

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
WEDNESDAY, SEPTEMBER 11, 2019**

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

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

WDB Finance Committee Members David Prentice
Absent:

WDB/SAMWA COG Staff Present: Christine Marshall, Executive Director
Tammy Kaser, Operations Coordinator

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
Brian Nelsen, Summit County Chief of Staff

I. CALL TO ORDER

- a. Bissell called the Finance Committee meeting to order at 8:23 AM with an introduction of those present, including new Director of Summit County Finance and Budget (Area 2's fiscal agent), Diane Miller-Dawson.
- b. Director Marshall, Montgomery, and Nelsen provided a brief overview for Director Miller-Dawson of Workforce Area 2 history, funding, activities, organization, legal oversight, policy
- c. Bissell, as Chair of the WDB, reappointed Mark Derrig as Finance Committee Chair for another year term. Derrig accepted.

II. APPROVAL OF MINUTES

- a. Chair Derrig requested a motion to approve the 6/20/19 Finance Committee meeting minutes. Bissell made the motion which Derrig seconded. With no objections or abstentions, the motion carried.

III. REPORTS

- a. Montgomery reviewed the following summary reports:
 - i. SFY 2019 Year-end Financials as of 6/30/19
 - All Year 2 funds were spent
 - ii. SFY 2019 Year-end Administrative & Program Budget Expenditures as of 6/30/19
 - Workforce Innovation Fund Wage Pathways pilot program in Summit County ended 8/31/19 and funds have been fully expended before the 9/30/19

liquidation deadline

- iii. SFY 2020 Q1 Financials as of 8/31/19
- iv. SFY 2020 Q1 Administrative & Program Budget Expenditures as of 8/31/19
- v. Fiscal staff presented a potential new layout/format for Area financial reports. In response, the Committee made several recommendations for the staff to consider.

IV. OLD/UNFINISHED BUSINESS

- a. 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), related to the coding of Random Moment Sampling (RMS) data. Montgomery submitted the CIP to ODJFS.
- b. Annual audit by the Auditor of State (AOS), auditing Area 2 financials for calendar year ending 12/31/18: commenced 7/18/19, resulted in 1 corrective action related to the classification of MOU revenue. A report will be issued in the next few weeks by the AOS.

V. NEW BUSINESS

- a. Chair Derrig requested a motion to recommend that the WDB approve the Calendar Year 2019 Operating Budget for Area 2, at their upcoming Regular meeting on 9/26/19. Bissell made the motion which Derrig seconded. 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 a.m., Thursday, 9/26/19 at the Summa Health Medina Medical Center, 3780 Medina Rd, Medina, OH 44256
 - ii. SAMWA COG Board Meeting – Immediately following the WDB Meeting, 9/26 at SHMMC

VII. ADJOURNMENT

- a. Chair Derrig requested a motion to adjourn. Bissell made the motion which Derrig seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 9:14 AM.

Prepared by
Tammy Kaser
Operations Coordinator, SAMWA COG