



**MEETING MINUTES**  
**Thursday, June 29, 2023**  
**9:30 AM**

---

Chief Elected Officials (CEOs)/COG Members Present:	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; Grace Glaubman, Deputy Director
Area 2 Fiscal & Sub Fiscal Agent Staff Present:	Tom Jalbert, Fiscal Operations Administrator, SCDJFS; Phil Montgomery
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 Executive's Office

---

**I. CALL TO ORDER**

- a. Executive Shapiro called the meeting to order at 09: 40 AM.

**II. INTRODUCTION**

- a. Executive Shapiro welcomed everyone and asked for a roll call. Ms. Smerek took the roll call which both Executive Shapiro and Commissioner Swedyk were noted as present.

**III. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Executive Shapiro asked if there were any comments from the March meeting regarding the minutes. Hearing none, she asked for a motion to approve. Commissioner Swedyk made a motion to approve the SAMWA COG's 3/23/23 meeting minutes. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried, and the 3/23/23 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. Marshall noted that Julian & Grube, Inc., our CPA firm, filed our CY 2022 annual financial report on 5/17/2023.
- b. Marshall stated that the Auditor of State (AOS) began their CY 2022 annual audit of Area 2 financials on June 28, 2023.
- c. Ohio Department of Jobs and Family Services (ODJFS) is monitoring for Summit County Area 2

# SUMMIT & MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS

June 29, 2023

WIOA/CCMEP Onsite Program Review on 07/06/2023 for the period of 07/01/2021 through 06/30/2023 (2 years)

- d. Marshall informed that the Northeast Ohio Regional Plan was modified to include our “Where Are The Workers” research which was submitted to ODJFS on June 6, 2023.

## VII. RESOLUTIONS

- a. Executive Shapiro turned the attention of the meeting to the reading and adoption of the resolutions.
- b. Resolution 2023-06 authorizing the second renewal of two awarded by the Summit and Medina Workforce Development Board of Workforce Innovation Opportunity Act (WIOA) funds for three (3) Subrecipient Agreements with Summit County service providers, under the State of Ohio’s Comprehensive Case Management Employment Program (CCMEP) model, to provide WIOA youth services for the period of 7/1/2023 to 6/30/2024, with no remaining renewal options.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-06. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- c. Resolution 2023-07 authorizing the second renewal of two awarded by the Summit and Medina Workforce Development Board of Workforce Innovation Opportunity Act (WIOA) funds for a Subrecipient Agreement with Jobs for Ohio’s Graduates (JOG), under the State of Ohio’s Comprehensive Case Management Employment Program (CCMEP) model, to provide WIOA youth services for the period of 7/1/2023 to 6/30/2024, with no remaining renewal options.
  - i. Commissioner Swedyk made a motion to adopt SAMWA COG Resolution 2023-07. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried.
- d. Resolution 2023-08 confirming the award by the Summit/Medina Workforce Development Board of a contractor agreement renewal (third of three) with the County of Summit Department of Job & Family Services to operate Ohio Local Workforce Area 2’s comprehensive One-Stop Center, the OhioMeansJobs Summit County Center, in an amount not to exceed \$226,767.93, for the period of 7/1/2023 to 6/30/2024.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-08. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- e. Resolution 2023-09 authorizing the Summit/Medina Workforce Area Council of Governments (“SAMWA COG”) on the recommendation of the Summit/Medina Workforce Development Board (“WDB”) to award a subrecipient agreement to United Labor Agency (“ULA”) to provide Adult and Dislocated Worker Career Services under the Workforce Innovation Opportunity Act in amounts not to exceed \$475,000.00 for Medina County and \$1,330,000.00 for Summit County for the period beginning 7/1/2023 and ending 6/30/2024.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-09. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- f. Resolution 2023-10 adopting additions to the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”) Personnel Policy Manual to include Leave Without Pay and an update to vacation accrual, allowing the use of accrued vacation after Full-Time employment, and an update to employee probationary periods.

## SUMMIT & MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS

June 29, 2023

- i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-10. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- g. Resolution 2023-11 reappointing the Summit/Medina Workforce Development Board's Summit County appointees Mr. Jeff Bissell, Mr. Matthew Capozzi, Ms. Sharlene Chesnes, Mr. Malcolm Costa, Ms. Amanda Hinkel, Ms. Maria Miller, Ms. Michelle Moran, Mr. Mark Derrig, and Mr. David Prentice to terms beginning July 1, 2023 and ending June 30, 2025.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-11. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- h. Resolution 2023-12 authorizing the Summit and Medina Workforce Area Council of Governments to accept an additional \$50,000.00 allocation from the Ohio Department of Job and Family Services ("ODJFS") for the purpose of supporting the Medina County Economic Development Corporation ("MCEDC") Ways to Work transit program, awarded to increase business engagement, build business resource teams, and increase outreach efforts through the Business Resource Network ("BRN") grant, which commenced January 1, 2022, and will end June 30, 2023.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-12. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- i. Resolution 2023-13 authorizing the Summit and Medina Workforce Area Council of Governments to accept and appropriate a Business Resources Network grant allocation from the Ohio Department of Job and Family Services in the amount of \$356,920.50, for the purpose of increasing employer and business engagement, building business resource teams and increasing outreach efforts for the period commencing July 1, 2023, and ending June 30, 2024.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-13. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- j. Resolution 2023-14 authorizing the Summit and Medina Workforce Area Council of Governments to enter into agreements with various contractors to provide services under the Business Resource Network ("BRN") grant awarded by the Ohio Department of Job and Family Services ("ODJFS") during the period commencing July 1, 2023, and ending June 30, 2024 not to exceed \$346,524.76.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-14. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- k. Resolution 2023-15 authorizing the Summit and Medina Workforce Area Council of Governments to amend the contract to increase the budget for Summit County Public Health Department ("SCPH") under the "Fresh Start" grant from the Ohio Department of Job and Family Services ("ODJFS") by \$75,558.87 for the purpose of extending the allowable employment duration for the temporary disaster relief worker from 2,080 hours to 4,160 hours or to the conclusion of the grant, whichever ends first.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-15. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

# SUMMIT & MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS

June 29, 2023

- I. Resolution 2023-16 authorizing the inclusion of Goodwill Industries of Akron, Summit County Developmental Disabilities Board, Volunteers of America: Ohio and Indiana, Portage Lakes Career Center, Serrato Corporation, Jefferson County Community Action Council, and Ohio Guidestone as “Additional Partners”, defined in The Workforce Innovation and Opportunity Act of 2014 (WIOA), Section 121(b)(2) to the State Fiscal Year 2024 and 2025 Local Workforce Area One-Stop Partner Memorandum of Understanding (MOU).
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-16. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- m. Resolution 2023-17 authorizing the Summit and Medina Workforce Area Council of Governments to execute a Subgrant Agreement with the Ohio Department of Job and Family Services for workforce development programming in Ohio Local Workforce Area 2, received by the Council of Governments during State Fiscal Years 2024 and 2025 (7/1/2023 to 6/30/2025).
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-17. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
  
- n. Resolution 2023-18 adopting Workforce Area 2’s Operating and Administrative Budgets for State Fiscal Year 2024 as recommended by the Summit and Medina Workforce Development Board at their meeting held on June 29, 2023.
  - i. Executive Shapiro made a motion to adopt SAMWA COG Resolution 2023-18. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

## VIII. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Marshall announced that Director Matt Damschroder from Ohio Department of Jobs and Family Services visited Ohio Means Jobs Medina on June 22, 2023.
- b. Executive Shapiro reminded those present that the next meeting of the SAMWA COG Board will be held on October 5, 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. Executive Shapiro seconded the motion. With no objections or abstentions, the motion carried, and the meeting was adjourned at 10:17 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG