

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
OF  
THURSDAY, JANUARY 23, 2020**

Summit & Medina Workforce Area Council of Governments (SAMWA COG) Office  
175 South Main Street, Suite 207  
Akron, Ohio 44308

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

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

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**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

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**I. CALL TO ORDER**

- a. Chair Derrig called the Finance Committee meeting to order at 8:01 AM with an introduction of those present.

**II. APPROVAL OF MINUTES**

- a. Derrig requested a motion to approve the 11/13/19 Finance Committee meeting minutes. Bissell made the motion which Prentice 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, Second Quarter Financials as of 12/31/19
    - During his review, Montgomery noted that the Year 2 Admin budget remains at \$263,101 and \$278,569 is obligated, while approximately \$800,000 remains to be obligated of Year 2 Program funds. Marshall explained that over half of the unobligated Year 2 adult/dislocated worker funds is earmarked for economic development incentive packages with Summit County businesses.
  - ii. State Fiscal Year 2020 Second Quarter Administrative & Program Budget Expenditures as of 12/31/19

**IV. OLD/UNFINISHED BUSINESS**

- a. There was no unfinished business to address.

## ATTACHMENT 1

### V. NEW BUSINESS

- a. Director Marshall informed the Committee that as was the case for CY 2018 the Area has signed a letter of engagement with Julian & Grube, Inc. to prepare CY 2019 basic financial statements and file the Annual Financial Report with the Auditor of State.
- b. Director Marshall reviewed with the Committee a new budget line item: US DOL National Health 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. This grant was applied for by the ODJFS who was awarded \$11,000,000.
  - i. Area 2's grant allocation is approximately \$395,000 for the period 4/1/19 - 3/31/21, with complex rules for use of the funds being released by the State of Ohio in Fall 2019 and approval of Area 2's budget and plan received December 2019.
    - Medina County has approximately \$77,000, which will be used to support a Children's Services Case Aid position and a small number of job trainings
    - Summit County has approximately \$278,000, which will be used for various positions under Summit County Public Health

### VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Director Marshall announced the Annual WIOA Comprehensive Review by the ODJFS monitor, Bureau of Monitoring Services, commences 2/4/20. The Monitor will be reviewing Area 2 program records related to services provided July 1, 2018 to June 30, 2019.
- b. Director Marshall informed the Committee that Request for Proposals to select Summit County's One-Stop Center Operator will be released in February.
- c. Director Marshall announced that ODJFS has a draft policy published allowing for Workforce Areas to transfer funds between Areas.
- d. Reminder of upcoming meetings:
  - i. The next Performance Committee meeting will be held at 3:00 PM on Monday, 1/27/20 at the SAMWA COG Offices
  - ii. The next Regular WDB meeting will be held at 8:00 AM on Thursday, 1/30/20, at Summa Health Medina Medical Center
  - iii. The next Executive Committee meeting will be held at 7:30 AM on Wednesday, 2/5/20, at the SAMWA COG Offices
  - iv. The first SAMWA COG Board meeting of 2020 is yet to be scheduled

### VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the 1/23/20 WDB Finance Committee meeting. Bissell made the motion which Prentice seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:42 AM.

Prepared by  
Tammy Kaser  
Operations Coordinator, SAMWA COG