

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
FRIDAY, DECEMBER 15, 2023**

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<b>WDB Members Present:</b>	Matthew Capozzi; Sharlene Chesnes; Patricia Dempsey; Bethany Dentler; Anthony Esposito; Marquita Mitchell ( <i>virtual</i> ); William Moore; Michelle Moran; David Prentice; Jessica Heid, WDB Vice Chair; Paul Ratcliff ( <i>virtual</i> ); John Chester; Jeff Bissell, WDB Chair; Malcom Costa ( <i>virtual</i> )
<b>WDB Members Absent:</b>	Joan Prichett ( <i>excused</i> ); Maria Miller ( <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</b>	Jenny Gutwein, ULA/OMJSC/OMJMC ( <i>virtual</i> ); Nicholas Kapusinski, ULA/OMJSC; Colleen Sims, Attorney, Summit County
<b>Operator Staff Present:</b>	Ralph Sinistro, SCDJFS/OMJSC; Angela Smith, ULA/OMJMC
<b>Area 2 Fiscal Staff Present:</b>	Tari Addison, SCDJFS ( <i>virtual</i> ); Tom Jalbert, Deputy Director, SCDJFS; Kate Backur, SCDJFS ( <i>virtual</i> ); Mark Milhoan, SCDJFS ( <i>virtual</i> )

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**I. CALL TO ORDER**

- a. Chair Bissell called the meeting to order at 8:03 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. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Bissell reviewed and requested a motion to approve the WDB 10/5/23 meeting minutes. Capozzi made the motion which Moran seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections or abstentions.

**III. REPORTS**

- a. Executive Committee Report
  - i. Bissell noted that there have been no meetings of the Executive Committee since the last WDB Regular meeting on 10/05/23.
- b. Finance Committee Report
  - i. Bissell then handed the meeting over to Esposito, who summarized the 12/07/23 committee meeting, at which included the following business items:
    1. Approved minutes from the 09/14/23 committee meeting.
    2. Reviewed the Workforce Area's WIOA Financials for both SFY 23 & 24 as of 09/30/23.

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3. Recommended for WDB approval, the passage of our calendar year budget which appropriates funds for CY 2024 and to send to the SAMWA COG to execute at its 12/15/23 meeting.
- ii. Esposito then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members:
  1. SFY 2023 Area 2 WIOA Financials, Program and Administrative budgets as of 9/30/23 (end of the liquidation period) Jalbert reminded those present that Year 2 of the current two-year WIOA allocation ended 6/30/23, and Year 1 ends 6/30/24. Jalbert noted all WIOA Adult and Dislocated were spent entirely. WIOA youth was returned to the State in both counties which was projected and reported at the October board meeting.
  2. SFY 2024 Area 2 Financials as of 10/31/23
    - a. Jalbert stated overall the financials are spending at a good pace.
  3. SFY 2024 Area 2 Operating Budget: Program and Administrative as of 10/31/23
    - a. Jalbert explained that even though the reports shared are as of October 31st, there is only one to two months of actual program spending into the new year. Some Providers have been paid since the report shared. An item of note is the youth incentives spending has increased compared to the last few years. .
  4. RESEA and Special Grants report
    - a. Jalbert turned the committee's attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services and Special Grant expenditures. Discuss the Committee's recommendation to accept a budget appropriation resolution for CY 24 to send to the SAMWA COG to execute at its 12/15/23 meeting.
  5. Jalbert was asked to discuss the Committee's recommendation to accept a budget appropriation resolution for CY 24 to send to the SAMWA COG to execute at its 12/15/23 meeting. Bissell requested a motion to approve the budget for CY 24. Prentice made the motion which Capozzi seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections or abstentions.
- c. One-Stop Operations Committee Report
  - i. Bissell noted that there have been no meetings of the One-Stop Operations Committee since the last WDB Regular meeting on 10/05/23.
- d. Performance Committee Report
  - i. Bissell conferred the meeting to Capozzi, who summarized the 12/11/23 meeting, at which the Committee:
    1. Approved minutes of the 10/02/23 meeting.
    2. Committee received and reviewed performance reports which Grace will report to the full board next.
    3. Learned we are awaiting an exit conference for the July 1, 2021 to June 30, 2023 WIOA youth monitoring from ODJFS.
    4. Reviewed procurement schedules for One-Stop Operator, Career Services and youth services.

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- ii. Capozzi then requested Glaubman review various performance reports.
  - 1. Glaubman directed 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 24, July 2023 through November 2023, noting the following highlights:
    - a. There were 143 placements for the year and an average wage of \$21.20 per hour in Medina; The top industries were manufacturing (17.5%), transportation and warehousing (15%) and healthcare/social services (11%). Methodology for industry placements sorting has changed. 1 ITA and 2 OJT plans were written.
    - b. Summit placed 240 jobseekers total during the current program year. The top industries were transportation and warehousing (19%), food/hospitality services (14%), and healthcare/social services (14%). The average wage YTD was \$20.16, more than the average of \$20.03 per hour last program year; 42 ITAs and 13 OJT plans were written YTD.
  - 2. Glaubman reviewed the State of Ohio PY 22/SFY 23 Unadjusted WIOA Performance Report for Adult, Dislocated Worker, and CCMEP WIOA Youth Programs.
    - a. Area 2 is meeting or exceeding the success level of the negotiated performance standard for every measure across each population. This is the third year in a row that we have accomplished this.
  - 3. Glaubman reviewed the State of Ohio PY 23/SFY 24 Unadjusted WIOA Performance Report for Adult, Dislocated Worker, and CCMEP WIOA Youth Programs. (July 2023 – September 2023)
    - a. Medina met or exceeded the standard for all measures.
    - b. Summit met all standards except Measurable Skills Gain – this is expected as this report does not contain information entered into the State case management system after July 1, which is when the bulk of the outcomes in this measure are recorded for youth, especially in Summit County. The annual report will reflect complete information.
      - i. The Summit youth program ratio was overwhelmingly TANF, but there was an improvement in WIOA enrollment because of the recent Towpath Trail High School out-of-school-youth enrollment initiative.
- iii. Bissell asked Adair for an update on our Special Grant Projects that she manages.
  - 1. Adair started with the Business Resource Network (BRN) Grant stating the goal of this program is to expand business services teams, business outreach, and employer engagement; this grant is set to expire on 06/30/23. We have been granted another BRN Grant for program year 07/01/2023 – 06/30/2024.
    - a. Community Action Wayne Medina picked up where the “Ways to Work” program ended. There are 9 current participants.
    - b. Medina County Economic Development Corporation Business Intelligence Gathering for Pre-Apprenticeships, also continued from the prior program year; 75 Medina employers has been visited since July 2023 with 70 high school seniors participating.

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- c. ConxusNEO Tech Sector Partnership is addressing the historic economic exclusion of the Black community in Greater Akron; its focus is to address racial inequalities, starting with information gathering.
  2. Adair continued with the Fresh Start Grant which addresses the opioid epidemic in the workplace; set to expire 03/31/24.
    - a. Two individuals received skill training under the grant.
    - b. Three providers employed Four Temporary Disaster Relief Workers since the grant began 03/01/22.
      - i. Hope Recovery began their TDRW in 2022, hiring a Peer Recovery Supporter.
      - ii. Summit County Public Health began their Recovery Friendly Workplace Initiative in September of 2022 and hired a second TDRW in September of 2023. They have engaged 28 employers to become Recovery Friendly Employers.
      - iii. Tyler's Redemption Place hired a TDRW Intake Coordinator who started in September 2023
  3. Adair concluded with an activity report on the Reemployment Services and Eligibility Assessment (RESEA) delivered by COG staff at the Summit and Medina OMJ centers. The program met their goal set by the state in October, more than 2 months ahead of schedule.

**IV. UNFINISHED BUSINESS**

- a. Bissell updated the board on the Status of State of Ohio PY 21-22 WIOA/CCMEP Program Monitoring Review. It is awaiting an exit conference.
- b. Bissell announced the Auditor of State (AOS) CY 2022 Area 2 audit completed and filed on 09/25/23 with no findings. A letter of acceptance was issued from the Ohio Department of Job and Family Services (ODJFS) and shared in the member's packets.
- c. Bissell asked Glaubman to speak about the rebranding of OhioMeansJobs.
  - i. Area 2 has until the end of the current program year to obligate the funds given for rebranding; a total of \$9,000.00; the website, outreach materials, signage, etc. which is noted as not being enough to complete appropriate rebranding.

**V. NEW BUSINESS**

- a. Bissell asked Glaubman to discuss the 2024 DRAFT WDB Meeting Schedule
  - i. WDB meetings will fall on the last Thursday of March, June and September; Finance committee meetings will be held on the Tuesday prior to the full board meetings; and Performance meetings will be moved to Tuesday mornings opposed to afternoons.
- b. Bissell reminded the WDB Board of the annual signing of Conflict of Interest statement will be coming from Smerek ..
- c. Bissell stated that Smerek will send out a roster update at the conclusion of this meeting due to a new member, John Chester being.
- d. Bissell noted a Board staffing update; Marshall stated there is one open position for a Workforce Services Representative under RESEA, interviews were conducted in December with goal to start work in January 2024.

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

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- a. Bissell noted the board staff prepared the following Letters of Support since the last WDB meeting:
  - i. 10/25/23, for Metro Regional Transit Authority's grant proposal made to Ohio Department of Transportation Workforce Mobility Partnership Program for software upgrades assisting internal and external customers, provide bus pass subsidies for employees who need to connect to identified job hubs throughout the County, and add bus stop amenities, including shelters, within the new workforce mobility options zone; and
  - ii. 11/2/23, for Stark State College's grant proposal made to U.S. Department of Labor Employment and Training Administration for the Northeast Ohio Workforce Initiative in Nursing (NEO-WIN), a regional career-building partnership that broadens nursing pathway opportunities for underserved students and addresses critical shortages of frontline healthcare workers.
- b. Bissell turned attention to Ohio's October 2023 Unemployment Rates for October 2023.
- c. Bissell reminded members that any roster changes should be submitted to Smerek.
- d. Bissell informed those present that the next WDB meeting will be held on 03/28/24, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via MS TEAMS; Bissell also reminded those present that if you plan to attend in person, please notify Smerek so there are enough materials printed.

**VII. ADJOURNMENT**

Bissell requested a motion to adjourn the meeting. Chester made the motion which was seconded by Capozzi. The motion was passed. The meeting was adjourned at 9:04 AM.

Prepared by:

*Kelly Smerek*

*Operations Coordinator, SAMWA COG*