

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FULL MEMBERSHIP MEETING
ON
THURSDAY, JUNE 29, 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: 511 013 875#

WDB Members Present:	Jeff Bissell, WDB Vice Chair; Matthew Capozzi; Sharlene Chesnes (<i>virtual</i>); Malcolm Costa (<i>virtual</i>); Patricia Dempsey; Bethany Dentler; Anthony Esposito; Mandy Hinkel (<i>virtual</i>); Maria Miller (<i>virtual</i>); Marquita Mitchell; William Moore (<i>virtual</i>); Michelle Moran (<i>virtual</i>); David Prentice;
WDB Members Absent:	Mark Derrig (<i>excused</i>); Paul Ratcliff (<i>excused</i>); Jessica Heid, WDB Chair (<i>excused</i>); Joan Prichett (<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; Kelly Smerek, Operations Coordinator
Medina/Summit County Staff, Contracted Workforce Innovation & Opportunity Act (WIOA) Staff	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
Operator Staff Present:	Ralph Sinistro, SCDJFS/OMJSC; Angela Smith, ULA/OMJMC; Terri Burns, SCDJFS; Heather Yannayon, SCDJFS
Area 2 Fiscal Staff Present:	Tari Addison, SCDJFS; Tom Jalbert, Deputy Director, SCDJFS; Mark Milhoan, SCDJFS
Guests Present:	Michelle Collins, ConxusNEO

I. CALL TO ORDER

- a. Chair Bissell 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 to be recorded in the minutes as present.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Bissell reviewed and requested a motion to approve the WDB 3/23/23 meeting minutes. Esposito made the motion which Prentice 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.

III. REPORTS

a. Executive Committee Report

- i. Bissell noted that there are two vacancies on the WDB, which are Summit business appointees, and the WDB cannot be certified until these vacancies are filled.
 1. Marshall shared Executive Shapiro did contact Huntington Bank and received a resume for the finance sector of the board.

b. Finance Committee Report

- i. Bissell then turned the meeting over to Esposito, who summarized the 6/16/23 virtual and in-person Finance Committee meeting, at which the Committee conducted the following business:
 1. Approved minutes from the 3/17/23 committee meeting.

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2. Reviewed the Workforce Area's WIOA Financials at the close of 5/31/23.
 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: the Area 2 SFY24 budget to be recommended to the full board.
- 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 5/31/23
 - a. Jalbert noted the Year 2 disbursements column and the available column for WIOA Adult, as \$876,000.00 spent with \$292,000.00 available for Summit County; and noted that in Medina County, we have spent \$343,000 with \$210,000 left to spend. For WIOA Dislocated Worker, we have expended the entire amount for both counties using Year 1 funds.
 2. SFY 2023 Area 2 Operating Budget: Program & Administrative Expenditures as of 5/31/23
 - a. Jalbert reviewed the administrative expenditures noting nothing is out of the ordinary; we spent \$395,000.00 out of our \$496,000.00 budget, predicting that we will underspend on the administrative budget this year.
 3. RESEA and Special Grants report
 - a. Jalbert explained that we were spending PY21 funds until the State said to use PY22 funds. In February, we started using the PY22 allocation which is limited to costs incurred by the COG RESEA staff.
 - b. Jalbert reviewed the Opioid Fresh Start Grant expenditures, noting we have until 3/31/24 to expend this budget.
 - c. Jalbert informed those present that the COVID grant is fully expended.
 - d. Jalbert reviewed the 18-month BRN 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. Jalbert then explained the third State Special Project was a "funding swap" comprised of Adult and Dislocated Worker funds which has been fully spent in exchange for sending Youth funds that we have in excess to another Area. The final State Special Project is actually to replenish our Opioid Fresh Start allocation which the State borrowed from us for another Area.
- iii. The members turned their attention to the SFY 2024 budget that Jalbert shared. Bissell requested a motion to recommend to the SAMWA COG Board to adopt the SFY 2024 program and administrative operating budgets. 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 Smerek, with no objections or abstentions.
- c. One-Stop Operations Committee Report
- i. Bissell turned the meeting over to Dentler on behalf of Pritchett who summarized the 5/15/23 & the 6/12/23 virtual and in-person meetings, at which the Committee:

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1. Approved minutes of the 11/14/22 meeting;
 2. Received an update from the One-Stop Operators for both Counties, Ralph Sinistro and Angela Smith, regarding One-Stop activities since the last meeting, foot traffic at the Centers, which was noted as increasing month over month, as well as the Area-wide Emergency Procedures Manual and Operations Guide, which has been completed.
 3. Dentler explained to the board they needed to vote on the committee's recommendation to award the SFY 2024 One-Stop Operator MOU Partner-Funded contracts, one for each county with one being sent to the COG for final approval given its dollar amount.
 - a. Bissell requested a motion to recommend Medina County One-Stop Operator contract, second of two renewals, totaling \$25,000.00 to United Labor Agency. Dentler 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 Smerek, with no objections or abstentions.
 - b. Bissell requested a motion to recommend Summit County One-Stop Operator contract, third of three renewals, totaling \$226,768.00 to Summit County Department of Job and Family Services. Dentler made the motion, which Prentice 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.
- d. Performance Committee Report
- i. Bissell turned the meeting over to Capozzi, who summarized for the WDB Members the 6/22/23 virtual and in-person meeting, at which the Committee:
 1. Approved minutes of the 3/20/23 meeting;
 2. Marshall informed the members that Robert DeJournett has resigned from the committee.
 3. The committee reviewed year-to-date Adult/Dislocated Worker Career Services Performance Reports for Program Year 2022, which is the current program year.
 4. The committee heard summaries of the State of Ohio Program Year 2022 Annual Preliminary Unadjusted WIOA and CCMEP performance reports.
 5. The committee was updated on the Request for Proposals for the State Fiscal Year 2024 WIOA Adult/Dislocated career services in Summit and Medina counties.
 6. The committee discussed and approved the minimum wage increase for all the job training plans outlined in local policy. The minimum wage is currently \$15.00 per hour to utilize OJT's and the committee increased it to \$17.00 per hour effective 7/1/23.
 - ii. Capozzi 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 2023 (7/1/22 to 5/31/23), 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 to emphasize it is the only measure that is measured in real time.
 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

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because there are only two customers 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 local Area reports that tracked the annual WIOA Career Services (Adult/Dislocated Worker Services) performance for Summit and Medina Counties year to date SFY 2023 (7/1/22—5/31/23) 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; 25 customers have been sent to skills training; 26 on-the-job training agreements with employers and the average starting wage for OJT plans is \$20.64 per hour.
 - b. In Medina County, the placements are outperforming any previous program year since the formation of the COG; 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; 3 customers have been sent to skills training and 7 on-the-job training plans with employers and the average starting wage for OJT plans is \$24.53 per hour.
- iii. Bissell asked Adair for update on our Special Grant Projects that she manages.
 1. Adair began with an update on the Covid-19 grant status, stating the program end date is 6/30/23; and we have fully expended the grant. We wrote 84 ITAs with the bulk of them being in the following sectors: Transportation, Healthcare, and IT. Adair mentioned that because of this training, we have shown effectively higher wages to employees.
 2. 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; Business Intelligence Gathering for Pre-Apprenticeships 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; 131 students are on track to graduate in the class of 2023 and find employment 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.
 3. Adair informed the WDB Board of the final special grant, Ohio Fresh Start; of which the purpose is to address the opioid epidemic’s impact on the workforce; this grant is set to expire 3/31/24; 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. Since the start of their grant in the Fall of 2022 they have distributed 50 naloxone kits and met with 6 employers and completed 13 trainings.
- iv. After Adair’s reports, Bissell turned the members’ attention to various contracts recommended by the Performance Committee that needed approval of the board in order

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to be sent to the COG.

1. Bissell requested a motion to recommend to the SAMWA COG a Medina County Youth Contract, second of two renewals, totaling \$255,000.00 to Jobs for Ohio's Graduates. Costa made the motion, which Prentice 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.
2. Bissell requested a motion to recommend to the SAMWA COG various Summit County Youth Contracts, second of two renewals, totaling \$613,691.92 combined to:
 - Jobs for Ohio's Graduates (\$419,206.19);
 - OhioGuidestone (\$174,485.73);
 - Goodwill Industries of Akron (\$20,000.00)
 - a. Capozzi made the motion, which Prentice 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.
3. Bissell requested a motion to recommend to the SAMWA COG an Area 2 WIOA Adult and Dislocated Worker Career Services contract, totaling \$1,805,000.00, to the United Labor Agency, with no renewals. Capozzi made the motion, which Prentice 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. UNFINISHED BUSINESS

- a. Bissell stated that Julian & Grube, Inc., our CPA firm filed our CY 2022 annual financial report on 5/17/23.
- b. Bissell noted that ODJFS notification that modifications to the Regional and Local plans are due 5/3/23.
- c. Bissell announced that all WDB Summit members terms are ending 6/30/23 and the reappointment will take place at today's COG meeting.

V. NEW BUSINESS

- a. Bissell noted that ODJFS is monitoring Summit County Area 2's WIOA/CCMEP Onsite Program Review on 7/6/23 for the period of 7/1/21 through 6/30/23 (2 years).
- b. Auditor of State (AOS) announced on 6/27/23 they will begin their CY 2022 annual audit of Area 2 financials in mid-July.
- c. Bissell stated to the Board we received notice from ODJFS on 6/1/23 of our Area's receipt of a SFY24 Business Resource Network (BRN) subgrant in the amount of \$356,920.00.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS UPDATES

- a. Director Matt Damschroder from Ohio Department of Jobs and Family Services visited Ohio Means Jobs Medina on 6/22/23.
- b. SAMWA COG Board held its first meeting of 2023 on 3/23/23, passing five Resolutions, posted on our summitmedinaomj.org website
- c. Bissell noted the board staff prepared the following Letters of Support since the last WDB meeting:
 - i. 3/17/23, for Jefferson County Community Action Council's application made to US Department of Labor for the Pathway Home grant to provide re-entry services for incarcerated people; and

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- ii. 4/6/23, for Northeast Ohio Consortium Council of Governments' application made to Team NEO's application to US Department of Labor for the QUEST grant to strengthen Ohio's Broadband and 5G workforce; and
- iii. 6/2/23, Joint letter to the Honorable Emilia Strong Sykes, Congresswoman for Ohio's 13th District requesting Congress help make Broadband affordable.
- d. Bissell turned attention to the Ohio's May 2023 Unemployment Rates
- e. Bissell reminded members that any roster changes should be submitted to Kelly Smerek
- f. Bissell informed those present that the next WDB meeting will be held on 10/5/23, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via MS TEAMS; Bissell also reminded those present that if you are to attend in person, please notify Smerek so we have enough materials prepared for a handout.

VII. ADJOURNMENT

Bissell 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 Smerek with no objections or abstentions. It shall be noted in the minutes that Derrig and Prichett were not present for this roll call vote. The meeting was adjourned at 9:07 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG