

**SUMMIT/MEDINA WORKFORCE DEVELOPMENT BOARD  
FINANCE COMMITTEE MEETING MINUTES  
FRIDAY, JUNE 20, 2024**

Summit & Medina Workforce Area Council of Governments (SAMWA COG)  
175 South Main Street, Suite 204, Akron, OH 44308

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Phone Conference ID: 817 637 370#

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<b>Workforce Development Board (WDB) Finance Committee Members Present:</b>	Jeff Bissell, WDB Vice Chair; Maria Miller ( <i>virtual</i> ); Anthony Esposito ( <i>virtual</i> )
<b>Workforce Development Board (WDB) Finance Committee Members Absent:</b>	David Prentice ( <i>excused</i> )
<b>WDB/SAMWA COG Staff and Summit County Staff Present:</b>	Meghan Adair, Special Projects Manager; Grace Glaubman, Deputy Director ( <i>virtual</i> ); 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>	Thomas Jalbert, Deputy Director, SCDJFS; Tari Addison, SCDJFS; Mark Milhoan, Fiscal Reporting Administrator, SCDJFS; Kathleen Backur, Fiscal Officer, SCDJFS; Phil Montgomery, Summit County Director of Finance and Budget ( <i>virtual</i> )

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**I. CALL TO ORDER**

- a. WDB Vice Chair Bissell 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.

**II. APPROVAL OF MINUTES**

- a. Bissell requested a motion to approve the 03/22/24 Finance Committee meeting minutes. Miller 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. Bissell turned the meeting over to Jalbert who reported the following:
  - SFY 2024 Area 2 Financials as of 05/31/24:
    - Jalbert noted in his report we are starting to spend Year 1 money allocated to Medina, which is a positive note. We do plan on spending the entire amount allocated. In Summit County we will fully spend Year 2 money before spending any Year 1 money when going through the liquidation period.
  - SFY 2024 Operating Budget both Program and Administrative updated as of 05/31/24:
    - 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 this funding will go through September 30, 2024, but added that PY '24 will be granted funding in May 2024. We are currently

spending against the PY '23 allocation.

- Jalbert reviewed the Opioid Fresh Start and Business Resource Network grants.
  - The BRN grant will end on June 30, 2024, with a liquidation period until September 30, 2024. The Fresh Start grant has been extended until March 31, 2025 with the Summit County Public Health contract also extended, but not increased.

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

- a. Jalbert noted we received the Ohio Department of Jobs and Family Services final allocation to the local areas for PY 2024/SFY 2025. Jalbert explained that these amounts will end up being our year one starting July 1, 2024, for the adult, dislocated worker and youth dollars, noting there was a 15% increase in funding.

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

- a. On 05/20/24, Julian & Grube, Inc. filed Area 2 CY 2023 basic financial statements.
- b. Marshall shared that on 5/28/24 the Auditor of State (AOS) announced they will begin their CY 2023 annual audit of Area 2 financials on 06/03/24.
- c. Glaubman reported the Ohio Department of Jobs and Family Services (ODJFS) announced on 06/03/24 the beginning of their PY 2023 comprehensive program review of the Medina County portion of Area 2's WIOA files,
- d. On 05/28/24, the Ohio Department of Job and Family Services (ODJFS) WIOA Fiscal and TANF CCMEP Monitoring Review for the period of July 1, 2022, to April 30, 2024, was announced and commenced.
- e. Bissell turned the discussion to Area 2 SFY25 budget and recommended to present it to the full Board at the 06/21/24 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 07/01/24. Marshall elaborated that we made a few changes to the commitments and how the allocations are divided. Bissell asked for a motion to take the budget to the Board for approval. Motion to approve was made by Miller, 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. Bissell reminded the Committee that the next WDB Regular Meeting is scheduled for Friday, 06/21/24, at 8:00 AM and will be held in person at the Radisson Hotel, Akron Fairlawn, and virtually via MS Teams.

#### **VII. ADJOURNMENT**

- a. Bissell requested a motion to adjourn the 06/20/24 WDB Finance Committee meeting. Miller 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 9:01 AM.

Prepared by

Kelly Smerek

Operations Coordinator, SAMWA COG