

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
EXECUTIVE COMMITTEE MEETING MINUTES  
OF  
THURSDAY, MAY 2, 2024  
8:00 AM**

In-person location:

SAMWA COG Office  
175 South Main Street, Suite 204  
Akron, OH 44308

Virtual location:

Microsoft Teams [Click here to join the meeting](#)  
+1 321-710-8464 Phone Conference ID: 788 027 238#

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

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**I. CALL TO ORDER**

- A. Chair Bissell called the 05/02/2024 Executive Committee meeting to order at 8:05 AM. Smerek took roll call to record those present both in person and virtually.
- B. Introduction of members, staff and guests (Jeff Bissell, Chair)

**II. APPROVAL OF MINUTES**

- A. Bissell requested a motion to approve the Executive Committee's 05/03/2023 meeting minutes. 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.

**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.
  - B. Glaubman gave an update on the procurement process for both Career Services (WIOA Adult & Dislocated Worker services) and One-Stop (OhioMeansJobs Center) Operator Services
    - i. A single RFP for both counties was released on 01/31/2024 with proposals due 04/05/2024.
    - ii. An evaluation committee has been formed from our board members appointed to the

performance and one stop operator committees; they will meet in May to make recommendations to the full board in June.

- C. Sims and Marshall gave updates on changes to both leases for Summit and Medina OMJ center; The Medina lease will end July 31, 2024. The space will temporarily be reduced in size for a two-year timeframe due to the Medina Law Library occupying part of the space during courthouse construction. The Summit lease will end on June 30, 2026 but will be amended due to the County's decision to relocate the Board of Elections to the OMJ site.
- D. Marshall spoke about A Stronger Workforce for America Act of 2024 (reauthorizes Workforce Innovation & Opportunity Act (WIOA) of 2014 and what it could mean for the future of our programing.

#### **V. NEW BUSINESS**

- A. Marshall provided a staffing update to the committee that our RESEA program at our Summit OhioMeansJobs location will hire another employee.
- B. Bissell requested a motion to approve an amendment to the Special Grant contract with Summit County Public Health to extend the contract termination date from March 31, 2024 to March 31, 2025 and increase the budget in an amount not to exceed \$47,000.00 in order to continue to certify Summit County employers as Recovery Friendly Workplaces resulting in new not to exceed amount of \$252,201.10.
  - i. 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 15, 2024.
- B. Bissell reminded the Committee Members of upcoming WDB meetings:
  - A. WDB Executive Committee meeting Wednesday, June 6, 2024, at 8:00 AM
  - B. WDB Regular meeting Friday, June 21, 2024, at 8:00 AM, Radisson Hotel Akron/Fairlawn and virtually via MS Teams

#### **VII. ADJOURNMENT**

- A. Bissell requested a motion to adjourn the meeting. Capozzi made the motion which Bissell 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 8:37 AM.

Prepared by:

*Kelly Smerek, Operations Coordinator*