

Summit/Medina Workforce Development Board

FINANCE COMMITTEE

MEETING MINUTES

of

September 12, 2016

OhioMeansJobs Summit County, JFS Conference Room

1040 E. Tallmadge Ave, Akron, OH 44310

Finance Committee Members Present: Jeff Bissell; Mark Derrig; Anthony Esposito (via phone – out at 8:47 am)

Finance Committee Members Absent: David Prentice

Guests and Staff Present: Terri Burns; Daniel Grantham; Christine Marshall

A. Call to Order

- The meeting was called to order at 8:10 AM by Jeff Bissell, Finance Committee Chair, with an introduction of present Workforce Development Board (WDB) members present and staff.

B. Approval of Minutes

- Mark Derrig motioned to approve the 8/9/2016 Finance Committee meeting minutes. The motion was seconded by Bissell. The 8/9/2016 meeting minutes were approved.

C. Reports

- There were no reports.

D. Old/Unfinished Business

- Review of Financial Reports for Presentation at the 9/14/2016 Full Board Meeting
 - i. Terri Burns, Chief Financial Officer, Summit County Department of Job and Family Services (SCDJFS) explained that as July 31, 2016, the total carryover from Program Year (PY) 2015 (7/1/2015-6/30/2016) in WIOA Program and Administration grants is \$1,442,385.02, of which \$1,099,083.70 is WIOA program grants and \$343,301.32 is WIOA Administration grants.
 - ii. Burns discussed total available WIOA Program and Administration grant allocations for PY 2016 (7/1/2016-6/30/2017).
 - Area 2 WIOA Program Grants = \$1,426,175.00
 - Area 2 WIOA Administration Grants = \$158,464.00
 - Area 2 WIOA PY 2016 Program Grants + PY 2015 Carryover = \$2,525,258.70
 - Area 2 WIOA PY 2016 Administration Grants + PY 2015 Carryover = \$501,765.32
 - **Area 2 WIOA Total PY 2016 Grants + Total Carryover = \$3,027,024.02**
 - iii. Burns discussed Disbursements as of July 31, 2016. Totaling \$281,607.42, July 2016's disbursement includes:
 - Area 2 WIOA Program = \$278,455.01
 - Area 2 WIOA Administration = \$3,152.41

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Burns expressed that of the total July 2016 WIOA Program disbursement, all adult/dislocated funds are spent and \$32.00 remains in youth funds. Nearly all of the July 2016 WIOA Administration disbursement is unspent.

- iv. Burns expressed that Fiscal Year (FY) 2017 (10/1/2016-9/30/2017) allocations, which will be awarded in September 2016 and available for use on 10/1/2016, are not included in the funding discussed thus far. While some of the 10/1/2016 FY 2017 fund disbursement is already allocated, these funds cannot be recorded until the start of FY 2017. Burns expressed that while it is important for the Finance Committee to be up-to-date on all funding allocations, state requirements prevent her from entering FY 2017 disbursements into the system at this time. FY 2017 disbursements will be included on the 10/2016 reports.
 - o Derrig asked Burns to confirm that no adult/dislocated funds are available until FY 2017 funds are disbursed. Burns confirmed this.
 - o Bissell asked Burns if the current lack of adult/dislocated funding will cause a suspension of programming until 10/1/2016. Burns expressed that because more funding is forthcoming, programming will continue uninterrupted.
 - a. Bissell recommended the inclusion of an “available to expend” column in future financial reports to alleviate such confusion.
 - o Bissell asked if Area 2 has “over drafted” or overspent, and if so, will this cause trouble for Area 2’s fiscal outlook. Derrig expressed that Area 2 has not overspent in the past which Burns confirmed. Both Derrig and Burns expressed that there are no problems with Area 2’s fiscal outlook now nor are there any expected in the future.
- v. Burns discussed Area 2 WIOA operating funds for PY 2016, totaling \$4,885,470.02.
 - o Medina County’s Allocation = \$1,002,652.65
 - o Summit County’s Allocation = \$3,882,817.37
 - a. Bissell recommended that future Operating Funds reports displace Area 2 totals in the far right column. Burns agreed to this change.
- Discussion of Bissell’s Reports for the 9/14/2016 Full Board Meeting
 - i. Bissell expressed that the reports he drafted for today’s meeting are an attempt to visually breakdown the fiscal information relayed in the reports produced by Burns. Bissell felt that it was important to give the full WDB membership an understanding of Area 2’s fiscal outlook while not overwhelming them with numbers.
 - ii. Bissell expressed that the Finance Committee will show five PowerPoint slides during the 9/14/2016 Full WDB meeting:
 - 1) Finance Committee Goals and Objectives
 - 2) Program Funding – The “Big Picture”
 - 3) Area 2 Program Funding by Source – PY 2016
 - 4) Area 2 Program Funding Breakdown – PY 2016
 - 5) Program Funding – All Sources

Bissell expressed that these slides illustrate the budget in terms of how much is allocated vs. how much will be spent and include administrative aspects. Bissell suggested rounding numbers to the nearest thousand.

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- iii. Bissell addressed the fiscals for WDB staffing and suggested \$300,000.00 of the total \$501,765.32 WIOA Administrative Grant be encumbered for staff in PY 2016/FY 2017. \$100,000.00 of the remaining Administrative total should be allocated for the fiscal agent fee.
- iv. Derrig asked those present if budgeting should ensure carryover from year to year. Bissell asked for suggestions on carryover amounts for future budgeting work.
- v. Addressing the budget, Christine Marshall, Deputy Director of Workforce Development, SCDJFS, asked those present to consider facility costs related to the WDB staff's office(s). Given its proximity to both counties, Marshall suggested the Fairlawn/Montrose area as an ideal location. Alternatively, offices could be house in both Summit and Medina Counties. Under such an arrangement, Medina County's office location would need to be determined while Summit County's office would almost certainly be at OhioMeansJobs Summit County.
 - o Derrig suggested looking into the availability of free office space.

E. Good of the Order

- Derrig inquired about the next meeting of the Ad Hoc Hiring Committee. Those present expressed that they were unsure of the date for the next Ad Hoc Hiring Committee Meeting.

F. Meeting Adjournment

- Derrig motioned to adjourn the meeting. Bissell seconded the motion. The meeting was adjourned at 9:15 am.

Respectfully submitted,

Daniel Grantham, Executive Assistant

Summit County Department of Job & Family Services