

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, JUNE 17, 2021**

Summit & Medina Workforce Area Council of Governments (SAMWA COG)
Via Microsoft Teams

[Click here to join the meeting](#)

Or call in (audio only)

+1 321-710-8464

Phone Conference ID: 824 436 206#

Workforce Development Board (WDB) Finance Committee Members Present: Jeff Bissell, WDB Vice Chair; Mark Derrig, Finance Committee Chair; Anthony Esposito; Erin Ploucha; David Prentice

Workforce Development Board (WDB) Finance Committee Members Absent: Mandy Hinkel (*excused*); Maria Miller (*excused*)

WDB/SAMWA COG Staff Present: Grace Fry-Glaubman, Policy, Procurement, and Performance Administrator; Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

Fiscal Staff Present: Thomas Jalbert, Fiscal Operations Administrator, CSDJFS; Mark Milhoan, Fiscal Reporting Officer, CSDJFS; Diane Miller-Dawson, Director, CSDFB; Phillip Montgomery, Deputy Director, CSDFB and Chief Financial Officer, CSDJFS

I. CALL TO ORDER

- a. Chair Derrig called the Finance Committee meeting to order at 8:03 AM. Roll call was taken in lieu of a sign-in sheet for the virtual meeting.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 3/18/2021 Finance Committee meeting minutes. Ploucha made the motion, which Prentice seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. REPORTS

- a. Jalbert reviewed the following summary reports:
 - i. Area 2 Financials as of 5/31/21:
 - Jalbert noted that Year 2 funds not spent by June 30, 2021, will be returned to the State, this is mainly due to Year 2 spending delays caused by the carry-over of Year 3 funding from the previous year, as well as additional grant funding. It was further noted that in Medina County, we have depleted all of the Year 2 Adult and DW funds, and close to spending all of the youth, with Year 1 (next year) funds being spent under DW.
 - Marshall noted that while the reports are as of May 31, 2021, the contract expenditures only include closed months, most through the end of April or even March in some cases, not through May, so the reports do not reflect actual spending to date.

- Both Jalbert and Marshall agreed at the September Board meeting there will be recommendations to shift remaining funds, especially to cover any expended Year 1.
- ii. State Fiscal Year 2021 Allocations and Expenditures as of 5/31/21
 - Jalbert noted Admin spending is on pace; RESEA spending is on pace considering the RESEA staff were only on-boarded 3/10/21; and Grant spending is on pace.

IV. OLD/UNFINISHED BUSINESS

- a. Marshall informed the Finance Committee that the Ohio Dept. of Job & Family Services Bureau of Monitoring & Consulting Services' WIOA Financial Review for July 1, 2019 to December 31, 2020 (18-month review period), which began 12/3/2020, has concluded, with a letter from ODJFS dated 4/28/21, stating there were no significant findings.

V. NEW BUSINESS

- a. Marshall reviewed with the Committee the SFY 2022 WIOA Allocations
 - i. The total allocation for Area 2 *increased* by 1.9% over last year's allocation, although we had been verbally told in March to expect an average 10% decrease across all Workforce Areas
 - ii. SFY 2021 WIOA Allocations split by County within Area 2 are as follows:
 - Adult Services – 24% to Medina, 76% to Summit
 - Dislocated Worker Services – 24% to Medina, 76% to Summit
 - Youth Services – 22% to Medina, 78% to Summit
- b. Marshall informed the Committee that the ODJFS Business Resource Network grant, which had been scheduled to end 6/30/21, has been extended through 12/31/21, providing more time to spend the original award but no additional funding. We expect to spend the remaining funds by September 2021.
- c. Marshall informed the Committee that beginning 6/21/21, the USDOL will be monitoring Area 2's COVID-19 Grant activities, which provides funding for training job seekers who are unemployed due to the pandemic. Area 2 was chosen by the State for federal monitoring because we're doing well with respect to spending and delivery of services.
- d. Marshall reviewed for the Committee upcoming SFY 2022 contract renewals and new contracts, including:
 - i. The award of new contracts with 3 Summit County WIOA Youth Services Providers
 - ii. The award of a new contract with 1 Medina County WIOA Youth Services Provider
 - iii. The award of a new Medina County One-Stop Operator Contract
 - iv. The first of two renewals of the Summit County One-stop Operator Contract
 - v. The award of a new Random Moment Sampling/Indirect Costs (RMS/IDC) Contract
- e. Jalbert reviewed with the Committee the SAMWA COG's Program and Administrative Operating budgets for SFY 2022. Marshall explained the addition of Incumbent Worker Training, which allows companies to seek funding for training for a cohort of their current workers, to upskill to earn a promotion. This benefits the incumbent workers, and potentially creates openings in the lower skilled positions that can be filled by other job seekers. Jalbert explained that the RESEA budget is based on a projected SFY 2022 allocation that has not been received from the State to date, basically doubling the six month amount we currently have through June 30, 2021. The Committee agreed to recommend the budgets for approval by the WDB and adoption by the SAMWA COG at their meetings on 6/24/21.
 - i. Derrig requested a motion to recommend approval and adoption of the SFY 2022 Program and Administrative Operating Budgets. Prentice made the motion which was seconded by Ploucha. With no objections or abstentions, the motion passed.
- f. Marshall informed the Committee that the Auditor of State will begin its review of CY 2020 Area 2 financials in mid-July 2021.
 - i. Julian and Grube submitted a draft of the Area's financials to Montgomery ahead of the AOS May 31, 2021 filing deadline, and the financials have been filed with AOS.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. The Committee was reminded that the next WDB Regular Meeting is scheduled for Thursday, June 24, 2021, at 8:00 AM and will be held virtually via Teams.
 - i. Derrig informed those present that he will be absent from the 6/24/21 Regular meeting, and nominated Prentice to give the Finance Committee's 6/17/21 meeting summary in his place. Prentice agreed to present the meeting summary.

VII. ADJOURNMENT

- a. Derrig requested a motion to adjourn the 6/17/2021 WDB Finance Committee meeting. Prentice made the motion, which Derrig seconded. With no objections or abstentions, the motion carried. The meeting adjourned at 8:40 AM.

Prepared by

Tammy Kaser

Operations Coordinator, SAMWA COG