**Minutes**

**Northeastern Workforce Development Board**

**Finance Committee**

**January 14, 2020**

I. **Call to Order**: Chair JD Williamson called the meeting to order at 11:05 a.m. Present were Cindy Gossage, Jeri Hansen, David Whitmer, and Zach Bray. JD Williamson joined on the phone.

II. **Approval of November 12, 2019 Minutes**: Motion by Chair Williamson, seconded by Zach Bray, to approve the minutes as written. Motion carried.

1. **Questions/Concerns/review of Last Meeting**: None.
2. **Determining the Needs of Program Management**: David stated that the Finance Committee can support program management by becoming familiar with and giving advice and counsel to the staff on the NWDB budget. In addition, he envisions the Finance Committee supporting staff’s efforts to advance programs and the budget when it is time to take it before the NWDB Consortium for approval. JD agrees and said that he sees the Finance Committee as a resource to the staff and to the NWDB Board as it relates to the budget, serving in an oversight capacity.
3. **Draft Budget Request Form**: As discussed at the last meeting, the committee took the budget request form to the Leadership Committee who agreed to the concept and to placing it on the NWDB Board agenda for discussion. David stated that Cindy will meet briefly with each staff representative of NWDB committees to explain the form. It was agreed by the committee to have the forms completed and given to Cindy by February 10th and be reviewed by the Finance Committee on February 11th.

Jeri shared the budget calendar with the committee, noting that the budget packets will be provided to program directors on February 14th; budget requests due by February 28th; Program Director budget meetings will begin on March 5th; and, an Executive Director and Finance Officer review on March 9th. The draft budget will be submitted to ARHS on March 13th for development of the draft at which time the budget will begin the public process of adoption.

1. **December Fund Report:** Jeri went over the fund report, highlighting the following:
	1. The Business Services Account is at $23,000 but we have received notice that our request for $75,000 was recently approved.
	2. We have used almost the entire $25,000 grant for Finish Line Grants and have received notice of an additional $25,000 being approved.
	3. Although we are at 50% of the budget year, the NWDB budget is at 39%. This is due in large part to the amount of carryover funds which are needed to carry us through the first few months of the next budget year. Individual Training Accounts (ITA) have increased dramatically this year because of changes that were implemented in order to get more funding to our eligible participants but in contrast we have been without a Business Services Representative for a few months and one of our staff was out on maternity leave, which have all impacted budget expenditures.

 David reported that a Business Services Representative has been hired and is being trained now. He reported that there is a push underway for a summer Work Experience program. He also reported that that the Edenton NCWorks office will be open 3 days a week beginning in February (currently 2 days a week).

1. **Local Career Pathway Specialist – Contracted Position**: David explained that this is a new position. The main focus of the position is to expand the #worklocal campaign throughout the 10-county NWDB region. This project involves extensive work with local employers, school systems and community colleges in the region. It is geared towards helping our high school students realize that there are promising local job opportunities. The contracted amount of $55,000 is based on a salary of $39,000 with benefits. It is requested that this amount be approved for a 1 year contract with the option of extending it to two years, contingent upon on available funding. In response to a question about why a contractor vs. an employee? David responded that contracting with someone allows us to measure the program’s viability without committing to a salaried position and after 2 years we will be able measure its effectiveness and move forward with a paid position. Motion by Zach Bray, seconded by JD Williamson to support entering into a contract for $55,000 for 1 year, with an option to extend it a second year based on performance and funding ability. Motion carried.
2. **Continued Discussion on adding Finance Committee Members.** Zach reported that he was reaching out to the three new NWDB Board members to see where their interests are and if any had an interest in joining the Finance Committee. Jeri asked the committee members if they had considered having an Albemarle Commission member or Consortium member on the committee. Discussion ensued and it was decided that Zach or JD approach the Chair of the Consortium, Lloyd Griffin, about the possibility of a Consortium member serve on the Finance Committee. Zach said he would report back on his discussions with the newest board members.
3. **Topics for next meeting**: The committee suggested the following topics for the next meeting:
	1. Review of the budget requests
	2. Fund Report
	3. Update on additional committee members
	4. Budget calendar and process
4. **Other Business**  Zach requested that staff put together a “Budget 101” for the full board after the budget has been adopted. He stated that he’d like to see the budget process built from a project standpoint. JD agreed, stating that this first year, he would like to educate the board on our financials and overall budget going forward and look for the board to more involved in the approval process. David stated that the budget can be made part of the finance committee report as a way of starting that process. He said he would include the budget calendar and budget request form as part of the upcoming NWDB board packet.
5. Adjourn. With no further discussion, Chair Williamson adjourned the meeting at 12:21 p.m. Next Meeting: The next meeting will be held on Tuesday February 11th at 11:00 a.m.

 Chair JD Williamson Date