



MEETING MINUTES

of

May 11, 2017

Cleveland Clinic Akron General Wellness Center

4125 Medina Road, Akron, OH 44333

Chief Local Elected Officials (CLEOs) Present: Adam Friedrich, Medina County Commissioner
Ilene Shapiro, County of Summit Executive

**Workforce Development Board (WDB)
Members Present:** Sharlene Chesnes, WDB Vice Chair
Anthony Esposito, WDB Chair

**Summit & Medina Workforce Area Council
of Governments (SAMWA COG) Staff Present:** Daniel Grantham, Operations Coordinator
Christine Marshall, Executive Director

Terri Burns, CFO, County of Summit Dept. of Job & Family
Services (CSDJFS)

Area 2 County Staff Present: Deborah Matz, Law Director, County of Summit
Brian Nelsen, Director, County of Summit Dept. of Finance &
Budget (CSDFB)

I. CALL TO ORDER & INTRODUCTIONS

- a. The SAMWA COG meeting was called to order by Friedrich, Chair, at 10:36 AM.

II. APPROVAL OF MINUTES

- a. Friedrich requested a motion to approve the SAMWA COG's 3/6/2017 meeting minutes. The motion was made by Shapiro and seconded by Friedrich. The minutes were thus approved.

III. REPORTS

a. Report on legal counsel provided by law firm Day Ketterer (the "Firm")

- Matz expressed that the Firm completed its review of the SAMWA COG's Organizational Documents, which include the Intergovernmental Agreement, COG by-laws, and the Local Governance Agreement. She noted there was one required correction: the appointment of the COG Fiscal Agent in the bylaws. The Firm suggests inclusion of more robust agreement terms and termination provisions in the Intergovernmental Agreement. Also recommended was a review to ensure that each "whereas" clause is addressed within the body of the Documents.
- To ensure all issues identified are addressed, Shapiro requested the review of other Areas' Organizational Documents that were prepared by the Firm.
 - Matz expressed that she would request Area 6's Organizational Documents for this purpose.
- Marshall thanked Shapiro for recommending outside legal review.

b. Report on the on-going fiscal review by Accounting Firm Rea & Associates

- Nelsen expressed that since the initial meeting, there has been limited correspondence between the SAMWA COG Fiscal Agent and Rea & Associates.
- Burns attributed limited correspondence to her on-going collection of the documents Rea & Associates requested to complete the review, including WDB member Conflict of Interests statements, payroll, fiscal, invoices, and other information. Burns expressed that this process will be completed in the near future.

IV. OLD/CONTINUING BUSINESS

a. Adoption of amendments to the SAMWA COG Personnel Policies and Procedures (ProPPs)

- Matz expressed that these amendments follow the SAMWA COG's intent to align the Body's ProPPs with those of Summit County. Such alignment makes the payroll process easier for the County's Fiscal Office

(CSFO). Amendments provide for the inclusion of flexible scheduling, a necessity given the SAMWA COG staffs' meeting schedules, "Personal Sick Days," and leave compensation as a form of overtime compensation.

- **SAMWA COG Resolution 2017-12:** Friedrich requested a motion to adopt Resolution 2017-12. The motion was made by Shapiro and seconded by Friedrich. 2017-12 was thus approved.
- b. Adoption of a Resolution to "pick up" (assume and pay) required Ohio Public Employees Retirement System (OPERS) contributions paid by SAMWA COG employees**
 - Matz expressed that adoption of Resolution 2017-13 authorizes CSFO to assume and pay SAMWA COG employees' statutorily required contributions to OPERS.
 - **SAMWA COG Resolution 2017-13:** Friedrich requested a motion to adopt Resolution 2017-13. The motion was made by Shapiro and seconded by Friedrich. 2017-13 was thus approved.
- c. Adoption of a Resolution to offer Ohio Public Employees Deferred Compensation Program (OPEDC) to SAMWA COG employees via execution of the DC Adoption Agreement**
 - Matz expressed that adoption of Resolution 2017-14 allows COG staff to be offered and the option to accept OPEDC benefits as is statutorily required for all Ohio public employees.
 - **SAMWA COG Resolution 2017-14:** Friedrich requested a motion to adopt Resolution 2017-14. The motion was made by Shapiro and seconded by Friedrich. 2017-14 was thus approved.

V. NEW BUSINESS

- a. Area 2's OhioMeansJobs Centers' (OMJCs) leases and Memorandum of Understanding (MOU) negotiations**
 - Nelsen expressed that the MOU, a requirement of leasing the OMJCs in Medina and Summit Counties, is essentially a prescribed format to detail the cost shares partners pay and for operational costs. Two issues have arisen since MOU and lease renewal negotiations began:
 - Medina County intends to move their OMJC out of its current Pearl Road location and into a space on the Medina Square. The costs associated with the new space are not defined, but once they are negotiation can begin in earnest. Medina's OMJC relocation is expected to occur in September/October and the rental rate will be significantly lower than it is currently.
 - The process to identify rates with Conxus, Summit County's OMJC landlord, is ongoing.
 - Marshall expressed that in order to meet the State's 5/31/2017 MOU deadline, the State has offered consulting services to Area 2. As a result, an MOU reflecting current rates for both OMJCs will be submitted. Going forward, the Area 2 MOU will be revised by quarter 2 of State Fiscal Year 2018 (10/1/2017), at which point all costs should be known. MOU partners will continue to pay current year rates until the revision takes effect in quarter 2. Further, the SAMWA COG is the lessee for both OMJCs.
 - Nelsen asked Marshall if OMJC landlords sign MOUs
 - Marshall expressed that neither landlords nor One-Stop Operators sign the MOU.
- b. Authorization to amended portions of SAMWA COG's Organizational Documents per Day Ketterer's counsel**
 - **SAMWA COG Resolution 2017-14:** Friedrich requested a motion to adopt Resolution 2017-15. The motion was made by Shapiro and seconded by Friedrich. 2017-15 was thus approved.
- c. Reappointment of Summit County WDB members to terms beginning 7/1/2017 and ending 6/30/2019**
 - Adoption of SAMWA COG Resolution 2017-16, reappointing Summit County WDB members, was tabled to allow Shapiro additional time to review appointments and attendance.

VI. GOOD OF THE ORDER

- a. Discussion on the signature process when one or both SAMWA COG Board members are absent**
 - Friedrich and Shapiro voiced consent for use of their electronic signatures by appropriate parties if absent.

VII. ADJOURNMENT

- a. Matz made a motion to adjourn the meeting. The motion was seconded by Friedrich and Shapiro. The meeting was adjourned at 11:10 AM.**

Respectfully Submitted
Daniel Grantham, Operations Coordinator
SAMWA COG