

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF
THURSDAY, SEPTEMBER 23, 2021**

Summit & Medina Workforce Area Council of Governments (SAMWA COG)
175 South Main Street, Suite 209
Akron, OH 44308

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

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

WDB/SAMWA COG Staff Present: Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

Fiscal Staff Present: Tari Addison, Chief Fiscal Officer, CSDJFS; Thomas Jalbert, Fiscal Operations Administrator, CSDJFS (*call-in*); Mark Milhoan, Fiscal Reporting Officer, CSDJFS

I. CALL TO ORDER

- a. Chair Derrig called the Finance Committee meeting to order at 8:05 AM. Those present introduced themselves.

II. APPROVAL OF MINUTES

- a. Derrig requested a motion to approve the 6/17/2021 Finance Committee meeting minutes. Prentice made the motion, which Bissell seconded. With no objections or abstentions, the motion carried, and the minutes were approved.

III. REPORTS

- a. Jalbert reviewed the following summary reports:
 - i. SFY 2021 Operating Budget: Program and Administrative expenditures ending June 30, with updates through August 31
 - Year 3 WIOA funds were spent by December 2020, leaving 6 months to spend Year 2 WIOA funds before the June 30, 2021 end date. We have until the 9/30/21 liquidation period end date to process invoices against Year 2. Any Year 2 funds still unspent after 9/30/21 will be returned to the State of Ohio.
 - As of 8/31/21, of Year 2 (SFY 2021) WIOA funding, approximately \$700,000 in Summit Adult program funds, \$670,000 in Summit Youth program funds, and \$65,000 in Administrative funds remain unspent.
 - In Medina, Year 2 funds were fully spent before June 30, and Year 1 funds had begun to be spent. Since Year 1 funds (SFY 2022 funds) had been used to cover services delivered during SFY 2021, funds can be moved from the unspent Year 2 Administrative and Summit County Program balances to the Medina budgets to cover those expenses, which will reduce the total amount of unspent Year 2 funds being returned to the State by the Area.
 - Marshall emphasized the report only shows Year 2 spending updated through 8/31/21

and that many invoices have been processed against Year 2 funds since 9/1/21. Fiscal staff will report on estimated actual expenditures through 9/30/21 at next week's WDB meeting, and the final amount to be returned will likely be available at the 10/6/21 Executive Committee meeting. Marshall wants the Executive Committee to make a recommendation to shift funds, etc. for the COG meeting later that morning.

- Jalbert noted that in addition to Year 3 funds being carried over from SFY 2020 due to the pandemic, which limited Year 2 spending to 6 months instead of a full year, the Area has also received several grants, including a COVID-19 grant, that added to the total amount of funding in Area 2, and further slowed the spending of Year 2 funds.
- Marshall noted, at the same time, due to COVID, delivery of services was slowed as the OMJ Centers were largely closed to the public for all of SFY 2021.
- Marshall reminded the Committee members that the State has provided a procedure to apply to receive money back from what all Areas are returning in the form of special projects.
- Marshall was asked and confirmed for the Committee members that future Area allocations will not be affected by the returning of funding to the State for SFY 2021.
- Jalbert and Marshall noted trainings that began in SFY 2021 and ended during the liquidation period are still being paid, and that spending is against the Adult SFY 2021 balance.
- Jalbert added there will be Supplemental invoices for Akron Urban League that will be charged against SFY 2021 WIOA Youth funds.
- Jalbert also noted that some spending, such as for Incumbent Worker Training and Youth incentives, is coming out of the Uncommitted Balances, as these are new services for Area 2 and had not been added as a line item to the Operating Budget for SFY 2021. They have been added to the Budget for SFY 2022.
- Bissell suggested creating a summary report with key takeaways to present for the full Board at Regular meetings and volunteered to assist in designing and preparing it.
- The Committee discussed issues affecting the current worker shortage and some solutions such as addressing the demand for skilled trades workers in schools.
- When the Committee reviewed the RESEA financials Marshall explained we will have another allocation Program Year schedule for RESEA to manage, which was affected by several delays in transitioning the program from the State to the Local Workforce Areas, the result being a rollover of funding from the first year into the second year of the local program, and the official RESEA Program Year runs April 1 – March 31.
- When the Committee reviewed the Special Grants report Marshall noted the Rapid Response, Opioid, and BRN Grants are on pace to be spent before their end dates (end dates for the Opioid and BRN Grants have been extended).
 - The end date for the U.S. DOL COVID-19 grant has not been extended, however, several months at the beginning of the grant period were lost due to delays from the State in notifying and training the local areas regarding the implementation of the grant. Also, the COVID grant works mainly to supplement WIOA Dislocated Worker funds to help those who were dislocated due to the pandemic. We already had Year 3 and Year 2 WIOA DW funds to spend, and OMJ Centers closed to the public, so the additional funding was not really needed as we originally planned for given the numbers of persons on unemployment in 2020. We have until June 30, 2022 to spend the remainder of the COVID grant. There is no liquidation period for the COVID grant.
 - The State recently noticed how much is still unspent across the State, and they loosened the restrictions on how the funds can be spent, for example allowing the Areas to use COVID grant funds on outreach efforts. Area 2 will be purchasing Radio Ads using COVID grant funds targeting persons

- laid-off during the pandemic.
- Some expenses that could have been charged against either the COVID grant or WIOA were charged against WIOA to reduce the amount of WIOA Year 2 funding being returned to the State.
- Bissell asked if Area 2 could use some of the additional grant funding to hire additional staff to help spend it. Marshall replied that grant funding ends which is difficult to hire someone under, but RESEA funds are now a permanent part of the budget, and we do have plans to hire staff under the RESEA budget who will assist in supervising the RESEA staff and who will also assist the Board's administrative staff in managing special grants where we can charge their salary against the admin portion of the grants. We believe we can hire someone full time on a continual basis, supplemented with grant funding but who's based mainly on RESEA. They'd need to track their time spent in each program to properly account.
- ii. SFY 2022 Area 2 Financials as of 8/31/21
- iii. SFY 2022 Allocations and Expenditures as of 8/31/21
 - Incumbent Worker Training and Youth Incentives have been added as line items to the SFY 2022 Program Budget.
 - The Rapid Response grant has dropped off the SFY 2022 Special Grants page since that grant ended 12/31/20.

IV. OLD/UNFINISHED BUSINESS

- a. Marshall informed the Committee that the new website for Area 2 has gone live.
- b. Marshall informed the Committee that the US Department of Labor enhanced desk review of Area 2's COVID-19 Grant commenced on 6/21/21.
- c. Marshall informed the Committee that the Auditor of State (AOS) review of CY 2020 Area 2 financials, which began in mid-July, 2021, continues. The AOS has stated informally that they have finished their review and have no significant findings to report.

V. NEW BUSINESS

- a. Jalbert discussed with the Committee members an appropriation adjustment to the Area 2 2021 calendar year budget, for projected obligations and expenditures, for approval by the WDB and SAMWA COG Board.
 - i. When CY appropriations were made in December 2020 for CY 2021, we did not have a budget for the RESEA salaries. Also, Medina has exceeded their budget for trainings, and funds need to be appropriated to cover those expenditures.
 - ii. Bissell made a motion to accept, and recommend to the SAMWA COG Board for adoption, the appropriation adjustment to the Area 2 2021 Calendar Year budget for projected obligates and expenditures. Prentice seconded the motion. With no objections or abstentions, the motion passed.
- b. Marshall discussed with the Committee members the FFY 2022 United Labor Agency (ULA) Career Services contract extension to be presented for WDB approval at their next Regular meeting on 9/30/2021. The extension of the contract with ULA to deliver WIOA Career Services, utilizing Adult/Dislocated Worker funds, in Summit and Medina Counties, is not to exceed \$2,033,000.00.
 - i. Marshall noted the increase in the contract amount is due in large part to the MOU Budget increase in Summit County, which is largely due to the increase in rent for the Summit OMI Center. The contract budget also needed to be increased to cover the cost of retaining the employee hired under the BRN grant which ends 12/31/21. She emphasized that although placement numbers have been affected by the pandemic, the cost of offering services has gone up, and the WIOA Career Services provider does a lot more than place job seekers in open positions. For example, we have seen a record number of Individual Training Accounts written in the last Program Year.
 - ii. Derrig made a motion to recommend to the Workforce Development Board an agreement

with United Labor Agency (ULA) for an amount not to exceed \$573,000.00 in Medina and \$1,460,000.00 in Summit for a grand total of \$2,033,000.00 to provide WIOA Career Services to adults, dislocated workers, and businesses through both Area OhioMeansJobs centers, for FFY 2022, with no renewals. Prentice seconded the motion. With no objections or abstentions, the motion passed.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Derrig reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, September 30, 2021, at 8:00 AM and will be held in person at the Radisson Hotel, Akron Fairlawn

VII. ADJOURNMENT

- a. Bissell made a motion to adjourn the 9/23/2021 WDB Finance Committee meeting. Prentice seconded the motion. With no objections or abstentions, the motion carried, and the meeting adjourned at 9:25 AM.

Prepared by

Tammy Kaser

Operations Coordinator, SAMWA COG