



MEETING MINUTES
of
AUGUST 10, 2017
Cleveland Clinic Akron General Wellness Center, Crystal Point Room
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:	Anthony Esposito, WDB Chair Sharlene Ramos Chesnes, WDB Vice Chair
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director
Present Area 2 County Staff:	Terri Burns, CFO, County of Summit Dept. of Job & Family Services (CSDJFS)

I. CALL TO ORDER

- a. Friedrich called the meeting to order at 9:03 AM.

II. APPROVAL OF MINUTES

- a. Friedrich requested a motion to adopt the SAMWA COG's 6/28/2017 meeting minutes. Shapiro made the motion which seconded. The SAMWA COG's 6/28/2017 meeting minutes were thus adopted.

III. REPORTS

- a. None

IV. OLD/CONTINUING BUSINESS

- a. None

V. NEW BUSINESS

- a. Appointing Ms. Marquita Mitchell, Executive Director, ProjectLEARN of Summit County, to the WDB
- **SAMWA COG Resolution 2017-27:** Friedrich request a motion to adopt Resolution 2017-27. Shapiro made the motion which Friedrich seconded. Resolution 2017-27, appointing Ms. Mitchell to the WDB and fulfilling the Workforce Innovation & Opportunity Act (WIOA) requirement for a representative of an Adult Basic Literacy & Education provider, was thus adopted.
- b. Adopting the Subgrant Agreement with the Ohio Dept. of Job & Family Services (ODJFS)
- Marshall expressed that she, Burns, Deborah Matz, Director, County of Summit Dept. of Insurance & Risk Management, and Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB), were present for an 8/9/2017 conference call with ODJFS regarding Area 2's Subgrant Agreement. During the call, ODJFS insisted that CSDJFS is the Fiscal Agent. This assertion conflicts with ODJFS' previous guidance which informed the decision to designate CSDFB as the SAMWA COG/Area Fiscal Agent to manage WIOA Administration (WIOA-A) funds and CSDJFS as a sub-Fiscal Agent to manage WIOA Program (WIOA-P) funds. Designating two subrecipients was necessary to comply with the WIOA-required separation of duties in instances where the Area's Fiscal Agent intended to bid on and provide any direct WIOA service. CSDJFS made known their intent to respond to the One-Stop Operator Request for Proposal. CSDJFS is also the lead agency for the State of Ohio's Comprehensive Case Management Employment Program (CCMEP) in Summit County. In the end, Area 2 will proceed with CSDJFS as the Fiscal Agent to move the Subgrant forward. The SAMWA COG will retain its role as Area 2's subgrantee and recognized political subdivision. The difference is that funds will not be distributed to CSDFB first. Marshall expressed concern and disappointment in what appears to be a reversal of advice given one year ago.
 - In light of ODJFS' decision, Shapiro asked about the outside legal counsel's review of this aspect of Area 2's structure. She also requested documentation on ODJFS' decision to retract previously issued guidance.
 - o Marshall expressed that outside counsel determined Area 2's structure to be WIOA compliant. She felt that ODJFS' decision had more to do with CFIS, the State's financial system. Making changes in CFIS takes at least three months. CSDFB is not currently in CFIS while CSDJFS is.
- Shapiro expressed concern about possibly being in conflict with federal regulations, explaining that federal compliance has always been Matz's primary objective and is the reason behind the SAMWA COG's formation. She suggested addressing ODJFS' decision with the Auditor of the State and stressed documenting this Subgrant Agreement process. She also expressed that Area 2 is not in agreement with ODJFS and that CSDJFS was never meant to manage all WIOA funding.
- **SAMWA COG Resolution 2017-28:** Friedrich request a motion to adopt Resolution 2017-28. Shapiro made the motion which Friedrich seconded. Resolution 2017-28, authorizing the SAMWA COG to enter into a Subgrant Agreement

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with ODJFS for the purpose of receiving State/State Fiscal Year 2018 and 2019 WIOA allocations, was thus adopted.

- c. Authorizing the SAMWA COG to accept assignment of Summit County WIOA Youth contracts
- Marshall expressed that because Summit County WIOA Youth contracts could be renewed for an additional term, it was determined that the contracts procured by CSDJFS would be renewed by CSDJFS for SFY 2018 and then assigned to the SAMWA COG. This gives the WDB its contract oversight and monitoring role as required by WIOA. Summit County Council approved assignment to the SAMWA COG on 8/7/2017.
 - **SAMWA COG Resolution 2017-29:** Friedrich request a motion to adopt Resolution 2017-29. Shapiro made the motion which Friedrich seconded. Resolution 2017-29, accepting the assignment of Summit County's WIOA Youth contracts with the Akron Urban League, Hattie Larlham, and Tri-County Jobs for Ohio's Graduates, awarded under the umbrella of the State of Ohio's CCMEP, for the period of 7/1/2017 to 6/30/2018, was thus adopted.
- d. Awarding CSDJFS a contract to operate the OhioMeansJobs (OMJ) Summit County (OMJSC) Center
- **SAMWA COG Resolution 2017-30:** Friedrich request a motion to adopt Resolution 2017-30. Shapiro made the motion which Friedrich seconded. Resolution 2017-30, awarding CSDJFS a contract to operate OMJSC, Area 2's comprehensive One-Stop Center (OSC), in an amount not to exceed \$209,183.75 for the period beginning upon full execution of the contract and ending 6/30/2018, with two renewal options, was thus adopted.
- e. Awarding The WorkPlace a contract to operate the OMJ Medina County (OMJMC) Center
- **SAMWA COG Resolution 2017-31:** Friedrich request a motion to adopt Resolution 2017-31. Shapiro made the motion which Friedrich seconded. Resolution 2017-31, awarding The WorkPlace a contract to operate OMJMC, Area 2's affiliate OSC, in an amount not to exceed \$20,000.00 for the period beginning upon full execution of the contract and ending 6/30/2018, with two renewal options, was thus adopted.
- f. Authorizing fund transfers
- Burns expressed that Resolution 2017-32 reflects the WDB Finance Committee's recommendations regarding the transfer of Year 2 WIOA-A dollars to preserve Year 1 WIOA-A allocations. The recommendation results in a carryover of \$344,307.00 of Year 2 WIOA-A dollars to SFY 2018 (Year 1).
 - **SAMWA COG Resolution 2017-32:** Friedrich request a motion to adopt Resolution 2017-32. Shapiro made the motion which Friedrich seconded. Resolution 2017-32 was thus adopted to authorize:
 - o 1) Transferring up to \$4,661.00 of Year 2 WIOA-A funds from Summit to Medina County to cover WIOA-A costs through 6/30/2017, preserving Year 1 WIOA-A funds and carrying over \$344,307.00 of Year 1 WIOA-A funds to SFY 2018; and
 - o 2) Transferring up to \$176,105.00 of Summit County's unspent Year 2 WIOA-A funds to Year 2 WIOA-P to fully expend all Year 2 WIOA funds that expires 6/30/2017 (the SFY 2017 liquidation period ends on 9/30/2017).
- g. Discussion on Portage County's interest in joining Workforce Area 2
- Marshall explained that during a meeting in late July, Portage County again expressed interest in separating from Area 19 (Ashtabula, Geauga & Portage Counties) and joining Area 2. Marshall met with representatives of Portage County Job and Family Services (PCJFS). Portage County is eager to begin the process of joining Area 2 as the Area 19 COG requires a departing county to provide six months' notice. In this case, such notice must be issued by 12/31/2017. Following the meeting, the Portage County Commissioners (PCC) requested a meeting with Area 2's CLEOs. Marshall explained to the PCC that before any meeting, she needed to address this with Area 2's CLEOs. Marshall asked the CLEOs' for their thoughts.
 - Shapiro recommended contacting the state prior to making any decisions. She also requested further research on the matter, specifically LMI, inter-county commuting, the business community's composition and size of Area 19's WDB.
 - o Marshall expressed that similar research was conducted when Portage County expressed interest in 2015. All that is known this time around is Area 19 has an out clause and Portage is trying to have a decision soon.
 - Friedrich expressed that adding Portage seems like the right thing to do, but that it must first receive State approval.
 - o Marshall stated that she would contact the state and ask for their thoughts on the addition of Portage County to Area 2 and will keep all interested parties in the loop.
- h. Discussion of the Northeast Ohio Workforce (NOW) Regional & Local Plans press release
- Marshall expressed that the region is issuing press releases which quote the CLEOs in support of the NOW Plan. Marshall was aware of Summit County's contacts but did not know who to contact in Medina County. Friedrich identified Scott Miller, County Administrator, and Peggy Folk, Clerk, as the recipients of all press-related correspondence.

VI. GOOD OF THE ORDER

- a. None

VII. ADJOURNMENT

- a. Friedrich requested a motion to adjourn the meeting. Shapiro made the motion which Friedrich seconded. The meeting adjourned at 9:44 AM.

Respectfully Submitted,
Daniel Grantham, Operations Coordinator
SAMWA COG