

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, JUNE 20, 2019**

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

Workforce Development Board (WDB) Finance Committee Members Present:	Mark Derrig, Finance Committee Chair Jeff Bissell
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WDB Finance Committee Members Absent:	David Prentice
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WDB/SAMWA COG Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator Christine Marshall, Executive Director Tammy Kaser, Operations Coordinator
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Fiscal Staff Present:	Thomas Jalbert, Fiscal Operations Manager, CSDJFS Mark Milhoan, Fiscal Reporting Officer, CSDJFS 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 8:09 AM with an introduction of those present.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 1/23/19 and 3/21/19 Finance Committee meeting minutes. Bissell made the motion which Derrig seconded. The motion passed with no objections or abstentions.

III. REPORTS

- a. Montgomery reported SFY 2019 Financials for Area 2 as of May 31, 2019:
 - i. Year 2 Administrative funds have a projected year-end balance of \$40,000, which may be moved to programs.
 - ii. Montgomery noted the Summit Adult year-end projected balance of over \$200,000 is significantly higher than the SFY 2018 year-end balance. Marshall offered there was a two-month hiatus in the awarding of Individual Training Agreements (ITAs) during a review of how we process ITAs, which may account for some underspending.
 - iii. Marshall asked that the year 2 Summit Adult program fund balance is moved to the year 2 Medina Adult program as Medina is now spending Year 1 funds according to the report. Montgomery then suggested we also look at the proposed transfer of Administrative funds to program to assist in replacing Year 1 funds spent in Medina.
 - iv. It was discussed that motions authorizing the movement of funds as discussed

today will be presented to this Committee at the September meeting with the final balances known. The Committee will then determine what to ask the full Board to recommend to the SAMWA COG Board to authorize via Resolution at their September meeting.

- b. Montgomery reported SFY 2019 Budget Expenditures for Area 2 as of May 31, 2019:
 - i. Montgomery noted the Workforce Innovation Fund (USDOL grant) balance of over \$100,000 must be spent by August 31, 2019.

IV. OLD/UNFINISHED BUSINESS

- a. There was no unfinished business to address.

V. NEW BUSINESS

- a. SFY 2020 Draft Operating Budget was presented.
 - i. Derrig requested a motion for the Finance Committee to approve the SFY 2020 Operating Budget for presentation to the WDB at the 6/27/19 meeting. Bissell made the motion which Derrig seconded. The motion passed with no objections or abstentions.
- b. Marshall presented the methodology the Ohio Department of Job and Family Services (ODJFS) uses to determine the distribution of WIOA allocations across Ohio's 20 Workforce Areas. It was noted there is more than the unemployment rate used to determine the funding levels. This will be provided to the full Board.
- c. The Committee reviewed the final SFY 2020 allocation notice from ODJFS for Area 2. It was noted the allocations have decreased slightly for Area 2 while increasing significantly in other Areas. This will be provided to the full Board.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Upcoming meetings:
 - i. Regular WDB meeting – 8:00 a.m., Thursday, 6/27/19 at the Cleveland Clinic Akron General Wellness Center Montrose Room.
 - Chair Derrig will not be able to attend the 6/27 Regular WDB meeting. Bissell will report on Finance Committee activities since the last WDB meeting in February.

VII. ADJOURNMENT

- a. Chair Derrig requested a motion to adjourn. Bissell made the motion which Derrig seconded. The motion passed with no objections or abstentions. The meeting adjourned at 8:30 AM.

Prepared by
Tammy Kaser
Operations Coordinator, SAMWA COG