

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
OF THURSDAY, DECEMBER 7, 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: 202 429 561#

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<b>Workforce Development Board (WDB) Finance Committee Members Present:</b>	Jeff Bissell, WDB Vice Chair ( <i>virtual</i> ); Anthony Esposito, Finance Committee Chair ( <i>virtual</i> ); David Prentice
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<b>Workforce Development Board (WDB) Finance Committee Members Absent:</b>	Maria Miller
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<b>WDB/SAMWA COG Staff and Summit County Staff Present:</b>	Meghan Adair, Special Projects Manager; Christine Marshall, Executive Director; Kelly Smerek, Operations Coordinator; Colleen Sims, Esq., Summit County Executive Office Department of Law and Risk Management
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<b>Fiscal Staff Present:</b>	Thomas Jalbert, Deputy Director, CSDJFS; Tari Addison, SCDJFS ( <i>virtual</i> ); 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 8:06 AM. Those present introduced themselves and Smerek took attendance of all Committee Members present, both in person and virtually, in keeping with the 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 9/14/23 Finance Committee meeting minutes. Prentice made the motion, which Bissell 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 liquidated as of 9/30/23:
    - Jalbert noted that his report is a wrap up of the reports for SFY 23 and the beginning of SFY 24. He first noted, 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 \$838,923, leaving \$399,138 to be returned to the State; in Medina County we spent \$254,318 leaving \$93,891.79 to be returned to the State; Leaving a total of, \$493,000 between both counties to be returned to the State which is slightly less than what we returned last year. Marshall mentioned we attempted to trade our excess youth funds to another workforce area and were not able to due to not having any youth administrative funds to transfer with the program funds. Ohio requires administrative

- funds to accompany program funds when trading.
  - SFY 2023 Operating Budget both Program and Administrative liquidated as of 9/30/23:
    - Jalbert turned the to the final balances of the various service delivery contracts and training agreements under the Adult, Dislocated Worker, and Youth categories for both counties and noted, Medina County exceeded their budget for OJT's.
    - Jalbert reviewed the Administrative expenditures in the Operating Budget noting we spent \$446,048 out of our \$496,000 budget.
- b. SFY 2024 Area 2 Financials as of 10/31/23:
  - Jalbert explained that we move year one from 2023 to year two of 2024. And year one is our new allocation.
  - Jalbert moved onto the Administration Expenditures which he highlighted in the one month he's reporting on we basically we have spent some payroll and rent so far.
- c. SFY 2024 Area 2 Operating Budget Program, RESEA Allocation and Special grants Expenditures as of 10/31/2023:
  - Jalbert noted that we are on track to expand the budget set for ITAs in both counties.
  - Jalbert reviewed our Youth spending; in particular noting the increased spending with NESCO which is the youth wages pass-through contract with spending at \$97,000 at this point in the fiscal year.
  - 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. That will run until March 31, 2024.
  - Jalbert reviewed the Opioid Fresh Start and Business Resource Network grants.

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

- a. Esposito noted to the members that on 10/20/2023 the Auditor of State announced the final determination of the COG's CY 2022 audit. Additionally, a letter was received in the Board office from Ohio Department of Job and Family Services (ODJFS) citing their satisfaction with our Area having no findings.

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

- a. Esposito asked for a motion to recommend for WDB approval at its 12/15/23 meeting a budget appropriation resolution for CY 2024 and to send to the SAMWA COG to execute at its 12/15/23 meeting. Motion to approve was made by Prentice, Bissell 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, 12/15/23, 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 12/17/23 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 8:48 AM.

Prepared by  
 Kelly Smerek  
 Operations Coordinator, SAMWA COG