

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, NOVEMBER 13, 2019**

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

Workforce Development Board (WDB) Finance Committee Members Present: Jeff Bissell, WDB Chair (*by phone*); 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 with an introduction of those present.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 9/11/19 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. SFY 2020 Q1 Financials as of 9/30/19
 - Area 2 has \$7.6 million in available funds, \$2.3 million has been committed; \$5.3 million uncommitted funds are available to spend for the remainder of the fiscal year ending 6/30/20
 - ii. SFY 2020 Q1 Administrative & Program Budget Expenditures as of 9/30/19
 - It was noted that the US DOL Workforce Innovation Fund Wage Pathways grant will not be renewed

IV. OLD/UNFINISHED BUSINESS

- a. Director Marshall presented the close-out letter for the Program Year 17 & Q1 PY 18 Fiscal monitoring review by the Ohio Department of Job and Family Services (ODJFS): commenced 1/7/19 & an exit conference was held 8/22/19, resulting in 1 Continuous Improvement Plan (CIP). Montgomery submitted the CIP to ODJFS. Final Summary Report was issued 10/10/19.

- b. Director Marshall presented an October 1, 2019 Acceptance Notice of the Annual Audit by the Auditor of State (AOS), auditing Area 2 financials for Calendar Year ending 12/31/18: commenced 7/18/19.
- c. Fiscal staff and Committee members discussed two proposed new layouts/formats for the Area financial reports that are presented to the WDB at their regular meetings. The committee agreed on a format to use going forward.

V. NEW BUSINESS

- a. Following discussion during the committee meeting, Derrig requested a motion to recommend that the WDB approve Calendar Year 2020 Program and Administrative Budget Appropriations at their upcoming Regular meeting on 11/21/19. If the WDB approves the calendar year appropriations, a resolution will be presented to the Chief Elected Officials for approval and signature at the Summit and Medina Workforce Area Council of Governments Board meeting on 12/9/19.
 - i. Prentice made a motion to recommend CY 2020 Budget Appropriations to the WDB. Bissell seconded the motion. With no objections or abstentions, the motion carried.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Reminder of upcoming meetings:
 - i. Regular WDB meeting – 8:00 AM on Thursday, 11/21/19 @ CCF Akron General Wellness Center, Montrose Room
 - ii. SAMWA COG Board meeting – 8:00 AM on Monday, 12/9/19 @ CCF Akron General Wellness Center, Crystal Point Room

VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the 11/13/19 WDB Finance Committee meeting. Bissell made the motion which Prentice seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:19 AM.

Prepared by
Tammy Kaser
Operations Coordinator, SAMWA COG