

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
THURSDAY, MARCH 28, 2024**

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<b>WDB Members Present:</b>	Jeff Bissell, WDB Chair; Matthew Capozzi; Sharlene Chesnes; John Chester; Malcom Costa ( <i>virtual</i> ); Patricia Dempsey; Bethany Dentler ( <i>virtual</i> ); Anthony Esposito; Jessica Heid, WDB Vice Chair; Amy Lane; Maria Miller ( <i>virtual</i> ); Marquita Mitchell; William Moore; David Prentice
<b>WDB Members Absent:</b>	Joan Prichett ( <i>excused</i> ); Paul Ratcliff ( <i>excused</i> )
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG)/WDB Staff Present:</b>	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator
<b>Medina/Summit County Staff, Contracted Workforce Innovation &amp; Opportunity Act (WIOA) Staff</b>	Jenny Gutwein, ULA/OMJSC/OMJMC ( <i>virtual</i> ); Nicholas Kapusinski, ULA/OMJSC; Colleen Sims, Attorney, Summit County; Lindsay Schabitzer ( <i>virtual</i> ); David Megenhardt ( <i>virtual</i> ); Dawn Lavensky ( <i>virtual</i> )
<b>Operator Staff Present:</b>	Ralph Sinistro, SCDJFS/OMJSC; Angela Smith, ULA/OMJMC; Terri Burns SCDJFS Director
<b>Area 2 Fiscal Staff Present:</b>	Tari Addison, SCDJFS ( <i>virtual</i> ); Tom Jalbert, Deputy Director, SCDJFS; Kate Backur, SCDJFS ( <i>virtual</i> ); Mark Milhoan, SCDJFS ( <i>virtual</i> )

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**I. CALL TO ORDER**

- a. Chair Bissell called the meeting to order at 8:02 AM. Those present introduced themselves and Smerek took attendance of those 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. Bissell welcomed new members Amy Lane, director of Career Services and Workforce Development at Start State College, and Toya Kelker, Community Development Relationship Manager at The Huntington National Bank.

**II. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Bissell reviewed and requested a motion to approve the WDB 12/15/2023 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. Bissell noted that there have been no meetings of the Executive Committee since the last WDB Regular meeting on 12/15/2023.
- b. Finance Committee Report
  - i. Bissell then handed the meeting over to Esposito, who summarized the 03/22/2024 committee meeting, which included the following business items:
    - 1. Approved minutes from the 12/07/2023 committee meeting.

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2. Review of the Workforce Area's WIOA Financials for SFY 2024 as of 02/29/2024 and review of the SFY 2024 Area 2 Operating budget: Allocation & Grant Budget Expenditures as of 02/29/2024 which Tom Jalbert will review next for all.
- ii. Esposito then turned the meeting over to Jalbert, who reviewed the following reports for the Board Members:
  1. SFY 2024 Area 2 WIOA Financials, as of 02/29/2024. Jalbert noted in his report we are starting to spend Year 1 money allocated to Medina for SFY 2025.
  2. SFY 2024 Area 2 Operating Budget: Program and Administrative as of 02/29/2024
    - a. Jalbert turned the member's attention to the balances of the various service delivery contracts and training agreements under the Adult, Dislocated Worker, and Youth categories for both counties and noted, the percentages of funds remaining in the contractors' budgets . It was noted that we will exceed the budget for Individual Training Accounts (ITA).
    - b. Jalbert reviewed the youth spending in Summit County and noted a need to increase the budget within the NESCO contract which provides youth wage reimbursement to employers.
    - c. Administrative expenditures are on track.
  3. RESEA and Special Grants Budget Expenditures
    - a. Jalbert turned the members' attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services and Special Grant expenditures. Jalbert noted that this funding will go through September of 2024, but noted that PY '24 will be granted funding in May 2024. We are currently spending against the PY '23 allocation.
    - b. Jalbert reviewed the Opioid Fresh Start and Business Resource Network (BRN) grants; Opioid Fresh Start was granted a no-cost extension through 03/31/2024, and the BRN grant will end on 06/30/2024, with a liquidation period until 09/30/2024.
- iii. Bissell shared that the committee had voted to recommend to the full board an increase of \$175,000 to the NESCO agreement to provide for more youth wages and bringing the contract to a new not to exceed amount to \$375,000.
  1. Bissell asked for a motion to move this action to the SAMWA COG board to pass a resolution at their meeting immediately following today's WDB meeting. Capozzi made the motion which Chester 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. Bissell turned the meeting over to Dempsey, who gave the committee report on behalf of Pritchett, who summarized the 02/12/2024 meeting, at which the Committee:
    1. Approved minutes of the 08/04/2023 meeting.
    2. Heard an oversight monitoring report citing foot traffic to the OMJ centers; 714 visited Medina from July 2023 to December 2023; 2,425 visited Summit County during that same time frame.
    3. Heard updates from the operators, Angela Smith from the Medina County OMJ and Ralph Sinistro from the Summit County OMJ, highlighting recent activity.
    4. Adair gave an MOU partner update for SFY 2024/2025, citing ODJFS received all materials to execute on 02/07/2024 and we are awaiting further direction.

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5. Marshall shared the Summit County Board of Elections is moving to the OMJ center in Summit County, which will require some rearrangement of the current space.
  6. Glaubman shared that the Requests for Proposals (RFPs) were released for the One Stop Operator and WIOA Career Services in both Summit and Medina Counties.
    - a. At the conclusion of Dempsey's report, Bissell asked Glaubman to elaborate on the visit summary reports for the OMJ centers. Glaubman responded that the most recent figures Medina County had was 1,107 visits from 610 customers from 07/01/2023 to 02/29/2023; and Summit County had 3,505 visits from 1,931 customers for the same period.
    - ii. Bissell asked Marshall to share the changes to the OMJ Summit County center. Marshall described what part of building The Summit County Board of Elections will occupy and how that impacts the OMJ service delivery. She shared the solution is to recreate the meeting and classroom spaces on the other side of the OMJ footprint which has housed staff from the Summit County Department of Job and Family Services who will be moving to the Pry building.
- d. Performance Committee Report
- i. Bissell called upon to Capozzi, who summarized the 03/07/2024 meeting, at which the Committee:
    1. Approved minutes of the 12/11/2023 meeting.
    2. Received and reviewed performance reports which Glaubman will share today.
    3. Learned the status of July 1, 2021, to June 30, 2023, WIOA youth monitoring from ODJFS; the state completed monitoring and observed there were no significant observations in the Adult/Dislocated Worker program in Summit County. For the Youth program, they noted three different observations which will require a continuous improvement plan.
    4. Learned of the upcoming SFY 2025/PY 2024 WIOA procurements and schedule noting that a meeting will be held 05/20/2024 with the new recipients to start July 1, 2024.
  - ii. Capozzi then asked Glaubman to review various performance reports.
    1. Glaubman directed attention to the local Area reports that tracked the annual WIOA Career Services (Adult/Dislocated Worker Services) performance for Summit and Medina Counties year-to-date SFY 24, which is July 2023, through February 2024, noting the following highlights:
      - a. There were 209 placements for the year and an average wage of \$21.13 per hour in Medina; the top industries were manufacturing (18%), transportation and warehousing (15%) and healthcare/social services (10%). Methodology for industry placements sorting has changed. Two ITAs and three OJT plans were written. The average ending wage for OJTs was \$29.68 per hour. Three Transitional Job (TJ) plans were written. The average wage for jobseekers receiving Career Services was \$21.15 per hour.
      - b. Summit placed 368 jobseekers total during the current program year. The top industries were transportation and warehousing (20%), healthcare/social services (15%), and food/hospitality services (13%). The average wage YTD was \$19.49; 59 ITAs and 14 OJT plans were written YTD. The average starting wage for OJTs was \$18.90

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- c. Glaubman made note that we require that companies with OJT's start at a minimum of \$17.00 per hour to qualify for our reimbursement.
  2. Glaubman reviewed the State of Ohio PY 2022/SFY 2023 (7/1/2022-6/30/2023) Unadjusted WIOA Performance Report for Adult, Dislocated Worker, and CCMEP WIOA Youth Programs.
    - a. Area 2 is meeting or exceeding the success level of the negotiated performance standard for every measure across each population. This is the third year in a row that we have accomplished this.
  3. Glaubman reviewed the Q2 State of Ohio PY 2023/SFY 2024 Unadjusted WIOA Performance Report for Adult, Dislocated Worker, and CCMEP WIOA Youth Programs. (07/01/2023 –09/30/2023)
    - a. Summit met or exceeded the standard for all measures.
      - i. The Summit youth program ratio was overwhelmingly TANF, but there was an improvement in WIOA enrollment because of the recent Towpath Trail High School out-of-school-youth enrollment initiative.
    - b. Medina met all standards except Measurable Skills Gain – this is expected as this report does not contain information entered into the State case management system after July 1, which is when the bulk of the outcomes in this measure are recorded for youth, especially in Summit County. The annual report will reflect complete information.
- iii. Bissell asked Adair for an update on our Special Grant Projects that she manages.
  1. Adair started with the Business Resource Network (BRN) Grant stating the goal of this program is to expand business services teams, business outreach, and employer engagement; this grant is set to expire on 06/30/2024.
    - a. Community Action Wayne Medina: picked up where the “Ways to Work” program ended when it was under the Medina County Economic Development Corporation (MCEDC) last year. There are 10 current participants.
    - b. MCEDC: Business Intelligence Gathering for youth Pre-Apprenticeships, continued from the prior program year. This year 125 Medina employers has been visited since 07/01/2023 with 130 high school seniors participating.
    - c. ConxusNEO: Tech Sector Partnership is addressing the historic economic exclusion of the Black community in Greater Akron in tech careers; its focus is to address racial inequalities, starting with information gathering.
  2. Adair continued with the Fresh Start Grant which addresses the opioid epidemic in the workplace; originally set to expire 03/31/2024, as Jalbert mentioned earlier has been extended for one year to 03/31/2025 at no cost. Results since 7/1/2023 are:
    - a. Two individuals received skill training under the grant.
    - b. Two temporary disaster relief workers were hired; one at Tyler’s Redemption Place in Summit and one at Hope Recovery in Medina.
    - c. Summit County Public Health is operating a recovery friendly workplace initiative and have two temporary disaster relief workers who have engaged with 30 employers in various stages of becoming workplace recovery friendly certified.

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3. Adair concluded with an activity report on the Reemployment Services and Eligibility Assessment (RESEA) delivered by three Area 2 board staff at the Summit and Medina OMJ centers. During the time period of 01/01/2024 to 03/12/2024 306 individuals were available for selection in Area 2, and 205 of them were selected; 130 completed their initial appointment and 91 completed their subsequent appointment.

**IV. UNFINISHED BUSINESS**

- a. Bissell asked Glaubman to discuss the status of Ohio Department of Jobs and Family Services (ODJFS) on-site program review of the Summit County portion of Area 2's WIOA/CCMEP files for the period of 07/01/2021 through 06/30/2023 (2 years) on 07/06/2023.
  - i. There were no observations found in the Adult/Dislocated Worker program.
  - ii. In the Youth/CCMEP program, there is a corrective action plan in place; training will be given by the State in the upcoming week.
- b. Bissell asked Glaubman for an update on the SFY 2025/PY 2024 WIOA procurement and contract renewals.
  - i. A single RFP was released on 01/31/2024 with proposals due 04/05/2024 for both Adult/Dislocated Worker Career Services contract and both of our OMJ operators.
  - ii. An evaluation committee has been formed from our board members who sit on the Performance and One Stop Operations committees; they will meet in May to make recommendations to the full board at the June meeting.
- c. Bissell asked Glaubman to update where we are in the rebranding of OhioMeansJobs.
  - i. Area 2 has until the end of the current program year, 06/30/2024 to obligate the funds allocated for rebranding which is a total of \$9,000 for both counties for items such as the website, outreach materials, signage, etc. It is noted as not being enough to complete appropriate rebranding.

**V. NEW BUSINESS**

- a. Bissell noted on 01/24/2024 Area 2 engaged Julian & Grube, Inc. to prepare CY 2023 basic financial statements and file with Auditor of State (AOS) on or before 05/29/2024.
- b. Bissell then turned attention to the attachment with the Ohio Department of Job & Family Services entitled Area 2 SFY 2025 Preliminary WIOA Budgets and asked Jalbert to review.
  - i. Jalbert called attention to the Area receiving a 15% increase which is \$581,000.

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

- a. Bissell announced we received a certificate/award from the Auditor of State recognizing we had excellence in financial reporting in accordance with Generally Accepted Accounting Principles and compliance with applicable laws for the fiscal year ending 2022. Marshall thanked Tom Jalbert and his team for our excellent financial record keeping.
- b. Bissell noted the board staff prepared the following Letters of Support since the last WDB meeting:
  - i. 01/08/24, for Towpath Trail High School's grant proposal made to U.S. Department of Labor to operate a YouthBuild program in Akron focusing on pre-apprenticeship construction and healthcare training;
  - ii. 02/29/24, for the Greater Akron Polymer Industry Cluster's grant proposal made to U.S. Department of Economic Development Administration for the Sustainable Polymers Tech Hub;
  - iii. 03/08/24, for Volunteers of America, Ohio & Indiana's grant application to the U.S.

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- Department of Labor for the Homeless Veterans Reintegration Program; and
- iv. 03/22/24, for Akron Metropolitan Housing Authority's request to U.S. Senator Sherrod Brown for Congressional Directed Spending for the Neighborhood Empowerment Employment Development program as a stop gap to continue the Jobs Plus programming which was made available by the U.S. Department of Housing and Urban Development which sunsets 01/31/25.
  - c. Bissell turned attention to Ohio's February 2024 Unemployment Rates.
  - d. Bissell reminded members that any roster changes should be submitted to Smerek.
  - e. Bissell informed those present that the next WDB meeting will be held on 06/27/24, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via MS TEAMS; Bissell also reminded those present that if you plan to attend in person, please notify Smerek so there are enough materials printed.

**VII. ADJOURNMENT**

Bissell requested a motion to adjourn the meeting. Capozzi made the motion which was seconded by Esposito. The motion was passed. The meeting was adjourned at 9:07 AM.

Prepared by:

Kelly Smerek

Operations Coordinator, SAMWA COG