acknowledgment that they have receive the manuals. Smith noted all these items are on the website available through the partner portal. Marshall discussed with those present there will be active shooter training available to all partner staff at the Summit center in December. The recommendations for safety protocol are being made by the State Highway Patrol.
- b. Pritchett asked for an update on the Phase III Certification from Marshall. Marshall shared that following the June full board meeting where this committee requested the full board vote to accept the Phase III matrix for submission to the State, the board office was asked by the State where the Phase I paperwork was for the affiliate center, i.e. Medina OMJ. We informed this committee about this request to conduct a Phase I process. Ratcliff volunteered to walk-through the Medina center and complete the Phase I paperwork with Adair and Marshall. Secondly, the State asked us for proof that the State has approved our Area's EEO/ADA plan. We were able to obtain an email from the EEO/ADA office citing they approved our EEO/ADA plan and everything was completed by September 6, 2022.
- c. Pritchett asked Glaubman for an update on the board's Oversight/Monitoring of the One-Stop Operator. Glaubman reviewed how the oversight/monitoring would be conducted. Glaubman has developed a series of monthly, quarterly and annual reports which are derived from the 34 reportable deliverables in the One-Stop Operator contracts between the Workforce Area and the Operators. The submission of the reports commenced in January, 2022. Glaubman then named the reports for the committee and what is contained in the reports. Glaubman did share with the committee the visit summaries for the period of January-June 2022 (six months). The committee stated the information being gathered is impressive.

V. NEW BUSINESS

- a. Pritchett asked for an update on the status of the PY 2022/SFY 2023 Partner MOU. Adair began with informing the committee of her intention to bring the partners together in February for a special meeting to discuss what the MOU is and how it works. Adair wants this completed before the budget negotiations

begin with the partners. Marshall stated that having partners who understand the MOU will assist with meeting the “shared services delivery model” deliverable which is in the OSO contracts. Marshall reminded all that we are getting back on a two-year cycle.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Pritchett reminded the Committee members of upcoming meetings:
 - i. Regular WDB meeting
 - 8:00 AM, Thursday, December 8, 2022, *Radisson Hotel Akron Fairlawn Blossom Room/Teams*

VII. ADJOURNMENT

- a. Chair Pritchett requested a motion to adjourn the meeting. Ratcliff made the motion which Moore seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Adair, with no objections or abstentions. The meeting adjourned at 9:03 AM.

Prepared by

Christine Marshall, Executive Director