

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF FRIDAY, SEPTEMBER 14, 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 (*virtual*); David Prentice; Maria Miller (*virtual*)

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

WDB/SAMWA COG Staff and Summit County Staff Present: Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director; Christine Marshall, Executive Director (*virtual*); Kelly Smerek, Operations Coordinator; Colleen Sims, Summit County Executive

Fiscal Staff Present: Thomas Jalbert, Deputy Director, CSDJFS; Tari Addison, SCDJFS; Mark Milhoan, Fiscal Reporting Administrator, CSDJFS; Terri Burns, Director, CSDJFS (*virtual*)

I. CALL TO ORDER

- a. Chair Esposito called the Finance Committee meeting to order at 8:05 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 6/16/23 Finance Committee meeting minutes. Prentice made the motion, which Miller 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 turned the meeting over to Jalbert who reported the following:
 - SFY 2023 Area 2 Financials as of 7/31/23
 - Jalbert noted that based on the time of year he will show reports for the end of SFY 23 and the beginning of SFY 24. SFY 23 is almost complete as we are still in the liquidation period until September 30. Year 2 (SFY 23) lines in all three report sections for both Summit, Medina and Administration for WIOA Adult and Dislocated have been fully expended
 - Jalbert reviewed the Year 2 Youth category for both counties, in Summit we spent \$759,856, leaving \$478,205 to be returned to the State; in Medina County we spent \$220,930 leaving \$127,280 to be returned to the State ; Jalbert noted there is \$115,000 (estimated) in youth expense to be spent before the liquidation period ends.

Leaving an estimated total of, \$493,000 between both counties to be returned to the State which is slightly less than what we returned last year.

- SFY 2023 Operating Budget – Program Expenditures as of 6/30/23
 - Jalbert turned the committee’s attention to the balances of the various service delivery contracts and training agreements under the Adult, Dislocated Worker, and Youth categories for both counties.
 - Jalbert reviewed the administrative expenditures in the Operating Budget noting nothing is out of the ordinary; we spent \$467,516 out of our \$496,000 budget.
- b. SFY 2024 Area 2 Financials as of 7/31/23
 - Jalbert explained that there is currently only one month of data into the new spending year 1 so far.
 - Jalbert moved onto the Administration Expenditures which he highlighted in the one month we basically we have spent some payroll and rent.
- c. SFY 2024 Area 2 Allocation & Grant Budget Expenditures as of 07/31/2023
 - Jalbert then turned the committee’s attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services allocations
 - PY ’22 ends September 30, 2023, that is what we are currently spending and there is no liquidation on that; PY ’23 started April 1, 2023, but we are not spending anything against it just yet. That will run until March 31, 2024.
 - Jalbert talked about the Opioid Fresh Start grant that has an allocation period until March 31, 2024, noting an estimated \$248,000 left to spend.
 - Jalbert mentioned the Business Resource Network allocation, one ended on June 30, 2023 and one started on July 1, 2023.

IV. OLD/UNFINISHED BUSINESS

- a. Esposito noted to the members that on 06/27/2023 the Auditor of State announced they were starting the COG’s CY 2022 audit and on 09/05/2023 a draft audit report was provided to the Board office with no findings. Marshall said the AOS will file the report soon.

V. NEW BUSINESS

- a. Esposito asked for a motion to approve a contract with *Tyler’s Redemption Place*, in an amount not to exceed, \$35,000 funded by the Fresh Start (Opioid) grant for the period of 09/01/2023 to 03/31/2024. Motion to approve was made by Bissell, Prentice 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.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Esposito reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, 10/05/23, 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 9/14/23 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 Smerek with no objections or abstentions. The meeting adjourned at 8:28 AM.

Prepared by
Kelly Smerek
Operations Coordinator, SAMWA COG