

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
OF THURSDAY, JUNE 16, 2022**

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

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Phone Conference ID: 561 176 6#

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

**Workforce Development Board (WDB) Finance Committee Members Absent:** Mark Derrig (*excused*)

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**WDB/SAMWA COG Staff Present:** Meghan Adair, Special Projects Manager; 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

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**I. CALL TO ORDER**

- a. Chair Esposito called the Finance Committee meeting to order at 8:04 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. Those present welcomed Meghan Adair, new Special Projects Manager on the Board staff.

**II. APPROVAL OF MINUTES**

- a. Esposito requested a motion to approve the 3/17/2022 Finance Committee meeting minutes. Prentice made the motion, which Bissell seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

**III. REPORTS**

- a. Esposito then turned the meeting over to Jalbert, who reviewed the following summary reports:
  - i. SFY 2022 Area 2 Financials as of 5/31/22
    - Jalbert noted the amounts disbursed and available YTD for Adult, Dislocated Worker, and Youth programs across both Counties, and for Administration.
    - Marshall emphasized that, for the first time since the COG's formation, Year 2 Summit Adult program funding has been spent in full, and well ahead of the end of the fiscal year.
  - ii. SFY 2022 Allocations and Expenditures as of 5/31/22
    - Jalbert noted the Area is seeing record-breaking training obligations
    - Jalbert noted that Youth contract spending shown on the report is only through March, but there will be an unspent balance of WIOA Youth program funding that will be returned to the State on 6/30. Marshall clarified that the underspent Youth funding cannot be transferred to the overspent Adult program funding.

- Marshall reminded the Committee members that RESEA funding can only be spent to support RESEA service delivery staff (salaries, equipment and supplies, MOU Partner fees), and informed those present that searches are being conducted to fill two vacancies on the Area's RESEA staff. She also noted that part of the salary for the new Special Projects Manager position will come from the RESEA budget, as part of Meghan's responsibilities is to supervise the RESEA staff.
- Jalbert noted the Opioid Grant was fully expended before it ended, with no liquidation period, on 3/31/22, and reminded those present that a new Opioid Grant, called the Fresh State Grant, has been awarded by USDOL to be disbursed to local Workforce Areas by ODJFS. Marshall noted that the full amount of the new Opioid Grant allocation will be encumbered under contracts slated to commence 7/1/22.
- Jalbert informed those present that the COVID grant has been extended through 6/30/23. The grant can be used the same way as WIOA DW funds, which prevented SFY21 WIOA A/DW funding from being spent in full, but helps alleviate the increased demand on SFY22-23 WIOA A/DW funds, and should be spent in full before 6/30/23.
- Jalbert reminded the Committee members that Marshall had secured a Special Grant from ODJFS last year, totaling \$97,200 in funding that had been returned to the State as unspent SFY 2021 WIOA Year 2 funds, for the purpose of conducting a working-age adult survey. Marshall explained that we included Portage in the research to encompass the Akron metropolitan statistical area (MSA) and match the Greater Akron Chamber's footprint. This Grant has been spent in full, and the survey has yielded results that are getting some local media attention. The media attention was noted by Bissell as a positive for the workforce area.

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

- a. Marshall informed those present that Board staff submitted a Fresh Start grant (Opioid DOL funds) plan and budget to ODJFS, 6/9/2022. The plan includes contracts with the Public Health agencies in both Medina and Summit Counties, who wish to shift their focus this year and work more with employers on ways to include those recovering from addiction in the workforce. Also included in the plan is to work again with Hope Recovery Center of Medina County on peer recovery efforts.

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

- a. Jalbert reviewed with the Committee the PY 2022/SFY 2023 Area 2 WIOA Allocations, noting that the Area 2 WIOA allocation for SFY 2023 has decreased overall by 6.3% compared to the previous year and the decrease is less than the 10% decrease the Area had been alerted to anticipate.
- b. Jalbert reviewed with those present the SFY 23 budget, 7/1/22-6/30/23, noting a few slight changes from the previous year's budget.
  - i. Esposito requested a motion to recommend approval and adoption of the SFY 2023 Area 2 Program and Administrative Operating Budgets. Bissell made the motion, which Prentice seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Kaser, with no objections or abstentions. Hinkel and Ploucha had left the meeting before the roll call vote was taken.
- c. Jalbert discussed with the Committee an appropriations adjustment of \$475,000.00 to be considered by the SAMWA COG Board at their 7/6/22 meeting. Jalbert clarified that the increases requested are to cover expenses not anticipated at the time of the CY 2022 appropriations, and which must be paid before the CY 2023 appropriations. Marshall added that this ensures there is funds available on individual purchase orders.
- d. Marshall directed the Committee members' attention to a notice from ODJFS stating that the COVID Grant has been extended through June 30, 2023 in order to give all Areas time to fully expend the grant.
- e. Marshall informed those present that Area 2 received an email from the Auditor of State on June

15, 2022, citing they plan to begin their Calendar Year 2021 annual audit in mid-July, 2022.

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

- a. Esposito reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, June 23, 2022, at 8:00 AM and will be held in person at the Radisson Hotel, Akron Fairlawn, and virtually via MS Teams.

**VII. ADJOURNMENT**

- a. Esposito requested a motion to adjourn the 6/16/2022 WDB Finance Committee meeting. Prentice made the motion, which Bissell seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Kaser, with no objections or abstentions. The meeting adjourned at 8:55 AM.

Prepared by

*Tammy Kaser*

*Operations Coordinator, SAMWA COG*