

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD
FINANCE COMMITTEE MEETING MINUTES
OF THURSDAY, MARCH 17, 2022**

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: 549 962 514#

Workforce Development Board (WDB) Finance Committee Members Present: Anthony Esposito, Finance Committee Chair (*virtual*); Mandy Hinkel (*virtual*); Maria Miller (*virtual*); Erin Ploucha (*virtual*); David Prentice

Workforce Development Board (WDB) Finance Committee Members Absent: Jeff Bissell, WDB Vice Chair; Mark Derrig (*excused*)

WDB/SAMWA COG Staff Present: Grace Glaubman, Policy, Procurement, and Performance Administrator (*virtual*); Tammy Kaser, Operations Coordinator; Christine Marshall, Executive Director

Fiscal Staff Present: Tari Addison, Fiscal Operations Manager, CSDJFS; Thomas Jalbert, Finance Administrator, CSDJFS; Mark Milhoan, Fiscal Reporting Administrator, CSDJFS; Diane Miller Dawson, Director, County of Summit Department of Finance & Budget; Phil Montgomery, Deputy Director, County of Summit Department of Finance & Budget

I. CALL TO ORDER

- a. Chair Esposito called the Finance Committee meeting to order at 8:05 AM. Those present introduced themselves and roll was taken by Kaser 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.
- b. Esposito explained that he was not able to devote his entire attention to the meeting due to a conflict, so the meeting was turned over to Prentice to act as Chair.

II. APPROVAL OF MINUTES

- a. Prentice requested a motion to approve the 11/18/2021 Finance Committee meeting minutes. Esposito made the motion, which Prentice seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Kaser, with no objections or abstentions.

III. REPORTS

- a. Prentice then turned the meeting over to Jalbert, who reviewed the following summary reports:
 - i. SFY 2022 Area 2 Financials as of 2/28/22
 - Jalbert noted the amounts disbursed and available YTD for Adult, Dislocated Worker, and Youth programs across both Counties, and for Administration.
 - Montgomery asked approximately how much will be left available when the year closes on 6/30/22. Jalbert stated he has not done that projection as of this time and Marshall offered that training obligations are significantly higher than budgeted, which will help spend down the overall Adult/Dislocated allocations. It was then noted by

Montgomery that youth spending is significantly under budget to which Marshall responded has been a concern for some time sans pandemic time period, especially in Summit County, due to low WIOA enrollment.

- Montgomery noted that Medina would typically be spending Year 1 funds at this point in the year. Jalbert and Marshall reminded him that Medina started off SFY 2022 whole due to the transfer of Summit funds at the close of SFY 2021, which has provided them actual spending compared to previous years. Marshall reminded those present that the reports only show expenses paid through 2/28/22, which excludes any expenses incurred but not yet paid as of 2/28/22, as well as expenses paid to date.
- ii. SFY 2022 Allocations and Expenditures as of 2/28/22
- Jalbert noted that about half the Summit Adult program budget has been expended. Marshall emphasized the Area is seeing record-breaking training obligations that are well over budget, and staff has projected how much WIOA funding will be paid for trainings by 6/30/22 and the OMJ WIOA Managers have been informed.
 - Jalbert noted that Youth contract spending shown on the report is only through December, 2021.
 - Jalbert reminded the Committee members that the RESEA allocation disbursements have been retroactive to the start of the funding term, which reduces the amount of time the Area has to spend the funding. The first allocation was for 12 months but we only had 8 months to spend it, which resulted in about \$20,000 remaining unspent. Unspent funds at the end of a funding period are returned to the State.
 - Marshall noted that RESEA funding is limited to staffing costs: salaries, benefits, office space, supplies, equipment. Area 2 hired three staff in March 2021 (two in Summit, one in Medina) to deliver RESEA services. The budget for these staff is about \$194,000. Area 2 has been allocated \$336,000 for the next funding period, which we will have 3 months to spend, and the period after that we may receive closer to \$500,000, again to spend in 3 months. Marshall emphasized the purpose of the funding structure so far has been to get the RESEA program running on a fiscal year schedule, which will run 4/1-3/31. Marshall noted other Counties in the State are not receiving enough RESEA funding to be able to hire at all and use RMS, while Area 2 is receiving significant amounts of funding that will be returned to the State unspent. All of this is based upon the State's projected number of customers to be served.
 - Jalbert noted the Opioid Grant is on pace to be fully expended before it ends, with no liquidation period, on 3/31/22. Marshall informed those present that the State has requested from the Feds that an Opioid Grant in Ohio continue.
 - Jalbert reminded those present that the COVID grant serves the same population as the WIOA DW allocation, which has posed a challenge to expending both funding sources. The COVID grant is scheduled to end 6/30/22, and as of 2/28/22, \$425,000 remains to be spent of the original \$757,000. Marshall added that when the COVID grant was first awarded, the State had instructed the Areas to spend the funding on services for those jobseekers dislocated due to the pandemic, and have issued new guidance that it is meant to be used for any Dislocated Worker. All across the state and the nation, workforce areas are facing the same challenges to spending the COVID grant, so the USDOL may allow the grant to be extended an additional 12-month period. One option the State allows to help spend the COVID grant is to recode WIOA DW services to charge them against the grant, but that cuts into WIOA formula spending, which also ends 6/30.
 - Jalbert and Marshall noted that the first BRN grant was spent in full by 12/31/21, when it ended with no liquidation period. The report showed a balance of \$3,200, but Jalbert believed that to be an error and said he would double check and likely follow

up with a correction. Marshall reminded the Committee members that BRN grant funding is intended to be used for outreach to businesses, specifically. Under the first BRN grant, two dedicated Career Services provider staff were hired, one in each county; funds were invested in Chamber memberships and radio spots targeting employers; and software was purchased to support virtual recruitment events.

- Marshall informed the Committee members that ODJFS has awarded a new Business Resource Networking Grant to Area 2 beginning 1/1/22, and described various contracts in development with Medina County Economic Development Corporation and County of Summit Department of Community and Economic Development, which will be charged against this grant.
- Jalbert reminded the Committee members that Marshall secured a Special Grant from ODJFS for Area 2 last year, totaling \$97,200. The Special Grant awards are comprised of funding that had been returned to the State as unspent SFY 2021 WIOA Year 2 funds. Marshall explained that the purpose of the Area 2 award is to fund a working-age adult survey throughout the Akron metropolitan statistical area to assess the employment situation and needs of the Area 2 worker population. In addition to gathering useful data and demographic information, respondents are saying they appreciate being asked about their needs and barriers. Results of this survey are being compared with results of an earlier survey of employers on the topic of workers' needs and concerns, and a disparity between the results of the two surveys is already apparent, indicating the worker survey will provide new information to employers that they can use to inform solutions to their hiring problems. Marshall also discussed some of the surveys being conducted by other Areas across the State and the interesting results those are yielding.

IV. OLD/UNFINISHED BUSINESS

- a. There was no unfinished business to address.

V. NEW BUSINESS

- a. Marshall announced that Area 2 has been notified by the State to anticipate a 10% decrease in the WIOA Allocation for SFY 2023/PY 2022. Preliminary figures are expected by the end of March. Jalbert noted the State had also said to expect a 10% decrease for SFY 2022/PY 2021, but when final numbers were released, we actually saw a slight increase in our allocation. Marshall reminded the Committee members that the formula used to determine WIOA allocations results in a decrease if workforce and economic conditions have improved for the Area, indicated a lesser need.
- b. Jalbert informed the Committee that the ODJFS PY 2021 financial monitoring has commenced in January, and the fiscal staff has begun fulfilling requests for documentation.

VI. GOOD OF THE ORDER/ANNOUNCEMENTS

- a. Prentice reminded the Committee that the next WDB Regular Meeting is scheduled for Thursday, March 24, 2022, at 8:00 AM and will be held in person at the Radisson Hotel, Akron Fairlawn, and virtually via MS Teams.

VII. ADJOURNMENT

- a. Prentice requested a motion to adjourn the 3/17/2022 WDB Finance Committee meeting. Miller made the motion, which Prentice seconded. The motion was passed by a roll call vote of Committee Members present in person and virtually, recorded by Kaser, with no objections or abstentions. The meeting adjourned at 8:38 AM.

Prepared by

Tammy Kaser

Operations Coordinator, SAMWA COG