

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, SEPTEMBER 13, 2018**

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

Finance Committee & Workforce Development Board (WDB) Members Present:	Jeff Bissell, WDB & Finance Committee Chair; Mark Derrig; David Prentice
SAMWA COG Staff Present:	Grace Fry, Policy, Procurement & Performance Administrator (PPPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
Fiscal Agent Staff Present:	Thomas Jalbert, Fiscal Operations Manager, County of Summit Dept. of Job & Family Services (CSDJFS); Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Phillip Montgomery, Chief Financial Officer, CSDJFS; Brian Nelson, Director, County of Summit Dept. of Finance & Budget (CSDFB)

I. CALL TO ORDER

- a. Bissell called the Finance Committee meeting to order at 7:47 AM with an introduction of those present.

II. APPROVAL OF MINUTES

- a. Bissell requested a motion to approve the 5/2/2018 Finance Committee meeting minutes. Derrig made the motion which Prentice seconded. The minutes were approved with no objections or abstentions.

III. REPORTS

- a. Review of Financials as of 8/31/2018
 - State Fiscal Year (SFY) 2018 Financials
 - Montgomery explained that this report details the balance of Year 2 (SFY 2017) Workforce Innovation and Opportunity Act (WIOA) funds which liquidate on 9/30/2018 if unspent. Year 2 funds are currently being used to pay old expenses received after 6/30/2018 and before the Year 2 liquidation date. As of the meeting date, there is \$40,452.00 in Year 2 WIOA Adult Administration funds available to expend prior to the liquidation date. Milhoan has identified approximately \$20,000.00 in Year 1 WIOA Program funds that can be paid with the Year 2 balance if the Committee recommends the reallocation of the balance from Year 2 WIOA Adult Administration to Year 1 (SFY 2018) WIOA Program.
 - SFY 2018 Budget Expenditures as of 8/31/2018
 - As of 8/31/2018, expenses against the following WIOA Administration line items have gone over budget: Administrative/Fiscal Agent Fees, Legal Services, and Office of Information Technology Services (OIT). Spending against these line items rose because of work completed by the CSDJFS to complete the Federal Financial Statements for Calendar Year 2018, the multiple contract procurement processes undertaken in the past 12 months, and work completed by OIT in the SAMWA COG and the OhioMeansJobs Medina County (OMJMC) offices. These budget overruns were offset by salary line item for the PPPA, a position which went unfilled for most of SFY 2018.
 - SFY 2019 Budget Expenditures as of 8/31/2018
 - Bissell asked about the Ohio Works Incentives Program (OWIP) line item. Montgomery explained that OWIP funds are "pass-through dollars," issued by the Ohio Dept. of Job and Family Services (ODJFS) to be passed through the WDB before making their way to Area 2's two counties. As such, the OWIP line item is always a "net zero." Marshall expressed that ODJFS' intent is to provide WDBs with a portion of the OWIP dollars, which are unrestricted in how they may be

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spent. This has not been the case in Area 2 because when OWIP was first made available, Area two was not functioning as a true Workforce Area and the funds were associated with the county in which they are earned. The OWIP funds must show on Area 2's budgets because the State has designated OWIP as Workforce Area funds.

IV. OLD/UNFINISHED BUSINESS

- a. There was no old or unfinished business discussed.

V. NEW BUSINESS

- a. Reallocation of Year 2 WIOA Adult Administrative Funds balance to Year 1 WIOA Program Funds
 - Based on previous discussion, Bissell motioned to recommend the reallocation of the balance of \$40,452.00 in Year 2 (SFY 2017) WIOA Adult Administration Funds to Year 1 (SFY 2018) WIOA Adult Program Funds to pay old (prior to 6/30/2018) WIOA Program expenses in both Summit and Medina Counties, with the split between those counties contingent on the actual amounts invoiced. Derrig seconded Bissell's motioned. The motion carried with no objections or abstentions and will be brought to the full WDB on 9/26/2018.
- b. Appropriation of SFY 2019 WIOA Program/Administration Funds to Area 2's Calendar Year 2018 Budget
 - Montgomery explained that the appropriation of SFY 2019 WIOA funds to Area 2's Calendar Year 2018 Budget does not represent any change to the budget. Rather, in order to appropriate SFY 2019 WIOA funds in a manner which allows them to be spent during the period of 7/1/2018 to 12/31/2018, the appropriation must be made in the Banner fiscal system maintained by Summit County. In essence, this recommendation is a formality required by Summit County to make SFY 2019 funds available for spending between 7/1/2018 to 12/31/2018. The WIOA funds to appropriate include:
 - o \$100,000.00 in Summit County Youth/Comprehensive Case Management Employment Program (CCMEP) funds;
 - o \$200,000.00 in SAMWA COG Administration Funds, with a 50/50 split for contract services and operations.
 - Based on previous discussion, Bissell motion to recommend the appropriation of a combined \$300,000.00 in SFY 2019 WIOA Program and Administration Funds to Area 2's Calendar Year 2018 Budget to pay for expenditures during the period of 7/1/2018 through 12/31/2018. Derrig seconded Bissell's motion. The motion carried with no objections or abstentions and will be brought to the full WDB on 9/26/2018.

VI. GOOD OF THE ORDER

- a. Marshall discussed the recently completed procurement process for Federal Fiscal Year 2019 WIOA Career Services (WCS) and the OhioMeansJobs Medina County (OMJMC) One-Stop Operator (OSO) contracts. Four bids were received from the following providers: United Labor Agency (current WCS provider in Summit County), Education Data Systems, Inc. (current WCS provider in Medina County), ResCare, and The WorkPlace (current OMJMC OSO). ULA was ultimately selected to provide all of Area 2's WCS and to operate the OMJMC.
- b. Marshall advised the Committee that the ODJFS' Fiscal Monitoring Review of SFY 2017 WIOA/CCMEP funds is complete. No significant observations or corrective actions were identified.
- c. The Committee discussed the content of its report to the full WDB on 9/26/2018.

VII. ADJOURNMENT

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

Respectfully Submitted
Daniel Grantham
Operations Coordinator, SAMWA COG