



**MEETING MINUTES
OF
MONDAY, DECEMBER 4, 2017**

Cleveland Clinic Akron General Wellness Center, Crystal Point Room
4125 Medina Road, Akron, Ohio 44333

Chief Local Elected Officials Present:	Adam Friedrich, Medina County Commissioner Ilene Shapiro, Summit County Executive
Workforce Development Board (WDB) Members Present:	Sharlene Chesnes, Vice Chair Anthony Esposito, Chair
Summit & Medina Workforce Area Council of Governments (SAWMA COG) Staff Present:	Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director
Area 2 Fiscal Agents Present:	Terri Burns, CFO, County of Summit Dept. of Job & Family Services (CSDJFS) Phil Montgomery, CFO, CSDJFS
Legal Counsel Present:	Deborah Matz, Law Director, County of Summit Executive's Office

I. CALL TO ORDER

- a. The meeting was called to at 7:30 am by Friedrich with an introduction of present SAMWA COG staff, WDB members, and Area 2 fiscal agents.

II. APPROVAL OF MINUTES

- a. Friedrich requested a motion to approve the SAMWA COG's 10/2/2017 meeting minutes. Shapiro made the motion and Friedrich seconded the motion. The minutes of the SAMWA COG's 10/2/2017 meeting were thus approved.

III. REPORTS

- a. There were no reports.

IV. OLD/CONTINUING BUSINESS

- a. Update on Area 2's Fiscal Agent
 - i. Grantham expressed that Resolutions 2017-33 and 2017-34, adopted 10/2/2017, authorized, respectively:
 - 1. Executing a Subgrant Agreement with the Ohio Dept. of Job & Family Services (ODJFS) to receive U.S. Dept. of Labor (DOL) Workforce Innovation Fund (WIF) grant funds to pilot a Wage Pathways Program (WPP) model in Summit County during the grant period, and;
 - 2. Executing a Subrecipient Agreement with CSDJFS to provide WPP services in Summit County.
 - ii. Matz expressed that ODJFS recently acknowledged that the County of Summit Dept. of Finance & Budget (CSDFB), rather than CSDJFS, should be recognized as the Subgrant Recipient for all DOL-issued funding, including Workforce Innovation & Opportunity Act (WIOA) and WIF grant funding.
 - iii. Citing Matz's statement, Grantham expressed that after adoption of 2017-33, ODJFS reissued the Subgrant Agreement authorized by 2017-33. The reissued Agreement identifies CSDFB as the WIF grant Fiscal Agent.
 - iv. Marshall expressed that the Subrecipient Agreement authorized by 2017-34 must now be amended to identify CSDFB as the Fiscal Agent. Upon their adoption, Resolutions 2017-35 and 36 repeal Resolutions 2017-33 and 34, respectively, and authorize the execution of revised Subgrant and Subrecipient Agreements.
 - v. **SAMWA COG Resolution 2017-35** – Friedrich requested a motion to adopt 2017-35. Shapiro made the motion which Friedrich seconded. 2017-35, an amended Resolution that: 1) authorizes the execution of Subgrant Agreement with the ODJFS to receive US DOL's WIF Fund grant, and; 2) repeals 2017-33; was thus adopted.
 - vi. **SAMWA COG Resolution 2017-36** – Friedrich requested a motion to adopt 2017-36. Shapiro made the motion which Friedrich seconded. 2017-36, an amended Resolution that 1) authorizes the execution of a revised Subrecipient Agreement with CSDJFS, and; 2) repeals 2017-34; was thus adopted.
- b. Update on the OhioMeansJobs Medina County (OMJMC) Center's relocation
 - i. Marshall expressed that since the 10/23/2017 relocation of the OMJMC Center, there has been an appreciable increase in Center foot traffic. This is due in part to the new location's central location in Medina's Public Square. Some technical issues with regards to e-mailing, internet, and phone services are still being worked out.
 - ii. Marshall expressed that Joe Carbone, President and CEO of The WorkPlace (the firm selected to serve as the

SUMMIT & MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS (SAMWA COG)

OMJMC Center's Operator), will be visiting the OMJMC Center tomorrow (12/5/2017).

1. Citing The WorkPlace's location in Connecticut, Shapiro asked if there are any fiscal implications for contracts with out-of-state entities.
2. Marshall expressed that The WorkPlace's \$20,000.00 Operator contract is funded exclusively by OMJMC partners' contributions through the MOU. The WorkPlace and Marshall will collaborate to identify local candidates for the Operator position.

V. NEW BUSINESS

- a. Reappointment of the WDB's current Medina County appointees
 - i. Citing the seven of eight WDB members recommended for reappointment by the WDB's Executive Committee, Friedrich asked if a replacement for Amy Davin had been identified.
 1. Marshall expressed that she is currently working Westfield Bank to identify a suitable candidate.
 - ii. Shapiro asked if terms dates had been adjusted in order to prevent the simultaneous roll-off of all WDB members.
 1. Marshall expressed that with the passage of Resolution 2017-37, all WDB members will have two year terms with Summit appointee terms expiring 6/30/2019 and Medina appointee terms expiring 12/31/2020.
 - iii. **SAMWA COG Resolution 2017-37** – Friedrich requested a motion to adopt 2017-37. Shapiro made the motion which Friedrich seconded. 2017-37, reappointing recommended current Medina County WDB appointees to terms beginning 1/1/2018 and ending 12/31/2020, was thus adopted.
- b. ODJFS Data Sharing and Confidentiality Agreement (DSCA) for State Fiscal Years (SFY) 2018 & 2019
 - i. Marshall expressed that ODJFS offers Local Areas in Ohio with access to a specific wage record database on a biannual through Area DSCAs. Access to the data helps Area 2 collect placement information it cannot collect through other means. DSCAs identify parameters under which data may be accessed, used, stored, and destroyed.
 - ii. **SAMWA COG Resolution 2017-38** – Friedrich requested a motion to adopt 2017-38. Shapiro made the motion and Friedrich seconded the motion. 2017-38, authorizing the execution of a DSCA with ODJFS, was thus approved.
- c. Amendments to the SAMWA COG's Acquisition & Procurement Policies (APP)
 - i. Marshall explained that when originally adopted on 3/6/2017, the APP's thresholds were aligned to those used by Summit County. Since then, the State and Rea & Associates have suggested realigning the APP's thresholds to those identified in Code of Federal Regulations (CFR), specifically 2 CFR 200. Doing so provides the SAMWA COG with greater flexibility when purchasing and/or contracting out for services.
 - ii. Shapiro stressed the importance of reaching out to woman and minority own businesses when soliciting service purchase or contract bids.
 - iii. Friedrich asked if the SAMWA COG's purchasing thresholds will keep pace with future CFR amendments.
 1. Matz expressed that if they occur, the intent is to match the APP thresholds to CFR amendments.
 - iv. **SAMWA COG Resolution 2017-39** – Friedrich requested a motion to adopt 2017-39. Shapiro made the motion which Friedrich seconded. 2017-39, authorizing amendments to Section F of the APP, was thus approved.
- d. Sublease with ManPowerGroup US, Inc. for space at the OMJMC Center
 - i. **SAMWA COG Resolution 2017-40** – Friedrich requested a motion to adopt 2017-40. Shapiro made the motion which Friedrich seconded. 2017-40, authorizing the execution of a sublease with ManPower, was thus approved.
- e. Adjustment to Executive Director Marshall's Salary
 - i. **SAMWA COG Resolution 2017-41** – Friedrich made a motion to adopt newly proposed Resolution 2017-41. Shapiro made the motion which Friedrich seconded. Resolution 2017-41, authorizing the increase of Marshall's salary to \$100,006.40, was thus adopted.
 - ii. Shapiro instructed SAMWA COG staff to collaborate with Matz on preparing Resolution 2017-41 for signature.
 - iii. Marshall thanked Friedrich and Shapiro for their support and trust.

V. GOOD OF THE ORDER

- a. Marshall expressed that in its 11/3/2017 meeting, the Executive Committee recommended a quarterly Full WDB meeting schedule for 2018 with an expectation of WDB participation in Committee work. A full schedule will be issued to all those present once it is finalized.

VI. ADJOURNMENT

- a. Friedrich requested a motion to adjourn the meeting. Shapiro made the motion which Friedrich seconded. The meeting adjourned at 7:56 am.

Respectfully Submitted,

Daniel Grantham

Operations Coordinator, SAMWA COG