

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
OF  
THURSDAY, NOVEMBER 18, 2021**

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

Virtual Location:  
[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 321-710-8464](#)

Phone Conference ID: 499 906 487#

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**Workforce Development Board (WDB) Finance Committee Members Present:** Anthony Esposito, Finance Committee Chair (*virtual*); Mandy Hinkel (*virtual*); Maria Miller; David Prentice

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**Workforce Development Board (WDB) Finance Committee Members Absent:** Jeff Bissell, WDB Vice Chair; Mark Derrig (*excused*); Erin Ploucha (*excused*)

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

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**Fiscal Staff Present:** Tari Addison, Fiscal Operations Manager, CSDJFS; Thomas Jalbert, Finance Administrator, CSDJFS; Mark Milhoan, Fiscal Reporting Administrator, CSDJFS; Diane Miller Dawson, Director, County of Summit Department of Finance & Budget; Phil Montgomery, Deputy Director, County of Summit Department of Finance & Budget

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**Guests Present:** Terri Burns, Director, County of Summit Department of Job and Family Services (*virtual*)

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**I. CALL TO ORDER**

- a. Chair Esposito called the Finance Committee meeting to order at 8:03 AM. Those present introduced themselves and roll was taken by Kaser of all WDB members present, both in person and virtually, in keeping with the new rules for hybrid in-person/virtual meetings of the WDB and its Committees.
- b. Marshall announced that Esposito has been appointed by the WDB Chair, Jessica Heid, to Chair the WDB Finance Committee, beginning 11/12/2021. Mark Derrig, whose last term as Finance Chair ended on 11/11/2021, had declined to continue after serving in the role since August 2018.

**II. APPROVAL OF MINUTES**

- a. Esposito requested a motion to approve the 9/23/2021 Finance Committee meeting minutes. Prentice made the motion, which Miller seconded. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

### III. REPORTS

a. Jalbert reviewed the following summary reports:

i. SFY 2021 Area 2 Financials as of 10/31/2021 (FINAL)

- Jalbert noted that Medina Year 1 WIOA funds have been fully reimbursed for costs incurred during PY 2020 (7/1/2020 – 6/30/2021) which had been charged against Year 1 as Year 2 funds were overspent.
- He further noted that it was unspent Summit Program and Administrative Year 2 WIOA funds that were used to reimburse Medina Year 1 WIOA funds, which reduced the amount of Year 2 WIOA funds returned to the State.
- Year 2 WIOA funds that were ultimately returned to the State included \$483,661 in Summit Adult Program funding, and \$558,279 in Summit Youth funding.
  - Marshall and Jalbert reminded those present that the previous fiscal year saw PY 2019 Year 2 WIOA funding carried over into PY 2020 as Year 3 funds, as an exception due to the pandemic, and a special COVID grant (and other special grants) awarded to Area 2, which meant there was significantly more funding in Area 2 in PY 2020 than in previous years. At the same time, service delivery across all programs was slowed due to the closing of the centers during the pandemic, which especially affected youth participation. Despite these challenges, the Area was successful in implementing about a year's worth of funding in about 6 months, otherwise even more funding would have been returned.

ii. SFY 2021 Area 2 Allocation & Grant Budget Expenditures as of 10/31/2021 (FINAL)

- Marshall noted that Individual Training Accounts (ITAs) were overspent by 21% due to extra efforts to expend PY 2020 Year 2 WIOA funding. The trend of breaking records in writing ITAs continues into PY 2021.

iii. SFY 2022 Area 2 Financials as of 10/31/21

iv. SFY 2022 Allocations and Expenditures as of 10/31/21

- Marshall explained Transitional Jobs, which has recently been added to the budget to fund work experience for jobseekers with little to no work experience and/or who face additional barriers to becoming and staying employed. TJ plans reimburse to employers who hire inexperienced workers 100% of wages paid during a set period, and do not require employers to retain TJ employees at the end of their work experience period, although most TJ employees so far have been retained. She also briefly summarized Individual Training Accounts (ITA), which are trainings paid for directly by the Workforce Area in order to assist an eligible jobseeker in gaining employment, On-the-Job Training (OJT) which reimburses 50% of wages to employers that hire jobseekers who have some of the necessary skills for a position but need some training, and Incumbent Worker Training (IWT), which provides training paid in part by the Workforce Area, in part by an employer, to provide their employees with skills they can use to qualify for promotion within the company.
- Jalbert and Marshall noted that the Reemployment Service and Eligibility Assessment (RESEA) program funding allocation will end in December, with a new allocation beginning in January, for the program, which has been permanently transferred from the State to the local Workforce Areas. Marshall noted the funding is only for staff and their space and supply needs. The RESEA staff meet one-on-one for 21 days with Unemployment Insurance claimants identified as unlikely to become reemployed. The number of such claimants available to select for service fluctuates significantly from week to week. Area 2 hired three staff in March 2021 (two in Summit, one in Medina) to deliver RESEA services.
- Marshall reminded those present that although the Opioid Grant was awarded to the

State in April 2019, Area 2 did not receive the funding and guidance on how to spend the funding until October 2019. The grant now ends March 31, 2022, and Area 2 is on pace to spend any remaining funds, mainly through contracts with Medina JFS and Summit County Public Health.

- Marshall noted that COVID funds can now be used for outreach, and Area 2 is investing in radio ads targeting those unemployed due to the pandemic.

#### **IV. OLD/UNFINISHED BUSINESS**

- a. Marshall reminded the Committee that the US Department of Labor enhanced desk review of Area 2's COVID-19 Grant commenced on 6/21/21 and as of this meeting we have not heard from ODJFS what the outcome is, therefore the item continues to appear as old business on our agenda.
- b. Marshall reminded the Committee that the Auditor of State (AOS) review of CY 2020 Area 2 financials, which began in mid-July, 2021, has concluded, with no significant findings to report, and reviewed a recent letter from Ohio Department of Job and Family Services officially accepting the AOS audit.

#### **V. NEW BUSINESS**

- a. Jalbert reviewed with the Committee members an appropriation resolution for CY 2022 to recommend for WDB approval at their 12/9/21 meeting and to send to the SAMWA COG to execute. The resolution allows the fiscal staff to set up funds in the payment system in order to process invoices.
- b. Marshall announced that Area 2 was awarded a WIOA Special Project Grant from ODJFS in the amount of \$97,200 on 11/16/2021. This is PY 2020 Year 2 WIOA funding that had been returned to the State by Area 2, which Area 2 applied to receive back in the form of a special grant, for the purpose of working with Portage County (in order to cover the "Akron MSA" and footprint of the GAC) to survey working-age adults regarding their employment situation. The goal is to generate 800 responses for each of the three participating counties, Summit, Medina, and Portage. The Ohio Workforce Areas have until June of 2022 to apply to receive back funding that was returned to the State to fund such special projects.

#### **VI. GOOD OF THE ORDER/ANNOUNCEMENTS**

- a. Esposito reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, December 9, 2021, at 8:00 AM and will be held in person at the Radisson Hotel, Akron Fairlawn, and virtually via Teams.

#### **VII. ADJOURNMENT**

- a. Prentice made a motion to adjourn the 11/18/2021 WDB Finance Committee meeting. Miller seconded the motion. The motion was passed by a roll call vote of WDB Members present in person and virtually, recorded by Kaser, with no objections or abstentions. The meeting adjourned at 8:45 AM.

*Prepared by  
Tammy Kaser  
Operations Coordinator, SAMWA COG*