

**Northeastern Workforce Development Board
Finance Committee Minutes (GoToMeeting)
September 8, 2020 11:00 a.m.**

Call to Order: Chair JD Williamson called the meeting to order at 11:00 a.m. Present were JD Williamson, Emily Nicholson, David Whitmer, Cindy Gossage, Jeri Hansen, Zach Bray. Absent with notice: Suzanne Tungate and Janet Russ.

Approval of June 9, 2020 Minutes: Motion by JD Williamson, seconded by Zach Bray to approve the minutes as written. Motion carried.

COVID-19 Update: David reported that management was having a meeting tomorrow about opening. He reported that the Elizabeth Career Center will be moving to their new location next week.

Fund Report: Jeri reviewed the fund report with the committee. She noted that NWDB has received a small allocation of their PY20 Program funds. The rest of the funds will be distributed in October. She also noted that the PY18 Business Service funds need to be spent by December.

PY2020 Budget Review and Discussion: JD explained to the committee that the proposal to the Albemarle Commission Executive Director is to move the first draft of the budget to April rather than March in order to allow for NWDB Board and Committees to have more input into the budget process. Jeri added that she did not see any problems that will be created by this change; it only affects when the Albemarle Commission sees the budget.

Financial Committee Goals, Work Plans, Action Items Discussion: JD explained that NWDB Chair Zach Bray asked all NWDB Committees to review their annual goals and be prepared to provide a brief report at the NWDB Board meeting on September 15th. JD said that since this will be our first time to do this he provided the committee with a draft of three goals:

1. Educate NWDB Board members on financial matters, funding, expenditures, and budget.
2. Increased participation of the NWDB committees and Board in preparation and approval of annual financial budget.
3. Grant Revenue Development: Explore and identify grant funding that supports NWDB's program mission outside of regular allocated funds.

Sandi stated the goals look good and are well thought through. JD asked for a couple of committee members to work with him to add action items to the goals. It was decided that Sandi, Zach, and JD would meet to discuss and bring their recommendations back for the full committee to review.

Topics for Next Meeting:

- Fund Report
- Report on status of budget process timeline
- Discussion on Finance Committee goals

Adjourn. The next meeting will be held on Tuesday, October 13th at 11:00 a.m. With no further discussion, Chair Williamson adjourned the meeting at 11:43 a.m.

Chair JD Williamson

Date

DRAFT