

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

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

Via Microsoft Teams

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

Workforce Development Board (WDB) David Prentice (*excused*)
Finance Committee Members Absent:

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; 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 1/23/20 Finance Committee meeting minutes. Bissell 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. State Fiscal Year 2020 Financials as of 4/30/20
 - During his review, Montgomery noted approximately \$150,000 of unspent Year 2 Administrative and \$1.25 million of unspent Year 2 Summit Program funds, which includes expenditures through March 31, 2020 with three more months of invoices expected. Marshall informed the Committee that due to disruptions in service delivery caused by the COVID-19 pandemic, the State of Ohio will allow Year 2 WIOA funds to carry over into a new Year 3 designation and is sending a waiver to DOL to implement.
 - ii. State Fiscal Year 2020 Administrative & Program Budget Expenditures as of 4/30/20
 - Montgomery noted Area-wide uncommitted balances in each funding category and there was discussion around less spending in many of the Administrative line items.

IV. **OLD/UNFINISHED BUSINESS**

- a. Since the January meeting of both this committee and the full board, Marshall updated the Committee on the status of the implementation of DOL Emergency Dislocated Worker Grant for the provision of disaster relief jobs and specified employment training services to eligible individuals and employers impacted by the effects of widespread opioid use:
 - The contract between the SAMWA COG and MCJFS has been executed by the COG Board. MCJFS submitted invoices for November 2019 through March 2020.
 - The contract between the SAMWA COG and SCPH has been executed by the COG Board and SCPH hired their first of four positions at the start of May.
 - The \$395,000 grant will be added to the finance reports as it was approved for appropriation to the Area budget by the COG Board.

V. **NEW BUSINESS**

- a. Marshall reviewed for the Committee upcoming SFY 2021 contract renewals and new contracts, including:
 - i. The second of two renewals of the 4 Summit County WIOA Youth Services Provider Contracts
 - ii. The second of two renewals of the 1 Medina County WIOA Youth Services Provider Contract
 - iii. The second of two renewals of the Medina County One-stop Operator Contract
 - iv. The award of a new Summit County One-stop Operator Contract
- b. Marshall reminded the Committee that the Auditor of State will begin its review of CY 2019 Area 2 financials sometime in July 2020 or perhaps earlier, and Julian and Grube has submitted a draft of the Area's financials to Montgomery ahead of the AOS May 31, 2020 filing deadline.
- c. Montgomery and Marshall reviewed with the Committee the SFY 2021 WIOA Allocations
 - i. The total allocation for Area 2 increased by 1.9% over last year's allocation (last year we endured a .9% decrease).
 - ii. SFY 2021 WIOA Allocations split by County within Area 2 are as follows:
 - Adult Services – 20% to Medina, 80% to Summit
 - Dislocated Worker Services – 24% to Medina, 76% to Summit
 - Youth Services – 18% to Medina, 82% to Summit
 - iii. Miller-Dawson asked for information on how the State determines the allocations to each workforce area. Marshall recalled that the methodology was shared with this committee and the board last year at this time and she would send it out after today's meeting.

VI. **GOOD OF THE ORDER/ANNOUNCEMENTS**

- a. The Committee was reminded that the next WDB Regular Meeting is scheduled for Wednesday, May 27, 2020, at 8:00 AM and will be held virtually.

VII. **ADJOURNMENT**

- a. Derrig requested a motion to adjourn the 5/21/20 WDB Finance Committee meeting. Bissell made the motion which Derrig seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:26 AM.

Prepared by
Tammy Kaser
Operations Coordinator, SAMWA COG