

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FULL MEMBERSHIP MEETING  
ON  
FRIDAY, JUNE 21, 2024**

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<b>WDB Members Present:</b>	Jeff Bissell, <i>WDB Chair</i> ; Matthew Capozzi, Sharlene Chesnes, Malcom Costa, Anthony Esposito; Jessica Heid, WDB Vice Chair;
<b>WDB Members Virtual:</b>	Patricia Dempsey, Toya Kelker, Amy Lane, Maria Miller, Marquita Mitchell, William Moore, Joan Prichett, Paul Ratcliff
<b>WDB Members Absent:</b>	John Chester; Bethany Dentler ( <i>excused</i> ), David Prentice ( <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>	ULA: Jenny Gutwein, Nicholas Kapusinski, Angela Smith, David Megenhardt, Dawn Lavensky, Ashleigh Anderson, Carolina Bejarano, Ashleigh Davis, Shance Edwards, Vince Falconer, Richard Goodrich, Robin Guiler, Albert Langford, Vee Morman, Traci Person, Janelle Puryear, Claire Sadler, Max Stinson, Bryan Watroba, Cheyenne Young Summit County: Diane Miller-Dawson, Economic Development, Colleen Sims, Attorney, & Heather Yannayon, DJFS
<b>Area 2 Fiscal Staff Present:</b>	Tari Addison, SCDJFS, Tom Jalbert, Deputy Director, SCDJFS, Kate Backur, SCDJFS
<b>Guests</b>	Tammy Underwood, KRA: Mary Kate Hastings, Lt. Governor's office, State of Ohio: Jennifer Reynard, Cuyahoga Falls Library: Corey Woodrum, GOJO Industries: Mary Lal, Lal and Sons

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**I. CALL TO ORDER**

- a. Chair Bissell called the meeting to order at 8:06 AM. Bissell noted there were guests present and asked if anyone wanted to speak. No one came forward.
- b. Those present introduced themselves and Smerek took attendance of those present and participating 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.

**II. APPROVE MINUTES OF PREVIOUS MEETING**

- a. Bissell reviewed and requested a motion to approve the 03/28/2024 WDB meeting minutes. Capozzi made the motion which Costa 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 reminded those present that the Executive Committee is comprised of the chairs of the WDB and its committees and meets as needed between WDB meetings to review

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urgent items. He then summarized the 05/02/2024 virtual and in-person Executive Committee meeting, at which the Committee:

1. Approved minutes of the 05/03/2023 meeting;
2. Discussed the two outstanding Summit business vacancies on the WDB and the requirements a candidate must meet to fill that vacancy;
3. Glaubman discussed the procurement process for both Career Services (WIOA Adult & Dislocated Worker services) and One-Stop (OhioMeansJobs Center) Operator Services.
4. Simms and Marshall gave updates on changes to both leases for Summit and Medina OMJ center.
5. Discussed and approved an amendment to the Fresh Start 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 \$252,210.10.

b. Finance Committee Report

- i. Bissell then handed the meeting over to Esposito, who summarized the 06/20/2024 committee meeting, which included the following business items:
  1. Approved minutes from the 03/22/2024 committee meeting.
  2. Reviewed the Workforce Area's WIOA Financials for SFY 2024 as of 05/31/2024 and reviewed the SFY 2024 Area 2 Operating budget: Allocation & Grant Budget Expenditures as of 05/31/2024 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 05/31/2024. Jalbert noted in his report we are starting to spend Year 1 money allocated to Medina for SFY 2025. In Summit County, we will fully spend Year 2 money before spending any Year 1 money when going through the liquidation period, 07/01/2024 to 09/30/2024.
  2. SFY 2024 Area 2 Operating Budget: Program and Administrative as of 05/31/2024
    - 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.
    - b. Jalbert reviewed the Youth spending in Summit County and noted an increased budget within the NESCO contract which provides Youth Work Experience 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 Grants expenditures. Jalbert noted that Fresh Start funding will go through September 30, 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; shared the Opioid Fresh Start was granted a no-cost

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extension through 03/31/2025, and the BRN grant will end on 06/30/2024, with a liquidation period until 09/30/2024. The Summit County Public Health contract was also extended, but not increased.

4. Bissell shared that the committee had voted to recommend the Area 2 SFY25 budget to the full board. Bissell asked for a motion to move this action to the SAMWA COG board to recommend adoption of the SFY 2025 program and administrative operating budgets. Esposito made the motion, which Costa 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 Prichett, who summarized the 06/03/2024 meeting, at which the Committee:
  1. Approved minutes of the 02/12/2024 meeting.
  2. Received and reviewed performance reports which Glaubman will share today for the reporting period of July 2023 to April 2024.
  3. The Committee was informed of the current status of SFY 2024/2024 OMJ Partner MOU status.
  4. The Committee discussed, then voted to recommend to the full board a contract award to KRA Corporation for One Stop Operator services in Summit and Medina counties for SFY 2025 starting on 07/01/2024.
  5. Bissell turned the meeting over to Glaubman, who then discussed the SFY 2024/PY 2023 OMJ visit summaries.
    - a. Medina County had a total of 1,651 visits by 907 customers, there were 1,761 Check-in services reported; Summit County had 4,959 visits by 2,678 customers during the time period of July 2023 through May 2024.
- ii. Bissell asked Marshall to share the changes to the OMJ Summit County center. Marshall described what part of the building the Summit County Board of Elections will occupy and how that impacts the OMJ service delivery. She shared the solution, which is to recreate the meeting and classroom spaces on the other side of the OMJ footprint, previously occupied by staff from the Summit County Department of Job and Family Services.
- iii. Bissell requested a motion to recommend to the SAMWA COG an award to KRA Corporation to provide One Stop Operator Services in Summit and Medina Counties for the period of 07/01/2024 to 06/30/2025, with three renewal options, in an amount not to exceed \$175,000.00
  1. Chesnes-Ramos made the motion, which Capozzi seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections or abstentions.
- iv. Bissell requested a motion to recommend to the SAMWA COG an award to KRA Corporation Intergovernmental Agreement with the County of Summit Department of Job and Family Services to provide One-Stop Operator Services at the OhioMeansJobs Summit County center for a transitional period beginning 7/1/2024 and ending 12/31/2024, in an amount not to exceed \$76,307.77.
  1. Capozzi made the motion, which Chesnes-Ramos seconded. The motion was passed by a roll call vote of the Board in attendance, recorded by Smerek, with no objections or abstentions.

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d. Performance Committee Report

- i. Bissell called upon Capozzi, who summarized the 06/04/2024 meeting, at which the Committee:
  1. Approved minutes of the 03/07/2024 meeting.
  2. They reviewed Adult/Dislocated Worker Career Services Performance Reports for Program Year 2023, July 2023 – April 2024. Details will be shared with the full board after this report.
  3. The committee heard a final update on the Program Years 2021 and 2022 State of Ohio program monitoring review.
  4. The committee then reviewed the results of the State Fiscal Year 2025 One-Stop Operator and WIOA Career Services proposal evaluation results and heard from Performance Committee members who read and rated proposals. The committee discussed and then voted to recommend to the full board a subrecipient contract award to KRA Corporation for WIOA Adult and Dislocated Worker Career Services in Summit and Medina Counties for State Fiscal Year 2025, beginning July 1.
  5. The committee was informed of the various monitoring and annual Audit occurring.
- 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 May 2024, noting the following highlights:
    - a. Medina placed 279 jobseekers in total thus far during the current program year, averaging a wage of \$21.17 per hour; the top industries were manufacturing (17%), transportation and warehousing (17%) and healthcare/social services (12%). Methodology for industry placements sorting has changed and now aligns with the DOL Bureau of Labor Statistics. Two ITAs and eight OJT plans have been written. The average ending wage for OJTs was \$25.92 per hour. 20 recruitment events have been held.
    - b. Summit placed 514 jobseekers in total thus far during the current program year, averaging a wage of \$19.47 per hour; the top industries were transportation and warehousing (18%), healthcare/social services (16%), and manufacturing (13%). 64 ITAs and 20 OJT plans have been written. The average end wage for OJTs was \$19.33 per hour. 42 recruitment events have been held.
    - c. Glaubman made note that we require that companies with OJTs start at a minimum of \$17.00 per hour to qualify for our reimbursement.
  2. Glaubman reviewed the Q3 State of Ohio PY 2023/SFY 2024 Unadjusted WIOA Performance Report for Adult, Dislocated Worker, and CCMEP WIOA Youth Programs. (07/01/2023 – 03/31/2024)
    - a. Summit met or exceeded the standard for all measures.
    - b. Medina met all standards except Measurable Skills Gain – this is expected as this measure is recorded in real-time rather than retroactively.
- iii. Bissell requested a motion to recommend to the SAMWA COG an award to KRA Corporation for the provision of WIOA Adult and Dislocated Worker Career Services in Summit and Medina Counties for the period of 07/01/2024 to 06/30/2025, with three

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renewal options, in an amount not to exceed \$1,900,000.00.

1. Capozzi made the motion, which Chesnes-Ramos seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections or abstentions.
- iv. Bissell requested a motion to recommend to the SAMWA COG the third and final renewal of the Medina County CCMEP WIOA Youth contract with Jobs for Ohio's Graduates, totaling \$255,000.00.
1. Esposito made the motion, which Capozzi seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections and Mitchell abstaining.
- v. Bissell requested a motion to recommend to the SAMWA COG the third and final renewal for Summit County CCMEP WIOA Youth contracts, totaling \$722,605.71 combined, to:
1. Jobs for Ohio's Graduates (\$437,730.31);
  2. OhioGuidestone (\$261,875.40); and
  3. Goodwill Industries of Akron (\$23,000.00).
  4. Capozzi made the motion, which Costa seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections and Mitchell abstaining.
- vi. 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 15 current participants.
    - b. MCEDC: Business Intelligence Gathering for Youth Pre-Apprenticeships, continued from the prior program year. This year 149 Medina employers were visited since 07/01/2023 with 138 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 3/1/2022 are:
    - a. Two individuals received skill training under the grant.
    - b. Four temporary disaster relief workers were hired; one at Tyler's Redemption Place in Summit and one at Hope Recovery in Medina, and two at Summit County Public Health.
    - c. Summit County Public Health is operating a recovery friendly workplace initiative and has two temporary disaster relief workers who have engaged with 35 employers in various stages of becoming workplace recovery friendly certified.
  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 06/17/2024,

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977 individuals were available for selection in Area 2, and 467 of them were selected; 337 completed their initial appointment and 290 completed their subsequent appointment.

**IV. UNFINISHED BUSINESS**

- a. Bissell asked Glaubman to update board members on the status of the rebranding of OhioMeansJobs.
  - i. Area 2 has until the end of the calendar year, 12/31/2024, to obligate the funds allocated for rebranding which was awarded a total of \$9,000 for both counties for items such as the website, outreach materials, signage, etc.
- b. Bissell stated that Julian & Grube, Inc., our CPA firm filed our CY 2023 annual financial report on 05/20/2024.
- c. Bissell reminded attendees that there is a vacancy on the WDB, Summit business appointees which prohibits board certification.

**V. NEW BUSINESS**

- a. Bissell noted that the Auditor of State (AOS) announced on 05/28/2024 they will begin their CY 2023 annual audit of Area 2 financials on 06/03/2024.
- b. Bissell announced that on 05/28/2024, the Ohio Department of Job and Family Services (ODJFS) WIOA Fiscal Monitoring Review for the period of July 1, 2022, to April 30, 2024, was announced and commenced.
- c. Bissell stated that on 06/03/2024, ODJFS announced the WIOA Comprehensive Program Monitoring Review for Medina County for the period of July 1, 2023, to June 30, 2024.
- d. Bissell informed the members of a late addition to the agenda and requested a motion to recommend to the SAMWA COG a contract with United Labor Agency to provide WIOA Career Services at both Summit and Medina County OhioMeansJobs Centers for a 60-day transition period beginning July 1, 2024 and extending through August 30, 2024 in an amount not to exceed \$232,984.00.
  - i. Capozzi made the motion, which Costa seconded. The motion was passed by a roll call vote of the Board Members in attendance, recorded by Smerek, with no objections or abstentions.

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

- a. Bissell announced that Ohio Department of Jobs and Family Services Director Matt Damschroder visited Summit County OhioMeansJobs Center on 06/05/2024.
- b. Heid gave a report on the Ohio Workforce Association 's annual local workforce board chair's meeting she attended .
- c. Marshall noted the board staffing updates; 2 RESEA staff in Summit County and 1 in Medina County
- d. Marshall presented "Partnering with Your Local Workforce Area" to over 100 county-level attorneys at the Ohio Child Support Directors Association's quarterly meeting.
- e. Marshall gave an update on the Federal workforce system reauthorization.
- f. Bissell noted the board staff prepared the following Letters of Support since the last WDB meeting:
  - i. 04/09/2024, for The Northeast Ohio Apprenticeship Expansion Initiative, comprised of the four Community Colleges in northeast Ohio's grant proposal made to U.S. Department of Labor to strengthen the region's registered apprenticeship ecosystem ensuring employers have a steady pipeline of qualified workers to fill critical roles in Finance and Insurance, Construction, IT, Healthcare, Hospitality, Manufacturing, and Public Service.
  - ii. 04/24/2024, for the Summit County Court of Common Pleas General Division, for the court

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of The Honorable Kelly McLaughlin's Summit County Offender Recidivism Reduction (SCORR) program's grant proposal made to the U.S. Department of Justice, Office of Bureau of Justice Assistance.

- iii. 04/29/24, for Career Development & Placement Strategies' grant application to the U.S. Department of Justice, Office of Bureau of Justice Assistance to fund their Carpentry and Building Trades Program for persons with involvement in the criminal justice system.
- g. Bissell turned attention to Ohio's April 2024 Unemployment Rates.
- h. Bissell pointed out the Ohio Labor Market Information Newsletter that has unemployment information within it.
- i. Bissell reminded members that any roster changes should be submitted to Smerek.
- j. Bissell informed those in attendance that the next WDB meeting will be held on 09/26/24, at 8:00 AM at the Radisson Hotel, Akron/Fairlawn, and virtually via Microsoft Teams; Bissell also reminded board members that if they plan to attend in-person, please notify Smerek so there are enough materials printed.

**VII. ADJOURNMENT**

Bissell requested a motion to adjourn the meeting. At that time a guest requested time to make a public comment. Dave Megenhardt, Executive Director of United Labor Agency was granted 3 minutes per Board bylaws. Following the closure of the public comment period by Attorney Sims, Bissell again requested a motion to adjourn. Heid made the motion which was seconded by Chesnes - Ramos. The motion was passed. The meeting was adjourned at 9:08 AM.

Prepared by:

*Kelly Smerek*

*Operations Coordinator, SAMWA COG*