



MEETING MINUTES
Thursday, March 23, 2023
9:30 AM

Chief Elected Officials (CEOs)/COG Members Present:	Brian Nelsen, Summit County Chief of Staff as designated proxy for Ilene Shapiro, Summit County Executive Colleen Swedyk, Medina County Commissioner
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Meghan Adair, Special Projects Manager; Christine Marshall, Executive Director Kelly Smerek, Operations Coordinator
Area 2 Fiscal & Sub Fiscal Agent Staff Present:	Tom Jalbert, Fiscal Operations Administrator, SCDJFS
Legal Counsel Present:	Deborah Matz, Law Director, County of Summit Dept. of Law, Insurance, & Risk Management, Colleen Sims, Attorney, County of Summit Dept. of Law & Risk Management
Guests Present:	Andrew Barry, Summit County Dept. of Administration & Public Information

- I. CALL TO ORDER**
 - a. Brian Nelsen, proxy for Executive Shapiro, called the meeting to order at 09:34 AM.
- II. INTRODUCTION**
 - a. Nelsen welcomed everyone and asked for a roll call. Ms. Smerek took the roll call which both Nelson and Commissioner Swedyk were noted as present.
- III. APPROVE MINUTES OF PREVIOUS MEETING**
 - a. Nelsen asked if there were any comments from the December meeting regarding the minutes. Hearing none, he asked for a motion to approve. Commissioner Swedyk made a motion to approve the SAMWA COG's 12/20/22 meeting minutes. Nelsen seconded the motion. With no objections or abstentions, the motion carried, and the 12/20/22 minutes were approved.
- IV. REPORTS**
 - a. There were no reports.
- V. UNFINISHED BUSINESS**
 - a. There was no unfinished business to report.
- VI. NEW BUSINESS**
 - a. There was no new business to report.
- VII. RESOLUTIONS**
 - a. Nelsen turned the attention of the meeting to the reading and adoption of the resolutions.
 - b. Resolution 2023-01 authorizing the Summit and Medina Workforce Area Council of Governments to accept and appropriate a Workforce Innovation and Opportunity Act (WIOA)

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Statewide Special Projects grant allocation in the amount of \$145,000.00 from the Ohio Department of Job and Family Services (ODJFS) for Area 2's participation in Improving Workforce Outcomes for Ohioans project for the period of August 12, 2022-June 30, 2024.

- i. Marshall was called upon to explain the need for the Resolution, which she responded is a housekeeping item as this was unexpected funding not included in the current budget.
 - ii. Nelsen made a motion to adopt SAMWA COG Resolution 2023-01. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- c. Resolution 2023-02 authorizing the Summit and Medina Workforce Area Council of Governments to accept and appropriate a Workforce Innovation and Opportunity Act (WIOA) Statewide Special Project grant allocation in the amount of \$95,000.00 from the Ohio Department of Job and Family Services (ODJFS) to focus on recruitment and job placement with a segment of the non-participating eligible workforce across Summit County for the period of February 6, 2023 – June 30, 2024.
- i. Commissioner Swedyk made a motion to adopt SAMWA COG Resolution 2023-02. Nelsen seconded the motion. With no objections or abstentions, the motion carried.
- d. Resolution 2023-03 authorizing the members of the Summit and Medina Workforce Area Council of Governments to approve a salary adjustment for all employees of the Summit and Medina Workforce Area Council of Governments employed for a full year on January 1, 2023, which permits a 4.0 percent increase in pay effective March 27, 2023, the eighth payroll period of calendar year 2023, and to approve a salary adjustment for employees of the Summit and Medina Workforce Area Council of Governments employed for less than a full year on January 1, 2023, which permits a 4.0 percent increase in pay effective as of the start of the pay period following their first anniversary date.
- i. Nelsen made a motion to adopt SAMWA COG Resolution 2023-03. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- e. Resolution 2023-04 Resolution adopting an addition to the Summit and Medina Workforce Area Council of Governments ("SAMWA COG") Personnel Policy and Procedures Manual to include an allowance for an unpaid leave of absence.
- i. Nelsen made a motion to adopt SAMWA COG Resolution 2023-04. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- f. Resolution 2023-05 authorizing the Summit and Medina Workforce Area Council of Governments to enter into a professional services agreement with Rise Together ("consultant") utilizing Workforce Innovation and Opportunity Act (WIOA) Statewide Special Project grants funds from the Ohio Department of Job and Family Services (ODJFS) in an amount not to exceed \$90,000.00 for the purpose of creating a Summit County Welcoming Workforce Coalition and pilot an attraction, placement, and retention program specifically for international newcomers during the period of March 1, 2023 to June 30, 2024.
- i. Nelsen expressed his support for this project and explained he met with the founder of Rise Together and has hope for a great result by utilizing unique strategy to assist employers with filling our many open positions.
 - ii. Nelsen made a motion to adopt SAMWA COG Resolution 2023-05. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

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- a. Nelsen reminded those present that the next meeting of the SAMWA COG Board will be held on June 29, 2023, at the Radisson Hotel Akron-Fairlawn in the Buckeye Room. This meeting is to follow the conclusion of the Workforce Development Board's meeting.

IX. ADJOURNMENT

- a. Commissioner Swedyk made a motion to adjourn the meeting. Nelsen seconded the motion. With no objections or abstentions, the motion carried, and the meeting was adjourned at 9:51 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG