

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES
MONDAY, MAY 15, 2023**

In-person location:

OhioMeansJobs Summit County
1040 East Tallmadge Avenue
Akron, Ohio 44310

Virtual location:

[Click here to join the meeting](#)

Or call in (audio only)

+1 321-710-8464

Phone Conference ID: 656 305 131#

Committee Members Present: William Moore (*virtual*); Joan Pritchett, One-Stop Committee Chair; Paul Ratcliff; Sharlene Chesnes; Malcom Costa; Bethany Dentler (*virtual*); Patricia Dempsey (*virtual*)

Absent: None

SAMWA COG Staff Present: Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator

One-Stop Operator Staff Present: Ralph Sinistro, CSDJFS/SCOMJ; Angela Smith, ULA/MCOMJ (*virtual*)

I. CALL TO ORDER

- a. Chair Pritchett called the One-Stop Committee meeting to order at 8:03 AM. Those present introduced themselves with Smerek 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 11/14/22. Ratcliff made the motion which was seconded by Costa. The motion was passed by a roll call vote of One-Stop Committee Members present in person and virtually, recorded by Smerek, with no objections or abstentions.

III. REPORTS

- a. Pritchett turned the meeting over to Glaubman to speak about the Oversight/Monitoring One-Stop Operator reports; she displayed some foot traffic reports generated from CFIS, which is the County Financial Information System; The first report is for the Medina County OMJ center from July 2022 through March 2023; a total of 788 clients visited with a total of 1,509 times; the most frequent reason for visiting is to attend a job search workshop, WIOA orientation or a WIOA staff appointment. In comparison to February 2019 where we had a total of 200 clients who visited 368 times, we currently had 164 visits from 86 clients for the month of February 2023; most of the reason for this decline is because we are now offering services virtually and in way we were not offering them pre-pandemic; for the Summit County report we have a total of 5,076 visits from 2,856 clients; a large reason they come to visit the Summit OMJ center is for attending a job fair; WIOA career workshop Resource Room Services has over 1700 visits and the WIOA staff appointments for individuals after meeting eligibility requirements is 457.
 - i. Glaubman continued to speak about the reports the operators turn in monthly regarding key performance factors which include visit counts, job fair attendance, and outreach; we are also looking at the customer experience survey and the customer complaint log; we are looking at what the partners are doing every quarter and to provide a referral log between partners.
- b. Pritchett turned the meeting over to Operator Smith for her report regarding Medina County OMJ activity. Smith built upon the foot traffic report Glaubman spoke of noting that August of 2022 remains as the

highest number of visits and the only month with over 200 visits; totaling 215 from 101 unique customers; Smith mentioned there have been a number of staff trainings this year with United Way 211 and the Empowerment Center; next month there will be the active aggressor training with the Ohio State highway Patrol; there is a construction update to the OMJ center location where there is now access from the rear of the building closer to the parking garage; it will now hopefully make easier access and bring in better foot traffic; Sinistro began his update by talking about the foot traffic in the aftermath of the pandemic; Summit OMJ is still helping a large percentage of individuals with unemployment navigation; the staff has gone through and signed off on meaningful assistance; Project Learn is a very busy classroom that teaches English as a second language two days a week and GED classes two days a week; Sinistro spoke of the different channels that bring individuals into the door of the center, for example; a job center table at a local high school family game night, being a polling location, during tax season there is an earned income tax credit; Sinistro highlighted a joint operations guide created with Summit and Medina counties that focuses on cross training. Rubber City Radio group does a job fair two or three times a year for no cost to them that usually brings in roughly 50 different companies; the most recent event held in February resulted in 91 job seekers; there will be another event coming up on June 7, 2023. Sinistro mentioned the referral process; there were 77 referrals within the partners, we are still the only Area that is using the County Finance Information System (CFIS) for referrals. They also use walk-ins as a referral that goes into CFIS; this is a way to count how many are coming in for unemployment and how many are going to ULA.

IV. OLD/UNFINISHED BUSINESS

- a. One-Stop Phase II certification implementation of action items update
 - i. Partner Referral Project Update
 1. Sinistro spoke about this during the reports section of the meeting

V. NEW BUSINESS

- a. Pritchett asked for an update on the status of the SFY 2024 & 2025 Partner MOU Status completion report. Marshall spoke for Adair explaining how we met with the 19 MOU partners on two different dates to walk through documentation and what was to be asked of them; during that meeting we discussed what FTE (Full Time Equivalency) means and how the budget is put together; Marshall explained what the budget is made of, rent, operating costs, paper, subscriptions, computer maintenance, etc.; once that is all added, it is then divided into the amount of partners; Adair was to send for signatures but there are a few of the partners that are pushing back about the contract; we have until July 1, 2023 to have this completed.
- b. Pritchett moved on to SFY 2024 One-Stop Operator RFP evaluation team process and introduced Glaubman to speak about the current process; Summit County operator contract renewal is up and they do not have any more renewals; we are also procuring the Medina County operator even though they had an additional renewal year available because we wanted to release this packet Area wide. The packet was released April 3, 2023 and the proposals were due on May 8, 2023; we have received two proposals and historically the One Stop Operations committee reviews the proposals and makes recommendation to the full board to vote on the contracts; Glaubman mentioned we are looking to have a recommended read date by the first week of June; it is scored on a Likert scale from one to three; Dentler volunteered to review the proposals, Chesnes volunteered to read both of the proposals, Ratcliff agreed to review both of the proposals, Costa agreed to read one of the proposals; there will be a special meeting to go over the results before the full WDB board meeting in June.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Pritchett reminded the Committee members of upcoming meetings:
 - i. Regular WDB meeting

○ 8:00 AM, Thursday, June 29, 2023, *Radisson Hotel Akron Fairlawn*

VII. ADJOURNMENT

- a. Chair Pritchett requested a motion to adjourn the meeting. Ratcliff made the motion which Dentler seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Smerek, with no objections or abstentions. The meeting adjourned at 9:14 AM.

Prepared by

Kelly Smerek, Operations Coordinator