

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF FRIDAY, March 17, 2023**

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: 596 708 748#

Workforce Development Board (WDB) Finance Committee Members Present:	Jeff Bissell, WDB Vice Chair; Anthony Esposito, Finance Committee Chair (<i>virtual</i>); Mandy Hinkel (<i>virtual</i>); Maria Miller (<i>virtual</i>); David Prentice (<i>virtual</i>)
Workforce Development Board (WDB) Finance Committee Members Absent:	Mark Derrig (<i>excused</i>)
WDB/SAMWA COG Staff Present:	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator
Fiscal Staff Present:	Thomas Jalbert, Deputy Director, CSDJFS; Phil Montgomery (<i>virtual</i>)

I. CALL TO ORDER

- a. Chair Esposito called the Finance Committee meeting to order at 8:12 AM. Those present introduced themselves and roll was taken by Smerek 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.

II. APPROVAL OF MINUTES

- a. Esposito requested a motion to approve the 12/20/2022 Finance Committee meeting minutes. Bissell made the motion, which Prentice seconded. The motion was passed by a roll call vote of Committee Members present in person and virtual, recorded by Smerek, with no objections or abstentions.

III. REPORTS

- a. Esposito then turned the meeting over to Jalbert, to share with the committee the SFY 23 following summary reports:
 - SFY 2023 Area 2 Financials as of 01/31/23
 - Jalbert noted that not a lot of spending happened outside of Administration for multiple reasons, but the biggest being the county switched to a new financial system. Therefore, many invoices got paid in the month of February instead.
 - Bissell asked about the Youth financials not being spent; Jalbert replies saying we need to pick up the contract spending in that category.
 - Jalbert also said that come February reporting, more was being charged against that category.
 - SFY 2023 Allocations and Expenditures as of 1/31/23
 - Jalbert then turned the committee's attention to the balances for the SFY 23 WIOA program expenditures through review of the various service delivery contracts and

training agreements under the adult, dislocated and youth categories for both counties. Traditionally this is what our spending looks like at this point in the year.

- Jalbert went over the administrative expenditures noting that they are a little slow in January except for payroll.
- b. Jalbert then turned the committee’s attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services and reviewed the following summary reports:
 - SFY 2023 Area 2 Financials as of 01/31/23
 - Jalbert explained that we were spending PY 21 funds until the state said to use PY 22 funding instead. As of February, we are using the PY 22 allocation to pay salary, rent and some supplies for cost incurred by the COG RESEA staff.
- c. SFY 2023 Allocations and Expenditures as of 01/31/23 for the Special Grants
 - Jalbert first discussed the Opioid Fresh Start grant which we are starting to charge invoices against it. During the next Financial Committee meeting, all of the expenditure reports will be up to date.

Marshall shared how Summit County Public Health is visiting employers and helping them become “recovery friendly workplaces” with the Fresh Start funding from us. They educate employers on what you can do to retain employees in recovery and assist their HR with drafting policy. They are also supplying them with Narcan and training how to administer – this service is not funded under our grant.
 - Jalbert moved to the COVID-19 Employment Recovery grant. He reminded the committee how this grant has affected the Dislocated Worker WIOA formula allocation spending the last few years. This grant terminates on June 30, 2023. He explained that Marshall learned from the state that we could recode any expenses attributed to dislocated worker this year against the remaining balance of the grant which in turn provides us with more adult and dislocated worker WIOA formula funding to use by June 30 on training.
 - Jalbert reviewed the Business Resource Network grant funding. This is being used to fund programs in each county’s Economic Development departments. This funding does expire on June 30, 2023, and we expect to fully expend.
 - Lastly Jalbert turned attention to the State Special Projects grant funding. Marshall explained this funding is made available from all of the WIOA funding returned by workforce areas due to COVID interrupting services. We currently have two Special Projects. We agreed to be a part of a pilot program for the state of Ohio called Improving Outcomes for Ohioans Project. This was described at our last board meeting as something Glaubman has taken the lead on, as it aims to assist in the development of performance -based contracting. The second state special project Marshall explained is to create a welcoming workforce coalition. We have engaged consultant, Rise Together on this 15-month project.

IV. OLD/UNFINISHED BUSINESS

- a. There was no old business to address.

V. NEW BUSINESS

- a. Esposito presented an amendment to the Business Resource Network grant with Medina County Economic Development Corporation (MCEDC), which is an increase of \$50,000.00 for committee approval. Motion to approve was made by Bissell, Hinkel seconded the motion. It was noted this will not be going to the full board because this committee has authority to approve contract additions up to \$50,000.00. The motion was passed by a roll call vote of Committee Members present in person and virtual, recorded by Smerek, with no objections or abstentions.
- b. Esposito noted the receipt of a WIOA Special Project Grant from ODJFS in the amount of \$95,000

on 02/08/2023 which will be used for a contract with Rise Together as a Professional Services agreement. It was noted by Marshall this will require approval on 3/23/2023 by a COG resolution which will both accept and appropriate the funds. Additionally, there will be a resolution to enter into the contract with the consultant.

- c. Esposito read to the committee that the Board staff will be Issuing a Request for Quote (RFQ) for a vendor to provide Out of School Youth recruitment in an amount NTE \$25,000 max. Marshall explained we are looking for a consultant who will help recruit out of school youths. The consultant will handle reaching out to those individuals.
- d. Marshall informed the committee that the Board staff is reviewing 2023 nine-month WIOA Career Services Budget with United Labor Agency (ULA) to determine if there will be a need for a contract increase to be able to pay all expenditures through June 30.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Esposito reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, March 23, 2023, 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 03/17/2023 WDB Finance Committee meeting. Bissell made the motion, which Miller seconded. The motion was passed by a roll call vote of Committee Members present in person and virtual, recorded by Smerek with no objections or abstentions. The meeting adjourned at 8:40 AM.

Prepared by

Kelly Smerek

Operations Coordinator, SAMWA COG