

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
EXECUTIVE COMMITTEE MEETING MINUTES
OF
JANUARY 17, 2018**

Summit & Medina Workforce Area Council of Governments (SAMWA COG) Offices
191 South Main Street
Akron, Ohio 44308

**Summit/Medina Workforce Development Board
(WDB) & Finance Committee Members Present:**

Jeff Bissell, Finance Committee Chair; Sharlene Chesnes,
WDB Vice Chair; Robert DeJournett, Performance
Committee Chair Anthony Esposito, WDB Chair

**Summit & Medina Workforce Area Council of
Governments (SAMWA COG)/WDB Staff Present:**

Daniel Grantham, Operations Coordinator;
Christine Marshall, Executive Director

I. CALL TO ORDER

- a. Chesnes called the meeting to order at 7:41 AM.

II. APPROVAL OF MINUTES

- a. Chesnes requested a motion to approve the Committee's 11/3/2017 meeting minutes. DeJournett made the motion which Bissell seconded. The minutes were thus approved with no objections or abstentions.

III. REPORTS

- a. There were no reports.

IV. OLD/UNFINISHED BUSINESS

a. State Fiscal Year (SFY) 2018 Budget & Line Items

- The Committee reviewed SFY 2018's preliminary operating budget, adopted 6/28/2017 by the SAMWA COG Board. A final operating budget for SFY 2018 is not yet adopted. Marshall expressed following with regarding to a final operating budget.
 - The preliminary operating budget for Workforce Innovation and Opportunity Act (WIOA) Programs (WIOA-P) cites estimated Federal allocations for WIOA Adult/Dislocated Workers (A/DW). As of 6/28/2017, only the State's WIOA Youth allocations were known with certainty. Adoption of a final operating budget will include the actual Federal A/DW allocations.
 - The preliminary WIOA Administration (WIOA-A) budget needs to be updated.
 - Upon completion of their fiscal review, accounting Firm Rea & Associates determined the SAMWA COG is a component unit of Summit County. Because Summit County budgets follow calendar years, WIOA-A and WIOA-P budgets must also follow calendar years.
 - In-direct costs (IDCs) are not included in the preliminary operating budget. IDCs are collateral WIOA expenses incurred by Summit and Medina Counties. The Counties may incur workforce-related expenses (ex. cutting checks to service providers). These costs are calculated by Maximus.
 - Random Moment Sampling (RMS) expenses stem from direct workforce services delivered by County of Summit Dept. of Job & Family Services (CSDJFS). CSDJFS Staff accessing various State systems occasionally receive RMS pop-ups that prompt staff to identify the funding stream applicable to the what work they are doing at that exact moment. In turn, RMS data is used to calculate the anticipated annual cost of these services. In SFY 2018, Summit County anticipates \$15,000.00 of IDCs while CSDJFS staff is expected to provide approximately \$400,000.00 worth of WIOA services through RMS. This will require the adoption of an Intergovernmental Agreement between CSDJFS and the SAMWA COG.
 - The Committee agreed to allow Marshall to commence work on preparing an Intergovernmental Agreement with CSDJFS. The WDB shall review work on this Agreement when it is available.
- The Committee suggested the following changes to the budget and its format:
 - WIOA-A & P budgets can be adopted for January 1 of a given calendar year and amended July 1, following both the calendar year and allocation schedule. The budget format needs to be clearer and should include comparisons of the line item budgets vs. actual expenditures against the line items.
- Bissell expressed that he would work with Phil Montgomery, CFO at CSDJFS, to incorporate these suggestions into the final budget format prior to the Finance Committee's 2/7/2018 meeting.

V. NEW BUSINESS

a. Amendments to the SAMWA COG Executive Director's purchasing thresholds

- Marshall expressed that the Executive Director's current purchasing threshold of \$10,000.00, adopted on 3/6/2017, has proven to be restrictive. Citing Administrative costs and other operating expenses in excess of the threshold, the Committee was asked to consider increasing it.
- Bissell suggested the adoption of separate threshold policies for WIOA-A and WIOA-P expenditures. Because contracted service providers must operate within the amount awarded in Agreements, it does not make sense to apply this threshold to existent contracts. Additionally, because allocations for On-the-Job Training (OJTs) and Individual Training Accounts (ITAs) are established annually by the WDB, it does not make sense for the WDB to approve spending against WDB-approved allocations for every OJT and ITA. Instead, applying a WIOA-P threshold of \$25,000.00 to new WIOA-P agreements/expenses will allow for more streamlined operations. On the WIOA-A side, the Executive Director's threshold should increase to an annual cumulative amount of \$25,000.00 per vendor/provider. All other thresholds should be maintained. Committee members agreed to Bissell's proposed threshold increase.
- Motion to recommend an increase to the Executive Director's Purchasing Threshold
 - Esposito requested a motion to recommend to the SAMWA COG board an increase of the Executive Director's purchasing thresholds per Bissell's suggestions for WIOA-A and P expenditures. Chesnes made the motion which DeJournett seconded. With no objections or abstentions, the recommendation was approved.

b. Appointment of New WDB Members: Sharlonda Harvey; Martin Helms; and Nellie Rodman

- The Committee considered the applications of individuals seeking appointment to the WDB.
 - Paul Zimmerman, Training Director of the Akron Area Electrical Joint Apprenticeship and Training Committee (EJATC), has announced his forthcoming retirement. EJATC's current Assistant Training Director/soon-to-be Training Director Helms, submitted an application to fill this vacancy.
 - With the resignation of Jennifer Stupica from SSP Fittings, one of Summit County's WDB Business appointments is unfilled. DeJournett recommended Harvey, Human Resources Business Partner at US Foods, for appointment. Harvey has submitted an application to do so.
 - Due to attendance, the WDB did not recommend Amy Davin, Employment Manager at Westfield Group, for reappointment. Westfield desires to maintain a presence on the WDB and identified Rodman, Human Resources Manager at Westfield Bank, as a possible candidate. Rodham has submitted an application to fill the vacancy.
- Stark State College is currently working to identify a candidate to fill Higher Education representative appointment left vacant due to the retirement of Daryl Revoldt.
- Recommendations for WDB Appointments
 - Bissell motioned to recommend the WDB appointments of Harvey, Helms and Rodman to the SAMWA COG. Esposito seconded Bissell's motions. With no expressed objections or abstentions, the recommendation was approved.

VI. GOOD OF THE ORDER

a. The Committee discussed the schedule for upcoming meetings, including:

- SAMWA COG Board – 7:30 AM, 1/25/2018, Cleveland Clinic Akron General Wellness Ctr., Montrose
- Performance Committee – 3:00 PM, 1/30/2018, SAMWA COG Offices
- Finance Committee – 8:00 AM, 2/7/2018, SAMWA COG Offices
- Regular WDB Meeting – 8:00 AM, 2/14/2018, SummaHealth Medina Medical Center

VII. ADJOURNMENT

- ### a. Chesnes motion to adjourn the meeting. Chesnes motion was seconded by Bissell. With no objections or abstentions, the meeting adjourned at 9:05 AM.

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