

**FINANCE COMMITTEE MEETING MINUTES**

of

January 23, 2017

**OhioMeansJobs Summit County, JFS Conference Room  
1040 E. Tallmadge Ave, Akron, OH 44310**

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WDB & Committee Members present: Jeff Bissell; Sharlene Chesnes; David Prentice

Committee Members absent: Mark Derrig

Guests and Staff Present: Terri Burns; Daniel Grantham; Christine Marshall; Mark Milhoan; Ron Weber

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**A. CALL TO ORDER**

- The meeting was called to order at 8:06 AM by Jeff Bissell, Finance Committee Chair, with an introduction of present Workforce Development Board (WDB) members and Area 2 staff.

**B. APPROVAL OF MINUTES**

- David Prentice motioned to approve the 1/06/2017 Finance Committee meeting minutes. The motion was seconded by Bissell. The 1/06/2017 meeting minutes were thus approved.
- Bissell asked Daniel Grantham, Executive Assistant, County of Summit Job and Family Services (CSDJFS), to attach the financial reports to future meeting minutes rather than describe the reports in the text. Grantham agreed to do so in future meeting minutes.

**C. REPORTS (SEE ATTACHMENTS 1-7)**

- Review of Financial Reports as of 12/31/2016 for the 1/25/2017 WDB & SAMWA COG Meetings
  - i. Terri Burns, Chief Financial Officer, CSDJFS presented Financial Reports as of 12/31/2016. Burns expressed that all of the Adult, Dislocated Worker (DW) and Youth Workforce Innovation and Opportunity Act (WIOA) funds carried over from year two are expended. For the remainder of current State Fiscal Year (SFY) 2017/WIOA Program Year (PY) 2016 Adult, DW, and Youth expenditures will be paid out of current year allocations.
  - ii. Burns expressed that Area 2 risks losing WIOA Administration (ADMIN) funds because very little of the year 2 carryover is spent. Burns suggested utilizing these ADMIN dollars as soon as possible to purchase computers, furniture and laptops and other budgeted items for the Summit and Medina Workforce Area Council of Governments (SAMWA COG/COG) staff. In addition, ADMIN dollars can be reallocated for WIOA Programming.
    - Brian Nelsen, COG Fiscal Agent and Director of the County of Summit Dept. of Finance and Budget (CSDFB), expressed that ADMIN can be used for other services, including:
      - ❖ Legal services rendered by Deborah Matz, Law Director, County of Summit Executive's Office, and Michael Lyons, Assistant Prosecutor, Medina County Prosecutor's Office, related to the SAMWA COG's formation.
      - ❖ A proposed contract with accounting firm Rea and Associates (R&A) to give the SAMWA COG an outside advice on its fiscal structure. Addressing the decision to go with R&A, Nelsen explained that in the past, the firm was contracted by the State of Ohio to conduct its audits – including the audit of Summit County. R&A was contacted by Nelsen in November regarding the SAMWA COG structure – if approved, R&A might be present at future meetings.
        - Bissell asked Nelsen to present the R&A contract to the Finance Committee for its review before any services are rendered.
        - Nelsen expressed that as of now, no contract is prepared. He expected that if R&A was contracted to work with the COG, the expense would not exceed their quote and to be paid on the basis of actual hours worked.

## SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD

- Prentice asked why ADMIN dollars would be lost if they are not expended.
  - ❖ Burns expressed that ADMIN dollars are lost if they are not expended in the 2-year period in which they are available. Because Area 2 does not yet have board staff in place, ADMIN spending has been minimal. One big change budget change is because in the past, Medina County's staff was paid exclusively through ADMIN dollars. Summit County staff has always had costs spread among several federal funding streams beyond WIOA and does not hit the ADMIN fund at a great percentage.
- Review of Area 2's 2016-2017 Contracts as of 12/31/2017
  - i. Marshall defined acronyms under the Comprehensive Case Management Employment Program (CCMEP) report:
    - **CCMEP ISY** = In-School Youth, or youth currently enrolled in secondary education.
    - **CCMEP OSY** = Out-of-School Youth, or youth no longer enrolled in secondary education due to graduating or dropping out.
  - ii. Marshall explained the services of Area 2's contracted providers:
    - Hattie Larlham – provider of CCMEP services to ISY and OSYs youth with disabilities. This contract is the smallest because its service population is small.
    - Akron Urban League (AUL) – Provider of CCMEP services to OSYs in Summit County.
    - Tri-County Jobs for Ohio's Graduates (JOG) – Provider CCMEP services to CCMEP ISY and OSYs in Summit and Medina Counties. They are the sole CCMEP provider in Medina.
    - United Labor Agency (ULA) – Provider of Summit County Adult and DW services (Career Services) within the one-stop building.
    - Education Data Services, Inc. (EDSI) – Provider of Medina County Adult and DW services (Career Services) within the one-stop building.

### D. OLD/UNFINISHED BUSINESS

- Discussion on the proposed reallocation of \$80,000.00 Year 2 ADMIN dollars to WIOA Programs
  - i. Burns proposed moving \$80,000.00 of the Year 2 ADMIN allocation to WIOA Programming in order to prevent loss of these funds.
    - Marshall asked if ADMIN dollars could be moved back into the ADMIN pool after being allocation to the Program pool. Burns expressed that this is allowable.
  - ii. Burns asked those present if \$50,000.00 was a better amount to reallocate. Nelsen expressed that he was okay with this amount.
    - Referencing auditing fees related to the proposed contract with R&A, Bissell expressed concern about reallocating ADMIN dollars and inquired about what Area 2 could do in the event of overspending. Bissell also inquired about whether or not line items should be considered maximum expense amounts. If so, what would occur if findings justified an increase to R&A's contract service amount?
      - ❖ Nelsen expressed that Areas may not overspend. If fees for services go over an Area's allocation, money must be cut from another line item.
      - ❖ Nelsen expressed that insofar as line items are concerned, the Area must be comfortable with operating within the amounts stated. As such, budgeting should take into consideration any future actions which may result in increased expenses.
      - ❖ Nelsen suggested that a solution for these questions may be to negotiate with the COG a threshold under which money can be reallocated at the discretion of the WDB, its committees, and/or the Executive Director. There is no threshold limit for the reallocation of ADMIN dollars to WIOA Programs. For line items not including salaries, money may be moved around, but only up to a certain limit.
    - Burns proposed establishing a threshold of 30% for line items and 10% for the overall budget.

## SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD

- To ensure flexibility, Bissell suggested reconfiguring the budget to include no more than 4 to 5 line items and capping the threshold at 50% therein.
- Burns expressed that based on the Committee's feedback, the decision to reallocate ADMIN dollars to WIOA Programs should be delayed until the Finance Committee's 2/27/2017 meeting. Those present agreed to delay the decision until 2/27/2017.
- Discussion of the SAMWA COG as it relates to the Finance Committee
  - i. Bissell inquired about the SAMWA COG and its roles as related to the Finance Committee.
    - Nelsen expressed that upon becoming the subrecipient for Area 2, the COG will be given the power to pay staff and bills. Currently, Summit County is the subrecipient for Area 2. All WIOA dollars flows through Summit County before they are distributed to the appropriate parties including Medina County. Because SFY2018 is fast approaching, Nelsen suggested that it may be easier if the COG assumes the subrecipient role on 7/1/2017. To do this, the COG would need to enter into an administrative agreement/contract with Summit County. Ending on 6/30/2017, this administrative agreement would leave legal responsibilities in the hands of Summit County until SFY2018. This gives R&A the opportunity to ensure the COG's fiscal soundness prior to delegation of the subrecipient role.
  - ii. Bissell inquired about Area 2's staffing arrangements as related to the COG and the proposed administrative agreement.
    - Nelsen expressed that Area 2's staff are employees of the COG. If the COG opted to enter into an administrative agreement with Summit County, Summit County would pay the salary of all staff on behalf of the COG.
- Update on the Status of the Executive Director
  - i. Christine Marshall, Deputy Director, Workforce Development, CSDJFS, updated the Finance Committee on the status of the Ad Hoc Hiring Committee's Executive Director search. During the Week 1/16/2017, Marshall was offered the position. Going forward, the SAMWA COG will need to formally hire Marshall via a resolution that also establishes her salary. Marshall expressed that she is working with Patricia Divoky, Director, CSDJFS, to establish a timeline for her departure from CSDJFS with a goal to be in place in March 2017.

### **E. NEW BUSINESS**

- None

### **F. GOOD OF THE ORDER**

- None

### **G. MEETING ADJOURNMENT**

- Prentice motioned to adjourn the meeting with Bissell seconding. The meeting adjourned at 9:15 AM.

*Respectfully submitted,*

*Daniel Grantham, Executive Assistant*

*Summit County Department of Job & Family Services*

# 1/23/2017 MINUTES ATTACHMENT 1

2016-17 Area 2 Financials as of December 31, 2016

01/23/17 WDB Finance Committee Meeting

	Year 2 Funds Available at 6/30/16	2016-17 Allocations (Year 1 Funds)	2016-17 Total Available	Disbursements Jul-Dec 2016	Available Balance before Accruals/Oblig.	Accruals & Obligations	Available to Expend at 12/31/16	% Avail. to Expend
<b>WIOA PROGRAM GRANTS</b>								
Adult Program	42,322.91	1,091,366.00	1,133,688.91	530,265.20	603,423.71	491,943.39	111,480.32	9.83%
Dislocated Program	741,993.37	855,375.00	1,597,368.37	330,618.86	1,266,749.51	240,179.89	1,026,569.62	64.27%
Youth Program	314,767.42	1,152,034.00	1,466,801.42	566,108.78	900,692.64	605,672.80	295,019.84	20.11%
<b>Total - WIOA Programs</b>	<b>1,099,083.70</b>	<b>3,098,775.00</b>	<b>4,197,858.70</b>	<b>1,426,992.84</b>	<b>2,770,865.86</b>	<b>1,337,796.08</b>	<b>1,433,069.78</b>	<b>34.14%</b>
<b>WIOA ADMINISTRATION GRANTS</b>								
Adult Admin	112,629.19	121,264.00	233,893.19	5,691.80	228,201.39	0.00	228,201.39	97.57%
Dislocated Admin	108,113.22	95,040.00	203,153.22	12,393.10	190,760.12	0.00	190,760.12	93.90%
Youth Admin	122,558.91	128,003.00	250,561.91	1,385.84	249,176.07	0.00	249,176.07	99.45%
<b>Total - WIOA Administration</b>	<b>343,301.32</b>	<b>344,307.00</b>	<b>687,608.32</b>	<b>19,470.74</b>	<b>668,137.58</b>	<b>0.00</b>	<b>668,137.58</b>	<b>97.17%</b>
<b>TOTAL - ALL WIOA FUNDS</b>	<b>1,442,385.02</b>	<b>3,443,082.00</b>	<b>4,885,467.02</b>	<b>1,446,463.58</b>	<b>3,439,003.44</b>	<b>1,337,796.08</b>	<b>2,101,207.36</b>	<b>43.01%</b>
<b>OTHER GRANTS</b>								
SFY17 OMJ Ctr Resource Shrng	0.00	210,650.00	210,650.00	105,325.00	105,325.00	0.00	105,325.00	50.00%
AJC Branding	0.00	7,000.00	7,000.00	0.00	7,000.00	0.00	7,000.00	100.00%
<b>Total - Other</b>	<b>0.00</b>	<b>217,650.00</b>	<b>217,650.00</b>	<b>105,325.00</b>	<b>112,325.00</b>	<b>0.00</b>	<b>112,325.00</b>	<b>51.61%</b>

# 1/23/2017 MINUTES ATTACHMENT 2

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

01/23/17 WDB Finance Committee Meeting

	Year 2 Funds Available at 6/30/16	2016-17 Allocations (Year 1 Funds)	2016-17 Total Available	Disbursements Jul-Dec 2016	Available Balance before Accruals/Oblig.	Accruals & Obligations	Available to Expend at 12/31/16	% Avail. to Expend
<b>WIOA PROGRAM GRANTS</b>								
<b>SUMMIT</b>								
Adult Program	23,060.82	892,571.84	915,632.66	428,347.53	487,285.13	375,804.81	111,480.32	12.18%
Dislocated Program	511,482.37	676,497.26	1,187,979.63	269,616.14	918,363.49	116,753.68	801,609.81	67.48%
Youth Program	233,228.28	947,166.99	1,180,395.27	482,867.04	697,528.23	424,686.68	272,841.55	23.11%
<b>Subtotal - Summit</b>	<b>767,771.47</b>	<b>2,516,236.09</b>	<b>3,284,007.56</b>	<b>1,180,830.71</b>	<b>2,103,176.85</b>	<b>917,245.17</b>	<b>1,185,931.68</b>	<b>36.11%</b>
<b>MEDINA</b>								
Adult Program	19,262.09	198,794.16	218,056.25	101,917.67	116,138.58	116,138.58	0.00	0.00%
Dislocated Program	230,511.00	178,877.74	409,388.74	61,002.72	348,386.02	123,426.21	224,959.81	54.95%
Youth Program	81,539.14	204,867.01	286,406.15	83,241.74	203,164.41	180,986.12	22,178.29	7.74%
<b>Subtotal - Medina</b>	<b>331,312.23</b>	<b>582,538.91</b>	<b>913,851.14</b>	<b>246,162.13</b>	<b>667,689.01</b>	<b>420,550.91</b>	<b>247,138.10</b>	<b>27.04%</b>
<b>Total - WIOA Programs</b>	<b>1,099,083.70</b>	<b>3,098,775.00</b>	<b>4,197,858.70</b>	<b>1,426,992.84</b>	<b>2,770,865.86</b>	<b>1,337,796.08</b>	<b>1,433,069.78</b>	<b>34.14%</b>
<b>WIOA ADMINISTRATION GRANTS</b>								
<b>SUMMIT</b>								
Adult Admin	107,167.64	99,174.65	206,342.29	4,855.19	201,487.10	0.00	201,487.10	97.65%
Dislocated Admin	99,198.15	75,166.22	174,364.37	7,926.43	166,437.94	0.00	166,437.94	95.45%
Youth Admin	112,859.91	105,240.76	218,100.67	0.00	218,100.67	0.00	218,100.67	100.00%
<b>Subtotal - Summit</b>	<b>319,225.70</b>	<b>279,581.63</b>	<b>598,807.33</b>	<b>12,781.62</b>	<b>586,025.71</b>	<b>0.00</b>	<b>586,025.71</b>	<b>97.87%</b>
<b>MEDINA</b>								
Adult Admin	5,461.55	22,089.35	27,550.90	836.61	26,714.29	0.00	26,714.29	96.96%
Dislocated Admin	8,915.07	19,873.78	28,788.85	4,466.67	24,322.18	0.00	24,322.18	84.48%
Youth Admin	9,699.00	22,762.24	32,461.24	1,385.84	31,075.40	0.00	31,075.40	95.73%
<b>Subtotal - Medina</b>	<b>24,075.62</b>	<b>64,725.37</b>	<b>88,800.99</b>	<b>6,689.12</b>	<b>82,111.87</b>	<b>0.00</b>	<b>82,111.87</b>	<b>92.47%</b>
<b>Total - WIOA Administration</b>	<b>343,301.32</b>	<b>344,307.00</b>	<b>687,608.32</b>	<b>19,470.74</b>	<b>668,137.58</b>	<b>0.00</b>	<b>668,137.58</b>	<b>97.17%</b>
<b>TOTAL - ALL WIOA FUNDS</b>	<b>1,442,385.02</b>	<b>3,443,082.00</b>	<b>4,885,467.02</b>	<b>1,446,463.58</b>	<b>3,439,003.44</b>	<b>1,337,796.08</b>	<b>2,101,207.36</b>	<b>43.01%</b>

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

01/23/17 WDB Finance Committee Meeting

	Year 2 Funds Available at 6/30/16	2016-17 Allocations (Year 1 Funds)	2016-17 Total Available	Disbursements Jul-Dec 2016	Available Balance before Accruals/Oblig.	Accruals & Obligations	Available to Expend at 12/31/16	% Avail. to Expend
<b>OTHER GRANTS</b>								
<b>SUMMIT</b>								
SFY17 OMJ Ctr Resource Shrng	0.00	189,095.60	189,095.60	94,547.80	94,547.80	0.00	94,547.80	50.00%
AJC Branding	0.00	3,500.00	3,500.00	0.00	3,500.00	0.00	3,500.00	100.00%
<b>Subtotal - Summit</b>	<b>0.00</b>	<b>192,595.60</b>	<b>192,595.60</b>	<b>94,547.80</b>	<b>98,047.80</b>	<b>0.00</b>	<b>98,047.80</b>	<b>50.91%</b>
<b>MEDINA</b>								
SFY17 OMJ Ctr Resource Shrng	0.00	21,554.40	21,554.40	10,777.20	10,777.20	0.00	10,777.20	50.00%
AJC Branding	0.00	3,500.00	3,500.00	0.00	3,500.00	0.00	3,500.00	100.00%
<b>Subtotal - Medina</b>	<b>0.00</b>	<b>25,054.40</b>	<b>25,054.40</b>	<b>10,777.20</b>	<b>14,277.20</b>	<b>0.00</b>	<b>14,277.20</b>	<b>56.98%</b>
<b>TOTAL - OTHER</b>	<b>0.00</b>	<b>217,650.00</b>	<b>217,650.00</b>	<b>105,325.00</b>	<b>112,325.00</b>	<b>0.00</b>	<b>112,325.00</b>	<b>51.61%</b>

# 1/23/2017 MINUTES ATTACHMENT 3

## 2016-17 Area 2 Contracts as of December 31, 2016

01/23/17 WDB Finance Committee Meeting

Provider	Funding Source	Contract Amount	%	Contract Split	Expended at 12/31/16	Unspent Balance	% Unspent	Accruals thru 12/31	Obligations at 12/31/16	Available Balance
<b><u>SUMMIT COUNTY</u></b>										
Akron Urban League	CCMEP OSY	285,000.00	100%	285,000.00	83,120.58	201,879.42	71%	28,839.92	173,039.50	0.00
Hattie Larlham	CCMEP ISY	50,000.00	25%	12,500.00	4,088.19	8,411.81		1,777.81	6,634.00	0.00
	CCMEP OSY		75%	37,500.00	2,265.61	35,234.39		2,038.18	33,196.21	0.00
				50,000.00	6,353.80	43,646.20	87%	3,815.98	39,830.22	0.00
Tri-County JOG	CCMEP ISY	317,000.00	25%	79,250.00	39,641.15	39,608.85		5,658.41	33,950.44	0.00
	CCMEP OSY		75%	237,750.00	98,197.79	139,552.21		19,936.03	119,616.18	0.00
				317,000.00	137,838.94	179,161.06	57%	25,594.44	153,566.62	0.00
United Labor Agency	Adult Dislocated	751,388.04	74%	556,027.15	214,505.09	341,522.06		48,788.87	292,733.19	0.00
			26%	195,360.89	96,607.21	98,753.68		14,107.67	84,646.01	0.00
				751,388.04	311,112.30	440,275.74	59%	62,896.53	377,379.21	0.00
<i>Note: ULA contract amount is \$963,318; 20-25% will be charged to Summit JFS TANF funds.</i>										
Subtotals - Summit	CCMEP Youth			652,000.00	227,313.32	424,686.68		58,250.34	366,436.34	0.00
	Adult			556,027.15	214,505.09	341,522.06		48,788.87	292,733.19	0.00
	Dislocated			195,360.89	96,607.21	98,753.68		14,107.67	84,646.01	0.00
	Total			1,403,388.04	538,425.62	864,962.42	62%	121,146.87	743,815.55	0.00
<b><u>MEDINA COUNTY</u></b>										
EDSI	Adult	360,000.00	73%	262,800.00	99,318.79	163,481.21		23,354.46	140,126.75	0.00
EDSI	Dislocated		27%	97,200.00	21,116.42	76,083.58		10,869.08	65,214.50	0.00
				360,000.00	120,435.21	239,564.79	67%	34,223.54	205,341.25	0.00
Tri-County JOG	CCMEP ISY	250,000.00	33%	82,500.00	20,704.17	61,795.83		8,827.98	52,967.85	0.00
Tri-County JOG	CCMEP OSY		67%	167,500.00	48,309.71	119,190.29		17,027.18	102,163.11	0.00
				250,000.00	69,013.88	180,986.12	72%	25,855.16	155,130.96	0.00
Subtotals - Medina	CCMEP Youth			250,000.00	69,013.88	180,986.12		25,855.16	155,130.96	0.00
	Adult			262,800.00	99,318.79	163,481.21		23,354.46	140,126.75	0.00
	Dislocated			97,200.00	21,116.42	76,083.58		10,869.08	65,214.50	0.00
	Total			610,000.00	189,449.09	420,550.91	69%	60,078.70	360,472.21	0.00
TOTAL - AREA 2	CCMEP Youth			902,000.00	296,327.20	605,672.80		84,105.50	521,567.30	0.00
	Adult			818,827.15	313,823.88	505,003.27		72,143.32	432,859.95	0.00
	Dislocated			292,560.89	117,723.63	174,837.26		24,976.75	149,860.51	0.00
	TOTAL			2,013,388.04	727,874.71	1,285,513.33	64%	181,225.57	1,104,287.76	0.00

# 1/23/2017 MINUTES ATTACHMENT 4

01/23/17 WDB Finance Committee Meeting

## 2016-17 Area 2 Administration Funds as of December 31, 2016

Liquidation Date	Summit	Medina	Available Balance at 12/31/16
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### WIOA Administration Balance at 12/31/2016

PY15 Adult Admin (Year 2)	9/30/2017	\$ 4,101.30	\$ -	\$ 4,101.30
FY16 Adult Admin (Year 2)	9/30/2017	98,211.15	4,624.94	102,836.09
PY16 Adult Admin (Year 1)	9/30/2018	12,628.43	2,813.57	15,442.00
FY17 Adult Admin (Year 1)	9/30/2018	86,546.22	19,275.78	105,822.00
PY15 DW Admin (Year 2)	9/30/2017	7,308.14	-	7,308.14
FY16 DW Admin (Year 2)	9/30/2017	83,963.58	4,448.40	88,411.98
PY16 DW Admin (Year 1)	9/30/2018	11,878.51	3,140.49	15,019.00
FY17 DW Admin (Year 1)	9/30/2018	63,287.71	16,733.29	80,021.00
PY15 Youth Admin (Year 2)	9/30/2017	112,859.91	8,313.16	121,173.07
PY16 Youth Admin (Year 1)	9/30/2018	105,240.76	22,762.24	128,003.00
<b>Subtotal</b>		<b>\$ 586,025.71</b>	<b>\$ 82,111.87</b>	<b>\$ 668,137.58</b>
<b>Percentage of total available</b>		<b>87.71%</b>	<b>12.29%</b>	
Subtotal - Year 2 Funds		\$ 306,444.08	\$ 17,386.50	\$ 323,830.58
Subtotal - Year 1 Funds		279,581.63	64,725.37	344,307.00
<b>Total Administration</b>		<b>\$ 586,025.71</b>	<b>\$ 82,111.87</b>	<b>\$ 668,137.58</b>

### Recommended Reallocation to Program

PY15 Adult Program (Year 2)	9/30/2017	\$ 4,101.30	\$ -	\$ 4,101.30
FY16 Adult Admin (Year 2)	9/30/2017	58,758.83	4,624.94	63,383.77
PY15 DW Admin (Year 2)	9/30/2017	7,308.14	-	7,308.14
FY16 DW Admin (Year 2)	9/30/2017	-	4,448.40	4,448.40
PY15 Youth Admin (Year 2)	9/30/2017	-	758.39	758.39
<b>Subtotal</b>		<b>\$ 70,168.27</b>	<b>\$ 9,831.73</b>	<b>\$ 80,000.00</b>
<b>Percentage of total available</b>		<b>87.71%</b>	<b>12.29%</b>	

### WIOA Administration Balance after the Reallocation

PY15 Adult Admin (Year 2)	9/30/2017	\$ -	\$ -	\$ -
FY16 Adult Admin (Year 2)	9/30/2017	39,452.32	-	39,452.32
PY16 Adult Admin (Year 1)	9/30/2018	12,628.43	2,813.57	15,442.00
FY17 Adult Admin (Year 1)	9/30/2018	86,546.22	19,275.78	105,822.00
PY15 DW Admin (Year 2)	9/30/2017	-	-	-
FY16 DW Admin (Year 2)	9/30/2017	83,963.58	-	83,963.58
PY16 DW Admin (Year 1)	9/30/2018	11,878.51	3,140.49	15,019.00
FY17 DW Admin (Year 1)	9/30/2018	63,287.71	16,733.29	80,021.00
PY15 Youth Admin (Year 2)	9/30/2017	112,859.91	7,554.77	120,414.68
PY16 Youth Admin (Year 1)	9/30/2018	105,240.76	22,762.24	128,003.00
<b>Subtotal</b>		<b>\$ 515,857.44</b>	<b>\$ 72,280.14</b>	<b>\$ 588,137.58</b>
<b>Percentage of total available</b>		<b>87.71%</b>	<b>12.29%</b>	
Subtotal - Year 2 Funds		\$ 236,275.81	\$ 7,554.77	\$ 243,830.58
Subtotal - Year 1 Funds		279,581.63	64,725.37	344,307.00
<b>Total Administration</b>		<b>\$ 515,857.44</b>	<b>\$ 72,280.14</b>	<b>\$ 588,137.58</b>
Year 2 Funds (must be obligated by 06/30/2017 & liquidated by 09/30/2017)			\$	243,830.58
Total Commitments				216,235.00
Uncommitted Year 2 Funds			\$	27,595.58



**WIOA Area 2****2016-17 Operating Budget - Administration***- Adopted by the COG on 11/30/2016*

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>	
<b>Available</b>	\$ 88,801	\$ 598,808	\$ 687,609	
<b>Commitments</b>				
<b>Salaries &amp; Benefits</b>				
Executive Director			\$ 68,098	
F.T. Program Analyst			37,462	
P.T. Admin Assistant			20,525	
<b>Subtotal</b>			<u>126,085</u>	
<b>Incentives - Executive Director</b>			<b>2,500</b>	
<b>Fiscal Agent</b>			<b>30,000</b>	
<b>Office Expenses</b>				
Rent			3,000	
Phone (landline)			500	
Phone (cell)			1,200	
Internet service			1,000	
Laptop computers/monitors			5,000	
IT services			4,000	
Software and backup			1,000	
Copier/printer/scanner			750	
Supplies & postage			1,200	
<b>Subtotal</b>			<u>17,650</u>	
<b>Travel and Conferences</b>			<b>3,000</b>	
<b>Memberships (OWA and NAWB)</b>			<b>7,000</b>	
<b>Audit Fees</b>			<b>4,000</b>	
<b>Insurance (Gen. Liability, Director and Officers)</b>			<b>2,000</b>	
<b>Summit and Medina County Expenses</b> (Indirect costs & various operating costs)			<b>24,000</b>	
<b>Total Commitments</b>			<u>\$ 216,235</u>	31.45%
<b>Uncommitted Balance</b>			<u>\$ 471,374</u>	68.55%
Year 2 Funds (must be obligated by 06/30/2017)			\$ 343,302	
Total Commitments			<u>216,235</u>	
Uncommitted Year 2 Funds			<u>\$ 127,067</u>	*

\* NOTE: Unspent Year 2 Admin dollars can be reallocated to Program.

# 1/23/2017 MINUTES ATTACHMENT 5

01/23/17 WDB Finance Committee Meeting

## WIOA Area 2

### 2016-17 Operating Budget - Programs - REVISED

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>	
<b>Programs - Formula Funds</b>				
<b>Adult and Dislocated Worker Program</b>				
Available	\$ 627,445	\$ 2,103,613	\$ 2,731,058	
Reallocated from Admin (Year 2 Funds)	9,073	70,168	79,242	
<b>Total Available after Reallocation</b>	<b>\$ 636,518</b>	<b>\$ 2,173,781</b>	<b>\$ 2,810,299</b>	
<b>Commitments</b>				
EDSI Contract	\$ 360,000		\$ 360,000	
* ULA Contract		\$ 751,388	751,388	
OJTs	100,000	500,000	600,000	
ITAs	100,000	185,000	285,000	
Operations		150,000	150,000	
<b>Subtotal</b>	<b>\$ 560,000</b>	<b>\$ 1,586,388</b>	<b>\$ 2,146,388</b>	<b>78.59%</b>
<b>Uncommitted Balance</b>	<b>\$ 76,518</b>	<b>\$ 587,393</b>	<b>\$ 663,911</b>	<b>24.31%</b>
* 75-80% of the \$963,318 ULA contract will be charged to WIOA; the balance will be charged to Summit JFS TANF funds.				
<hr style="border-top: 1px dashed black;"/>				
<b>CCMEP Youth Program</b>				
Available	\$ 286,406	\$ 1,180,395	\$ 1,466,801	
Reallocated from Admin (Year 2 Funds)	758	-	758	
<b>Total Available after Reallocation</b>	<b>\$ 287,164</b>	<b>\$ 1,180,395</b>	<b>\$ 1,467,559</b>	
<b>Commitments</b>				
JOG Contract	\$ 250,000	\$ 317,000	\$ 567,000	
AUL Contract		285,000	285,000	
Hattie Larlham		50,000	50,000	
Operations	20,000	350,000	370,000	
<b>Subtotal</b>	<b>\$ 270,000</b>	<b>\$ 1,002,000</b>	<b>\$ 1,272,000</b>	<b>86.72%</b>
<b>Uncommitted Balance</b>	<b>\$ 17,164</b>	<b>\$ 178,395</b>	<b>\$ 195,559</b>	<b>13.33%</b>
<hr style="border-top: 1px dashed black;"/>				
<b>Total - Programs (Formula Funds)</b>				
Available	\$ 923,683	\$ 3,354,176	\$ 4,277,859	
<b>Commitments</b>	<b>\$ 830,000</b>	<b>\$ 2,588,388</b>	<b>\$ 3,418,388</b>	<b>79.91%</b>
<b>Uncommitted Balance</b>	<b>\$ 93,683</b>	<b>\$ 765,788</b>	<b>\$ 859,471</b>	<b>20.09%</b>

**WIOA Area 2****2016-17 Operating Budget - Programs - REVISED**

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>	
<b>Programs - Non-Formula Funds</b>				
<b>Available</b>	\$ 25,054	\$ 192,596	\$ 217,650	
<b>Commitments</b>				
OMJ Center Resource Sharing	\$ 21,554	\$ 189,096	\$ 210,650	
AJC Branding	3,500	3,500	7,000	
<b>Total Commitments</b>	<u>\$ 25,054</u>	<u>\$ 192,596</u>	<u>\$ 217,650</u>	
<b>Uncommitted Balance</b>	\$ -	\$ -	\$ -	0.00%
<b>Grand Total - All Programs</b>				
<b>Available</b>	\$ 948,737	\$ 3,546,771	\$ 4,495,509	
<b>Commitments</b>	<u>\$ 855,054</u>	<u>\$ 2,780,984</u>	<u>\$ 3,636,038</u>	80.88%
<b>Uncommitted Balance</b>	\$ 93,683	\$ 765,788	\$ 859,471	19.12%

**WIOA Area 2****2016-17 Operating Budget - Administration - REVISED**

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>
Available	\$ 88,801	\$ 598,808	\$ 687,609
Reallocated to Program (Year 2 Funds)	(9,832)	(70,168)	(80,000)
<b>Total Available after Reallocation</b>	<b>\$ 78,969</b>	<b>\$ 528,640</b>	<b>\$ 607,609</b>

**Commitments****Salaries & Benefits**

Executive Director	\$ 68,098
F.T. Program Analyst	37,462
P.T. Admin Assistant	20,525
<b>Subtotal</b>	<b>126,085</b>

**Incentives - Executive Director** **2,500**

**Fiscal Agent** **30,000**

**Office Expenses**

Rent	3,000
Phone (landline)	500
Phone (cell)	1,200
Internet service	1,000
Laptop computers/monitors	5,000
IT services	4,000
Software and backup	1,000
Copier/printer/scanner	750
Supplies & postage	1,200
<b>Subtotal</b>	<b>17,650</b>

**Travel and Conferences** **3,000**

**Memberships (OWA and NAWB)** **7,000**

**Audit Fees** **4,000**

**Insurance (Gen. Liability, Director and Officers)** **2,000**

**Summit and Medina County Expenses** **24,000**  
(Indirect costs & various operating costs)

**Total Commitments** **\$ 216,235** 31.45%

**Uncommitted Balance** **\$ 391,374** 56.92%

Year 2 Funds (must be obligated by 6/30/16) **\$ 243,831**

Total Commitments **216,235**

Uncommitted Year 2 Funds **\$ 27,596 \***

\* NOTE: Unspent Year 2 Admin dollars can be reallocated to Program.

# 1/23/2017 MINUTES ATTACHMENT 6

12/14/16 Area 2 WDB Meeting

## WIOA Area 2

### 2016-17 Operating Budget - Programs (Formula Funds)

- Adopted by the COG on 11/30/2016

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>	
<b>Adult and Dislocated Worker Program</b>				
Available	\$ 627,445	\$ 2,103,613	\$ 2,731,058	
<b>Commitments</b>				
EDSI Contract	\$ 360,000		\$ 360,000	
* ULA Contract		\$ 751,388	751,388	
OJTs		500,000	500,000	
ITAs		185,000	185,000	
Operations		150,000	150,000	
<b>Subtotal</b>	<b>\$ 360,000</b>	<b>\$ 1,586,388</b>	<b>\$ 1,946,388</b>	<b>71.27%</b>
<b>Uncommitted Balance</b>	<b>\$ 267,445</b>	<b>\$ 517,225</b>	<b>\$ 784,670</b>	<b>28.73%</b>
* 75-80% of the \$963,318 ULA contract will be charged to WIOA; the balance will be charged to Summit JFS TANF funds.				
-----				
<b>CCMEP Youth Program</b>				
Available	\$ 286,406	\$ 1,180,395	\$ 1,466,801	
<b>Commitments</b>				
JOG Contract	\$ 250,000	\$ 317,000	\$ 567,000	
AUL Contract		285,000	285,000	
Hattie Larlham		50,000	50,000	
Operations	20,000	350,000	370,000	
<b>Subtotal</b>	<b>\$ 270,000</b>	<b>\$ 1,002,000</b>	<b>\$ 1,272,000</b>	<b>86.72%</b>
<b>Uncommitted Balance</b>	<b>\$ 16,406</b>	<b>\$ 178,395</b>	<b>\$ 194,801</b>	<b>13.28%</b>
-----				
<b>Total - All Programs</b>				
Available	\$ 913,851	\$ 3,284,008	\$ 4,197,859	
Commitments	\$ 630,000	\$ 2,588,388	\$ 3,218,388	76.67%
<b>Uncommitted Balance</b>	<b>\$ 283,851</b>	<b>\$ 695,620</b>	<b>\$ 979,471</b>	<b>23.33%</b>

**WIOA Area 2****2016-17 Operating Budget - Programs (Non-Formula Funds)***- Adopted by the COG on 11/30/2016*

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>	
<b>Available</b>	\$ 25,054	\$ 192,596	\$ 217,650	
<b>Commitments</b>				
OMJ Center Resource Sharing	\$ 21,554	\$ 189,096	\$ 210,650	
AJC Branding	3,500	3,500	7,000	
<b>Total Commitments</b>	<u>\$ 25,054</u>	<u>\$ 192,596</u>	<u>\$ 217,650</u>	
<b>Uncommitted Balance</b>	\$ -	\$ -	\$ -	0.00%

**WIOA Area 2****2016-17 Operating Budget - Administration***- Adopted by the COG on 11/30/2016*

	<u>Medina</u>	<u>Summit</u>	<u>Area 2</u>	
Available	\$ 88,801	\$ 598,808	\$ 687,609	
<b>Commitments</b>				
<b>Salaries &amp; Benefits</b>				
Executive Director			\$ 68,098	
F.T. Program Analyst			37,462	
P.T. Admin Assistant			20,525	
<b>Subtotal</b>			<u>126,085</u>	
<b>Incentives - Executive Director</b>			2,500	
<b>Fiscal Agent</b>			30,000	
<b>Office Expenses</b>				
Rent			3,000	
Phone (landline)			500	
Phone (cell)			1,200	
Internet service			1,000	
Laptop computers/monitors			5,000	
IT services			4,000	
Software and backup			1,000	
Copier/printer/scanner			750	
Supplies & postage			1,200	
<b>Subtotal</b>			<u>17,650</u>	
<b>Travel and Conferences</b>			3,000	
<b>Memberships (OWA and NAWB)</b>			7,000	
<b>Audit Fees</b>			4,000	
<b>Insurance (Gen. Liability, Director and Officers)</b>			2,000	
<b>Summit and Medina County Expenses</b> (Indirect costs & various operating costs)			24,000	
<b>Total Commitments</b>			<u>\$ 216,235</u>	31.45%
<b>Uncommitted Balance</b>			<u>\$ 471,374</u>	68.55%
Year 2 Funds (must be obligated by 6/30/16)			\$ 343,302	
Total Commitments			<u>216,235</u>	
Uncommitted Year 2 Funds			<u>\$ 127,067</u>	*

\* NOTE: Unspent Year 2 Admin dollars can be reallocated to Program.

# 1/23/2017 MINUTES ATTACHMENT 7

01/23/17 WDB Finance Committee Meeting

## WIOA Area 2

### Recommended Reappropriation Authority Granted to the WDB by the SAMWA COG

*The below example is based on the budget adopted by the SAMWA COG on 11/30/2016.*

	Committed	Reappropriation Authority
Adult and Dislocated Worker Program	\$ 1,946,388.00	\$ 194,638.80
CCMEP Youth Program	\$ 1,272,000.00	\$ 127,200.00
Non-Formula Funds	\$ 217,650.00	\$ 21,765.00
Administration	\$ 216,235.00	\$ 21,623.50