

**SUMMIT MEDINA WORKFORCE DEVELOPMENT BOARD
ONE-STOP OPERATIONS COMMITTEE MEETING MINUTES
MONDAY, FEBRUARY 12, 2024**

In-person location:

OhioMeansJobs Medina County
72 Public Square
Medina, Ohio 44256

Virtual location:

[Click here to join the meeting](#)

Or call in (audio only)

+1 321-710-8464

Phone Conference ID: 739 662 467#

Committee Members Present:	William Moore; Joan Pritchett, One-Stop Committee Chair; Paul Ratcliff; Malcom Costa (<i>virtual</i>); Sharlene Chesnes (<i>virtual</i>); Patricia Dempsey (<i>virtual</i>)
Absent:	Bethany Dentler (<i>excused</i>)
SAMWA COG Staff Present:	Meghan Adair, Special Projects Manager; Christine Marshall, Executive Director (<i>virtual</i>); Kelly Smerek, Operations Coordinator; Grace Glaubman, Deputy Director
One-Stop Operator Staff Present:	Ralph Sinistro, CSDJFS/SCOMJ; Angela Smith, ULA/MCOMJ; Heather Yannayon SCOMJ

I. CALL TO ORDER

- a. Chair Pritchett called the One-Stop Operations Committee meeting to order at 8:00 AM. Those present introduced themselves with Smerek taking attendance of those in person and appearing virtually.

II. APPROVAL OF MINUTES

- a. Chair Pritchett requested a motion to approve the One-Stop Operations Committee meeting minutes of 08/14/23. Chesnes made the motion which was seconded by Ratcliff. The motion was passed by a roll call vote of One-Stop Operations Committee Members in attendance, recorded by Smerek, with no objections or abstentions.

III. REPORTS

- a. Pritchett turned the meeting over to Glaubman to review the Oversight/Monitoring One-Stop Operator reports. Glaubman reviewed the OMJ Medina County center traffic from July 2023 through June 2024, citing a total of 714 customer visits with the most frequent reasons for visiting was to utilize the resource room or attending a WIOA staff appointment. 368 of the 714 visits were with returning clients. In Summit County, it was reported a total of 2,425 visits from 1,373 clients; this is below the average over the last two years of data; the main reasons for visiting include attending a job fair, attending a WIOA career workshop, and using the Resource Room.
- b. Pritchett conferred the meeting to Operator Smith for her OMJ Medina County activity report. Smith built upon Glaubman's foot traffic report, noting that November and December 2023 remain the highest counts for number of visits; Smith mentioned over the past calendar year that there have been a number of training opportunities for staff at the All-Staff Meetings. Smith noted they are having a job fair on 02/28/24 at The Common Ground. Operator Sinistro began by talking about the All-Staff Meetings that include cross training opportunities. He talked about the job fair OMJ Summit County has coming up on February 21, which will have roughly 40 companies in attendance. Sinistro noted that there were 609 referrals documented in CFIS.

IV. OLD/UNFINISHED BUSINESS

- a. Pritchett asked for an update on the status of the SFY 2024 & 2025 Partner MOU. Adair stated that we have received all of our required partner signatures and additional partner signatures and the MOU has been sent to the state for final execution. Marshall mentioned that the MOU was originally sent to the state at the end of July, but the state did not sign it because the partner delivering the Job Corps program was changing. The federal government procures all of the Job Corps operators across the entire country. The new Job Corps partner for our Summit County location was announced in October.

V. NEW BUSINESS

- a. Marshall reported the changes to the OMJ Summit County center that will be taking place over the next year. A new tenant, the Summit County Board of Elections, will be relocating to the facility.
- b. Glaubman spoke of the schedule for the SFY 2025 One-Stop Operator and WIOA Career Services Request for Proposals (RFP).
 - i. This is a single RFP for both Area 2 counties with combined services.
 - ii. A discussion of moving the next OSO committee meeting to June 3rd to be able to meet the criteria for the timeline of the RFP.
 - iii. Glaubman mentioned to the committee that the format for the proposal has changed based on a recommendation from the performance contract work she has been working on with Results for America.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Pritchett reminded the Committee members of upcoming meetings:
 - i. Regular WDB meeting
 - o 8:00 AM, Thursday, March 28, 2024, *Radisson Hotel Akron Fairlawn Blossom Room/Microsoft Teams*

VII. ADJOURNMENT

- a. Chair Pritchett requested a motion to adjourn the meeting. Ratcliff made the motion which Chesnes seconded. The motion was passed by a roll call vote of Committee Members in attendance, recorded by Smerek, with no objections or abstentions. The meeting adjourned at 8:45 AM.

Prepared by

Kelly Smerek, Operations Coordinator