



Summit and Medina Workforce Area
Council of Governments

Ilene Shapiro
Summit County Executive

Colleen Swedyk
Medina County Commissioner

SUMMIT & MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS

MEETING MINUTES

THURSDAY, DECEMBER 19, 2024

9:30 AM

Chief Elected Officials (CEOs)/COG Members Present:	Brian Nelsen, Summit County Chief of Staff as designated proxy for 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; Stephanie Peterson, Lead Workforce Services Representative; Kelly Smerek, Operations Coordinator; Grace Glaubman, Deputy Director
Area 2 Fiscal & Sub Fiscal Agent Staff Present:	Phil Montgomery, Director of Finance and Budget; Tom Jalbert, Fiscal Operations Administrator, SCDJFS
Legal Counsel Present:	Colleen Sims, Attorney, County of Summit Dept. of Law & Risk Management

I. CALL TO ORDER

- a. Brian Nelsen, proxy for Executive Shapiro called the meeting to order at 09:32 AM.

II. INTRODUCTION

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

III. APPROVE MINUTES OF PREVIOUS MEETING

- a. Nelsen asked if there were any comments from the June meeting regarding the minutes. Hearing none, she asked for a motion to approve. Commissioner Swedyk made a motion to approve the SAMWA COG's 06/21/2024 meeting minutes. Nelsen seconded the motion. With no objections or abstentions, the motion was carried, and the 06/21/2024 minutes were approved.

IV. REPORTS

- a. There were no reports to present.

V. UNFINISHED BUSINESS

- a. Nelsen noted that the Auditor of State (AOS) CY 2023 Area 2 audit was completed and filed on 09/25/2024 with no findings.
- b. Nelsen stated that on 5/28/24, the Ohio Department of Job and Family Services (ODJFS) announced the WIOA Fiscal Monitoring Review for the period of 7/1/22 to 4/30/24 awaiting an exit conference.
- c. Jalbert informed us that the ODJFS WIOA Comprehensive Program Monitoring Review of Medina

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County for the period of 7/1/23 to 6/30/24 concluded with an exit conference held on 9/24/24.

VI. NEW BUSINESS

There was no new business to present.

VII. RESOLUTIONS

- a. Nelsen turned the attention of the meeting to the reading and adoption of the resolutions.
- b. Resolution 2024-17 authorizing the Summit and Medina Workforce Area of Council of Governments to appropriate \$7,775,000.00 in Workforce Innovation Opportunity Act funds to the Calendar Year 2025, to establish a budget as a fiscal component unit of the County of Summit.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2024-17. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- c. Resolution 2024-18 authorizing the members of the Summit and Medina Workforce Area Council of Governments to approve a salary adjustment for all employees of the Summit and Medina Workforce Area Council of Governments employed for a full year on January 1, 2025 or transferred from another County department, which permits a three percent (3%) increase in pay effective March 24, 2025, the eighth payroll period of calendar year 2025, and to approve a salary adjustment for employees of the Summit and Medina Workforce Area Council of Governments employed for less than a full year on January 1, 2025, which permits a three percent (3%) increase in pay effective as of the start of the pay period following their first anniversary date.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2024-18. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- d. Resolution 2024-19 to reappoint the Summit and Medina Workforce Development Board's Medina County members Ms. Patricia Dempsey, Ms. Bethany Dentler, Mr. Anthony Esposito, Ms. Jessica Heid, Ms. Marquita Mitchell, Mr. William Moore, and Mr. Paul Ratcliff to terms beginning January 1, 2025 and ending December 31, 2026.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2024-19. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- e. Resolution 2024-20 adopting adjustments to the Summit and Medina Workforce Area Council of Governments ("SAMWA COG") Procurement Policy Manual as part of an annual review of State and Federal procurement regulations to ensure compliance with purchasing rules.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2024-20. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- f. Resolution 2024-21 amending the five (5) year lease agreement between the Summit and Medina Workforce Area Council of Governments ("SAMWA COG") and the Summit County Land Reutilization Corporation dba Summit County Land Bank ("SCLB") to provide space for the operation of a federally mandated one-stop employment center in Summit County known as an OhioMeansJobs ("OMJ") Center.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2024-21. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- g. Resolution 2024-22 authorizing the second renewal of three awarded by the Summit and Medina Workforce Area Council of Governments of Workforce Innovation and Opportunity Act (WIOA) funds in the joint contract with the Summit County Department of Job and Family

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Services, approved by Summit County Council Resolution No. 2024-234, with Nesco Resource, LLC fka Callos Resource LLC, for payroll services for the period of 10/01/24 through 09/30/25, for youth and young adults enrolled in the Comprehensive Case Management Employment Program (CCMEP) and participating in work experience, with one 12-month renewal option remaining, in a minimum amount of \$200,000.00.

- i. Nelsen made a motion to adopt SAMWA COG Resolution 2024-22. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

VIII. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Marshall was elected to the Child Guidance Family Solutions Board of Trustees on 10/16/2024.
- b. Nelsen reminded those present that the next meeting of the SAMWA COG Board will be held on March 27, 2025 at 9:30 AM, at the OhioMeansJobs Summit County location. 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. Nelsen seconded the motion. With no objections or abstentions, the motion carried, and the meeting was adjourned at 9:41 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG