

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING
THURSDAY, DECEMBER 18, 2025
8:00 AM

In-person location:
OhioMeansJobs Summit County
1040 E. Tallmadge Avenue, Meeting Room 104 B, Akron, OH 44310

[**Join the meeting now**](#)

Meeting ID: 240 507 877 398 6

Passcode: uA2Cy37p

[+1 321-710-8464](tel:+13217108464), [493559062#](tel:+1493559062#)

Phone conference ID: 493 559 062#

I. CALL TO ORDER

- a. Welcome: WDB members, WDB staff, and guests (Ratcliff)
- b. Kelly Smerek will take WDB members roll call to record attendance
 - i. All non-members attending the meeting are asked to email kelly.smerek@workforcearea2.org to be recorded in the minutes as present

II. APPROVE MINUTES OF PREVIOUS MEETING

- a. Discussion of minutes from the 09/25/2025 WDB Regular meeting (*attachment 1*) (Ratcliff)
 - i. **Motion** to approve the WDB 09/25/2025 meeting minutes.

III. REPORTS

- a. Executive Committee Report
 - i. There have been no meetings of the Executive Committee since the last WDB meeting on 09/25/2025.
- b. Finance Committee Report
 - i. Summary of the 12/16/2025 meeting (Esposito)
 - 1. Fiscal Reports (Jalbert)
 - a. Review of **SFY 2025** Area 2 Financials liquidated 9/30/2025 (*attachment 2*)
 - b. Review of **SFY 2025** Area 2 Operating Budget: Allocations, Program, Administration, RESEA liquidated 9/30/2025 (*attachments 3a-e*)
 - c. Review of **SFY 2026** Area 2 Financials as of 11/30/2025 (*attachment4*)
 - d. Review of **SFY 2026** Area 2 Operating Budget: Allocations, Program, Administration, RESEA as of 11/30/2025 (*attachments 5a-c*)
 - 2. Discuss the Calendar Year 2026 budget appropriation (Jalbert)
 - a. Committee recommends sending CY 2026 budget to the SAMWA COG for approval via Resolution 2025-14 at its 12/18/2025 meeting (*attachment 6*)
 - i. **Request Motion** (Ratcliff)
- c. One-Stop Operations Committee Report
 - i. Summary of the 11/17/2025 meeting (Ramos-Chesnes)
 - 1. Status of the OhioMeansJobs center certification process Consultant Michelle Collins
 - i. **Request Motion** (Ratcliff)

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
REGULAR MEETING
THURSDAY, DECEMBER 18, 2025
8:00 AM**

d. Performance Committee Report

- i. There have been no meetings of the Performance Committee since the last WDB meeting on 09/25/2025.
- ii. Year-to Date Local Performance Reports (Marshall)
 - 1. Medina PY 2025 Provider November 2025 Performance Report ([attachment 7](#))
 - 2. Summit PY 2025 Provider November 2025 Performance Report ([attachment 8](#))
- iii. RESEA Report_CY 2025 YTD Performance ([attachment 9](#)) (Adair)

IV. UNFINISHED BUSINESS

- a. The Ohio Department of Job and Family Services' (ODJFS) WIOA Fiscal Monitoring Review for the period of July 1, 2022, to April 30, 2024, exit conference held 06/25/2025.
 - i. There were two continuous improvement plans required.
- b. On 01/06/2025 received notice from ODJFS that we must prepare and submit a new *Four-Year Regional and Local Workforce Plan* by 09/30/2025.
 - i. Plan submitted 09/23/2025, received approval 10/14/2025. Posted on website: www.summitmedinaomj.org/board-pages/Regional-and-Local-WIOA-Plans.html
- c. On 05/19/2025 Auditor of State (AOS) began our annual audit for calendar year 2024. On 09/15/25, AOS submitted a DRAFT audit. On 09/29/2025, the audit was accepted through the federal clearinghouse.
 - i. Audit contained a management letter with a comment/non-compliance finding.
- d. U.S. Environmental Protection Agency Brownfield Job Training Grant (Marshall)
- e. Workforce Development Board ODJFS certification notice ([attachment 10](#)) (Marshall)

V. NEW BUSINESS

- a. 2026 Draft WDB meeting schedule ([attachment 11](#))

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Personnel updates: Grace Glaubman & husband Matthew welcomed their second child, Callum Elliott 10/20/2025
- b. Annual signing of Conflict-of-Interest Statements – 2026 (Smerek)
- c. Letters of Support (Marshall)
 - i. 11/25/2025 Stark State College applying to U.S. Department of Education Office of Postsecondary Education Fund for the Improvement of Postsecondary Education (FIPSE) for its high demand Skills Accelerator initiative
- d. September 2025 Unemployment Rates ([attachment 12](#))
- e. WDB Roster will be emailed to members
- f. Special Recognition: retirement Ralph Sinistro, former Manager of Summit OMJ

VII. ADJOURNMENT

Next WDB meeting March 26, 2026, 8:00 AM – location to be determined, with virtual option

*We hope everyone has a wonderful holiday season!
Christine, Grace, Kelly, and Meghan*