

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 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 (<i>virtual</i>); Malcolm Costa; Patricia Dempsey (<i>virtual</i>); Mark Derrig (<i>virtual</i>); Anthony Esposito; Jessica Heid, WDB Chair; Mandy Hinkel (<i>virtual</i>); Maria Miller (<i>virtual</i>); Marquita Mitchell; William Moore (<i>virtual</i>); Michelle Moran (<i>virtual</i>); David Prentice; Joan Pritchett (<i>virtual</i>); Paul Ratcliff (<i>virtual</i>)
WDB Members Absent:	Bethany Dentler (<i>excused</i>); Erin Ploucha (<i>excused</i>)
Summit & Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; 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 (<i>virtual</i>); Deb Matz, Director of Law, Summit County Executive's Office; Lindsay Schabitzer, CSDJFS/CCMEP; Colleen Sims, Attorney, Summit County Executive's Office; Ralph Sinistro, CSDJFS/OMJSC (<i>virtual</i>); Angela Smith, ULA/OMJMC (<i>virtual</i>); Zachary Vierheller, CSDJFS/OMJSC (<i>virtual</i>)
Area 2 Fiscal Staff Present:	Tari Addison, Chief Fiscal Officer, CSDJFS ;Tom Jalbert, Fiscal Operations Administrator, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS
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 Adair took attendance of those present in person and virtually via a roll call. All non-members attending the meeting were asked to email Christine.Marshall@workforcearea2.org to be recorded in the minutes as present.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Heid reviewed and requested a motion to approve the WDB 6/23/22 meeting minutes. 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 Adair, with no objections or abstentions.

III. REPORTS

- a. Executive Committee Report
 - i. Heid informed the Board members that the Executive Committee met one time since the last WDB Regular meeting in June, on 11/2/2022. Heid reported they approved their June meeting minutes, discussed the Where Are the Workers research project, discussed and voted to approve a \$50,000.00 contract with United Labor Agency for the period of 10/01/22 to 06/30/23 utilizing reallocated Business Resource Network (BRN) funding. The committee reviewed the proposed 2023 WDB and Committee meetings calendar and all

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022

committee chairs approved their meeting dates and times. We also reviewed the Board office staffing status.

b. Finance Committee Report

- i. Heid then turned the meeting over to Esposito, who summarized the 12/1/22 virtual and in-person Finance Committee meeting, at which the Committee conducted the following business:
 1. Approved minutes from the 6/16/22 committee meeting.
 2. Reviewed the Workforce Area's WIOA Financials at the close of the 2022 State Fiscal Year on June 30th ; which liquidated September 30.
 3. Reviewed the year-end expenditures as of June 30, 2022 via the report that shows expenditures against the Workforce Area's program budget and the Area's administrative budget.
 4. Reviewed the same report sets, but for the current 2023 State Fiscal Year as of the close of the books on 10/31/2022 and the special grants report that our Area is managing in addition to traditional WIOA funding and the status of Reemployment Services and Eligibility Assessment allocation (RESEA).
 5. Discussed appropriations request to set up our 2023 budget in the Summit County accounting system to pay invoices, which the full board will need to vote to send to the COG Board to pass a resolution.
- 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 6/30/22
 - a. Jalbert reminded those present that Year 2 of the current two-year WIOA allocation ended 6/30/22, and Year 1 ends 6/30/23. Jalbert noted all WIOA Adult and Dislocated were spent entirely. WIOA youth was returned to the State in both counties which was projected and reported at the June board meeting.
 2. SFY 2022 Area 2 Operating Budget: Program and Administrative Expenditures as of 6/30/22
 - a. Jalbert noted the Area spent the most in the line items for Individual Training Accounts, which provide skills training.
 - b. Jalbert noted that the Youth spending is an ongoing issue in both Summit and Medina Counties and appears to be due to a lack of youth interested in WIOA services.
 - c. The budget for administrative costs ended on 6/30/22 with a slight overspend in the salary line item due to the timing of newly hired staff and payouts due to a staff member who left employment with the board office.
 - d. 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.
 - e. 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,

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022**

Hope Recovery, and Summit County Public Health, ITA's, and outreach 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.

- f. 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.
 - g. 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.
 - h. 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 Financials as of 10/31/22
- a. Jalbert shared a change in the report format that starting with SFY 23 displays the month the WIOA funding ends.
4. SFY 2023 Area Operating Budget: Program and Administrative Expenditures as of 10/31/22
- a. Jalbert stated the spending has been light against the 2023 allocations given all of efforts to liquidate 2022 funds by 9/30. He also noted the RMS line item is spending at a better monthly rate than last year.
 - b. Jalbert noted the administrative budget's salary line has been increased to cover the current staffing levels.
5. RESEA and Special Grants report
- a. Jalbert explained the RESEA allocation, and the various special grants all have various spending periods than the traditional WIOA allocations. Marshall described the purpose of RESEA and Jalbert explained the majority of the allocations covers the payroll of the 3 full-time and 1 part-time staff members. Jalbert reviewed the contract providers under the Fresh Start grant and that Adair's salary is covered by the administrative portions of each of the special grants. The COVID-19 grant will end on 6/30/2 and discussed the Business Resource Network contract providers.
6. Heid requested that Jalbert discuss with the Board members CY 2023 Area 2 appropriation resolution recommendation in the amount of \$6,585,000.00, to be considered by the SAMWA COG Board at their meeting on 12/20/22. Jalbert explained this process happens this time each during our December meetings. Since the county operates on a calendar year, we must determine how much funding to appropriate into the county's accounting system from January to December in order to open purchase orders and pay administrative and operating expenditures.

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022

- a. Heid requested a motion to recommend to the SAMWA COG Board to adopt Calendar Year 2023 Area 2 Workforce Budget Appropriations utilizing various allocations in a total amount of \$6,585,000.00 which is to be allocated as \$1,150,000.00 for Medina County workforce programs, \$3,750,000.00 for Summit County workforce programs, and \$1,685,000.00 for Area 2 Administration expenses. 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 Adair, with no objections or abstentions.
- c. One-Stop Operations Committee Report
 - i. Heid turned the meeting over to Pritchett, who summarized the 11/14/22 in-person Special Committee meeting, at which the Committee:
 - 1. Approved minutes from the February 28th committee meeting and the committee's special meeting held on April 25th. The special meeting was held to complete the Phase 3 certification process prescribed by the State of Ohio, which involved the use of a specific rating tool instrument.
 - 2. The committee heard reports from the Operators of both centers concerning visitor demographics. Both Ralph Sinistro and Angela Smith noted the traffic does not have a discernable pattern and remains lower than pre-pandemic. Sinistro noted some events that would be occurring in December including the return of the OMJ Partner Staff holiday luncheon, which will include a safety protocols training.
 - 3. The committee was reminded that the service delivery items that were to be addressed following the Phase II certification were interrupted 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 including the Partner Referral Project, the new Partner on-boarding process and the overhaul of the One-Stop Operations and Emergency Procedures Guide.
 - 4. The committee learned about the oversight/monitoring system of the Operator's service delivery that the board office staff put in place this year.
 - 5. The committee meeting concluded with an update on the 2023/2024 Partner MOU process which will include all Partners being invited to a training on the purpose of the MOU and result in developing a shared services model.
- d. Performance Committee Report
 - i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 12/5/22 virtual and in-person meeting, at which the Committee:
 - 1. Approved minutes of the 5/23/22 meeting;
 - 2. The committee reviewed a status update email detailing our locally tracked/measured Program Year 2021 annual performance, including year-end summaries for all training services: Individual Training Accounts, On-The-Job Training, Incumbent Worker Training, and Transitional Jobs.
 - 3. The committee reviewed year-to-date Adult/Dislocated Worker Career Services Performance Reports for Program Year 2022, which is the current program year.

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022**

4. To round out the reports, the committee heard summaries of the State of Ohio Program Year 2021 Annual Preliminary Unadjusted WIOA and CCMEP performance reports.
 5. Under old business, the committee was informed that a 9-month contract for WIOA Adult/Dislocated Career Services with United Labor Agency was executed, terminating June 30, 2023. A competitive procurement will be conducted in the spring of 2023 for a July 1 contract start date.
 6. The committee was updated on the new Program Years 2022 and 2023 WIOA Performance Standards negotiated between Area 2 and the State of Ohio in September 2022. This is an attachment in our packets Grace will review shortly.
 7. The committee was informed of the Improving Workforce Outcomes for Ohioans performance-based procurement and contracting initiative Area 2 is participating. Grace will provide an overview of what this project entails.
- ii. Moran then turned the meeting over to Glaubman to review various performance reports.
1. Glaubman started her report with sharing the State of Ohio's Program Year 2021/State Fiscal Year 2022 (7/1/21 to 6/30/22) annual Preliminary Unadjusted WIOA Performance report noting that for the second consecutive year, as an Area, we met all of our performance measures. We exceeded the State-wide rate (average of all Areas rate). She emphasized we still need to receive the adjusted annual report where the State applies the statistical regression model to account for economic and demographic conditions over the year being measured but does not expect that to change our success rate. Glaubman then highlighted the same report but, by each County where each County individually met the success standards.
 2. Glaubman then turned attention to the data collected locally that tracked the annual WIOA Career Services (Adult/Dislocated Worker Services) performance for Summit and Medina Counties for SFY 2022 (7/1/21—6/30/22) noting the following highlights:
 - a. In Summit County, the placements were greater each month than the previous year in the same month, again indicating a recovery from the pandemic; 603 total placements were made over the 12-month period compared to the 473 placements in the prior year with an average wage of \$19.97; we wrote skills training accounts for 123 individuals (a record year in recent times); entered into 32 on-the-job training agreements with companies for a total of 92 new hires; we took 726 job orders from employers and conducted 77 recruitments using both on-site and virtual methods.
 - b. In Medina County, the placements were either the same or greater each month than the previous year in the same month; 285 total placements were made over the 12-month period with an average wage of \$20.06; we wrote skills training accounts for 25 individuals (also a record year in recent times); entered into 13 on-the-job training agreements with companies for a total of 19 new hires; we took 343 job orders from employers and conducted 33 recruitments using both on-site and virtual methods.

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022

3. Glaubman shared special annual local reports that provided detailed data on the SFY 22 OJT, ITA, TJ, IWT programs and results from the OhioMeansJobs center Orientation customer surveys.
 4. Next Glaubman reviewed the SFY 23/PY 22 local WIOA Career Services (Adult/Dislocated Worker Services) year-to-date (July-October) performance for both Summit and Medina Counties.
 - a. Summit County: the placement trend is exceeding the last two years each month thus far this year; the top three sectors for Summit placements are manufacturing, transportation/warehousing, and healthcare; average wage is slightly down from last year at \$19.57; 16 customers are in a skills training and 19 are participating in an OJT – OJTs continue to have a higher starting wage than our average for placements at \$21.22.
 - b. Medina County: the monthly placements are exceeding the same months from 2019, 2020, 2021, and 20 indicating great pandemic recovery in Medina; the top three sectors for Medina placements are transportation/warehousing, business services, and healthcare; average wage is slightly down from last year at \$19.43; 2 customers are in a skills training and 5 are participating in an OJT – OJTs continue to have a higher starting wage than our average for placements at \$22.88.
 5. Glaubman reminded the WDB members that every two years in August/September we are required to negotiate our WIOA performance standards for the Adult, Dislocated Workers and youth customers we serve. Each local workforce area is presented with standards by the State and can choose to accept them or provide a reason why it should be something else. For the SFY 2023 & 2024 two-year period, we accepted all proposed standards except for one under youth: measurable skills gain. Glaubman reported that Area 2 and the State were able to settle on a reasonable compromise for this one youth standard and all are in place until the Fall of 2024.
 6. Heid asked Glaubman to share Area 2's participation in a State sponsored performance-based contract initiative. Glaubman explained we are participating in a series of meetings with an organization called, *Results For America* who the State engaged, to learn how to write request for proposal packets and contracts that encourage performance measures are met by a provider of services as a part of their reimbursement.
 7. Glaubman updated the members that our annual programmatic and fiscal monitoring of our WIOA contract providers is underway. A request for quotes to monitor the period of 7/1/21 to 6/30/22 was issued in October to which there were two responses. Real Workforce Solutions was selected (they have provided this service for us for the last three years) and the contract is executed in an amount not to exceed \$15,000.00. The final monitoring report will be available for the March WDB meeting.
 8. Heid made a point to cite that there were many positive results that appeared throughout all of the various data shared.
- iii. Heid asked Adair for update on our Special Grant Projects that she manages. Adair provided the members with the purpose of each grant, the time period of the grant, the

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022**

funds remaining as of 10/31/22; and any outcomes concerning who is being served and/ or description of what entity is under contract to provide any associated services. The grants reviewed included:

1. COVID-19 grant;
2. Business Resource Network (BRN) grant; and
3. Fresh Start grant.

Heid expressed to Adair that it was helpful to explain the purpose of each of the special grants. Capozzi asked Marshall for clarification on how the services being delivered under the BRN grant are developed. Marshall responded that since the BRN grant is to enhance workforce development and economic development, we asked the two county-level economic development departments to propose what they could use the funds for then the Board office wrote the actual proposal and budget to submit to the state.

IV. UNFINISHED BUSINESS

- a. Heid reminded all that there is one WDB member vacancy for a Summit County business appointment.
- b. Heid noted that the ODJFS *WIOA* Fiscal Monitoring Review for the period of 7/1/21-12/31/21, announced and commenced 1/20/22; exit meeting held 7/11/22 with no significant observations.
- c. Heid noted that the Auditor of State (AOS) announced on 6/15/22 they will begin their CY 2021 annual audit of Area 2 financials in mid-July; audit completed on 9/28/22 with no findings.
- d. Heid reminded all that we received a *WIOA* Special Project Grant from ODJFS in the amount of \$97,200 on 11/16/21 for a working age adults research project for Medina, Portage & Summit Counties. Marshall explained that all members have received in their packets a report citing the various presentations that she has made to date with more being scheduled. The report also cites media attention and includes a copy of a recent article Marshall was asked to write for the County Commissioners Association of Ohio, Fall 2022 Newsletter.

V. NEW BUSINESS

- a. Heid announced that the ODJFS annual *WIOA* data validation file review occurred on 9/7/22, awaiting results. Marshall explained what the data validation review entails.
- b. Heid cited that all the Medina County board members terms are ending 12/31/22. Marshall went over the reappointment process and that the SAMWA COG Board will pass a reappointment resolution at their meeting scheduled for 12/20/22.
- c. Heid asked all members to take note of the WDB 2023 meetings calendar in their packets. Marshall stated the meetings are all on the summitmedinaomj.org website with the locations noted and that we will continue to send meeting appointments out on a quarterly basis.
- d. Heid asked members to be on the lookout for the Annual signing of a Conflict of Interest Statement.
- e. Heid asked Marshall to provide a Board staffing status update:
 - i. Operations Coordinator vacancy has been filled with Kelly Smerek starting work on 12/19/22.
 - ii. Heid announced that Marshall was appointed to the METRO RTA Board of Trustees and Stark State College Akron President's Advisory Council and reappointed to ConxusNEO Board of Directors.
 - iii. Heid congratulated Glaubman for being invited to present at a state-wide training about *WIOA* On-The-Job training policy – which Glaubman noted will be a quarterly occurrence.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS UPDATES

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING MINUTES
OF
THURSDAY, DECEMBER 8, 2022**

- a. SAMWA COG Board met on 7/6/22, passing eight resolutions, and on 10/5/22, passing two resolutions – all resolutions are posted on the summitmedinaomj.org website
- b. Heid acknowledged the board staff prepared the following Letters of Support since the last WDB meeting:
 - i. 9/23/22, Stark State College as part of the NE Ohio Consortium of Community Colleges applying to the U.S. Department of Labor (DOL) for the *Strengthening Community Colleges Training Grant*;
 - ii. 10/26/22, ConxusNEO's application made to Ohio Development Services Agency for a continued Industry Sector Partnership (ISP) grant;
 - iii. 10/28/22, Greater Akron Chamber's application made to Ohio Department of Development for a Spark Grant to create a Polymer Industry Cluster
- c. Heid asked the members to turn their attention to the Ohio's October 2022 Unemployment Rates
- d. Heid reminded members that any roster changes should be submitted to Christine Marshall
- e. Heid informed those present that the next WDB meeting will be held on March 23, 2023, 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 Prentice. The motion was passed by a roll call vote of Board Members present in person and virtually, recorded by Adair with no objections or abstentions. It shall be noted in the minutes that Costa, Derrig, and Moran were not present for this roll call vote. The meeting was adjourned at 9:11AM. Heid wished everyone a wonderful holiday season.

Prepared by:

Christine Marshall

Executive Director, SAMWA COG