

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
of  
FEBRUARY 7, 2018**

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

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**Summit/Medina Workforce  
Development Board (WDB) & Finance  
Committee Members Present:**

Mark Derrig;  
Anthony Esposito, WDB Chair;  
David Prentice

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**WDB/Committee Members calling in:**

Jeff Bissell, Finance Committee Chair

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**Summit & Medina Workforce Area  
Council of Governments (SAMWA  
COG)/WDB Staff Present:**

Daniel Grantham, Operations Coordinator;  
Christine Marshall, Executive Director

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**Area 2 Fiscal Agent Staff Present:**

Thomas Jalbert; Chief Fiscal Officer, County of Summit Dept. of Job &  
Family Services (CSDJFS);  
Mark Milhoan, Fiscal Reporting Manager, CSDJFS;  
Phil Montgomery, Chief Financial Officer, CSDJFS

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**I. CALL TO ORDER**

- Derrig called the meeting to order at 8:12 AM.

**II. APPROVAL OF MINUTES**

- Derrig motioned to approve the 12/13/2017 Finance Committee meeting minutes. Prentice seconded Derrig's motion. With no objections or abstentions, the minutes were thus approved.

**III. REPORTS**

- Financials as of 12/31/2017
  - Montgomery expressed that at the Committee's last meeting, it was determined that Financial reports should be revised for the sake of clarity. The new report template, reviewed and approved by Bissell, is more of an "over/under" report. Medina and Summit Counties' WIOA Program (WIOA-P) allocations for Fiscal Years are displayed separately and are identified by liquidation date.
  - Montgomery expressed the Fiscal Agents will work with the State to move budget amounts around. This is slated to occur prior to the 5/2/2018 Finance Committee meeting.
    - Marshall expressed that when budgets are adjusted, WIOA-P Adult and Dislocated allocations should be moved within the year of allocation. Year 2 funds can be moved to Year 1 during the State Fiscal Year (SFY) 2018 liquidation period (7/1-9/30/2018).
- Contracts as of 12/31/2017
  - Montgomery expressed that the contract report will be eliminated with all contract information now appearing in a consolidated budget expenditure report.

**IV. OLD/UNFINISHED BUSINESS**

- Review of the Final Operating Budget for WIOA Program & Administration Funds, 2017-2018
  - Because the SAMWA COG is a component unit of Summit County, budgets are shown on

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a calendar year basis. The budget presented now represents the best estimate of funding available between now and 6/30/2018. Montgomery expressed that the Fiscal Agents expect to begin drafting the budget for SFY 2019 following this meeting.

- Derrig made a motion to recommend the 2017-2018 SAMWA COG Operating Budget to the full WDB. Prentice seconded Derrig's motion. With no objections or abstentions, the motion passed. The draft budget will be presented to the full WDB on 2/14/2018.

### V. NEW BUSINESS

- Discussion of the Finance Committee's 2/14/2018 WDB report
  - Bissell expressed that he wished to see attachments 2a and 3 included in the Committee's 2/14/2018 WDB report. He requested that dollar amounts be show in thousands. Prentice agreed with Bissell on putting figures into thousands.
  - Marshall expressed that WDB staff will put together a handout that can be easily displayed in Bissell's PowerPoint presentation.
  - The Committee agreed on the content of the 2/14/2018 report to the full WDB.

### VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- Marshall provided a summaries of financial resolutions passed at the SAMWA COG Board's 1/25/2018 meeting:
  - Resolution 2018-02 appropriated WIOA-P & WIOA-A funds available as of 12/31/2017 to Calendar Year 2018.
  - Resolution 2018-04 amended purchasing authority thresholds in the SAMWA COG's Acquisition & Procurement Policies to help streamline operations.
- The Committee was reminded of upcoming meetings, including:
  - The Regular WDB Meeting on 2/14/2018 which will convene at 8:00 AM at the SummaHealth Medina Medical Center in Medina, OH.
  - The Finance Committee meeting on 5/2/2018 which will convene at 8:00 AM at the Offices of the SAMWA COG in Akron, OH.

### VII. ADJOURNMENT

- Derrig made a motion to adjourn the meeting. Prentice seconded Derrig's motion. With no objections or abstentions, the meeting adjourned at 8:41 AM.

*Respectfully Submitted,  
Daniel Grantham  
Operations Coordinator, SAMWA COG*