

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
PERFORMANCE COMMITTEE MEETING MINUTES
OF
MONDAY, APRIL 30, 2018**

Summit and Medina Workforce Area Council of Governments (SAMWA COG) Offices
191 South Main Street
Akron, Ohio 44308

Committee & Summit/Medina Workforce Development (WDB) Members Present:	Robert DeJournett, Performance Committee Chair; Anthony Esposito, WDB Chair (<i>by phone</i>); Jessica Heid; Michelle Moran (<i>by phone</i>); Joan Pritchett; Nellie Rodman
Committee & WDB Members Absent:	Sharlene Chesnes (<i>excused</i>)
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director

I. WELCOME

- A. DeJournett called the meeting to order at 3:04 PM with an introduction of new Committee member Rodman. He also introduced Fry, the SAMWA COG's newly hired PPPA.

II. APPROVAL OF MINUTES

- A. DeJournett requested a motion to approve the 3/26/2018 Performance Committee meeting minutes. Pritchett made the motion which Heid seconded. With no objections or abstentions, the minutes were approved.

III. REPORTS

A. Workforce Innovation & Opportunity Act (WIOA) Career Services YTD performance reports

- Marshall expressed that the WIOA Career Services reports for Education Data Systems, Inc. (EDSI) (Medina) and United Labor Agency (ULA) (Summit) include January, February, March, and YTD figures for State Fiscal Year (SFY) 2018 (7/1/2017-6/30/2018). Marshall stated that a goal for next program year is to have Fry e-mail these reports to the full WDB on a monthly basis.
- Rodman requested clarification on the report acronyms. Marshall provided the following definitions:
 - ABAWDs – "Able Body Adults without Dependents" are individuals who receive food assistance that do not have a dependent family member. As such, they must complete monthly work requirements to maintain their benefit(s).
 - FAETs – "Food Assistance Employment & Training" are individuals who must complete an employment or training-related activity in order to maintain Food Assistance eligibility.
 - ITAs – "Individual Training Accounts" are WIOA funded grants which allow enrolled job seekers to attend short-term, certificate-based training programs. The Ohio Department of Job and Family Services requires a local area to issue at least 85% of ITAs to individuals training for in-demand careers.
 - OJT – "On-the-Job Training" provides WIOA-funded training agreements to companies that subsidize up to 50% of a WIOA-eligible employee's earnings during the period in which their training agreement is effective. OJT Plans may be offered to direct hires earning at least \$10.00 per hour and may last for up to six months.
- Rodman asked about the difference in the number of placements reported by EDSI (180 since 7/1/2018) and ULA (696 since 7/1/2018).
 - Marshall expressed that Medina County's population is about a third of the size of Summit County's population. The foot traffic at the OhioMeansJobs (OMJ) Medina County (OMJMC) Center is thus significantly less than the foot traffic at the OMJ Summit County (OMJSC) Center. Additionally, WIOA allocations are determined in part by a county's population, with Medina County receiving significantly less funding than Summit County. This is best illustrated by staffing levels at EDSI (3 staff) and ULA (approximately 13 staff).

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

- DeJournett requested the inclusion of percentages in the demographic information of those placed and those served at orientation.

IV. OLD BUSINESS

A. Akron Urban League (AUL) Site Visit

- The Committee selected the morning of 5/21/2018 for the AUL site visit.

V. NEW BUSINESS

A. Summit County Comprehensive Case Management Employment Program (CCMEP) proposal evaluations

- Marshall expressed that the deadline for responses to Summit County's CCMEP Request for Proposals (RFP) was 4/20/2018. Proposals from six agencies were received. Because CCMEP leverages WIOA and Temporary Assistance for Needy Families (TANF) funding, SFY 2019 CCMEP contracts will be issued jointly by the SAMWA COG and the County of Summit Dept. of Job and Family Services (CSDJFS) staff. As such, SAMWA COG and CSDJFS staff will participate in the Summit County CCMEP proposal evaluation process. The ultimate goal of the evaluation process is to identify providers who understand the rigors of dealing with two funding streams while providing effective services to youths. The Performance Committee will receive a report on the outcomes of the evaluation process and will make its award recommendations accordingly. Recommendations for Summit and Medina County CCMEP contracts will be made to the full WDB on 6/27/2018.

B. Upcoming Procurement Processes & Contract Renewals

- Marshall summarized upcoming procurement processes, including:
 - SFY 2018 WIOA Contract Monitoring – SAMWA COG staff will issue a request for professional service quotations to entities with WIOA contract monitoring experience. Once quotes are received, a contract in the amount of \$10-15,000.00 will be awarded.
 - Medina CCMEP for SFY 2019 – The RFP for Medina County CCMEP services will be issued jointly by the SAMWA COG and Medina County Job and Family Services. The results of this procurement will be brought to the Performance Committee ahead of the 6/27/2018 WDB meeting.
 - WIOA Career Services – Current WIOA Career Services contracts with EDSI and ULA expire 9/30/2018. The corresponding RFP timeline will be developed by working back from this expiration date.
- Marshall expressed that One-Stop Operator contracts with CSDJFS (OMJSC) and The WorkPlace (OMJMC) will be renewed for an additional year.

VI. GOOD OF THE ORDER

A. The Committee discussed upcoming WDB and Committee meetings, including:

- Finance Committee – 5/2/2018
- Executive Committee – 6/6/2018
- Performance Committee – 6/25/2018
- Regular WDB Meeting – 6/27/2018
 - DeJournett expressed that he will be at an out-of-town conference on this date. As such, another member of the Committee will need to present the performance report to the WDB.

VII. ADJOURNMENT

- #### A. Robert requested a motion to adjourn the meeting. Pritchett made the motion which Heid seconded. With no objections or abstentions, the meeting adjourned at 3:57 PM.

*Respectfully Submitted,
Daniel Grantham
Operations Coordinator, SAMWA COG*