

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, May 3, 2023
8:00 AM**

In-person location:

Radisson Hotel Akron/Fairlawn
200 Montrose West Avenue, Akron, OH 44321

Virtual location:

Microsoft Teams [Click here to join the meeting](#)
+1 321-710-8464 Phone Conference ID: 229 998 594#

Summit/Medina Workforce Development Board (WDB) & Executive Committee Members Present:	Jeff Bissell, WDB Chair; Matt Capozzi, WDB Performance Committee Chair; Anthony Esposito, WDB Finance Committee Chair; Jessica Heid, WDB Vice Chair;
Absent:	Joan Pritchett, WDB One-Stop Chair
SAMWA COG Staff Present:	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director (<i>virtual</i>); Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator;
Legal Counsel Present:	Colleen Sims, Esquire, Summit County Executive's Office

I. CALL TO ORDER

- A. Chair Bissell called the 05/03/2023 Executive Committee meeting to order at 8:01 AM. Smerek took roll call to record those present both in person and virtually.
- B. Introduction of members, staff and guests (Jeff Bissell, Chair)
 - i. Matt Capozzi was welcomed to the executive committee as the new chair of the performance committee.

II. APPROVAL OF MINUTES

- A. Bissell requested a motion to approve the Executive Committee's 11/02/2022 meeting minutes. Esposito made the motion which Heid seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Smerek, with no objections or abstentions.

III. REPORTS

- A. There were no reports to report

IV. OLD/UNFINISHED BUSINESS

- A. Bissell noted that there are two vacancies on the WDB, which are Summit business appointee, and the WDB cannot be certified until these vacancies are filled.
 - i. Bissell asked what not being certified means?
 - Glaubman explained what the Workforce Innovation and Opportunity Act (WIOA) requires concerning the composition of a workforce board and if not met, the Board is not compliant
 - Marshall shared Executive Shapiro did contact Huntington Bank and received a resume of an individual that would meet the criteria as a representative of the finance sector of the board.

V. NEW BUSINESS

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

- A. Marshall provided a staffing update reminding the committee that as of early March we have had a vacancy in our RESEA program as we terminated a staff member for not passing probation at our Summit OhioMeansJobs location. Since then we have conducted interviews and an offer has been made to an individual we expect to start later in May.
- B. Bissell asked if there were any more updates on staffing. Marshall replied that during April:
 - i. Smerek passed her probationary period.
 - ii. Adair celebrated her one-year anniversary.
 - iii. Glaubman celebrated her five-year anniversary.
- C. Bissell asked inquired about the WDB Summit member reappointments to be made by June 30, 2023
 - i. Marshall explained that all Summit members are eligible for reappointment and an email will be sent to each member asking them to confirm their intent to be reappointed. Then at the June COG meeting, a Resolution will be presented for passage to reappoint those who replied in their emails that they want to be reappointed.
- D. Bissell requested a motion to approve an amendment to the State Fiscal Year 2023 contract with United Labor Agency, at the Summit County OhioMeansJobs center location, to increase funding in an amount not to exceed \$50,000.00 for WIOA Career Service for the period of October 1, 2022 – June 30, 2023.
 - i. A question was asked about the ULA budget which was responded to by Adair who worked on the budget revision.
 - ii. Capozzi made the motion which Heid seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Smerek, with no objections or abstentions.
- E. Bissell requested a motion to approve a contract with the Summit Recovery Hub, in an amount not to exceed \$50,000.00, funded by the Fresh Start (Opioid) grant allocation for the period of May 1, 2023 – June 30, 2024.
 - i. A question was asked to describe the purpose of the contract. Adair stated the organization provides addiction counseling services and the funds would be used to hire a Peer Recovery Coach.
 - ii. Capozzi made the motion which Heid seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Smerek, with no objections or abstentions.

VI. GOOD OF THE ORDER

- A. Marshall invited the executive board to the Ohio Workforce Associations’ “Day At The Statehouse” which includes an evening reception on May 23, 2023.
- B. Bissell reminded the Committee Members of upcoming WDB meetings:
 - A. WDB Executive Committee meeting Wednesday, June 7, 2023 is cancelled.
 - B. WDB Regular meeting Thursday, June 29, 2023, at 8:00 AM, Radisson Hotel Akron/Fairlawn Buckeye Room and virtually via MS Teams.

VII. ADJOURNMENT

- A. Bissell requested a motion to adjourn the meeting. Heid made the motion which Capozzi seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Smerek, with no objections or abstentions. The meeting adjourned at 8:20 AM.

Prepared by:

Kelly Smerek, Operations Coordinator