

Northeastern Workforce Development Board
Finance Committee Minutes
February 11, 2020

- I. **Call to Order:** Chair JD Williamson called the meeting to order at 11:00 a.m. Present were Cindy Gossage, Jeri Hansen, David Whitmer, and JD Williamson.
- II. **Approval of November 12, 2019 Minutes:** The minutes were approved as written.
- III. **Questions/Concerns/review of Last Meeting:** None.
- IV. **Review of Budget Requests:** There were eight budget requests submitted for review and comment by the Finance Committee:
 1. **Washington D.C. Cultural and Civic Trip (\$11,000):** This is a new project that is planned for May, 2020 and if it is successful, will be included into the budget on an annual basis.
 2. **Annual NC Youth Summit (\$11,500):** This is an annual two day event that provides an opportunity for youth to engage, listen, and share youth issues across the state to determine commonalities and differences to develop solutions with others through workshops, an evening event and networking.
 3. **NextGen Mentorship Program (\$3,000):** This program is in its development stages. Funding is requested to be spent building and implementing this program.
 4. **Real World (6,000):** The Real World Simulation event is an annual one day program that offers teens and young adults hands-on practice learning around areas of fiscal decision-making pertaining to education, careers, and lifestyle choices in the adult world.
 5. **NAWDP Youth Symposium (6,000):** The NAWDP Youth Symposium is a training opportunity for NextGen Career Advisors to learn techniques and network with other Youth Career Advisors from around the country.
 6. **NextGen Achievement Banquet (\$2,500):** This is a new project that is hoped to become an annual event. This banquet will be an opportunity to review participants for the achievements at various levels and provide a source of encouragement to continue their educational and career journey to success. It will also be an opportunity to recognize businesses and partner agencies who have collaborated with NCWorks NextGen in assisting participants.
 7. **Regional Job Fairs/Expos/Business Events (\$5,000):** NWDB participates in many community events including hosting job fairs and partnering in business expos.
 8. **Local Career Pathway Specialist (\$75,000):** This is a new contracted position, of which \$55,000 has been previously approved by the NWDB Board. The remaining funds will be used to pay for associated costs such as mileage reimbursement, photography, and poster development.

JD explained that the committee's role is not to approve or deny the projects but to review the projects, asking questions and making recommendations on additional resources that may be needed for the success of the project. JD asked if the staff and participants are covered by insurance for these trips. Cindy said she would ask and get back to the committee. JD asked if the Youth Symposium was held in Chicago every year. Cindy said she would get that answer as well. David said that staff would meet to determine where the projects would be included in the budget.

- V. **December Fund Report:** Jeri Hansen reviewed the December fund report, saying that NWDB has spent approximately 40% of their budget at the six month mark. She reported that there are budget amendments being taken to the next Albemarle Commission meeting. These amendments include accepting new revenue and making adjustments to various line items to align with spending. There was a discussion about the receipt of Infrastructure funds that come from an agreement between NWDB, the State, and other partners. These funds can only be used for infrastructure and it is planned to use the funds to assist with furnishing the new career center in Elizabeth City. David reminded the committee that the lease is up on the building in Elizabeth and it is being moved over the next few months. Further discussion ensued on how funds are allocated.
- VI. **Update on Adding Committee Member Appointment:** David reported that he is reaching out to new NWDB Board member Sandi Brickhouse Smith for appointment to the Finance Committee. He will report back on his progress. He has also said he has had a conversation with Rob Ross, Commissioner of the Albemarle Commission, asking that the Albemarle Commission consider appointing a member to the Finance Committee. Mr. Ross said he would consider it. David said this request will be placed on the upcoming Consortium meeting agenda.
- VII. **Budget Calendar:** JD asked about the upcoming Consortium meeting on February 20th. David said it would be beneficial for a Finance Committee member to attend the meeting as it is the Consortium that approves the NWDB budget and is the fiduciary for NWDB. JD said he is unable to attend the Consortium meeting on February 20th, but will attend the meeting scheduled in March. Jeri noted that the Consortium will approve the budget before it makes its first appearance before the Albemarle Commission on March 19th.
- VIII. **Topics for Next Meeting.** It was decided by the committee that the following will be discussed at the next meeting – 2020-21 budget; new committee member appointment; and, January Fund report.
- IX. **Adjourn.** With no further discussion, Chair Williamson adjourned the meeting at 12:20 p.m. Next Meeting: The next meeting will be held on Tuesday March 10th at 11:00 a.m.

Chair JD Williamson

Date