

Northeastern Workforce Development Board Finance Committee Minutes (GoToMeeting) October 26, 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, David Whitmer, Cindy Gossage, Jeri Hansen, Suzanne Tungate, Sandi Brickhouse Smith. Absent with notice: Zach Bray, Janet Russ, and Emily Nicholson.

Approval of September 8, 2020 Minutes: Motion by JD Williamson, seconded by Susan Tungate to approve the minutes as written. Motion carried.

Fund Report: Jeri reported that we should receive our full Program allocations in October. We are currently spending PY19 funds. OSY/ISY funds are to be expended at a 75/25% ratio. We are currently at 74/26%. David reported that based on projections, we are on track to spend all PY19 funds by June, 2020. Once the rest of our allocations come in, Jeri will submit a budget amendment to the Albemarle Commission Board to receive the funds into the budget. Jeri said she will most likely take it to the November board meeting.

PY20 WIOA Infrastructure Funding Agreement: David explained that the Infrastructure Funding Agreement (IFA) is negotiated between workforce partners to share the cost of the career center expenses. All partners who are statewide are negotiated on a statewide level. In those cases, the Workforce Director's Council act as the Workforce Development Board's representative. Local partners are negotiated separately. NWDB has 3 local partners and all have agreed to their shared cost. What remains is split up via headcount percentages in the career centers. Once that is determined the result is we could owe DWS or DWS could owe NWDB. These costs are based on actual costs and it is always a year behind so all costs can be captured. This year's IFA is based on PY18-19 expenses.

PY2020 Budget Review and Discussion Update: David reported that he did discuss changes with the Albemarle Commission Executive Committee but no decision was made at that time. He reported that the Albemarle Commission Policy and Procedures manual's calendar for the budget states that the Commission does not receive a copy of the budget documents until April which is in line with the request by the Finance Committee. He said that Executive Director Ervin has said he will have a conversation with the AC Executive Committee and let the Finance Committee know if the schedule will remain as written.

Finance Committee Goals, Work Plans, and Action Items: JD reported that he, Cindy, Zach, and Sandi met to review the draft goals document. JD explained the three goals established for the committee (document is attached to these minutes). The committee agreed that they are good, achievable goals. There was discussion regarding the goal for exploring options to obtain outside funding and if there were any rules or policies that need to be considered. David said there are no rules against obtaining outside funding. Cindy stated that potential projects need to be identified that could benefit from outside funding. David suggested reaching out to other workforce boards to see if they have had any success with grants of this nature. JD added that with the addition of Sharon Smith to Albemarle Commission staff who is tasked with managing potential grants, is a great partner for achieving this goal. JD stated that he intends to have another meeting with the subcommittee to firm up these goals and will bring it back to the next meeting for approval.

Topics for Next Meeting:

- Fund Report
- Finance Committee Goals
- PY21 Budget Process

Adjourn: Suzanne Tungate announced that she has resigned her position with the City of Elizabeth City and will be leaving the area, therefore she is resigning her position on the committee after the November committee meeting.

The next meeting will be held on Tuesday, November 10 at 11:00 a.m. With no further discussion, Chair Williamson adjourned the meeting at 11:36 a.m.

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Chair JD Williamson

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Date