

17-213
EXHIBIT A

**INTERIM ADMINISTRATIVE AGREEMENT
BETWEEN THE
COUNTY OF SUMMIT,
COUNTY OF SUMMIT DEPARTMENT OF JOB AND FAMILY SERVICES
AND THE
SUMMIT AND MEDINA WORKFORCE AREA COUNCIL OF GOVERNMENTS**

This Interim Administrative Agreement (“Agreement”) is entered into this ____ day of _____, 2017 by and between the Summit and Medina Workforce Area Council of Governments (“SAMWA COG”), the County of Summit (“County”) and the County of Summit Department of Job and Family Services (“CSDJFS”), collectively known hereinafter as the “Parties”.

WHEREAS, the State of Ohio has established local workforce areas to provide workforce development activities described under the Workforce Innovation and Opportunity Act of 2014 (“WIOA”) and has designated Summit and Medina Counties as Workforce Area 2; and

WHEREAS, the Ohio Department of Job and Family Services is the state recipient of the federal WIOA funds for workforce development activities and has established an allocation mechanism using sub-grant agreements to move WIOA funds to the fiscal agents of the local workforce areas, and in Workforce Area 2 that is currently the County of Summit’s Department of Job and Family Services (“CSDJFS”); and

WHEREAS, CSDJFS also serves as the operator of the one-stop employment center in Summit County known as the Ohio Means Jobs center and because the procurement process under WIOA is different, if the one-stop operator is also the county’s Department of Job and Family Services there must be a clear separation of roles between that of fiscal agent and other workforce activities under WIOA; and

WHEREAS, Summit and Medina Counties have recently established the SAMWA COG as the organizational vehicle and governance structure for Workforce Area 2 through which the COG board, comprised of county elected officials, will exercise local oversight of Workforce Development activities through its staff; and

WHEREAS, the Summit County Department of Finance and Budget has been appointed pursuant to the organizational documents of the SAMWA COG as the COG Fiscal Agent and will become the sub-grant recipient for the COG; and

WHEREAS, the CSDJFS, currently serving as the Area 2 fiscal agent, has been appointed under the new structure pursuant to the organizational documents of the SAMWA COG as the WIOA Fiscal Agent; and

WHEREAS, State of Ohio policy requires that a party that performs more than one role under WIOA must clearly delineate the roles and responsibilities between staff of the COG, and the fiscal agents for the period of time from March 20, 2017 when the staff of the COG begins

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operations and July 1, 2017 when the COG Fiscal Agent becomes the Sub-grant Recipient of the WIOA funds;

NOW THEREFORE, in consideration of the covenants and promises set forth below, the Parties agree as follows:

1. Duties of the Parties

1.1 Staff Employed by SAMWA COG. The staff will produce time sheets for the work performed during period from March 20, 2017 until June 30, 2017 including procurement of the one-stop operator, and oversight of all programs related to WIOA as well as managing communications between the WDB and the SAMWA COG Board and facilitating the oversight functions of the Chief Local Elected Officials and the procurement responsibility assigned to the WDB. The Staff shall produce an invoice from the SAMWA COG to the CSDJFS for the cost of their services, as well as other expenses to be paid by the County on behalf of the COG.

1.2 CSDJFS as current sub-grant recipient: CSDJFS shall pay said invoices within 30 days of receipt.

2. Term of the Agreement. This agreement shall become effective on the date last signed below and shall continue until terminated by the parties as set forth below.

3. Amendments. Modification of this agreement must be made in writing, signed by the CEOs for both counties and adopted by their respective legislative bodies.

4. Termination. This agreement can only be terminated upon notice to, and agreement of the COG and ODJFS. The party wishing to terminate this agreement must give a 60-day notice.

End of Text. Signatures appear on the next page.

In Witness Whereof, the Parties hereto have executed this Interim Administrative Agreement on the day and year first set forth above.

**County of Summit Department of
Finance and Budget**

**County of Summit Department of Job
and Family Services**

Brian Nelsen, Director

Patricia L. Divoky, Director

SAMWA COG Board:

Adam Friedrich
Medina County Commissioner

Ilene Shapiro
Summit County Executive

County of Summit

Ilene Shapiro
Summit County Executive

Approved as to form:

Deborah S. Matz
Director Department of Law, Insurance
and Risk Management