



**MEETING MINUTES
OF
MONDAY, JULY 2, 2018**

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

Chief Elected Officials (CEOs) Present:	Adam Friedrichk, Medina County Commissioner
CEOs Absent:	Ilene Shapiro, Summit County Executive
CEO Proxy Present:	Jason Dodson, Chief of Staff, County of Summit
Summit & Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator Daniel Grantham, Operations Coordinator Christine Marshall, Executive Director
Area 2 Fiscal Agent Staff Present:	Philip Montgomery, CFO, County of Summit Dept. of Job & Family Services (CSDJFS)
Legal Counsel Present:	Randall Freeman, Contract Attorney, County of Summit Dept. of Law, Insurance & Risk Management (CSDL); Deborah Matz, Director, CSDL

I. CALL TO ORDER

- Due to the absence of Executive Shapiro, Chair of the SAMWA COG, Dodson, Chief of Staff, County of Summit, served as the Executive's proxy and presided over the meeting. Dodson called the meeting of the SAMWA COG Board to order at 7:32 am.

II. APPROVAL OF MINUTES

- Dodson requested a motion to approve the SAMWA COG's 1/25/2018 meeting minutes. Friedrichk made the motion which Dodson seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- There were no reports.

IV. OLD/CONTINUING BUSINESS

- There was no old or continuing business.

V. NEW BUSINESS

- a. Revised Calendar Year (CY) 2018 Workforce Innovation & Opportunity Act (WIOA) Operating Budget**
- Marshall explained that while WIOA funds are distributed at the start of State/Federal Fiscal Years, the SAMWA COG adopts Calendar Year budgets because it is a component unit of Summit County. The revised CY 2018 WIOA Operating Budget for Programs and Administration includes allocations available for State Fiscal Year (SFY) 2019 and represent a 27% increase in available funding. The Summit/Medina Workforce Development Board (WDB) recommended the adoption of the revisions on 6/27/2018.
 - SAMWA COG Resolution 2018-10
 - Dodson requested a motion to adopt Resolution 2018-10. Friedrichk made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-10, which adopts revisions to the Area 2's Operating Budget for CY 2018 as recommended by the Summit/Medina Workforce Development Board (WDB) on 6/27/2018, was adopted.

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b. Intergovernmental Agreement with the CSDJFS for direct/indirect cost reimbursement

- Marshall explained that the cost of direct workforce services provided by CSDJFS staff at the OhioMeansJobs Summit County (OMJSC) Center is calculated through a State-provided Random Moment Sampling (RMS) process. The cost of indirect services that support workforce development is calculated by the MAXIMUS consulting firm. In SFY 2019, CSDJFS is expected to provide: \$200,000 worth of workforce services directly to clients as verified by RMS, and; \$15,000 worth of indirect services in the Summit County portion of Area 2. Because CSDJFS serves as the Area 2's Fiscal Agent, the OMJSC One-Stop Operator (OSO), and as a Lead Agency for the Comprehensive Case Management Employment Program (CCMEP), the SAMWA COG will reimburse CSDJFS for providing direct/indirect workforce services via an Intergovernmental Agreement.
- SAMWA COG Resolution 2018-11
 - Dodson requested a motion to adopt Resolution 2018-11. Fredrick made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-11, authorizing the execution of an Intergovernmental Agreement with CSDJFS to reimburse the CSDJFS for the cost of direct/indirect workforce services provided in SFY 2019, in an amount not to exceed \$215,000, was adopted.

c. SFY 2019 CCMEP Contract Awards

- Marshall explained the procurement processes for Area 2's SFY 2019 Medina and Summit County CCMEP contracts, jointly funded by WIOA and Temporary Assistance for Needy Families (TANF) funds. Based on the evaluation completed by the staff of the WDB, CSDJFS, and Medina County Job and Family Services (MCJFS), the WDB and the JFSs recommended the following five (5) Providers for (6) SFY 2019 CCMEP contracts:

CCMEP Providers:	County Served	WDB WIOA Youth Award:	CSD/MCJFS TANF Award:	Joint Contract Value: (TANF+WIOA funds)
1. Akron Urban League (AUL)	Summit (S)	\$165,000	\$515,000	\$680,000 (S)
2. Goodwill Industries (GW)	Summit (S)	\$20,000	\$80,000	\$100,000 (S)
3. Jobs for Ohio's Graduates (JOG)	Medina (M) Summit (S)	\$204,755 (M) \$250,000 (S)	\$556,036 (M) \$600,000 (S)	\$760,791 (M) \$850,000 (S)
4. Ohio Guidestone (OG)	Summit (S)	\$120,000	\$425,000	\$545,000 (S)
5. ProjectLEARN Summit Co. (PL)	Summit (S)	\$20,000	\$80,00	\$100,000 (S)

- SAMWA COG Resolution 2018-12
 - Dodson requested a motion to adopt Resolution 2018-12. Friedrich made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-12, confirming the award of WIOA youth funds (not exceeding \$204,755) to subrecipient/CCMEP contractor JOG, to provide services to youth in Medina County during SFY 2019, with two renewal options, was adopted.
- SAMWA COG Resolution 2018-13
 - Dodson requested a motion to adopt Resolution 2018-13. Friedrich made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-13, confirming the award of WIOA youth funds (not exceeding \$575,000) to subrecipients/CCMEP contractors AUL, GW, JOG, OG and PL, to provide services to youth in Summit County during SFY 2019, with two renewal options, was adopted.

d. Renewal of Medina and Summit County OSO Agreements

- Marshall explained that the OSO for the OhioMeansJobs Medina County (OMJMC) Center is The WorkPlace while the OSO for the OMJSC Center is CSDJFS. These contracts were procured for SFY 2018 and commenced 7/1/2017. The renewals considered today, the first of two possible, are for SFY 2019 and commence 7/1/2018 upon the adoption of Resolutions 2018-14 and 15.
- SAMWA COG Resolution 2018-14
 - Dodson requested a motion to adopt Resolution 2018-14. Friedrich made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-14, confirming the award by the WDB of a Contractor Agreement renewal (first of two) with The WorkPlace to operate the OMJMC, in an amount not to exceed \$20,600 during SFY 2019, was adopted.
- SAMWA COG Resolution 2018-15
 - Dodson requested a motion to adopt Resolution 2018-15. Friedrich made the motion which Dodson seconded. Resolution 2018-15, confirming the award by the WDB of a Contractor Agreement renewal (first of two) with the CSDJFS to operate the OMJSC Center, in an amount not to exceed \$219,569.19 during SFY 2019, was adopted.

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e. Resolution confirming the award of WIOA funds for a Contractor Agreement with Callos Resource, LLC

- Marshall explained that upon execution, the Contractor Agreement with Callos, jointly funded by TANF and WIOA, will provide Summit County CCMEP youth enrolled in Work Experience with payroll services. CSDJFS previously brought this Agreement before the Summit County Council on 4/30/2018 for TANF approval. Adoption of Resolution 2018-16 approves the use of WIOA funds for this Agreement.
- SAMWA COG Resolution 2018-16
 - Dodson requested a motion to adopt Resolution 2018-16. Friedrich made the motion which Dodson seconded. Resolution 2018-16, confirming the award of WIOA funds for a Contractor Agreement, jointly funded with WIOA and TANF funds, to Callos Resource, LLC, to provide Summit County WIOA-youth enrolled in Workforce Experience with payroll services during SFY 2019, was adopted.

f. Area 2's Public Records Program

- Grantham explained that the Public Records Program described in Resolution 2018-17 includes the adoption of Area 2's Public Records Request Policy. The Resolution also authorizes Area 2 to enter into a Memorandum of Understanding (MOU) with the Summit County Records Commission. The MOU allows the Commission to oversee the SAMWA COG's Records Retention Schedule and records assistance as needed.
- SAMWA COG Resolution 2018-17
 - Dodson requested a motion to adopt Resolution 2018-17. Friedrich made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-17, adopting Area 2's Public Records Program, was adopted.

g. Addition of Portage Lakes Career Center (PLCC) & Management & Training Corporation (MTC) to Area 2's MOU

- Marshall explained that PLCC and MTC will be added to Area 2's SFY 2018/2019 One-Stop MOU as "Additional Partners," a designation defined in WIOA Section 121(b)(2). Both PLCC and MTC will rent space at the OMJSC. One-Stop MOU partners have signed on to the addition of PLCC and MTC.
- SAMWA COG Resolution 2018-18
 - Dodson requested a motion to adopt Resolution 2018-18. Friedrich made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-18, authorizing the inclusion of PLCC and MTC as "Additional Partners," defined in Section 121(b)(2) of the WIOA, to Area 2's One-Stop Partner MOU in State Fiscal Year 2018/2019 at the OMJSC, was adopted.

h. WDB appointment of Amanda Hinkel, Summit County appointee & Higher Education representative

- Marshall explained that Hinkel, Director of Career Services and Workforce Development, Stark State College, fills the vacancy left by Dr. Daryl Revoldt who retired from Stark State College. As a Summit County appointee, Hinkel shall be appointed to a term beginning upon the adoption of Resolution 2018-19 and ending 6/30/2019.
- SAMWA COG Resolution 2018-19
 - Dodson requested a motion to adopt Resolution 2018-19. Friedrich made the motion which Dodson seconded. With no objections or abstentions, Resolution 2018-19, appointing Hinkel to the WDB as a Summit County appointee and representative of Higher Education, was adopted.

V. GOOD OF THE ORDER

- Marshall provided the body with notice of the appointment of the WDB Chair and WDB Vice Chair. Jeff Bissell, Finance Committee Chair, will serve as WDB Chair. Anthony Esposito, outgoing WDB Chair, will serve as Vice Chair. Chair Bissell and Vice Chair Esposito will serve terms that begin on 7/13/2018 and end 7/12/2020. Marshall recognized Sharlene Chesnes, out-going WDB Vice Chair, for two years of service in that role.

VI. ADJOURNMENT

- Dodson requested a motion to adjourn the meeting. Friedrich made the motion which Dodson seconded. with no objections or abstentions, the meeting adjourned at 7:43 AM.

*Respectfully Submitted,
Daniel Grantham
Operations Coordinator, SAMWA COG*