

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, SEPTEMBER 17, 2020**

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

Via Microsoft Teams

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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: Thomas Jalbert, Fiscal Operations Manager, 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 8:04 AM. Those present announced themselves.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 5/21/20 Finance Committee meeting minutes. Prentice made the motion which Derrig 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 8/31/20
 - During his review, Montgomery noted the unspent funds from PY 2018 of approximately \$498,000 in Summit Adult Program funds, \$213,000 in Summit Youth Program funds, and \$65,000 in Administrative funds. Marshall reminded the Committee Members that due to disruptions in service delivery caused by the COVID-19 pandemic, the State of Ohio will allow what was Year 2 WIOA funds to carry over into the current year with a Year 3 designation.
 - ii. State Fiscal Year 2020 Administrative & Program Budget Expenditures through June 30, 2020, with updates through 8/31/20, or most of the liquidation period, with no further payments expected.
 - iii. State Fiscal Year 2021 Administrative & Program Budget Expenditures as of 8/31/20
 - Montgomery noted an additional page to the report for current year expenditures highlighting special project and grant funding. Marshall provided an overview of the new funding sources and upcoming expenditures against those funds, including

the Opioid 3 National Dislocated Worker Grant, Rapid Response Grant for resource room improvements, Business Resource Network funding, and COVID-19 Employment Recovery National Dislocated Worker Grant.

IV. OLD/UNFINISHED BUSINESS

- a. Marshall and Glaubman notified the Committee Members of the upcoming renewal of the contracts with United Labor Agency to provide Career Services in Medina and Summit Counties for FFY 2021 (October 1 2020 – September 30, 2021), which will constitute the second of two renewal options available under those contracts.
- b. Marshall informed the Committee that the Auditor of State began its review of CY 2019 Area 2 financials in July and is expected to file their report by the end of September.

V. NEW BUSINESS

- a. Marshall shared with the Committee members a memo from Ohio Department of Job and Family Services regarding the Department of Labor waiver allowing the Workforce Areas in Ohio to keep their Year 2 funds into Year 3.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. The Committee was reminded that the next WDB Regular Meeting is scheduled for Thursday, September 24, 2020, at 8:00 AM and will be held virtually.

VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the 9/17/20 WDB Finance Committee meeting. Prentice made the motion which Derrig seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:42 AM.

*Prepared by
Tammy Kaser
Operations Coordinator, SAMWA COG*