

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, JANUARY 21, 2020**

Summit & Medina Workforce Area Council of Governments (SAMWA COG)
Via Microsoft Teams

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Phone Conference ID: 207 032 055#

Workforce Development Board (WDB) Mark Derrig, Finance Committee Chair; Anthony Esposito;
Finance Committee Members Present: Amanda Hinkel; Maria Miller; David Prentice

Workforce Development Board (WDB) Jeff Bissell, WDB Vice Chair; Erin Ploucha
Finance Committee Members Absent:

Workforce Development Board (WDB) Jessica Heid, WDB Chair
Members present:

WDB/SAMWA COG Staff Present: Grace Glaubman, Policy, Procurement, and Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

Fiscal Staff Present: Thomas Jalbert, Fiscal Operations Manager, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Diane Miller-Dawson, Director, CSDFB; Phillip Montgomery, Chief Financial Officer, CSDJFS

Guests Present: Terri Burns, Director, CSDJFS

I. CALL TO ORDER

- a. Chair Derrig called the Finance Committee meeting to order at 8:00 AM. Roll call was taken in lieu of a sign-in sheet for the virtual meeting.
- b. Derrig welcomed new Finance Committee members Anthony Esposito, Amanda Hinkel, Maria Miller, and Erin Ploucha.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 11/12/20 Finance Committee meeting minutes. Prentice made the motion which he also seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. REPORTS

- a. Montgomery reviewed the following summary reports:
 - i. Area 2 Financials as of 12/31/20
 - Montgomery noted that amounts carried over as Year 3 funds are spent, but spending of Year 2 funds has been delayed due to having to expend the Year 3.

Montgomery explained to the new Committee members that Year 3 referred to funds that in normal times would have been spent by last June 30, but due to the pandemic the feds allowed the State to permit the local Areas to carryover the unspent funds into the current year.

- ii. State Fiscal Year 2021 Allocations and Expenditures as of 12/31/20
 - Director Marshall noted the State of Ohio has requested that the end date of 3/31/21 for the Opioid Grant be extended to 3/31/2022. Invoices from Summit County Public Health which had been delayed have now been processed, to use those funds to support temporary disaster relief positions. All of the Rapid Response grant funding has been spent on Resource Room improvements at both OMJ Centers. The BRN grant may be extended to continue supporting outreach to businesses to inform them of resources available through the Workforce Area, as the pandemic and its economic effects are projected to last longer than anticipated. BRN is not federal funds, but State money. The COVID grant has an end date of 6/30/2022.

IV. OLD/UNFINISHED BUSINESS

- a. There was no unfinished business to address.

V. NEW BUSINESS

- a. Jalbert reviewed with the Committee a Revised SFY 2021 Area 2 Budget, adjusted to include YTD actual expenditures, add the RESEA program allocations as a permanent part of the Budget, add Transitional Jobs as a permanent part of the WIOA Programs Budget, and add a supplemental allocation to the Rapid Response grant to ensure coverage of all costs against that grant incurred in 2020 but paid after the liquidation period, in 2021.
 - i. Marshall explained that Transitional Jobs is a new WIOA program in the State of Ohio, similar to OJT, but subsidizing 100% of wages for companies to hire and train jobseekers with little to no job skills or experience. Marshall explained that this is one of the new ways the staff is looking to expend the large amount of Year 2 dollars by June 30, 2021.
 - ii. Marshall explained that management of the Reemployment Service and Eligibility Assessments (RESEA) program is transitioning from the State of Ohio to the Local Workforce Areas, and the funding allocation will be used to hire additional WDB Staff to deliver the program. The program provides intensive career services for the recently unemployed who qualify for unemployment benefits and are unlikely to become easily reemployed due to lack of work history or other barriers the state detected in the claimant's UI application.
 - iii. Derrig requested a motion to recommend that the WDB recommend the Revised SFY 2021 Area 2 Budget for adoption by the SAMWA COG Board. Prentice made the motion which he also seconded. With no objections or abstentions, the motion passed.
- b. Marshall informed the Committee members that the Ohio Dept. of Job & Family Services Bureau of Monitoring & Consulting Services announced on 12/3/2020 the WIOA Financial Review is beginning for July 1, 2019 to December 31, 2020 (18-month review period), and the review commenced the same day.
- c. Marshall informed the Committee that the Area has again signed a letter of engagement with Julian & Grube, Inc. to prepare CY 2020 basic financial statements and file the Annual

Financial Report with the Auditor of State. Montgomery spoke about how good our relationship has been since we switched to Julian & Grube two years ago from our former CPA firm.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. The Committee was reminded that the next WDB Regular Meeting is scheduled for Thursday, January 28, 2021, at 8:00 AM and will be held virtually via Teams.

VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the 1/21/2021 WDB Finance Committee meeting. Prentice made the motion which he also seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:42 AM.

Prepared by

Tammy Kaser

Operations Coordinator, SAMWA COG