

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, DECEMBER 19, 2024**

**Attachment 2**

[Join the meeting now](#)

Meeting ID: 299 573 600 172

Passcode: sF2gNz

**Or call in (audio only)**

+1 321-710-8464

Phone Conference ID: 766 228 682#

<b>WDB Members Present:</b>	Jeff Bissell, <i>WDB Chair</i> ; Matthew Capozzi; Malcom Costa; Jessica Heid, <i>WDB Vice Chair</i> ; William Moore; John Chester; David Prentice; Marquita Mitchell; Paul Ratcliff; Amy Lane
<b>WDB Members Virtual:</b>	Patricia Dempsey, Toya Kelker
<b>WDB Members Absent:</b>	Anthony Esposito, Bethany Dentler, Sharlene Chesnes
<b>Summit and Medina Workforce Area Council of Governments/WDB Staff Present:</b>	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; Peter Moukoulis, Project Assistant; Stephanie Peterson, Workforce Services Representative Lead; Kelly Smerek, Operations Coordinator
<b>Medina/Summit County Staff, Contracted Workforce Innovation and Opportunity Act Staff</b>	Summit County: Colleen Sims, Attorney
<b>Area 2 Fiscal Staff Present:</b>	Tom Jalbert, Deputy Director Finance, SCDJFS
<b>Guests</b>	KRA: Cory Vojack; Dr. Robin Washington, Derrick Colbert SCDJFS: Lindsay Schabitzer, Program Manager

**I. CALL TO ORDER**

- a. Chair Bissell called the meeting to order at 8:03 AM. Smerek took attendance of members present 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 09/26/2024 WDB meeting minutes. Capozzi made the motion, which Prentice 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 09/26/2024.
- b. Finance Committee Report
  - i. Bissell noted that there have been no meetings of the Finance Committee since the last WDB Regular meeting on 09/26/2024.
  - ii. Bissell then turned the meeting over to Jalbert, who reviewed the following reports for the Board members:
    1. SFY 2024 Area 2 WIOA Financials liquidated as of 09/30/2024. Jalbert noted in his report that some Dislocated Worker funds were returned to the State as the full

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, DECEMBER 19, 2024**

allocation was not spent.

2. SFY 2024 Area 2 Operating Budget: Program and Administrative as of 09/30/2024
    - a. Jalbert turned the members' attention to the balances of the various service delivery contracts and training services under the Adult, Dislocated Worker, and Youth categories for both counties and noted the Youth spending increased in Summit County.
    - b. Administrative expenditure is on track.
  3. SFY 2025 Area 2 WIOA Financials, as of 11/30/2024.
    - a. Jalbert noted that there has not been a lot of spending activity thus far, five months into the new fiscal year.
  4. SFY 2025 Area 2 Operating Budget: Program and Administrative as of 11/30/2024.
    - a. Jalbert reviewed the current fiscal year operating budget.
  5. RESEA and Special Grants Budget Expenditures
    - a. Jalbert turned the members' attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services and Special Grants expenditures. Jalbert noted that the PY 24 allocation overlaps the PY23 allocation, which is what we're spending. There is a lot of money to spend in a short period of time.
    - b. Jalbert reviewed the Opioid Fresh Start grant; the Opioid Fresh Start was granted a no-cost extension through 03/31/2025 resulting in the Summit County Public Health contract being extended but not increased.
    - c. Jalbert spoke about the special grant for Improving Outcomes for Ohioans; the allocation period was extended to 06/30/2025.
- iii. Jalbert was asked to discuss the Committee's recommendation to accept a budget appropriation resolution for CY 2025 to send to the SAMWA COG to execute at its 12/19/2024 meeting. Bissell requested a motion to approve the budget for CY 2025. Capozzi made the motion which Prentice 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 09/26/2024.
- d. Performance Committee Report
- i. Bissell called upon Capozzi, who summarized the 12/03/2024 meeting, at which the Committee:
    1. Approved minutes of the 09/17/2024 meeting.
    2. Reviewed the Adult/Dislocated Worker Career Services Performance Reports for PY 2024, July 2024 – October 2024.
    3. Reviewed the State of Ohio PY 2023 Annual Unadjusted WIOA and CCMEP Performance Reports.
    4. Received an update on the Program Year 2023 State of Ohio comprehensive program monitoring review.
    5. Received an update on the Adult/Dislocated Worker Career Services provider transition from ULA to KRA Corporation.
    6. Was updated on the tentative SFY 26 CCMEP Youth Services Request for Proposals (RFP) schedule.

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, DECEMBER 19, 2024**

7. Was apprised of WIOA program policy updates regarding increased minimum wage requirements for ITA, IWT, and OJT.
- ii. Capozzi then asked Glaubman to 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 for PY 2024, July 2024 through October 2024, noting the following highlights:
    - a. Medina
      - i. 21 placements have been made thus far during the program year
      - ii. Average wage for placements is \$28.91/hr.
      - iii. 20% of all placements were made in finance/insurance, manufacturing, healthcare/social services, food/hospitality, and other
      - iv. Two ITAs have been written
    - b. Summit
      - i. 89 placements have been made thus far during the program year
      - ii. Average was for placements is \$18.00
      - iii. The top industries for placements were manufacturing (37%), transportation and warehousing (24%), and healthcare/social services (18%)
      - iv. 18 ITAs and 7 OJT plans have been written
      - v. The average OJT wage is \$18.36
  2. Glaubman reviewed the State of Ohio PY 2023 Unadjusted Annual WIOA Performance Report for Adult, Dislocated Worker Programs
    - a. As an Area, all performance standards were met or exceeded; each county also met Adult/Dislocated Worker performance standards individually.
- iii. Bissell asked Adair for an update on our Special Grant Projects that she manages.
  1. Adair started her report with the Fresh Start Grant, which addresses the opioid epidemic in the workplace; originally set to expire 03/31/2024, as Jalbert mentioned earlier has been extended for one year to 03/31/2025 at no cost. Results since 03/01/2022 are:
    - a. Two individuals received skill training under the grant.
    - b. Four temporary disaster relief workers were hired; one at Tyler's Redemption Place in Summit and one at Hope Recovery in Medina, and two at Summit County Public Health.
    - c. Summit County Public Health is operating a recovery friendly workplace initiative and has two temporary disaster relief workers who have engaged with nearly 160 employers in various stages of becoming workplace recovery friendly certified.
    - d. On October 10, 2024, Adair attended the RFW Symposium hosted by Summit County Public Health, where its Early Ambassadors were publicly celebrated.
  2. Adair concluded with an activity report on the Reemployment Services and Eligibility Assessment (RESEA) delivered by three Area 2 board staff at the Summit and Medina OMJ centers. During the time period of 01/01/2024 to 12/16/2024,

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, DECEMBER 19, 2024**

895 individuals were selected, 610 completed their initial appointment and 544 completed their subsequent appointment. We have completed 96% of the year and are well on the way to meeting the goals for the year.

**IV. UNFINISHED BUSINESS**

- a. Bissell asked Glaubman to update board members on the status of the rebranding of OhioMeansJobs.
  - i. Area 2 has received an extension until the end of June 2025 to obligate the funds allocated for rebranding, for which a total of \$9,000 was awarded for both counties. Items requiring rebranding include outreach materials, signage, website, etc. The website rebranding is complete, and the remainder of the project is currently in process.
- b. Bissell reminded attendees that there are three vacancies on the WDB, two Summit business appointees and one Medina business appointee which prohibits board certification.
- c. Auditor of State's (AOS) audit of CY 2023 is complete with no findings and was uploaded by AOS to the federal government's website for their review on 09/24/2024.
- d. The Ohio Department of Job and Family Services' (ODJFS) WIOA Fiscal Monitoring Review for the period of 07/01/2022, to 04/30/2024, is near completion and we are awaiting an exit conference.
- e. Marshall provided an update on OhioMeansJobs Summit construction projects.
  - i. In Summit County, the remodel is complete, and we will hold our March WDB meeting in the new space.
- f. Bissell asked for an update on Comprehensive Case Management and Employment Program (CCMEP) Youth Education and Employment Services Request for Proposal (RFP) that Glaubman spoke about.
  - i. We are currently on our third of three allowable renewals for our CCMEP youth contracts in both counties, which is dually funded with WIOA and TANF. A single request for proposals will be released jointly with both counties' lead agencies in early February 2025; new contracts will begin on July 1, 2025.

**V. NEW BUSINESS**

- a. 2025 DRAFT WDB Meeting Schedule was shared.
- b. Marshall gave the update that the Medina County board members' terms ending 12/31/2024 will all be reappointed at the COG Board meeting following today's WDB meeting.

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

- a. Marshall provided board staffing updates; one RESEA Lead Worker was hired to cover both counties, and a new Project Assistant staff was hired to work in the Board office.
- b. Marshall gave an update on the federal workforce system reauthorization.
- c. Smerek stated that the annual signing of conflict-of-interest statement emails will be sent out following the meeting.
- d. Bissell stated that on 10/16/2024, Marshall was elected to the Child Guidance Family Solutions Board of Trustees.
- e. Bissell noted the board staff prepared the following Letters of Support since the last WDB meeting:
  - i. 10/28/2024: for the Medina County Manufacturing Partnership's (MCMP) grant application to the Governor of Ohio's Office of Workforce Transformation for an Industry Sector Partnership (ISP) Spark Grant.
- f. Bissell turned attention to Ohio's October 2024 Unemployment Rates.
- g. Bissell reminded members that any roster changes should be submitted to Smerek.
- h. Bissell informed those in attendance that the next WDB meeting will be held on 03/27/2025, at

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, DECEMBER 19, 2024**

8:00 AM at OhioMeansJobs Summit County center and virtually via Microsoft Teams; Bissell also reminded board members that if they plan to attend in-person, please notify Smerek so there are enough materials printed.

**VII. ADJOURNMENT**

Bissell requested a motion to adjourn the meeting. Capozzi made the motion which was seconded by Chester. The motion was passed. The meeting was adjourned at 8:51 AM.

Prepared by:

*Kelly Smerek*

*Operations Coordinator, SAMWA COG*