

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
OF  
THURSDAY, March 23, 2023**

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: 463 501 830#

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<b>WDB Members Present:</b>	Jeff Bissell, WDB Vice Chair ( <i>virtual</i> ); Matthew Capozzi ( <i>virtual</i> ); Sharlene Chesnes; Malcolm Costa ( <i>virtual</i> ); Patricia Dempsey; Bethany Dentler; 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> )
<b>WDB Members Absent:</b>	Mark Derrig ( <i>excused</i> )
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:</b>	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator
<b>Medina/Summit County Staff, Contracted Workforce Innovation &amp; Opportunity Act (WIOA) Staff &amp; SCDJFS Staff Present:</b>	Jenny Gutwein, ULA/OMJSC/OMJMC ( <i>virtual</i> ); Nicholas Kapusinski, ULA/OMJSC; Dawn Lavensky, ULA/OMJSC; Deb Matz, Director of Law, Summit County; Colleen Sims, Attorney, Summit County; Ralph Sinistro, SCDJFS/OMJSC; Angela Smith, ULA/OMJMC; Terri Burns, SCDJFS; Heather Yannayon, SCDJFS
<b>Area 2 Fiscal Staff Present:</b>	Tari Addison, SCDJFS; Tom Jalbert, Deputy Director, SCDJFS; Mark Milhoan, SCDJFS
<b>Guests Present:</b>	Michelle Collins, ConxusNEO

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**I. CALL TO ORDER**

- a. Chair Heid called the meeting to order at 8:01 AM. Those present introduced themselves and Smerek took attendance of those present in person and virtually via a roll call. All non-members attending the meeting were asked to email [kelly.smerek@workforcearea2.org](mailto:kelly.smerek@workforcearea2.org) to be recorded in the minutes as present.

**II. ELECTION**

- a. Heid opened the meeting with the election of the WDB Chair and Vice Chair for a two-year term (1/1/2023 to 12/31/2024) and explained per the bylaws for this term a Summit County business member will hold the chair position and a Medina County business member in the vice chair position. Heid asked for a motion to nominate members for the WDB Chair and read the slate of eligible members from Summit County: Sharlene Chesnes, Maria Miller, Michelle Moran, and Jeff Bissell. Moran declined the nomination; Miller declined the nomination and Bissell was nominated from the floor as the candidate.
  - i. Moran made the motion of Bissell for WDB Chair and Esposito seconded the motion. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Smerek, with no objections or abstentions.
- b. Heid asked for a motion to nominate members for the WDB Vice Chair and read the slate of eligible members from Medina County: Anthony Esposito, Jessica Heid, Joan Pritchett, and Paul Ratcliff. Marshall added that both Heid and Ratcliff prior to the meeting indicated they are willing to serve as Vice Chair.
  - i. Heid nominated herself as vice chair; Moran made the motion and Dentler seconded that

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motion of Heid as Vice chair. The motion was passed unanimously by a roll call vote of the Board Members present in person and virtually, recorded by Smerek.

- c. Heid explained following today's meeting, the new WDB Chair (Bissell) will send an email to the current committee chairs to ask if they want to continue to serve as committee chairs.

**III. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Heid reviewed and requested a motion to approve the WDB 12/08/22 meeting minutes. Costa made the motion which Moran seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Smerek, with no objections or abstentions.

**IV. REPORTS**

a. Executive Committee Report

- i. Heid informed the Board members that the Executive Committee had not met since the last full board meeting in December. The next meeting is scheduled for 04/05/2023.

b. Finance Committee Report

- i. Heid then turned the meeting over to Esposito, who summarized the 03/17/23 virtual and in-person Finance Committee meeting, at which the Committee conducted the following business:
  - 1. Approved minutes from the 12/01/22 committee meeting.
  - 2. Reviewed the Workforce Area's WIOA Financials at the close of January 31, 2023.
  - 3. Reviewed the 2023 State Fiscal Year budget reports for both counties that shows expenditures against the Workforce Area's program budget and the Area's administrative budget.
  - 4. Reviewed 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 several new business items including: approval of an increase not to exceed \$50,000 for the Business Retention Network (BRN) grant contract with Medina County Economic Development Corporation; made note that we received another Special Projects grant in the amount of \$95,000 for building a Welcoming Workforce Coalition; and noted the Board office staff is exploring entering into a professional services contract not to exceed \$25,000 for out-of-school recruitment efforts in Summit County.
- ii. Esposito then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members:
  - 1. SFY 2023 Area 2 Financials as of 1/31/23
    - a. Jalbert informed those present that our expenditures appear slow due to delays in the start of the calendar year because Summit County went live with a new financial software platform and there were various challenges.
  - 2. SFY 2023 Area 2 Operating Budget: Program & Administrative Expenditures as of 1/31/23
    - a. Jalbert noted the Area has spent the most for On-the-Job Training.
    - b. Jalbert noted that Youth spending is an ongoing issue in both Counties and appears to be due to a lack of youth interested in WIOA services.
    - c. The budget for administrative costs is up to 01/31/23.
  - 3. RESEA and Special Grants report

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- a. 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). Further noted, a portion of Adair's time is paid out of this allocation as the RESEA Supervisor.
  - b. Jalbert reviewed the Opioid Fresh Start Grant expenditures.
  - c. Jalbert informed those present that the COVID grant should be spent in full before 6/30/23.
  - d. Jalbert reviewed the BRN 18-month grant expenditures.
  - e. Jalbert reviewed the various State Special Projects Grants which Marshall highlighted the purpose of the Improving Outcomes for Ohioans Project and the Welcoming Workforce Initiative.
- c. One-Stop Operations Committee Report
- i. Heid informed the Board members that the One-Stop Committee had not met since the last full board meeting in December. The next meeting is scheduled for 04/10/2023.
- d. Performance Committee Report
- i. Heid turned the meeting over to Moran, who summarized for the WDB Members the 03/20/23 virtual and in-person meeting, at which the Committee:
    - 1. Approved minutes of the 12/05/22 meeting;
    - 2. The committee reviewed year-to-date Adult/Dislocated Worker Career Services Performance Reports for Program Year 2022, which is the current program year.
    - 3. The committee heard summaries of the State of Ohio Program Year 2022 Annual Preliminary Unadjusted WIOA and CCMEP performance reports.
    - 4. The committee was informed that the Request for Proposals for the State Fiscal Year 2024 WIOA Adult/Dislocated career services in Summit and Medina counties would be released after the committee meeting and proposals are due 5/1/23. The committee heard from Glaubman about creating a Pay for Performance structure in the RFP and future contract. Members of the committee volunteered to evaluate the proposals.
  - 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 2022/State Fiscal Year 2022 (7/1/22 to 12/31/22), Quarter Two Preliminary Unadjusted WIOA Performance report noting the area rate so far, which is how we measure success or failure. The Measurable Skills Gain under each population has been highlighted and it is the only measure that is measured in real time. We have until the end of June to report them as positive.
    - 2. Glaubman pointed out that there is a breakdown by office on the second page of the report. Medina county looks the way it does on the report at a 50% rate because there are only two in the denominator. We anticipate there will be more customers in that section by the end of the period.
    - 3. Glaubman then turned attention to the data collected locally that tracked the annual WIOA Career Services (Adult/Dislocated Worker Services) performance for

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Summit and Medina Counties year to date SFY 2023 (7/1/22—2/28/23) noting the following highlights:

- a. In Summit County, the placements were performing similarly to the last program year, but there is an improvement from the pandemic; the direct placement into jobs has an average wage of \$19.35; training accounts have been created for 25 individuals; and 26 on-the-job training agreements with companies; The average starting wage for on-the-job training plans is \$20.64 per hour.
  - b. In Medina County, the placements are outperforming any previous program year; in comparison, the last program year in February we were at 168 total placements, we are currently at 275 with an average wage of \$20.01; training accounts have been created for 3; and 7 on-the-job training plans with companies; The average starting wage for on-the-job training plans is \$24.53 per hour.
4. Glaubman shared the Annual WIOA programmatic and fiscal monitoring via a consultant (Real Workforce Solutions) has ended. They monitored SFY 22 contracts and found nothing significant, so that is a good report.
  5. Next Glaubman discussed the WIOA Career Services RFP for SFY 2024 citing we seek a provider or providers for WIOA career services for counties. Evaluators from the performance committee have agreed to meet in May to discuss the recommendations. This will be a pay for performance contract, with portion of the contract value reserved for meeting performance measures that are outside of WIOA common measures; this will be 5% of the total contract value and reconciled quarterly or annually basis depending on the measure.
  6. Glaubman spoke about the performance contracting pilot we are participating in with Results for America, noting that she will be attending a conference in April in Denver to convene with all the participants of the project.
- iii. Heid asked Adair for an update on our Special Grant Projects that she manages. Adair began with an update on the RESEA PY 2022 performance.
    1. Adair stated RESEA is designed to reduce the average duration of individual on unemployment, reducing the improper payments of unemployment promoting alignment with WIOA and establishing an entry point for UI claimants to participate in other workforce development programs; the program year is July 1, 2022 to September 30, 2023 and it is measured on a calendar year; this program year Medina had 100 participants selected with 87 completing the program with Summit having 374 participants selected and 132 completed. Adair reminded the board there are a numerous reasons a participant may not have completed the program: returned to work, called back by union, or they may drop out; this is a mandated program and will lose unemployment benefits if they fail to participate.
    2. Adair moved on to the Covid-19 grant designed to help individuals who experience disruption to employment through the pandemic. This program will end June 30, 2023; in the last quarter from October to December 2022, 6 individuals completed training and currently we have 5 in training; Adair mentioned we purchased targeted advertising for individuals to participate in the WIOA services.

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3. Adair moved on to the Business resource Network (BRN) Grant; the goal of this program is to expand business services teams, business outreach and employer engagement; this grant is set to expire June 30, 2023.
  - a. MCEDC (Medina County Economic Development Corporation) has two pilot projects; Pre-apprenticeship business intelligence gathering to determine the need of employers willing to do pre-apprenticeships in Medina county for high school seniors who do not have a pathway after graduation; this program has visited almost 200 businesses in Medina County. The second project, "Ways to Work", is a transportation pilot program. It delivers participants from portal to portal for work and requires the completion of a financial literacy program through United Way of Summit and Medina Counties. There are four confirmed successful individuals obtaining their own vehicles.
  - b. Adair mentioned the Summit County Department of Economic Development (SCEDC), they contracted to hire a start-up portfolio manager; a manager was not hired until October 2022, and we reduced the contract accordingly. The funds will expire on June 30, 2023.
  - c. United Labor Agency (ULA) hired a special projects coordinator using the amount allocated from the SCEDC contract; this will expend the grant balance by June 30, 2023.
4. Adair informed the WDB Board of the final special grant, Ohio Fresh Start; the purpose is to address the opioid epidemic impact on the workforce; this grant is set to expire March 31, 2024; under this grant there are three contracts.
  - a. Summit County Public Health: they have hired a substance abuse network coordinator who is visiting employers to assist in establishing recovery friendly workplaces through policies and helping employers to be trained and familiar with naloxone. They have distributed 50 naloxone kits and met with 6 employers and completed 13 trainings;
  - b. Hope Recovery Community in Medina: hired two peer recovery coaches that assist individuals in navigating recovery; and
  - c. The Recovery Center of Medina County: is interviewing for two positions.

Heid expressed to Adair that her report was helpful in explaining the purpose of each of the special grants.

**V. UNFINISHED BUSINESS**

- a. Heid reminded all that there are two WDB member vacancies for a Summit County business appointment.; Marshall reported she had a meeting with County Executive Shapiro, and she is actively pursuing all avenues with a goal of new board members by our June meeting.
- b. Heid reminded all that the annual ODJFS WIOA data validation file review occurred on 9/7/22. Glaubman added this monitoring is to help ensure the accuracy of data that is going into our case management system compared to source documentation; an exit meeting was held 3/7/2023 with no significant observations; they recommend staff in both counties attend data validation training.
- c. Heid reminded the WDB Board the annual signing of Conflict of Interest statement from Smerek will be emailed to you if you are virtual and if present, please sign the form today.
- d. Heid noted a Board staffing update; one open position for a Workforce Services Representative under RESEA was posted on 3/13/23 to 3/24/23, with the goal to start work end of April.

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- e. Heid shared we are continuing to make presentation from the “Where are the Workers” research. Marshall stated there is still interest in the research.

**VI. NEW BUSINESS**

- a. Heid cited that on January 9, 2023 we engaged with Julian & Grube, Inc. to prepare Area 2 CY 2022 basic financial statements and to file with the Auditor of State (AOS) on or before 5/29/23.
- b. Heid noted the ODJFS letter regarding modifications to the Regional & Local plans are due 5/3/23.
- c. Heid announced the ODJFS notification to complete the SFY 2024 & SFY 2025 One-Stop Partner System MOU is due with all local signatures by 5/31/23.
- d. Heid asked Glaubman to discuss the release of the SFY 2024 One-Stop Operator Request for Proposal (RFP) packet: 4/03/2023 with a contract start date of July 1, 2023.
- e. Heid asked Marshall to speak about the ODJFS Special Project Grant award of \$95,000.00 to create a Welcoming Workforce Coalition (WWC) for the period of 3/1/2023-6/30/2024; this grant is to help engage the population of workers called International Newcomers; we have partnered with Tonya Budler from Rise Together to create and pilot the WWC.
- f. Heid stated that the WDB Summit members terms will end on June 30, 2023 then asked Marshall to speak about the reappointment process.

**VII. GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS UPDATES**

- a. SAMWA COG Board met on December 20, 2022 for its fourth meeting of 2022 passing four resolutions. All resolutions are posted on the summitmedinaomj.org website.
- b. Heid announced the Annual State of Ohio In-Demand Jobs Week is May 1-5, 2023; Glaubman noted that this is the sixth annual In-Demand Jobs Week, and it is a statewide event.
- c. Heid noted the board staff prepared the following Letters of Support since the last WDB meeting:
  - i. January 10, 2023, for United Labor Agency (ULA) as a reference for a proposal they submitted to provide WIOA services in Pittsburgh, PA;
  - ii. March 9, 2023, for Job’s For Ohio’s Graduates (JOG) application made to US Department of Labor for the Growth Opportunities grant to provide workforce development services for justice involved youth; and
  - iii. March 11, 2023, for Volunteers of America, Indiana & Ohio’s application made to the U.S. Department of Labor for the Homeless Veterans Reintegration Program (HVRP) grant.
- d. Heid turned attention to the Ohio’s January/February 2023 Unemployment Rates
- e. Heid reminded members that any roster changes should be submitted to Kelly Smerek
- f. Heid informed those present that the next WDB meeting will be held on June 29, 2023, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via MS TEAMS; Heid also reminded those present that if you are to attend in person, please notify Smerek so we have enough materials prepared for a handout.

**VIII. ADJOURNMENT**

Heid requested a motion to adjourn the meeting. Dentler 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 Smerek with no objections or abstentions. It shall be noted in the minutes that Derrig and Pritchett were not present for this roll call vote. The meeting was adjourned at 9:08 AM.

Prepared by:  
Kelly Smerek  
Operations Coordinator, SAMWA COG