

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, MARCH 21, 2019**

Summit and Medina Workforce Area Council of Governments (SAMWA COG) Offices
191 South Main Street
Akron, Ohio 44308

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

Absent Finance Committee Members: Jeff Bissell & David Prentice

WDB/SAMWA COG Staff Present: Grace Fry, Policy, Procurement & Performance Administrator; Christine Marshall, Executive Director

Fiscal Staff Present: Thomas Jalbert, Fiscal Operations Manager, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS; & Phillip Montgomery, Chief Financial Officer, CSDJFS

I. CALL TO ORDER

- a. Derrig called the Finance Committee meeting to order at 8:12 AM with an introduction of those present.

II. APPROVAL OF MINUTES

- a. Derrig was unable to request a motion to adopt the Finance Committee's 1/23/2018 meeting minutes, as there was not a quorum of the committee present.

III. REPORTS

- a. Financial Reports as of 2/28/2019
 - 2019 - 2020 Financials
 - Montgomery reviewed the Area 2 Financials report. He noted where we are with respect to expending "Year 2" funds.
 - The Year 2 Administrative funds have a projected balance of \$40,000 with a more accurate picture of this balance expected at this Committee's 6/20/19 meeting
 - It was again noted that the Year 2 Medina Program funds for youth and adult have been expended and Year 1 funds are now being applied. Also, the Year 2 Medina dislocated funds will be expended soon.
 - 2018-2019 Budget Expenditures
 - Montgomery expressed the report being presented is from the closing of the books through January 31, 2019 on 3/13/19. The Operating budget for Adult and Dislocated and youth funds have roughly 68% of the contracted amounts available to expend through 6/30/19.
 - Montgomery again noted the SAMWA COG Operating budget funded by WIOA Admin funds will be under expended in the salary category due to Daniel's departure.

IV. OLD/UNFINISHED BUSINESS

- a. Ohio Department of Job and Family Services Fiscal Monitoring
 - Marshall reported the ODJFS Fiscal monitor who arrived on January 7, 2019 is still in contact with the WDB staff office and requesting various items.

V. NEW BUSINESS

- a. Montgomery informed Derrig we have obtained the services of a new accounting firm, Julian & Grube to compile the Area 2/COG federal schedule and file. They apply the technical footnotes and will send their draft to Montgomery and Marshall to review 30 days prior to filing.

SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

- b. Marshall expressed she learned at a recent State meeting ODJFS collected \$800,000 of funds unexpended from the local Workforce Areas. Area 2 was not a contributor to this. It was a good reminder that all Areas should work to expend their Year 2 funds first. The Workforce Areas have asked the State to produce a report to help Areas know their balances and which Area they may be able to request funding from vs. returning it to ODJFS.

VI. GOOD OF THE ORDER

- a. Reminder of all upcoming WDB meetings.

VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the meeting. Prentice made the motion which Bissell seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:31 AM.

Respectfully Submitted,

Christine Marshall

Executive Director, WDB/SAMWA COG Board