

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD (WDB)
FINANCE COMMITTEE MEETING
OF
TUESDAY, OCTOBER 3, 2017
8:00 AM**

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

WDB Members Present:	Jeff Bissell, Finance Committee Chair; Sharlene Ramos Chesnes, WDB Vice Chair; Mark Derrig; Anthony Esposito, WDB Chair; David Prentice
SAMWA COG Staff Present:	Daniel Grantham, Operations Coordinator; Christine Marshall, Executive Director
WIOA Fiscal Agent Staff Present:	Terri Burns; CFO, County of Summit Dept. of Job & Family Services (CSDJFS); Thomas Jalbert, Fiscal Officer 1, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Brian Nelsen, Director, County of Summit Dept. of Finance & Budget (CSDFB); Justin Stark, Accountant, CSDJFS

I. CALL TO ORDER

- Bissell called the meeting to order at 8:14 AM with an introduction of WDB, SAMWA COG, and Fiscal Agent staff present.

II. APPROVAL OF MINUTES

- Bissell asked the Body if there were any changes to the Finance Committee meeting minutes of 8/1/2017. Seeing none, Bissell made a motion approve the 8/1/2017 Finance Committee meeting minutes. Derrig seconded the motion. The minutes were thus approved.

III. REPORTS

- Financial Reports by Area/County
 - Burns directed the Body's attention to the 8/30/2017 Financial Reports for Area 2, including a breakdown by county. She expressed that \$1,300,000.00 of State Fiscal Year (SFY) 2017/Program Year (PY) 2016 Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth allocations will be carried over to SFY 2018/PY 2017. There was no carryover of any other funds. She noted that the report does not include PY 2017 Allocations received on 7/1/2017 for the sake of clarity. She also expressed that Administrative Funds were excluded from this report as all Administrative Funds go directly to the SAMWA COG.
- Fiscal Reports by Area/County
 - Burns reminded the body that the full contracted amount (the obligation) for SFY 2018 contracts must be accrued in the system even if underspending against that amount is anticipated. Typically, the term of a contract must end before any unspent funds can be unobligated. A contract amendment is needed if the full contract amount is changed prior to the expiration of a contract's term. Burns suggested that it may be helpful to think of contract obligations as purchases orders rather than actual expenses.
 - Bissell inquired about the Akron Urban Leagues' (AUL) contract spending.
 - Nelsen expressed that AUL has consistently left large portions of their contracts unspent. He suggested additional follow-up with AUL's new president on the matter.
 - Chesnes asked if reports on the demographics of those served through the Area's contracts are available.
 - Marshall expressed that currently, the only demographic information available relates to the proportion of in-school versus out-of-school youth served.

IV. OLD BUSINESS

- Notice on the Workforce Innovation Fund (WIF) Grant & Related Subgrant Agreement
 - Marshall expressed that WIF grant funding of up to \$849,016.00 was awarded to Summit County by the Ohio Dept. of Job & Family Services (ODJFS) in 2015 to pilot a Wage Pathways Program (WPP) service delivery model in SFY 2018 and 2019. This model seeks to work with employers to raise youth workers' wages at a faster than normal rate with the goal of bolstering youth job retention rates. Youth participants will receive an incentive payment for each pay raise. 5.00% of WIF administration grant funds will stay with the SAMWA COG, with the other 5.00% going to Area 2's Fiscal Agent, CSDJFS.
 - Chesnes expressed interest in rolling her Summer Youth Employment Program workers over into the WPP. She asked Marshall to provide an informational packet to employers who are interested in doing the same or who would like to find out more about the WPP.
 - Marshall expressed that CSDJFS is currently conducting a WPP publicity and outreach campaign targeting area employers.
- Rea & Associates
 - Bissell inquired about on-going work with Rea & Associates (the "firm"). Nelsen expressed that after the 8/1/2017 Finance Committee meeting, Area 2 staff met with the firm to address the planned versus actual rollout of Area 2's Governance Structure. At that time, Area 2's governance structure was effectively up and running, so the meeting provided an opportunity to address Area 2's day-to-day operations with the firm. The following was also discussed at the meeting:
 - Burns agreed to furnish financial transactions for the firm's review. The firm will review these to determine if there are any issues or conflicts that need to be addressed.
 - Nelsen asked the firm if it would be willing to complete Area 2's Federal Schedule.
 - It was agreed that the firm will be invited to the next Finance Committee meeting.

V. NEW BUSINESS

- None

VI. GOOD OF THE ORDER

- Marshall addressed Area 2's governance structure, explaining that as referenced at the August WDB and SAMWA COG meetings, the governance structure has been upended by ODJFS. She reminded the Body of the intended structure and the firewalls therein, with CSDFB serving as the SAMWA COG's Fiscal Agent and manager of WIOA administration funds and CSDJFS as the sub-subrecipient and manager of WIOA program funds distributed to it by CSDFB. ODJFS' Subgrant Agreement with Area 2 instead gives all responsibility to CSDJFS. As such, Marshall encouraged the Body to think of its functions and powers in the context of the firewalls that the SAMWA COG's organizational documents originally established.
- The Body discussed its upcoming meeting schedule and determined that it was best to cancel the 10/30/2017 and 10/27/2017 Finance Committee Meetings. Instead, the Committee will now meet on 11/17/2017 at 8:00 AM.

VII. ADJOURNMENT

- Bissell requested a motion to adjourn the meeting. Esposito made the motion to adjourn, with Prentice seconding the motion. With no objections, the meeting adjourned at 9:13 AM.

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

ATTACHMENT 2

2016-17 Area 2 Financials as of August 31, 2017

10/3/2017 WDB Finance Committee Meeting

	Year 2 Funds Available at 6/30/16	2016-17 Allocations (Year 1 Funds)	Budget Adjustments	2016-17 Total Available	Disbursements July 2016 - August 2017	Available to Expend at 06/30/17	% Avail. to Expend
WIOA PROGRAM GRANTS							
Adult Program	42,322.91	1,091,366.00	107,167.64	1,240,856.55	1,085,785.07	155,071.48	12.50%
Dislocated Program	741,993.37	855,375.00	67,869.82	1,665,238.19	771,211.87	894,026.32	53.69%
Youth Program	314,767.42	1,152,034.00	0.00	1,466,801.42	1,221,488.26	245,313.16	16.72%
Total - WIOA Programs	1,099,083.70	3,098,775.00	175,037.46	4,372,896.16	3,078,485.20	1,294,410.96	29.60%
WIOA ADMINISTRATION GRANTS							
Adult Admin	112,629.19	121,264.00	(107,167.64)	126,725.55	5,461.55	121,264.00	95.69%
Dislocated Admin	108,113.22	95,040.00	(67,869.82)	135,283.40	41,484.70	93,798.70	69.33%
Youth Admin	122,558.91	128,003.00	0.00	250,561.91	122,558.91	128,003.00	51.09%
Total - WIOA Administration	343,301.32	344,307.00	(175,037.46)	512,570.86	169,505.16	343,065.70	66.93%
TOTAL - ALL WIOA FUNDS	1,442,385.02	3,443,082.00	0.00	4,885,467.02	3,247,990.36	1,637,476.66	33.52%
OTHER GRANTS							
SFY17 OMJ Ctr Resource Shrng	0.00	210,650.00	0.00	210,650.00	210,650.00	0.00	0.00%
AJC Branding	0.00	7,000.00	0.00	7,000.00	3,805.00	0.00	0.00%
Total - Other	0.00	217,650.00	0.00	217,650.00	214,455.00	0.00	0.00%

WIOA Activity by Funding Source

Adult	154,952.10	1,212,630.00	0.00	1,367,582.10	1,091,246.62	276,335.48	20.21%
Dislocated Worker	850,106.59	950,415.00	0.00	1,800,521.59	812,696.57	987,825.02	54.86%
Youth	437,326.33	1,280,037.00	0.00	1,717,363.33	1,344,047.17	373,316.16	21.74%
TOTAL - WIOA	1,442,385.02	3,443,082.00	0.00	4,885,467.02	3,247,990.36	1,637,476.66	33.52%

ATTACHMENT 3

2016-17 Area 2 Financials as of August 31, 2017 - By County

10/3/2017 WDB Finance Committee Meeting

WIOA PROGRAM GRANTS SUMMIT

	Year 2 Funds Available at 6/30/16	2016-17 Allocations (Year 1 Funds)	Budget Adjustments	2016-17 Total Available	Disbursements July 2016 - August 2017	Available to Expend at 08/31/17	% Avail. to Expend
Adult Program	23,060.82	892,571.84	107,167.64	1,022,800.30	915,632.66	107,167.64	10.48%
Dislocated Program	511,482.37	676,497.26	66,628.52	1,254,608.15	540,700.87	713,907.28	56.90%
Youth Program	233,228.28	947,166.99	0.00	1,180,395.27	997,527.56	182,867.71	15.49%
Subtotal - Summit	767,771.47	2,516,236.09	173,796.16	3,457,803.72	2,453,861.09	1,003,942.63	29.03%

MEDINA

Adult Program	19,262.09	198,794.16	0.00	218,056.25	170,152.41	47,903.84	21.97%
Dislocated Program	230,511.00	178,877.74	1,241.30	410,630.04	230,511.00	180,119.04	43.86%
Youth Program	81,539.14	204,867.01	0.00	286,406.15	223,960.70	62,445.45	21.80%
Subtotal - Medina	331,312.23	582,538.91	1,241.30	915,092.44	624,624.11	290,468.33	31.74%
Total - WIOA Programs	1,099,083.70	3,098,775.00	175,037.46	4,372,896.16	3,078,485.20	1,294,410.96	29.60%

WIOA ADMINISTRATION GRANTS

Adult Admin	112,629.19	121,264.00	(107,167.64)	126,725.55	5,461.55	121,264.00	95.69%
Dislocated Admin	108,113.22	95,040.00	(67,869.82)	135,283.40	41,484.70	93,798.70	69.33%
Youth Admin	122,558.91	128,003.00	0.00	250,561.91	122,558.91	128,003.00	51.09%
Total - WIOA Administration	343,301.32	344,307.00	(175,037.46)	512,570.86	169,505.16	343,065.70	66.93%
TOTAL - ALL WIOA FUNDS	1,442,385.02	3,443,082.00	0.00	4,885,467.02	3,247,990.36	1,637,476.66	33.52%

OTHER GRANTS SUMMIT

SFY17 OMJ Ctr Resource Shrng	0.00	189,095.60	0.00	189,095.60	189,095.60	0.00	0.00%
AJC Branding	0.00	7,000.00	0.00	7,000.00	3,805.00	0.00	0.00%
Subtotal - Summit	0.00	196,095.60	0.00	196,095.60	192,900.60	0.00	0.00%

MEDINA

SFY17 OMJ Ctr Resource Shrng	0.00	21,554.40	0.00	21,554.40	21,554.40	0.00	0.00%
AJC Branding	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Subtotal - Medina	0.00	21,554.40	0.00	21,554.40	21,554.40	0.00	0.00%

TOTAL - OTHER	0.00	217,650.00	0.00	217,650.00	214,455.00	0.00	0.00%
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ATTACHMENT 4a

2017-18 Area 2 Contracts as of August 31, 2017

10/3/2017 WDB Finance Committee Meeting

Provider	Funding Source	Contract Amount	%	Contract Split	Unspent Balance	% Unspent	Accruals thru 8/31/17	Obligations at 8/31/17	Available Balance
<u>SUMMIT COUNTY</u>									
Akron Urban League	CCMEP OSY	\$285,000	100%	285,000.00	285,000.00	100%	41,628.61	243,371.39	0.00
Hattie Larlham	CCMEP ISY	\$50,000	57%	28,500.00	28,500.00		2,746.95	25,753.05	0.00
	CCMEP OSY		43%	21,500.00	21,500.00		2,188.62	19,311.38	0.00
				50,000.00	50,000.00	100%	4,935.57	45,064.43	0.00
Tri-County JOG	CCMEP ISY	\$317,000	27%	85,590.00	85,590.00		9,320.05	76,269.95	0.00
	CCMEP OSY		73%	231,410.00	231,410.00		25,483.68	205,926.32	0.00
				317,000.00	317,000.00	100%	34,803.74	282,196.26	0.00
United Labor Agency	Adult Dislocated	\$1,025,000	72%	738,000.00	738,000.00		110,689.77	627,310.23	0.00
			28%	287,000.00	287,000.00		39,360.13	247,639.87	0.00
				1,025,000.00	1,025,000.00	100%	150,049.90	874,950.10	0.00
Subtotals - Summit	CCMEP Youth			652,000.00	652,000.00		81,367.92	570,632.08	0.00
	Adult			738,000.00	738,000.00		110,689.77	627,310.23	0.00
	Dislocated			287,000.00	287,000.00		39,360.13	247,639.87	0.00
	Total			1,677,000.00	1,677,000.00	100%	231,417.82	1,445,582.18	0.00
<u>MEDINA COUNTY</u>									
EDSI	Adult	\$360,000	82%	295,200.00	295,200.00		37,068.26	258,131.74	0.00
EDSI	Dislocated		18%	64,800.00	64,800.00		9,500.35	55,299.65	0.00
				360,000.00	360,000.00	100%	46,568.61	313,431.39	0.00
Tri-County JOG	CCMEP ISY	\$200,000	30%	60,000.00	60,000.00		6,650.69	53,349.31	0.00
Tri-County JOG	CCMEP OSY		70%	140,000.00	140,000.00		15,617.96	124,382.04	0.00
				200,000.00	200,000.00	100%	22,268.65	177,731.35	0.00
Subtotals - Medina	CCMEP Youth			200,000.00	200,000.00		22,268.65	177,731.35	0.00
	Adult			295,200.00	295,200.00		37,068.26	258,131.74	0.00
	Dislocated			64,800.00	64,800.00		9,500.35	55,299.65	0.00
	Total			560,000.00	560,000.00	100%	68,837.26	491,162.74	0.00
TOTAL - AREA 2	CCMEP Youth			852,000.00	852,000.00		103,636.57	748,363.43	0.00
	Adult			1,033,200.00	1,033,200.00		147,758.03	885,441.97	0.00
	Dislocated			351,800.00	351,800.00		48,860.48	302,939.52	0.00
	TOTAL			2,237,000.00	2,237,000.00	100%	300,255.08	1,936,744.92	0.00

Provider	Funding Source	Contract Amount	%	Contract Split	Jul 16	Aug 16	Sep 16	Oct 16	Nov 16	Dec 16	Jan 17	Feb 17	March 17	April 17	May 17	June 17	Expended at 6/30/17	Unspent Balance	% Unspent
SUMMIT COUNTY																			
Akron Urban League	CCMEP OSY	285,000.00	100%	285,000.00	16,482.53	15,857.25	17,450.26	17,951.03	15,379.51	17,182.45	23,926.46	16,979.84	17,761.88	16,260.14	23,124.42	16,857.46	215,213.23	69,786.77	24%
Hattie Larlham	CCMEP ISY	50,000.00	57%	28,500.00	1,379.56	898.57	1,219.61	590.45	672.14	657.92	338.22	234.84	394.20	518.42	453.39	422.94	7,780.26	20,719.74	
	CCMEP OSY		43%	21,500.00	459.85	599.05	813.08	393.63	672.13	438.61	507.32	313.11	525.61	648.03	566.74	634.42	6,571.58	14,928.42	
Tri-County JOG	CCMEP ISY CCMEP OSY	317,000.00	27% 73%	50,000.00	1,839.41	1,497.62	2,032.69	984.08	1,344.27	1,096.53	845.54	547.95	919.81	1,166.45	1,020.13	1,057.36	14,351.84	35,648.16	71%
				85,590.00	1,125.31	4,859.85	16,840.62	11,103.35	5,712.02	5,723.90	2,791.77	5,721.96	9,061.98	6,603.78	7,184.68	2,440.37	79,169.59	6,420.41	5%
				231,410.00	9,336.35	10,467.38	36,272.10	23,914.91	18,207.05	20,224.46	11,865.00	18,596.39	25,373.55	18,490.60	20,247.72	7,565.16	220,560.67	10,849.33	
United Labor Agency	Adult Dislocated	828,776.45	73% 27%	317,000.00	10,461.66	15,327.23	53,112.72	35,018.26	23,919.07	25,948.36	14,656.77	24,318.35	34,435.53	25,094.38	27,432.40	10,005.53	299,730.26	17,269.74	
				608,182.98	46,347.70	41,707.12	44,258.54	45,622.03	36,569.70	53,992.61	56,292.62	49,516.08	55,415.69	57,379.61	60,185.90	60,895.38	608,182.98	0.00	
				220,503.47	16,120.94	17,490.09	17,387.28	24,711.93	20,896.97	24,296.67	16,083.60	16,505.37	13,853.92	19,629.87	12,345.83	21,181.00	220,503.47	0.00	
				828,686.45	62,468.64	59,197.21	61,645.82	70,333.96	57,466.67	78,289.28	72,376.22	66,021.45	69,269.61	77,009.48	72,531.73	82,076.38	828,686.45	0.00	0%
<i>Note: The WIOA portion of the ULA contract was increased by SCJFS from \$818,606 to \$828,686.</i>																			
Subtotals - Summit	CCMEP Youth			652,000.00	28,783.60	32,682.10	72,595.67	53,953.37	40,642.85		39,428.77	41,846.14	53,117.22	42,520.97	51,576.95	27,920.35	529,295.33	122,704.67	
	Adult			608,182.98	46,347.70	41,707.12	44,258.54	45,622.03	36,569.70	53,992.61	56,292.62	49,516.08	55,415.69	57,379.61	60,185.90	60,895.38	608,182.98	0.00	
	Dislocated			220,503.47	16,120.94	17,490.09	17,387.28	24,711.93	20,896.97	24,296.67	16,083.60	16,505.37	13,853.92	19,629.87	12,345.83	21,181.00	220,503.47	0.00	
	Total			1,480,686.45	91,252.24	91,879.31	134,241.49	124,287.33	98,109.52	78,289.28	111,804.99	107,867.59	122,386.83	119,530.45	124,108.68	109,996.73	1,357,981.78	122,704.67	
MEDINA COUNTY																			
EDSI	Adult Dislocated	360,000.00	80.5%	289,800.00	15,435.24	26,542.18	16,122.90	21,154.89	20,063.58	41,403.22	20,764.64	18,682.66	31,057.38	18,618.48	29,860.97	28,708.48	288,414.62	1,385.38	
EDSI			19.5%	70,200.00	3,655.72	7,041.80	3,960.01	2,307.81	4,151.08	9,280.03	4,614.37	5,202.77	7,089.19	5,110.96	9,311.49	8,038.38	69,763.61	436.39	
Tri-County JOG Tri-County JOG	CCMEP ISY CCMEP OSY	250,000.00	30% 70%	360,000.00	19,090.96	33,583.98	20,082.91	23,462.70	24,214.66	50,683.25	25,379.01	23,885.43	38,146.57	23,729.44	39,172.46	36,746.86	358,178.23	1,821.77	1%
				75,000.00	1,150.58	1,365.75	8,859.14	3,817.66	5,511.04	3,928.38	3,285.39	4,559.47	5,042.38	7,601.16	7,413.41	11,147.30	63,681.66	11,318.34	15%
				175,000.00	2,684.68	3,186.75	20,671.34	8,907.86	12,859.08	9,166.21	7,665.92	10,638.76	11,765.55	17,736.03	17,297.97	26,010.35	148,590.50	26,409.50	
Subtotals - Medina	CCMEP Youth			250,000.00	3,835.26	4,552.50	29,530.48	12,725.52	18,370.12	13,094.59	10,951.31	15,198.23	16,807.93	25,337.19	24,711.38	37,157.65	212,272.16	37,727.84	
	Adult			289,800.00	15,435.24	26,542.18	16,122.90	21,154.89	20,063.58	41,403.22	20,764.64	18,682.66	31,057.38	18,618.48	29,860.97	28,708.48	288,414.62	1,385.38	
	Dislocated			70,200.00	3,655.72	7,041.80	3,960.01	2,307.81	4,151.08	9,280.03	4,614.37	5,202.77	7,089.19	5,110.96	9,311.49	8,038.38	69,763.61	436.39	
	Total			610,000.00	22,926.22	38,136.48	49,613.39	36,188.22	42,584.78	63,777.84	36,330.32	39,083.66	54,954.50	49,066.63	63,883.84	73,904.51	570,450.39	39,549.61	6%
TOTAL - AREA 2	CCMEP Youth			902,000.00	32,618.86	37,234.60	102,126.15	66,678.89	59,012.97	#VALUE!	50,380.08	57,044.37	69,925.15	67,858.16	76,288.33	65,078.00	741,567.49	160,432.51	
	Adult			897,982.98	61,782.94	68,249.30	60,381.44	66,776.92	56,633.28	95,395.83	77,057.26	68,198.74	86,473.07	75,998.09	90,046.87	89,603.86	896,597.60	1,385.38	
	Dislocated			290,703.47	19,776.66	24,531.89	21,347.29	27,019.74	25,048.05	33,576.70	20,697.97	21,708.14	20,943.11	24,740.83	21,657.32	29,219.38	290,267.08	436.39	
	TOTAL			2,090,686.45	114,178.46	130,015.79	183,854.88	160,475.55	140,694.30	#VALUE!	148,135.31	146,951.25	177,341.33	168,597.08	187,992.52	183,901.24	1,928,432.17	162,254.28	8%