

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
OF  
WEDNESDAY, MAY 2, 2018**

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

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<b>Finance Committee &amp; Workforce Development Board (WDB) Members Present:</b>	Jeff Bissell, Finance Committee Chair; Sharlene Chesnes, WDB Vice Chair <i>(by phone)</i> ; Mark Derrig; Anthony Esposito, WDB Chair <i>(by phone)</i>
<b>Committee/WDB Members Absent:</b>	David Prentice <i>(excused)</i>
<b>Summit &amp; Medina Workforce Area Council of Governments (SAMWA COG) Staff Present:</b>	Grace Fry, Policy, Procurement & Performance Administrator (PPA); Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
<b>Area 2 Fiscal Staff Present:</b>	Thomas Jalbert, Fiscal Operations Manager, County of Summit Dept. of Job & Family Services (CSDJFS); Mark Milhoan, Fiscal Reporting Manager, CSDJFS; Phillip Montgomery, Chief Financial Officer, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget

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**I. WELCOME**

- a. Bissell called the 5/2/2018 Finance Committee meeting to order at 8:03 AM.

**II. REVIEW OF MINUTES**

- a. Montgomery identified corrections to job titles in the 2/7/2018 Finance Committee meeting minutes.
- b. Citing a need for further review, Bissell tabled approval of the 2/7/2018 minutes.

**III. REPORTS**

- a. Financial Reports as of 3/31/2018
  - Montgomery presented the Financial Reports as of 3/31/2018:
    - As of that 3/31/2018, Area 2 maintains an expendable balance of \$3,163,789.00. 42.7% of available-to-expend funds (\$1,351,259.00) are committed. The 57.3% (\$1,812,530.00) is uncommitted.
    - Citing discussions held at the 2/7/2018 Finance Committee meeting, Montgomery addressed the conversion of a portion of unspent Year 2 (State Fiscal Year [SFY] 2018) Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker allocations to Year 2 Adult. Conversion of these funds would allow Area 2 to spend down currently available funds rather than drawing from Year 1 (SFY 2019) funds. Citing the setup of the County Finance Information System's (CFIS) set up, specifically the automatic drawing of funds based upon client eligibility, this conversion has not yet materialized. This means that a \$221,735.00 portion of the Year 1 Adult allocation must be committed to Year 2 expenses. Fortunately, the \$231,153.00 remaining in the Year 2 Dislocated Worker allocation should cancel out the draw from Year 1.
    - The negative uncommitted balance for Year 1 Comprehensive Case Management Employment Program (CCMEP) funds is due to the Medina County contract with Jobs for Ohio's Graduates in which the amount awarded did not reflect the actual amount allocated. This should not pose a problem because JOG is not projected to expend their entire SFY 2018 contract budget.

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### b. Review of Budget Expenditures as of 3/31/2018

- Montgomery expressed that spending against the U.S. Dept. of Labor's Workforce Innovation Fund (WIF) grant, awarded to pilot a Wage Pathways Program in Summit County, has commenced. Spending against the WIF grant was delayed slightly while the intricacies of that program were worked out. As of 3/31/2018, \$33,000.00 has been spent against the WIF grant.
- Nelsen inquired about underspending on the part of the JOG.
  - Citing the CCMEP's leveraging of WIOA and Temporary Assistance for Needy Families (TANF) funding streams, Marshall expressed that JOG has been infused with TANF dollars. With the State encouraging dual WIOA/TANF enrollment of CCMEP participants and the greater availability of TANF funds, WIOA spending is lower than it otherwise would have been.
- Bissell expressed that the period covered in the budgetary report should be identified with more specificity (example: 7/1/2017 – 6/30/2018 versus 2017 – 2018).

## IV. OLD/UNFINISHED BUSINESS

- a. There was no old or unfinished business.

## V. NEW BUSINESS

### a. Ohio Dept. of Job & Family Services (ODJFS) preliminary allocations for SFY 2019

- Montgomery expressed the preliminary figures project Area 2 will receive a 23.3% increase in WIOA funding for SFY 2019 (\$4,138,912 for SFY 2019 versus \$3,357,516 in SFY 2018). ODJFS also provided Area 2 with projected allocations by county. Of the projected allocation for SFY 2019:
  - WIOA Program funds available, 20.8% is allocated to Medina County and 79.2% is allocated to Summit County.
    - Bissell expressed that it was a pleasant surprise to see an increase in funding for SFY 2019, especially considering previous expectations to the contrary.

## VI. GOOD OF THE ORDER

- a. The Finance Committee discussed the schedule for upcoming meetings, including the 6/25/2018 Performance Committee and 6/27/2018 Regular WDB meetings.

## VII. APPROVAL OF MINUTES

- a. Bissell requested a motion to approve the minutes. Derrig made the motion which Bissell seconded. With no objections or abstentions, the minutes were thus approved.

## VII. ADJOURNMENT

- a. Bissell requested a motion to adjourn the meeting. Derrig made the motion which Bissell seconded. With no objections or abstentions, the meeting adjourned at 8:33 AM.

*Respectfully Submitted,*

*Daniel Grantham*

*Operations Coordinator, SAMWA COG*