

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
OF  
WEDNESDAY, JANUARY 23, 2019**

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

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

**Absent Finance Committee Members:**

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

**Fiscal Staff Present:** Kayla Canterbury, Intern, County of Summit Dept. of Job & Family Services (CSDJFS), Finance Dept.; Thomas Jalbert, Fiscal Operations Manager, CSDJFS, Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Phillip Montgomery, Chief Financial Officer, CSDJFS, Brian Nelsen, Director, Summit County Office of Finance and Budget

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**I. CALL TO ORDER**

- a. Derrig called the Finance Committee meeting to order at 8:15 AM with an introduction of those present.

**II. APPROVAL OF MINUTES**

- a. Derrig requested a motion to adopt the Finance Committee's 11/7/2018 meeting minutes. Prentice made the motion which Derrig seconded. With no objections or abstentions, the motion carried.

**III. REPORTS**

a. Financial Reports as of 12/31/2018

- 2019 - 2020 Financials
  - Montgomery reviewed the term "Year 2" funds for the members and expressed this is the funding which at this point has been with us the longest. The objective is to spend the oldest funds first, i.e. Year 2
    - The Year 2 Administrative funds are on track as of 12/31/18, but due to the resignation of Daniel Grantham, we could see a higher balance as we draw closer to the liquidation date of 9/30/19.
    - It was 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 that in review of the year to date expenditures of the contracts, the Operating budget has a good amount of funds available for the second half of the year. Most of the reported expenditures are through the month of November, even though the report is as of 12/31/18. Also, keep in mind the ULA contracts for Summit and Medina Counties commenced on October 1, and reflect at best two months of expenditures.
  - Montgomery shared a few observations concerning the SAMWA COG Operating budget: the salary expenses will be down due to Daniel's departure; the legal services appears very low and is only representing first quarter expenditures; the audit fees are even higher than originally planned for and will need a budget adjustment or continue to look extremely over spent.

## SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)

### IV. OLD/UNFINISHED BUSINESS

Nothing was reported

### V. NEW BUSINESS

#### a. Ohio Department of Job and Family Services Fiscal Monitoring

- Marshall reported the ODJFS Fiscal monitor arrived on January 7, 2019. His review focuses only on Summit County. He selected two procurement processes to test: 1) the Program year 2017 One-Stop Operator proposal process and 2) the Program year 2018 WIOA youth proposal process as well as review of the largest awarded contract to Jobs For Ohio's Graduates (JOG). We can expect the report/conclusion on this monitoring several months from now, if the past years are any indication.

### VI. GOOD OF THE ORDER

- a. Minor discussion concerning if the partial federal government shutdown would have any impact on the WIOA funding. Montgomery expressed USDOL is not effected at this time.
- b. 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*