

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, MARCH 27, 2025**

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|  |   |
|--|---|
| <b>WDB Members Present:</b>  | Matthew Capozzi; Malcom Costa; William Moore; John Chester; Toya Kelker; Marquita Mitchell; Maria Miller; Sharlene Ramos-Chesnes; Patricia Dempsey  |
| <b>WDB Members Virtual:</b>  | Jeff Bissell, <i>WDB Chair</i> ; Paul Ratcliff; Anthony Esposito  |
| <b>WDB Members Absent:</b>   | David Prentice ( <i>excused</i> ), Bethany Dentler ( <i>excused</i> ), Jessica Heid, <i>WDB Vice Chair (excused)</i> ; Amy Lane   |
| <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; Kelly Smerek, Operations Coordinator |
| <b>Medina/Summit County Staff, Contracted Workforce Innovation and Opportunity Act Staff</b> | Summit County: Colleen Sims, Attorney; KRA: Shanavia Moore, Cory Vojack, Derrick Colbert, Melvin Jackson, Dr. Robin Washington; SCDJFS: Ralph Sinistro                                    |
| <b>Area 2 Fiscal Staff Present:</b>  | Tom Jalbert; Tari Addison, Mark Milhoan; Kate Backur  |
| <b>Guests</b>  |   |

**I. CALL TO ORDER**

- a. Chair Bissell called the meeting to order at 8:13 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 to be recorded in the minutes as present.

**II. ELECTION**

- a. Bissell opened the meeting with the election of the WDB Chair and Vice Chair for a two-year term (1/1/2025 to 12/31/2026) and explained per the bylaws, for this term, a Medina County business member is required to hold the chair position and a Summit County business member is required to hold the vice chair position. Bissell asked for a motion to nominate members for the WDB Chair and read the slate of eligible members from Medina County: Anthony Esposito, Jessica Heid and Paul Ratcliff. Marshall added that prior to the meeting, both Heid and Ratcliff indicated they are willing to serve as chair and Esposito if no one else stepped forward. Esposito declined the nomination, Heid declined the nomination, and Ratcliff was nominated from the floor as the candidate.
  - i. Ramos-Chesnes made the motion to approve Ratcliff for WDB Chair and Bissell seconded the motion. 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 asked for a motion to nominate members for the WDB Vice Chair and read the slate of eligible members from Summit County: Maria Miller, Toya Kelker, Sharlene Ramos-Chesnes. Miller declined the nomination, Kelker declined the nomination, and Ramos-Chesnes was nominated from the floor as the candidate.

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- i. Capozzi made the motion to approve Chesnes-Ramos for WDB Vice Chair and Bissell seconded the motion. 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. Bissell explained following today's meeting, the new WDB Chair (Ratcliff) will send an email to the current committee chairs to ask if they want to continue to serve as committee chairs.

**III. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Bissell reviewed and requested a motion to approve the 12/19/2024 WDB meeting minutes. Capozzi made the motion, which Chester seconded. The motion was passed by a roll call vote of the Board members in attendance, recorded by Smerek, with no objections or abstentions.

**IV. REPORTS**

a. Executive Committee Report

- i. Bissell gave a report on the activities of the Executive Committee meeting held 02/06/2025 and explained the committee meets when there are items that cannot wait to be presented at the next full board meeting. He summarized the meeting:
  - 1. Discussion about three vacancies on the WDB, which are Summit business appointees, and one is a Medina business appointee and the WDB cannot be certified until these vacancies are filled.
    - a. Bissell asked for clarification on what board certification means. Glaubman explained the Workforce Innovation and Opportunity Act (WIOA) requires a specific composition of workforce board membership, and if not met, the Board is not in compliance.
  - 2. Heard about future federal funding possibilities and the reauthorization of WIOA of 2014 still needs to happen.
  - 3. Reminded the current Board Chair and Vice Chair two-year terms are ending.
  - 4. Voted to accept and allocate \$15,000.00 from the Ohio Department of Job and Family Services and allocated \$12,500.00 local WIOA Dislocated Worker funds for expenses under the Special Grant contract with Summit County Public Health which certifies Summit County employers as Recovery Friendly Workplaces, resulting in a fourth amendment.
  - 5. Voted to allocate \$10,000.00 local WIOA Adult and Dislocated Worker funds to the consultant agreement with Real Workforce Solutions for professional monitoring services, resulting in a second amendment.

b. Finance Committee Report

- i. Bissell noted that there have been no meetings of the Finance Committee since the last WDB Regular meeting on 12/19/2024.
- ii. Bissell then turned the meeting over to Jalbert, who reviewed the following reports for the Board members:
  - 1. SFY 2025 Area 2 WIOA Financials, as of 02/28/2025.
    - a. Jalbert noted that Medina County is spending into Year 1 funding for WIOA Adult.
  - 2. SFY 2025 Area 2 Operating Budget: Program and Administrative as of 02/28/2025
    - 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

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Youth spending increased in Summit County.

b. Administrative expenditure is on track.

3. 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 PY24 allocation overlaps the PY23 allocation, which is what we're spending. The state will be aligning the end dates on the allocations this September, so we will have one end date when PY25 comes out.
- 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 term being extended but not increased. There will be a final report at the next WDB meeting in June.
- c. Jalbert spoke about the special grant expenditures for Improving Outcomes for Ohioans; the allocation period was extended to 06/30/2025.

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 12/19/2024.

d. Performance Committee Report

- i. Bissell called upon Capozzi, who summarized the 03/18/2025 meeting, at which the Committee:
  1. Approved minutes of the 12/03/2024 meeting.
  2. Reviewed the Adult/Dislocated Worker Career Services Performance Reports for PY 2024, July 2024 – February 2025.
  3. Reviewed the State of Ohio PY 2024 Unadjusted Q2 WIOA and CCMEP Performance Reports.
  4. Glaubman gave an update on the SFY 2026 WIOA/TANF CCMEP Youth Services Request for Proposals (RFP) and procurement schedule.
- 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 February 2025, noting the following highlights:
    - a. Medina
      - i. 49 placements have been made thus far during the program year
      - ii. Average wage for placements is \$20.07/hr.
      - iii. The top industries for placements were healthcare/social services (24%), transportation/warehousing (22%), and manufacturing (20%).
      - iv. Two ITAs have been written, and three On-the-Job Training (OJT) agreements were written with two plans written under them.
      - v. The average starting wage for an OJT is \$27.50 per hour
    - b. Summit
      - i. 306 placements have been made thus far during the program year

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- ii. Average wage for placements is \$18.23
  - iii. The top industries for placements were manufacturing (24%), healthcare/social services (21%), and Retail (14%).
  - iv. 38 ITAs and 8 OJT plans have been written with 15 plans underneath them.
  - v. The average starting wage for an OJT is \$19.29 per hour.
- 2. Glaubman reviewed the State of Ohio PY 2024 Unadjusted Quarter Two WIOA Performance Report for Adult, Dislocated Worker Programs
  - a. As an Area, all performance standards are being met or exceeded with the exception of Measurable Skills Gain.
- 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 178 Summit County employers in various stages of becoming workplace recovery friendly certified. 50 employers engaged in the process to become Recovery Friendly Workplace (RFW) designated.
  - 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 period of 01/01/2025 to 03/24/2025, 332 individuals were selected, 225 completed their initial appointment and 171 completed their subsequent appointment. We will meet the goals for the year.

**V. UNFINISHED BUSINESS**

- a. Bissell reminded attendees that there are three vacancies on the WDB, two Summit business appointees and one Medina business appointee which prohibits board certification. Marshall informed the board members there are three individuals who will be appointed at the June SAMWA COG board meeting.
- b. 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 awaiting an exit conference.
- c. 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. A single RFP for both counties was released on 02/03/2025 with proposals due 04/04/2025. The letter of intent was due on 03/21/2025; 13 LOIs were received by the deadline.
  - ii. An evaluation committee has been formed and includes board members appointed to the performance committee; they will meet in May to make recommendations for contract awards to the full board in June. All contracts will have a start date of 07/01/2025.

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- b. Marshall gave an update regarding the 18-month (01/01/2023 -06/30/2024) Special Grant we received from ODJFS to create a *Welcoming Workforce Coalition*. She noted we received a final report from the consultant, Rise Together which was submitted to ODJFS end of February. Marshall noted our WDB members who became part of the WWC including Sharlene Ramos-Chesnes and Marquita Mitchell. The report will emailed to all WDB members.

**VI. NEW BUSINESS**

- a. Marshall notified the board that on 01/06/2025, we received notice from The Ohio Department of Job and Family Services (ODJFS) that we must prepare and submit a new Four-Year Regional Plan and include our Local Workforce plan by 09/30/2025. Marshall noted that we hired a consultant to draft our local plan and they were subsequently engaged by the regional workforce areas to draft the regional plan.
- b. On 01/06/2025, Marshall received communication from the State of Ohio Department of Jobs and Family services regarding the OhioMeansJobs center certification process. We are required to re-certify the center by 12/31/2025. We were informed as part of the center certification process “mystery shopping” is underway across the State’s OMJ locations.
- c. Marshall informed the board that on 01/13/2025, we engaged Julian & Grube, Inc. to prepare Area 2 CY 2024 basic financial statements and file with the Auditor of State (AOS) on or before 05/29/2025.
- d. Glaubman communicated to the board that on 03/14/2025, we were notified of The Ohio Department of Job and Family Services’ (ODJFS) intent to perform both a CCMEP (TANF & WIOA) Program Monitoring Review and a US Department of Labor Data Validation of Summit County services and files for the period beginning 07/01/2024; an entrance conference will be held 04/01/2025.
- e. Marshall informed all that the negotiation process for 07/01/2025 to 06/30/2027 OhioMeansJobs Partner MOU has commenced. We will be working with our finance team to put together a budget to present to the partners.
- f. Marshall shared some federal news concerning workforce development. On 03/06/2025, the US House Educations and Workforce Committee held a WIOA Reauthorization Hearing. The new US DOL Secretary Lori Chavez-DeRemer, was sworn in on 03/11/2025.
- g. Marshall gave the update that the Summit County board members’ terms will end on 06/30/2025. The board office will begin the reappointment process.

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

- a. Glaubman shared the annual State of Ohio In-Demand Jobs Week, will take place May 5-9, 2025.
- b. Marshall provided board staffing updates.
  - i. There were several work anniversaries: Adair, three (3) years and Glaubman, seven (7) years in April 2025; Marshall, eight (8) years in March 2025; Smerek, two (2) years in December 2024.
  - ii. Glaubman earned the Certified Workforce Development Professional (CWDP) credential awarded by the National Association of Workforce Development Professionals (NAWDP)
  - iii. Moukoulis has earned a Notary Commission.
- c. Smerek addressed the WDB members annual signing of the Conflict-of-Interest statements.
- d. Bissell turned attention to Ohio’s January 2025 Unemployment Rates.
- e. Bissell informed those in attendance that the next WDB meeting will be held on 06/12/2025, at 8:00 AM at OhioMeansJobs Summit County and virtually; Bissell also reminded board members to notify Smerek if they plan to attend in person so there are enough materials printed.

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**VIII. 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 9:22 AM.

Prepared by:

*Kelly Smerek*

*Operations Coordinator, SAMWA COG*