

## **Minutes for the Northeastern Workforce**

### **Development Board Finance Committee**

**November 12, 2019**

- I. Call to Order: Chair JD Williamson called the meeting to order at 11:05 a.m. Present were Cindy Gossage and Jeri Hansen. On the phone were JD Williamson and Suzanne Tungate. Chair Williamson welcomed everyone to the meeting.
- II. Approval of October 8, 2019 Minutes: Motion by Suzanne Tungate, seconded by JD Williamson, to approve the minutes as written. Motion carried.
- III. Questions/Concerns/review of Last Meeting: None.
- IV. Health Department's role in our finances and how tasks are separated: Cindy explained that the Albemarle Commission contracts with the Albemarle Health Department to maintain all of the Commission's financial records. This includes writing checks and providing budget detail reports to financial staff. Cindy is responsible for assigning budget codes to NWDB purchase orders, invoices and check requests and providing the completed documents for review and approval by the NWDB Director. Once approved, invoices are given to Finance Officer Jeri Hansen who checks for accuracy and gives anything over \$1,000 to Executive Director Melody Wilkins for review and approval. After approval, Jeri sends everything to the health department who cuts the checks and provides finance staff with a warrant list of all invoices paid and checks cut. The Health Department provides a monthly Revenue and Expenditure report and when requested, a detail of specific line items to the NWDB and AC finance staff. There are many checks and balances in the process, which in part has resulted in receiving clean audits every year.
- V. Draft Budget Request Form: Cindy provided a draft budget request form for the committee's review. This form will be used by NWDB committees to request funds to be included in the upcoming budget for specific projects, outside of the normally funded programs. The committee agreed that this is great way for committees to have engagement in the NWDB budget process and to move forward with adopted strategic planning goals. After, discussion, the committee agreed to take the request to the Leadership Committee to have the budget request form put on the January NWDB Board agenda for discussion.
- VI. Appointment of additional board member (s): Cindy reported that this discussion is on-going. The NWDB Board has experienced four resignations recently and so efforts to bring the board up to full strength is underway. The committee agreed to table this discussion until the next meeting.
- VII. Fund Report: Fund report was distributed. No questions.
- VIII. Financial Monitoring Final Report and Response: Cindy explained that this is the final report of our

financial monitoring of the PY18 for the committee's information.

IX. Topics for next meeting: The committee suggested the following topics for the next meeting:

1. Determining the needs of Program Management – what's important and what's not?
2. Further discussion on the budget form
3. October Fund Report
4. Continue discussion on adding Finance Committee members

X. Adjourn. With no further discussion, Chair Williamson adjourned the meeting at 11:56 a.m. Next Meeting: The next meeting will be held on Tuesday December 10th at 11:00 a.m.

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Chair JD Williamson

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Date