

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, NOVEMBER 12, 2020**

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

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Phone Conference ID: 214 186 13#

Workforce Development Board (WDB) Finance Committee Members Present: Jeff Bissell, WDB Chair; Mark Derrig, Finance Committee Chair, David Prentice

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

Fiscal Staff Present: Terri Burns, Director, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Diane Miller-Dawson, Director, CSDFB; Phillip Montgomery, Chief Financial Officer, CSDJFS

I. CALL TO ORDER

- a. Chair Derrig called the Finance Committee meeting to order at 8:03 AM. Roll call was taken in lieu of a sign-in sheet for the virtual meeting.
- b. Bissell appointed Mark Derrig to continue to serve as Chair of the Finance Committee for a new one-year term beginning 11/12/2020. Derrig accepted the appointment, and the Committee voted to approve the appointment, with no objections or abstentions.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 9/17/20 Finance Committee meeting minutes. Prentice made the motion which Bissell 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 9/30/20
 - Montgomery and Marshall noted that amounts carried over as Year 3 funds are slowing the expenditure of Year 2 funds, especially Year 2 Adult program funding in Summit County. Marshall suggested reallocating Adult program funds to Dislocated Worker program funds, and reallocating Summit program funds to Medina program funds. The Committee agreed that the suggested reallocations would be in the best interest of the Area.
 - ii. State Fiscal Year 2021 Allocations and Expenditures as of 9/30/20

- Marshall noted that the report does not show encumbered funds and discussed with the Committee some services with encumbered funds but low expenditure of funds as of the report date. Additionally, it was noted that delivery of services has been slowed due to COVID-19.
- Marshall informed the Committee of anticipated expenditure of grant funding, including invoices in process for the OERG and BRN grants, plans for Medina and Summit OMJC Resource Room improvements, and COVID training accounts in progress.

IV. OLD/UNFINISHED BUSINESS

- a. Marshall informed the Committee that the Auditor of State completed certification of Area 2 financials for Year Ending 12/31/2019, with no findings. Marshall presented to the Committee a letter from ODJFS accepting the clean AOS audit.

V. NEW BUSINESS

- a. The Committee reviewed an appropriation resolution for CY 2020, and passed a resolution recommending that the WDB, at their next meeting on 11/19/20, should approve the resolution for COG adoption.
 - i. Derrig made a motion to recommend WDB approval of SAMWA COG Resolution 2020-17 authorizing the Summit and Medina Workforce Area of Council of Governments to appropriate to the Calendar Year 2021 Workforce Innovation Opportunity Act funds totaling \$5,975,000.00, to establish a budget as a fiscal component unit of the County of Summit. Bissell seconded the motion, and the motion passed with no objections or abstentions.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. The Committee was reminded that the next WDB Regular Meeting is scheduled for Thursday, November 19, 2020, at 8:00 AM and will be held virtually.

VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the 11/12/20 WDB Finance Committee meeting. Bissell made the motion which Derrig seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:31 AM.

Prepared by

Tammy Kaser

Operations Coordinator, SAMWA COG