

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, DECEMBER 18, 2025**

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<b>WDB Members Present:</b>	Matthew Capozzi; John Chester; Jeffrey Cornute; Patricia Dempsey; William Moore; David Prentice; Paul Ratcliff, <i>WDB Chair</i> ; Sharlene Ramos-Chesnes, <i>WDB Vice Chair</i>
<b>WDB Members Virtual:</b>	Jeff Bissell; Malcom Costa; Matthew Gdovin; Jessica Heid; Katie Kelley; Toya Kelker; Amy Lane; Maria Miller; Marquita Mitchell
<b>WDB Members Absent:</b>	Bethany Dentler ( <i>excused</i> ); Anthony Esposito ( <i>excused</i> )
<b>Summit and Medina Workforce Area Council of Governments/WDB Staff Present:</b>	Meghan Adair, Special Projects Manager; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator
<b>Medina/Summit County Staff, Contracted Workforce Innovation and Opportunity Act Staff</b>	Summit County: Colleen Sims, Attorney; KRA: Michael Longo; SCDJFS: Lindsay Schabitzer, Program Manager, CCMEP
<b>Area 2 Fiscal Staff Present:</b>	Tom Jalbert; Tari Addison; Kate Backur( <i>virtual</i> )
<b>Guests</b>	Michelle Collins, Consultant

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**I. CALL TO ORDER**

- a. Chair Ratcliff called the meeting to order at 8:04 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](mailto:kelly.smerek@workforcearea2.org) to be recorded in the minutes as present.
  - i. Ratcliff welcomed new board member Jeffrey Cornute, who introduced himself and summarized his background.

**II. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Ratcliff stated he hoped all had an opportunity to review September's minutes and requested a motion to approve the 09/25/2025 WDB meeting minutes. Capozzi made the motion, which Prentice 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 09/25/2025.
- b. Finance Committee Report
  - i. Ratcliff turned the meeting over to Kelker, proxy for Esposito, who summarized the committee meeting held on 12/16/2025, at which the Committee:
    - 1. Approved minutes from 06/10/2025 meeting.
    - 2. Reviewed reports for the area's WIOA financials.
    - 3. The committee agreed to recommend appropriating the CY 2026 budget to the full

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board.

- 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 09/30/2025.
    - a. Jalbert noted that the Summit County WIOA Adult budget had expired on 06/30/2025 and the entire budget was spent.
  2. SFY 2025 Area 2 Operating Budget: Program as of the liquidation date of 09/30/2025
    - a. Jalbert reviewed 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 noting this past year, increased youth work experience and incentives have contributed to improved spending.
    - b. There was an overspend amount in the Administration Expenditure which is attributable to a previous SFY year invoice getting paid. Money to cover this was left over from the previous year as this invoice was anticipated, which allowed for the cost to be balanced out.
  3. SFY 2026 Area 2 WIOA Financials, as of 11/30/2025.
    - a. Jalbert stated that we are still early in the year with no specific items to highlight. On-the-Job Training (OJT) spending is doing much better than this time last year as we pay invoices for trainees that began their training last fiscal year and have completed this fiscal year. There is only one youth contract so spending will appear higher because we only have one provider versus tracking three provider payments submitted on various dates. Youth work experience spending is on pace for the year.
  4. SFY 2026 Area 2 Operating Budget: Program and Administration, RESEA and Special Grant Expenditures as of 11/30/2025
    - a. The Administrative budget is on pace with spending at this point .
    - b. Reemployment Service and Eligibility Assessment (RESEA) Allocation 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. The State has informed us that our PY25 allocation will have more funding added to it.
- iii. Jalbert was asked by Ratcliff to discuss the Committee's recommendation to accept a budget appropriation resolution for CY 2026 to send to the SAMWA COG to execute at its 12/18/2025 meeting.
  - a. Ratcliff requested a motion to approve allocating a budget of \$7,825,000.00 for CY 2025 to Summit County's fiscal system to provide for creation of purchase orders and paying invoices. Chester 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.
- c. One-Stop Operations Committee Report
  - i. Ratcliff turned the meeting over to Ramos-Chesnes, who requested the Consultant from Three 23 Resources, Michelle Collins give a status update regarding where the committee

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is on the certification process of the OhioMeansJobs One-Stop Centers, due by 12/31/2025. Collins recapped the meetings she's held with the committee members since the September WDB meeting including the onsite walk-throughs of both centers with the certification checklists in hand. She explained the checklist consisted of 12 service delivery areas the committee members had to find evidence that the OMJ centers are providing by responding to 48 yes or no statements. Additionally, results were shared from the Secret Shoppers and Partner Surveys for the committee members to consider when determining if the centers met the requirements to be certified. Collins reported that the committee found a few minor items that centers needed to update and recommends overall that the full board votes for certification. Once the vote occurs, Collins shared she will collect the necessary signatures for the checklist and request the meeting minutes from today's WDB meeting to submit to ODJFS. Further, she will draft letters to the center Operators to share the checklist results and secret shopper and partner survey information.

1. Ratcliff thanked Collins for her hard work on this project and requested a motion to recommend the certification of the One-Stop centers for Area 2. Chester 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.
2. Ramos-Chesnes, chair of the committee, took a moment after the vote to thank Collins as well and expressed she hopes we work with her in the future.

d. Performance Committee Report

- i. Ratcliff informed the board that there have been no meetings of the Performance Committee since the last WDB meeting on 09/25/2025.
- ii. Ratcliff then asked Marshall to review WIOA performance reports with the board specifically, WIOA Career Services (Adult/Dislocated Worker Services) performance for Summit and Medina Counties for SFY 2026/PY 2025.
  1. Local reports that track the annual WIOA Career Services (Adult/Dislocated Worker Services) performance for Summit and Medina Counties for PY 2025, July 2025 through November 2025, noting the following highlights:
    - a. Medina
      1. Served close to 500 job seekers
      2. 79 placements have been made thus far during the program year
      3. Average wage for placements is \$22.47/hr.
      4. The top industries for placements were manufacturing (24.1%), retail (11.4%), and transportation/warehousing (also, 11.4%).
      5. Seven Individual Training Accounts (ITAs) have been written, and four OJT agreements have been executed with 11 plans written under them.
      6. The average end wage for an OJT is \$22.39 per hour
      7. Completed 254 job orders for Medina employers
      8. The Medina industries the Business team served the most include manufacturing (33%), healthcare/social services (21%), and construction (6%) with the number one service being recruitment assistance

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b. Summit

1. Served close to 1,530 job seekers
  2. 120 placements have been made thus far during the program year
  3. Average wage for placements is \$18.96 per hour
  4. The top industries for placements were transportation/warehousing (24.6%), manufacturing (23.8%), and healthcare/social services (10.7%)
  5. 33 ITAs have been written, and seven OJT plans have been executed with 19 plans written under them.
  6. The average end wage for an OJT is \$21.11 per hour.
  7. Completed 404 job orders for Summit employers.
  8. The Summit industries the Business team served the most include manufacturing (33%), healthcare/social services (21%), and construction (6%) with the number one service being recruitment assistance
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 12/15/2025, 1,482 individuals were selected for RESEA services, 1,079 completed their initial appointment and 907 completed their subsequent appointment. Adair noted we have met and exceeded the established annual goals from the state. Area 2 is currently 4<sup>th</sup> in the state with meeting and exceeding goals across the 20 workforce areas.

**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 was held on 06/25/2025. Marshall informed the board that there were two continuous improvement plans required and they have been executed and completed.
- 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. At the September WDB meeting, we heard from Consultant Collins that she submitted The Regional and local plan to ODJFS on 09/23/2025. Marshall reported our plans were accepted on 10/14/2025. The completed plan has been posted on our website. [www.summitmedinaomj.org/board-pages/Regional-and-Local-WIOA-Plans.html](http://www.summitmedinaomj.org/board-pages/Regional-and-Local-WIOA-Plans.html)
- c. 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. On 09/29/2025, the audit was accepted through the federal clearinghouse which resulted in a management letter with a comment/non-compliance finding. Marshall explained the finding was due to all SAMWA COG employees needing to have watched a video about how to report fraud due to a change in law in 2024. Marshall was asked about this in the first week of the audit and immediately had all staff watch the video and sent their certificates to AOS. Marshall further explained that every SAMWA COG employee since 2017 during their on-boarding process received information on how to report fraud to the State and signed a statement they understood the process. We have now switched our process to the new video requirement.

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- d. Ratcliff referred the members to Marshall for an update on the U.S. Environmental Protection Agency Brownfield Job Training Grant. Marshall reminded the WDB members about 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. Marshall stated likely due to the government shut down, there has not been any update regarding the status of the grant.
- e. Ratcliff then stated the Area 2 Workforce Development Board has been certified by ODJFS. Marshall highlighted the certification notice that was sent out on 09/25/2025 that Area 2 has met the criteria for subsequent certification. The Area 2 Workforce Development Board certification will remain in effect for up to two years from the date of the letter.

**V. NEW BUSINESS**

- a. Ratcliff stated that the 2026 WDB meeting schedule is included in the packet as attachment 11 and that Smerek will be sending out the calendar reminders for the first quarter of meetings once this meeting concludes.

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

- a. Personnel updates: Grace Glaubman & husband Matthew welcomed their second child, Callum Elliott on 10/20/2025.
- b. Ratcliff reminded the board that the Annual signing of Conflict-of-Interest (COI) Statements for 2026 are currently ongoing and requested board members obtain one from Smerek prior to leaving the meeting to sign it. Those online will be emailed a COI to sign and return.
- c. Letters of Support
  - i. Marshall said on 11/25/2025, one letter of support was drafted for Stark State College's application 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. Ratcliff turned the Board's attention to Ohio's September 2025 Unemployment Rates.
- e. Ratcliff noted Kelly will email an updated WDB Roster to members.
- f. Marshall recognized the retirement of Ralph Sinistro, former Manager of Summit OMJ, and his 23 years of service noting he was responsible for assisting in the planning and opening of the center. Sinistro will be retiring at the end of December from the Summit County Department of Job and Family Services, our former contractor for the Summit OMJ Center Operator.
- g. Ratcliff informed those in attendance that the next WDB meeting will be held on 03/26/2026, 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 9:04 AM.

*Prepared by:*

*Kelly Smerek*

*Operations Coordinator, SAMWA COG*