

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FULL MEMBERSHIP MEETING
ON
THURSDAY, JUNE 12, 2025**

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WDB Members Present:	Matthew Capozzi; William Moore; John Chester; Marquita Mitchell; Sharlene Ramos-Chesnes, <i>WDB Vice Chair</i> ; Patricia Dempsey; David Prentice; Jeff Bissell, Paul Ratcliff, <i>WDB Chair</i> ; Katie Kelley
WDB Members Virtual:	Anthony Esposito; Maria Miller; Amy Lane; Toya Kelker; Jessica Heid
WDB Members Absent:	Bethany Dentler (<i>excused</i>); Malcom Costa;
Summit and Medina Workforce Area Council of Governments/WDB Staff Present:	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; Peter Moukoulis, Project Assistant; Kelly Smerek, Operations Coordinator
Medina/Summit County Staff, Contracted Workforce Innovation and Opportunity Act Staff	Summit County: Colleen Sims, Attorney; KRA: Dr. Robin Washington; Deborah Johns
Area 2 Fiscal Staff Present:	Tom Jalbert; Tari Addison; Kate Backur
Guests	Michelle Collins; Jennifer Meek Eells

I. CALL TO ORDER

- a. Chair Ratcliff called the meeting to order at 8:07 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. APPROVE MINUTES OF PREVIOUS MEETING

- a. Ratcliff reviewed and requested a motion to approve the 03/27/2025 WDB meeting minutes. Capozzi made the motion, which Ramos-Chesnes 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. SPECIAL VOTE

- a. Ratcliff stated that the board is required to vote on the Biennial requirement for all Ohio Workforce Development Boards as a part of the execution process of the Subgrant Agreement between the Ohio Department of Job & Family Services and a Local Workforce Area.
 - i. Ratcliff requested a motion to adopt Summit/Medina Board Resolution 2025-01 and incorporate it into the Area 2 SFYs 2026/2027 Subgrant Agreement as Exhibit A, thereby permitting the Area 2 WIOA Youth allocation to be used to deliver youth services under the State of Ohio's Comprehensive Case Management Employment Program. Prentice made the motion and Chester 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.

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IV. REPORTS

a. Executive Committee Report

- i. Ratcliff informed the board that there have been no meetings of the Executive Committee since the last WDB meeting on 03/27/2025.

b. Finance Committee Report

- i. Ratcliff turned the meeting over to Esposito for a report on the Finance Committee meeting held on 06/10/2025.
 1. Approved minutes from the 06/21/2024 committee meeting.
 2. Reviewed the Workforce Area's WIOA Financials for SFY 2025 as of 05/31/2025 and reviewed the SFY 2025 Area 2 Operating budget: Allocation & Grant Budget Expenditures as of 05/31/2025 which Tom Jalbert will review next for all.
 3. Reviewed the special grants report that our Area is managing in addition to traditional WIOA funding and the status of Reemployment Services and Eligibility Assessment allocation (RESEA).
 4. Discussed several new business items including: The status of our financial monitoring, financial statement preparations and audits were noted.
 5. Reviewed the 2026 WIOA allocation notices from the Ohio Department of Job and Family Services; and we learned that we received a 12.2% cut in funding.
 6. Discussed the Area 2 SFY26 budget to be recommended to the full board and to be sent to the COG board to pass a resolution
 7. We agreed to recommend the COG Board pass an amendment adding \$4,900.00 to the 2025 Youth Services contract we have with Ohio Guidestone.
- ii. Esposito 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 05/31/2025.
 - a. Jalbert noted that Medina County WIOA Allocations and Administrative funding is spending Year 1 funding which starts July 1, 2025. The State encourages Areas to spend 30% of Year 1 before it commences.
 2. SFY 2025 Area 2 Operating Budget: Program and Administrative as of 05/31/2025
 - a. Jalbert turned 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 as compared to prior years where funding was returned to the State.
 3. RESEA and Special Grants Budget Expenditures
 - a. Jalbert reviewed 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 commences.
 - b. Jalbert reviewed the Opioid Fresh Start grant; the Opioid Fresh Start was fully expended by Summit County Public Health when it ended on 03/31/2025.
 - c. Jalbert reviewed the special grant expenditures for Improving Outcomes for Ohioans Project which after several extensions will end on 06/30/2025.

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4. SFY 26 budget and recommendation was presented by Jalbert. He began with the SFY 2026 operating budget reminding the Board members that the new budgets must be approved by the Board with each new state fiscal year. He shared the Year 1 numbers are the new WIOA allocated funds, and the Year 2 numbers on the report are what is remaining or projected to be remaining from our current year. He used the expenditures in the current program year to set the new program budget and mentioned that the Adult/Dislocated Worker expenses were similar to last year, but there will be an increase in our Youth budget due to a new CCMEP contract offered at a higher amount. The Administrative budget was able to increase a small amount as some of the staff payroll was reallocated into RESEA.
 - a. Ratcliff ended the finance portion of the meeting with a motion. He shared that when the Finance committee met, they voted to recommend the Area 2 SFY26 budget to the full board. Ratcliff asked for a motion to move this action to the SAMWA COG board to recommend they adopt a Resolution of the SFY 2026 program and administrative operating budgets. Capozzi made the motion, which Bissell 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. Ratcliff turned the meeting over to Ramos-Chesnes, who summarized the committee meeting held on 05/12/2025, at which the Committee:
 1. Approved the minutes of the 06/03/2024 meeting.
 2. Reviewed the One-Stop Operator Performance Reports for Program Year 2023, July-June 2024 and Program Year 2024, July-April 2025.
 3. Marshall introduced the new One-Stop managers, Deborah Johns, Medina OMJ and Robin Washington, Summit OMJ. In lieu of reports from the new OSO managers, Marshall shared positive feedback from organizations that have used our new meeting spaces at the Summit OMJ.
 4. Adair gave an update on the current OhioMeansJobs Partner Memorandum of Understanding (MOU) agreement that started on 07/01/2023 and ends 06/30/2025, needing an amendment because of the change in Operator from Summit County Department of Job and Family Services to KRA Corporation as well as other minor adjustments. It has been executed and distributed to all partners.
 5. Marshall introduced our consultant Michelle Collins from Three 23 Resources. She will assist an OSO Ad Hoc Committee with the Ohio Department of Job and Family Services (ODJFS) OhioMeansJobs center recertification process which must be completed by 12/31/2025.
 6. Adair updated the committee on the progress of the negotiation process for the next two-year OMJ Partner MOU starting 07/01/2025 to 06/30/2027.
- d. Performance Committee Report
 - i. Ratcliff called upon Capozzi, who summarized the 06/03/2025 committee meeting, at which the Committee:
 1. Approved minutes of the 03/18/2025 meeting.

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2. Reviewed the Adult/Dislocated Worker Career Services Performance Reports for Adult/Dislocated Worker Career Services Provider Performance Reports for PY 2024, July 2024 – April 2025.
 3. Reviewed the State of Ohio PY 2024 Unadjusted Quarter Three WIOA Performance Report, for the period of July 1, 2024, through March 31, 2025.
 4. Glaubman gave an update on the SFY 2026 WIOA/TANF CCMEP Youth Services Request for Proposals (RFP) and gave an update on the evaluation process and the committee voted on motions for recommending for the full board contract awards.
 - a. It is recommended that a contract is to be awarded to Jobs for Ohio's Graduates for both counties.
 5. Glaubman spoke about SFY 2026 WIOA Adult and Dislocated Worker Career Services and One-Stop Operator Services contract renewals. An amount has not been offered yet so this will get taken to the full WDB board for discussion.
- ii. Capozzi then asked Glaubman to review the 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 April 2025, noting the following highlights:
 - a. Medina
 - i. 68 placements have been made thus far during the program year
 - ii. Average wage for placements is \$28.48/hr.
 - iii. The top industries for placements were healthcare/social services (20%), retail (19%), and transportation/warehousing (18%).
 - iv. Four ITAs have been written, and four On-the-Job Training (OJT) agreements have been executed with two plans written under them.
 - v. The average starting wage for an OJT is \$27.50 per hour
 - b. Summit
 - i. 435 placements have been made thus far during the program year
 - ii. Average wage for placements is \$17.82
 - iii. The top industries for placements were manufacturing (29%), healthcare/social services (19%), and transportation/warehousing (8%).
 - iv. 59 ITAs have been written, and 11 OJT plans have been executed with 30 plans written under them.
 - v. The average end wage for an OJT is \$20.95 per hour.
 2. Glaubman reviewed the State of Ohio PY 2024 Unadjusted Quarter Three WIOA Performance Report for the Adult & Dislocated Worker and Youth Programs
 - a. As an Area, all performance standards are being met or exceeded with the exception of Youth Measurable Skills Gain, for which another quarter of data is forthcoming.
- iii. Capozzi 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 from 03/01/2022 are:
 - a. Two individuals received skill training under the grant.

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- 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 06/09/2025, 672 individuals were selected, 487 completed their initial appointment and 421 completed their subsequent appointment. Adair noted the State has not shared the goals for the current program year.

V. UNFINISHED BUSINESS

- a. The ODJFS WIOA Fiscal Monitoring Review for the period of July 1, 2022, to April 30, 2024, is awaiting an exit conference.
- b. Ratcliff noted that on 01/06/2025, we received notice from ODJFS that we must prepare and submit a new Four-Year Regional and Local Workforce plan by 09/30/2025. Marshall spoke about the requirements and how our consultant, Three 23 Resources is working on the two plans.
- c. Marshall said that on 01/06/2025, we received notice from ODJFS that we must complete an OhioMeansJobs center certification process by 12/31/2025. Marshall spoke about the requirements and how we will complete them with the assistance of our consultant Three 23 Resources.
- d. Ratcliff stated on 01/13/2025 the SAMWA COG Board Office engaged Julian & Grube, Inc. to prepare Area 2 CY 2024 basic financial statements and file with Auditor of State (AOS) on or before 05/29/25. The financials were filed on 05/16/2025.
- e. Glaubman reported that ODJFS performed both a CCMEP and a WIOA Adult/Dislocated Worker Program Monitoring Review and a US Department of Labor Data Validation of Summit County services and files for the period beginning July 1, 2024, and is awaiting an exit conference.
- f. Marshall mentioned that the negotiation process for 07/01/2025 to 06/30/2027 OhioMeansJobs Partner MOU is ongoing.
- g. Ratcliff noted that the WDB Summit members' terms are ending 06/30/2025 and there will be reappointments via a Resolution at today's COG board meeting.

VI. NEW BUSINESS

- a. Ratcliff opened the new business portion of the meeting referring the members to the several motions to approve for SFY 2026 contracts.
 - i. SFY 2026 Workforce Innovation and Opportunity Act (WIOA) Youth Contract Awards (July 1, 2025 – June 30, 2026) under the State's Comprehensive Case Management and Employment Program (CCMEP), dually funded with TANF, as a result of the joint Request for Proposals released in February 2025.
 - 1. Ratcliff requested a motion to recommend to the SAMWA COG Board a Medina County WIOA Youth contract for SFY26 with three 12-month renewal options, totaling \$260,000.00, to Jobs for Ohio's Graduates. Ramos Chesnes made the

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motion, which Chester seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Smerek, with Mitchell abstaining.

2. Ratcliff requested a motion to recommend to the SAMWA COG Board a Summit County WIOA Youth contract for SFY26 with three 12-month renewal options, totaling \$600,000.00, to Jobs for Ohio's Graduates. Capozzi made the motion, which Bissell seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Smerek, with Mitchell abstaining.
- ii. SFY 2026 WIOA Adult/Dislocated Worker Career Services in Summit and Medina Counties
 1. Ratcliff requested a motion to recommend to the SAMWA COG Board a contract to KRA Corporation, the first of three renewals, in the amount of \$2,159,000.00, with \$1,609,000.00 awarded for Summit County services and \$550,000.00 awarded for Medina County services, for the period of July 1, 2025 through June 30, 2026. Ramos Chesnes made the motion, which Capozzi seconded. 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.
- iii. SFY 2026 One-Stop Operator Services in Summit and Medina Counties
 1. Ratcliff requested a motion to recommend to the SAMWA COG Board a contract to KRA Corporation, the first of three renewals, in the amount of \$190,000.00, with \$163,500.00 awarded for Summit County services and \$26,500.00 awarded for Medina County services, in MOU Partner funds, for the period of July 1, 2025 through June 30, 2026. Ramos Chesnes made the motion, which Capozzi seconded. 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.
- iv. SFY26 Test of Adult Basic Education (TABE) and Assessment Services in Summit County
 1. Ratcliff requested a motion to recommend to the SAMWA COG Board a contract to Project Learn of Summit County, the first of three renewals, in the amount of \$70,000.00 in WIOA funds, for the period of July 1, 2025 through June 30, 2026. Capozzi made the motion, which Bissell seconded. The motion was passed by a roll call vote of the Board Members present in person and virtually, recorded by Smerek, with no objections. Mitchell abstained. Votes from Lane and Miller were not recorded as they had already left the meeting prior to the vote.

VII. GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS UPDATES

- a. Glaubman shared the annual State of Ohio In-Demand Jobs Week took place May 5-9, 2025. A summary of events was provided to the Board.
- b. Ratcliff turned the Board's attention to Ohio's April 2025 Unemployment Rates.
- c. Ratcliff informed those in attendance that the next WDB meeting will be held on 09/25/2025, at 8:00 AM at OhioMeansJobs Summit County and virtually; Ratcliff also reminded board members to notify Smerek if they plan to attend in person so there are enough materials printed.
- d. Prior to calling for adjournment, Ratcliff encouraged the members to stay for a Special Meeting/Presentation with Jennifer Meek Ells, Executive Director of the Ohio Workforce Association (OWA), regarding: status of the reauthorization of the Workforce Innovation and Opportunity Act of 2014 (WIOA), how provisions of the Big Beautiful Budget Bill will affect the public workforce system; and what is in Ohio Lt. Governor Jim Tressel's workforce playbook.

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VIII. ADJOURNMENT

Ratcliff 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 9:01 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG