



MEETING MINUTES
Thursday, December 18, 2025
9:30 AM

Chief Elected Officials (CEOs)/COG Members Present:	Brian Nelsen, Summit County Chief of Staff as designated proxy for Ilene Shapiro, Summit County Executive Colleen Swedyk, Medina County Commissioner
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Meghan Adair, Special Projects Manager; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator
Area 2 Fiscal & Sub Fiscal Agent Staff Present:	Phil Montgomery, Director of Finance and Budget; Tom Jalbert, Fiscal Deputy Director, SCDJFS
Legal Counsel Present:	Colleen Sims, Attorney, County of Summit Dept. of Law & Risk Management
Guests Present:	Sharlene Ramos Chesnes

I. CALL TO ORDER

- a. Brian Nelsen, proxy for Executive Shapiro called the meeting to order at 09:33 AM.

II. INTRODUCTION

- a. Nelsen welcomed everyone and asked for a roll call. Ms. Smerek took the roll call for which both Nelsen and Commissioner Swedyk were noted as present.

III. APPROVE MINUTES OF PREVIOUS MEETING

- a. Nelsen asked if there were any comments from the June meeting regarding the minutes. Hearing none, he asked for a motion to approve. Commissioner Swedyk made a motion to approve the SAMWA COG's 06/12/2025 meeting minutes. Nelsen seconded the motion. With no objections or abstentions, the motion was carried, and the 06/12/2025 minutes were approved.

IV. REPORTS

- a. There were no reports to present.

V. UNFINISHED BUSINESS

- a. Nelsen noted that on 05/19/2025 the 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. Marshall explained that the audit contained a management letter with a comment/non-compliance finding citing in 2024 the COG did not make its current and new employees aware of AOS' new fraud reporting system. Marshall stated all employees have always been informed during onboarding of their responsibility and methods to report fraud and sign a statement included in their HR file. Upon learning of the AOS requirement all COG employees took the steps to watch the new AOS fraud video and received certifications which were all sent to the AOS auditor. The non-compliance findings have been

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addressed.

- b. Nelsen noted that The Ohio Department of Job and Family Services' (ODJFS) WIOA Fiscal Monitoring Review for the period of 07/01/2022- 04/30/2024. Exit conference held 06/25/2025.
 - i. ODJFS requested two continuous improvement plans (CIP) after the monitoring. All staff involved have attended training to address the monitoring concerns.
- c. Nelson stated that on 3/14/2025 ODJFS notified Area 2 of their intent to complete a program monitoring review of WIOA administrative board functions, WIOA Adult & Dislocated Worker files and CCMEP (TANF youth & WIOA youth) files for the period of 07/01/2024 – 06/30/2025; an exit conference was held on 08/04/2025 and a final notice that the monitoring was concluded on 09/04/2025.
 - i. There were two continuous improvement plans required for Area 2 WIOA Adult/Dislocated services which resulted in contractor staff training.
 - ii. There were two continuous improvement plans required of the Summit CCMEP youth program that have been addressed with contractor staff training.
- d. Nelson noted that 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. The comprehensive regional and local plans were submitted to ODJFS on time and we received the State's approval on 10/14/2025. The plans are posted on website: www.summitmedinaomj.org/board-pages/Regional-and-Local-WIOA-Plans.html
- e. On 01/06/2025 the COG received notice from ODJFS that we must complete an OhioMeansJobs center certification process by 12/31/2025. Marshall noted that will be completed on time with the help of our consultant Michelle Collins who has worked on making sure the centers are in compliance for the past few months with members of the One-Stop Operator Committee.

VI. NEW BUSINESS

- a. Marshall spoke about the proposal process for an U.S. Environmental Protection Agency Brownfield Job Training Grant submitted in September for \$500,000.00. The proposal was drafted in partnership with the Elevate Akron's grant writer available to us through the Greater Akron Chamber. We expected an announcement concerning an award this Fall, however with the government shutdown this appears to be delayed.
- b. Nelsen read the Workforce Development Board certification notice from ODJFS to which Marshall stated that the Area 2 Workforce Development Board certification remains in effect two years from the date of the letter, which is September 25, 2025.

VII. RESOLUTIONS

Nelsen turned the attention of the meeting to the reading and adoption of the resolutions.

- a. Resolution 2025-14 amending Resolution No. 2024-18 of the Summit and Medina Workforce Area Council of Governments (SAMWA COG), to accurately state a three percent (3%) increase in pay for all employees of the SAMWA COG employed for a full year on January 1, 2025 or transferred from another County department, effective March 24, 2025, and a three percent (3%) increase in pay for SAMWA COG employees employed for less than a full year on January 1, 2025, effective the start of the pay period following their first anniversary date.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2025-14. Commissioner

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Swedyk seconded the motion. With no objections or abstentions, the motion carried.

- b. Resolution 2025-15 authorizing the Summit and Medina Workforce Area of Council of Governments to appropriate \$7,825,000.00 in Workforce Innovation Opportunity Act funds to the Calendar Year 2026, to establish a budget as a fiscal component unit of the County of Summit.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2025-15. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- c. Resolution 2025-16 authorizing the members of the SAMWA COG to approve salary adjustments for full-year employees effective March 23, 2026, corresponding to a percentage increase aligned with Summit County's non-bargaining employees, and to approve proportional adjustments for employees with less than one year of service, effective at the start of the pay period following their first anniversary date.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2025-16. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- d. Resolution 2025-17 authorizing the third and final renewal awarded by the Summit and Medina Workforce Area Council of Governments (SAMWA COG) in the joint contract with the Summit County Department of Job and Family Services (SCDJFS), for the payroll services of NESCO Resource, LLC during the period of 10/01/2025 through 9/30/2026, for youth and young adults participating in work experience under the Comprehensive Case Management Employment Program (CCMEP), in a minimum amount of \$200,000.00 of Workforce Innovation and Opportunity Act (WIOA) funds.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2025-17. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.
- e. Resolution 2025-18 authorizing the Summit and Medina Workforce Area Council of Governments to enter into a Political Subdivision Participation Agreement with the County of Summit to provide County of Summit-sponsored health care programs for the Summit and Medina Workforce Area Council of Governments' employees.
 - i. Nelsen made a motion to adopt SAMWA COG Resolution 2025-18. Commissioner Swedyk seconded the motion. With no objections or abstentions, the motion carried.

VIII. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Nelsen announced that Grace Glaubman & husband Matthew welcomed their second child, Callum Elliott 10/20/2025 and wished them well.
- b. Nelsen reminded those present that the next meeting of the SAMWA COG Board will be held on March 26, 2026 at 9:30 AM. This meeting is to follow the conclusion of the Workforce Development Board's meeting.

IX. ADJOURNMENT

- a. Commissioner Swedyk made a motion to adjourn the meeting, Nelsen seconded. With no objections or abstentions, the motion carried, and the meeting was adjourned at 9:58 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG