

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF FRIDAY, JUNE 16, 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: 679 757 652#

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

I. CALL TO ORDER

- a. Chair Esposito called the Finance Committee meeting to order at 8:02 AM. Those present introduced themselves and Smerek took attendance of all Committee 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. Those who are present and not members of the committee and wish to be recorded as present were advised to email Smerek.

II. APPROVAL OF MINUTES

- a. Esposito requested a motion to approve the 3/17/23 Finance Committee meeting minutes. Prentice made the motion, which Esposito seconded. The motion passed by a roll call vote of Committee Members present in person and virtually, recorded by Smerek, with no objections or abstentions.

III. REPORTS

- a. Esposito then turned the meeting over to Jalbert to report the following:
 - SFY2023 Area 2 Financials as of 5/31/23
 - Jalbert noted the Year 2 disbursements column and the available column for WIOA Adult, as \$876,000 spent with \$292,000 available for Summit County; and noted that in Medina County, we have spent \$343,000 with \$210,000 left to spend. For WIOA Dislocated Worker, we have expended the entire amount for both counties and have started dipping into the Year 1 funds.
 - Jalbert mentioned that we can transfer money from Summit to Medina since they are both in the same Area, but it will not occur until September, during the Year 2 liquidation period.
 - Jalbert reviewed the Youth category for both counties, in Summit we spent \$538,592, leaving almost \$700,000 available; in Medina County we spent \$154,000 with

\$193,774 available noting the invoicing for these Youth contracts has been slow. Bissell asked why the contractors are so late to invoice us and Jalbert responded that they are not late, rather there are issues with the invoices which delays payment, and the finance team works with them to correct the invoices.

- SFY23 Allocations and Expenditures as of 5/31/23
 - Jalbert turned the committee's attention to the balances for the SFY23 WIOA program expenditures through review of the various service delivery contracts and training agreements under the Adult, Dislocated Worker, and Youth categories for both counties. Jalbert stated we expect to fully expend the United Labor Agency (ULA) contract. We are also on pace to spend the rest of the budget under our WIOA allocation.
 - Jalbert reviewed the administrative expenditures noting nothing is out of the ordinary; we spent \$395,000 out of our \$496,000 budget, predicting that we will underspend on the administrative budget this year.
- b. Jalbert then turned the committee's attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services allocations
 - Jalbert explained that we were spending PY21 funds until the State said to use PY22 funds. In February, we started using the PY22 allocation for costs incurred by the COG RESEA staff.
 - Marshall mentioned these allocations are larger than we can spend on the staff; we are limited to using this for payroll, supplies, and rent. This is a permanent allocation.
- c. SFY23 Allocations and Expenditures as of 5/31/23 for the Special Grants
 - Jalbert first discussed the Opioid Fresh Start grant which is on its second round of funding; we have three agreements under this grant plus some administrative expenses. We have until 3/31/24 to expend this budget.
 - Jalbert moved to the COVID-19 Employment Recovery Grant. Marshall reminded those present we received this grant allocation in June of 2020, and have been spending it for some time. This grant has affected the Dislocated Worker WIOA formula allocation spending the last few years. This grant terminates on 6/30/23. He explained that Marshall learned from the State that we could recode any expenses this year attributed to Dislocated Workers not limited to those impacted by COVID-19 against the remaining balance of the grant, which in turn, provides us with more Adult and Dislocated Worker WIOA formula funding to use by 6/30/23 on training.
 - Jalbert reviewed the Business Resource Network (BRN) grant funding. This is being used to fund programs in each county's economic development organizations. This funding expires on 6/30/23, which we expect to fully expend. Marshall explained that we have been awarded another BRN grant starting 7/1/23 with new projects.
 - Lastly, Jalbert turned attention to the State Special Projects grant funding. We currently have four Special Projects.
 - We agreed to be a part of a pilot program for the state of Ohio called Improving Outcomes for Ohioans Project. Marshall described this project 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.
 - Jalbert explained the third State Special Project was a "funding swap" comprised of Adult and Dislocated Worker funds in exchange for Youth which has been fully spent.
 - The final State Special Project is Opioid Fresh Start allocation which was returned as they borrowed from us.

IV. OLD/UNFINISHED BUSINESS

- a. Esposito reviewed the 2023 WIOA Career Services Budget with United Labor Agency (ULA) for a contract increase; Marshall explained we determined will need \$68,783 to get them through the end of the program year. This action will be presented to the COG for approval at the 6/29/23 meeting.
- b. Esposito stated Julian & Grube filed our Calendar Year 2022 Annual Financial Report on 5/17/23. Marshall said the next step in the process is our annual audit by the Auditor of State in July or August.

V. NEW BUSINESS

- a. Jalbert presented PY23/SFY24 Area 2 WIOA Allocations for July 1 budgets. Overall the State had an 8.4% decrease in allocations, roughly \$6.7 million dollars, as a result our Area will experience a 6.9% decrease totaling \$286,455. Marshall provided an email to the State regarding budget and how they came up with allocations for each Area. Jalbert then spoke of an additional SFY23 Dislocated Worker award that was given by the State totaling \$104,854.00 to compensate for the loss of funding.
- b. Esposito turned the discussion to Area 2 SFY24 budget and recommended to present to the full Board at the 6/29/23 meeting. Jalbert explained every year there is an operating budget for the state fiscal year based on our allocations and it will take effect on 7/1/23; Marshall elaborated that we made a few changes to the commitments and how the allocations were divided out. Esposito asked for a motion to take the budget to the Board for approval. Motion to approve was made by Prentice, Esposito seconded the motion. The motion passed by a roll call vote of Committee Members present in person and virtually, recorded by Smerek, with no objections or abstentions.
- c. Esposito said we received an award letter from ODJFS on 6/29/23 of SFY24 BRN subgrant; Marshall described the three projects to be funded totaling \$356,920 with a final liquidation date of 9/30/24.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Esposito reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, 6/29/23, 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 6/16/23 WDB Finance Committee meeting. Prentice made the motion, which Esposito seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Smerek with no objections or abstentions. The meeting adjourned at 9:02 AM.

Prepared by

Kelly Smerek

Operations Coordinator, SAMWA COG