

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FULL MEMBERSHIP MEETING
ON
THURSDAY, SEPTEMBER 25, 2025**

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WDB Members Present:	Jeff Bissell; Matthew Capozzi; John Chester; Malcom Costa; Patricia Dempsey; Matthew Gdovin; Marquita Mitchell; David Prentice; Paul Ratcliff, <i>WDB Chair</i> ; Sharlene Ramos-Chesnes, <i>WDB Vice Chair</i>
WDB Members Virtual:	Anthony Esposito; Jessica Heid; Katie Kelley; Toya Kelker; Amy Lane; Maria Miller; William Moore
WDB Members Absent:	Bethany Dentler (<i>excused</i>); Jeffrey Cornute
Summit and Medina Workforce Area Council of Governments/WDB Staff Present:	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; 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; Michael Longo; Melvin Jackson; SCDJFS: Lindsay Schabitzer
Area 2 Fiscal Staff Present:	Tom Jalbert; Tari Addison; Kate Backur
Guests	Michelle Collins

I. CALL TO ORDER

- a. Chair Ratcliff 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 to be recorded in the minutes as present.
 - i. Welcome to new board member, Matthew Gdovin.

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Ratcliff reviewed and requested a motion to approve the 06/12/2025 WDB meeting minutes. 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.

III. 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 06/12/2025.
- b. Finance Committee Report
 - i. Ratcliff informed the board that there have been no meetings of the Finance Committee since the last WDB meeting on 06/12/2025.
 - ii. Ratcliff 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 08/31/2025.
 - a. Jalbert noted that the Summit County WIOA Adult budget has a remaining

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balance of \$149,906.00 that is expiring, but it will be spent. We will be sending no money back to the state.

2. SFY 2025 Area 2 Operating Budget: Program as of 08/31/2025
 - 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 for a few years returned to the State. Increased youth work experience and incentives have contributed to not returning funds.
 - b. There was an overspend amount in the Administration Expenditure which is attributable to a previous SFY year invoice getting paid. The money was leftover from the previous year as this invoice was anticipated, which allowed for the cost to be balanced out.
 - c. RESEA and Special Grants Budget Expenditures
 - i. 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 has been fully spent. The state will be aligning the end dates on the allocations this September, so we will have one end date when PY25 commences. PY25 will also have more funding added to it.
 - ii. Jalbert reviewed the special grant expenditures for Improving Outcomes for Ohioans Project which after several extensions will end on 06/30/2025. This grant was fully spent.
3. SFY 2026 Area 2 WIOA Financials, as of 08/31/2025.
 - a. Jalbert noted that the items highlighted were an estimated amount when the report was made, but just prior to the meeting the actuals came out and they were the exact amounts expected.
4. SFY 2026 Area 2 Operating Budget: Program and Administration, RESEA and Special Grant Expenditures as of 08/31/2025
 - a. Jalbert noted that this is the budget that was approved at the June 2025 meeting and as of September, not much has been spent yet.
- c. One-Stop Operations Committee Report
 - i. Ratcliff turned the meeting over to Ramos-Chesnes, who summarized the committee meeting held on 08/12/2025, at which the Committee:
 1. Approved the minutes of the 05/12/2025 meeting.
 2. Reviewed the One-Stop Operator Performance Reports for Program Year 2024, July 2024-June 2025 for both counties.
 - a. Medina had 1,292 visits and Summit had 10,079 visits
 - i. Medina's top reasons for visits included using the Resource Room, Re-employment Services and Eligibility Assessment (RESEA) visits, and resume assistance.
 - ii. Summit's top reasons for visits included using the Resource Room to meet with Youth Service Providers and to meet with Career Service staff, and to meet with RESEA staff.

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- b. Medina One-Stop Operator, Ms. Johns, shared an observation of more senior citizens seeking work and Dr. Washington provided information about the Summit center foot traffic. Representatives from the OMJ centers are at 5 libraries.
 - c. The Memorandum of Understanding was delayed due to two partners who expressed their desire to discontinue as partners.
 - d. Ramos-Chesnes summarized the update from Consultant from Three 23 Resources, Michelle Collins, on the recertification process at the two centers, to be completed no later than 12/31/2025.
 - e. OMJ Summit has a new internet provider, which is Fairlawn Gig.
- d. Performance Committee Report
- i. Ratcliff called upon Capozzi, who summarized the 09/16/2025 committee meeting:
 - 1. Approved minutes of the 06/03/2025 meeting.
 - 2. Reviewed the Adult/Dislocated Worker Career Services Performance Reports for Adult/Dislocated Worker Career Services Provider Performance Reports for PY 2024, July 2024 – June 2025.
 - 3. Reviewed the State of Ohio PY 2024 Q4 Unadjusted WIOA and CCMEP Performance Reports, for the period of April 1, 2025 through June 30, 2025.
 - 4. Reviewed PY 2023 Annual Adjusted WIOA and CCMEP Performance reports.
 - 5. Discussed the State of Ohio WIOA/CCMEP Program Monitoring Review
 - ii. Capozzi then asked Glaubman to review the WIOA performance reports with the board.
 - 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 June 2025, reporting:
 - a. Medina
 - i. 86 placements have been made thus far during the program year
 - ii. Average wage for placements is \$23.48/hr.
 - iii. The top industries for placements were manufacturing (17%), healthcare/social services (12.2%), and government (12.2%).
 - iv. Six ITAs have been written, and four On-the-Job Training (OJT) agreements have been executed with eight plans written under them.
 - v. The average starting wage for an OJT is \$25.88 per hour
 - b. Summit
 - i. 508 placements have been made thus far during the program year
 - ii. Average wage for placements is \$17.49 per hour
 - iii. The top industries for placements were manufacturing (29.4%), healthcare/social services (19.8%), and retail (11.1%).
 - iv. 62 ITAs have been written, and 15 OJT plans have been executed with 45 plans written under them.
 - v. The average end wage for an OJT is \$19.99 per hour.
 - c. 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 SFY 2026/PY 2025, July 2025 through August 2025, noting the following highlights:

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- i. Medina outperformed the previous provider's placements in that time period the prior year, but they are still falling very short of the placements needed.
 - ii. Summit is similar to Medina in that they have had good placement numbers, they are still falling short of goal. Placements are one of our key indicators of a successful program delivery, but it is not the full story. The Area sought to improve other indicators over the last year, which were accomplished, such as increased attention and attendance at hiring events.
- d. Glaubman reviewed the State of Ohio PY 2024/SFY25 Unadjusted Quarter Four WIOA Performance Report for the Adult & Dislocated Worker and Youth Programs for the period of July 2024 through June 2025.
 - i. As an Area, all performance standards were met or exceeded the success level in all three programs.
- e. Glaubman reviewed the State of Ohio PY 2023/SFY24 Adjusted WIOA Performance Report for the Adult & Dislocated Worker and Youth Programs for the period of July 2023 through June 2024.
 - i. As an Area, we were successful in meeting the required performance measures. Measurable skills gain has an N/A because U.S.DOL does not have enough data to establish a baseline.
- 2. Adair concluded with an activity report on the Reemployment Services and Eligibility Assessment (RESEA) delivered by four Area 2 board staff at the Summit and Medina OMJ centers.
 - a. During the period of 01/01/2025 to 09/22/2025, 1,133 individuals were selected for RESEA services, 828 completed their initial appointment and 678 completed their subsequent appointment. Adair noted they met and will exceed two of the three established annual goals from the state in nine months including customer selections and subsequent appointments and have three months to complete the third goal, initial appointments.

IV. 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 has been submitted as of 09/24/2025. The consultant worked with 5 other areas to complete the regional plan.
- c. Ratcliff 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 how we will complete the certification with the assistance of our consultant Three 23 Resources as referenced in the One-Stop Operations Committee section.
- d. Ratcliff stated on 05/19/2025 the Auditor of State (AOS) began our annual audit for CY 2024. On 09/15/25, AOS submitted a DRAFT audit. Marshall received an update on 09/24/2025 that the state plans to move forward with filing the audit report for the feds to pick up.
 - i. Ramos-Chesnes asked if there was an increase in calls regarding funding given the confusion at the federal level. None of the representatives of the OMJ center or board members representing other federally funded programs reported an increase in calls

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around funding.

- e. Ratcliff reported The Ohio Department of Job and Family Services' (ODJFS) performed both a CCMEP (TANF & WIOA) Program Monitoring Review and a U.S. DOL Data Validation of Summit County services and files for the period beginning July 1, 2024; an exit conference was held on 08/04/2025 and a final notice that the monitoring was concluded on 09/04/2025. Glaumban noted that this was a regular programmatic monitoring for the Adult, Dislocated, and Youth programs.
- f. Ratcliff stated that the 07/01/2025 to 06/30/2027 OhioMeansJobs Partner MOU is out for signatures. Marshall explained that we will submit the MOU to the state after our final two entities respond.

V. NEW BUSINESS

- a. Ratcliff opened the new business portion of the meeting referring the members to Marshall for an update on the U.S. Environmental Protection Agency Brownfield Job Training Grant. Marshall elaborated on the details of the grant application process, which was submitted 9/25/2025. The grant will span 5 years and is worth \$500,000. The grant would support a cohort of 40 people to train over those 5 years on Brownfield Remediation. Several community partners have committed their support for participants to complete the training.
- b. 2026 Draft WDB meeting schedule was shared for any comments from members

VI. GOOD OF THE ORDER/ANNOUNCEMENTS/MISCELLANEOUS UPDATES

- a. Ratcliff stated that September is National Workforce Month and a Linked-In post was displayed recognizing all our Board members. Marshall thanked them for all their work and dedication to our board.
- b. Ratcliff congratulated Marshall for her appointment to the Summit County Social Services Advisory Board (SSAB) by County Executive Ilene Shapiro. Marshall explained to the members the purpose of the SSAB.
- c. Ratcliff asked for personnel updates. Marshall informed the board that Glaubman will be out starting mid-October through early 2026 on maternity leave. Moukoulis has been shifted to our RESEA team.
- d. Ratcliff turned the Board's attention to Ohio's August 2025 Unemployment Rates.
- e. WDB Roster will be emailed to members as we have three new members who were appointed in June; Katie Kelly, Matt Gdovin and Jeffrey Cornute.
- f. Ratcliff informed those in attendance that the next WDB meeting will be held on 12/18/2025, 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.

VII. 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 8:58 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG