

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
ON TUESDAY, DECEMBER 16, 2025**

Summit & Medina Workforce Area Council of Governments (SAMWA COG)  
1040 E. Tallmadge Avenue, Akron, OH 44310

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Dial in by phone: 321-710-8464

Meeting ID: 255 971 630 760 2

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<b>Workforce Development Board (WDB) Finance Committee Members Present:</b>	Jeff Bissell ( <i>virtual</i> ); Maria Miller ( <i>virtual</i> ); Toya Kelker
<b>Workforce Development Board (WDB) Finance Committee Members Absent:</b>	Anthony Esposito, Finance Chair; David Prentice
<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
<b>Fiscal Staff Present:</b>	Tari Addison, Fiscal Operations Manager, SCDJFS ( <i>virtual</i> ); Kathleen Backur, Fiscal Officer, SCDJFS ( <i>virtual</i> ); Thomas Jalbert, Deputy Director, SCDJFS ( <i>virtual</i> )

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**I CALL TO ORDER**

- a. Kelker stepping in for Finance Chair Esposito called the Finance Committee meeting to order at 8:17 AM. Those present introduced themselves and Smerek took attendance of all Committee Members present, both in person and virtually. Bissell joined virtually at 8:21 AM.

**II APPROVAL OF MINUTES**

- a. Kelker requested a motion to approve the 06/10/2025 Finance Committee meeting minutes. Miller made the motion, which Kelker 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. #  
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**III REPORTS**

- a. Kelker turned the meeting over to Jalbert who reported the following:
  - SFY 2025 Area 2 Financials liquidated as of 9/30/25:
    - Jalbert noted that his report is a wrap up of the reports for SFY 25 and the beginning of SFY 26. He first noted, Year 2 (SFY 24) lines in all three report sections for both Summit, Medina and Administration for WIOA Adult and Dislocated and Youth have been fully expended. We have started spending into Year 1, as the State wants us to spend 30% into Year 1.
  - SFY 2025 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.
  - SFY 2026 Area 2 Financials as of 11/30/2025:
    - Jalbert noted in his report we are starting to spend Year 1 money allocated to Medina. In Summit County we will fully spend Year 2 money before spending any Year 1 money when going through the liquidation period. We are also spending Year 1 money for the

Administration in all categories.

- SFY 2026 Operating Budget both Program and Administrative updated as of 11/30/2025:
  - Jalbert reviewed the balances of the various Workforce Innovation and Opportunity Act (WIOA) service delivery contracts and training agreements under the Adult, Dislocated Worker, and Youth categories for both counties and noted the percentages remaining of the contract budgets.
  - Jalbert then turned the committee's attention to the Reemployment Service and Eligibility Assessment (RESEA) Program Services allocations:
    - Jalbert noted that we will be able to track this spending by allocation year now, and not just the program. This funding will go through June 30, 2026, but added that PY '25 will be granted funding shortly. We currently have been able to fully expend the PY '23 allocation.

#### YI1 UNFINISHED BUSINESS

- a. On 05/19/2025 Auditor of State (AOS) began our annual audit for CY 2024. On 09/15/25, AOS submitted a DRAFT audit. On 9/29/2025, the audit was accepted through the federal clearinghouse. Audit contained a management letter with one non-compliance finding that Marshall stated was addressed and corrected.
- b. Jalbert gave an update on the Ohio Department of Job and Family Services' (ODJFS) WIOA Fiscal Monitoring Review for the period of July 1, 2022, to April 30, 2024, awaiting an exit conference. There were some non-compliance findings, but Jalbert said they were corrected already.

#### Y1 NEW BUSINESS

- a. Kelker turned the discussion to the SFY 2026 budget. Jalbert reported we received the Ohio Department of Jobs and Family Services final allocation to the local areas for PY 2025/SFY 2026. Jalbert explained that these amounts will end up being our year one funds starting July 1, 2025, for the adult, dislocated worker and youth programs.
  - Kelker turned the discussion to Area 2 SFY26 budget and recommended to present it to the COG at the 12/18/2025 meeting. Marshall shared that we made a few changes to the commitments and how the allocations are divided and that there is a \$539,000 decrease in funding this year. Kelker asked for a motion to take the budget to the COG for approval.
    - Motion to approve was made by Bissell, Miller 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.

#### YII GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Kelker reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, 12/18/2025, at 8:00 AM and will be held in person at the Summit OMJ Center in Akron, and virtually via MS Teams.

#### YIII ADJOURNMENT

- a. Sims noted that a motion to adjourn is not needed due to all business being concluded. The meeting adjourned at 8:49 AM.

Prepared by  
Kelly Smerek  
Operations Coordinator, SAMWA COG