

Northeastern Workforce Development Board Finance Committee Minutes (GoToMeeting)
Tuesday, March 9, 2021 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, Janet Russ, Jeri Hansen, Cindy Gossage, Sandi Brickhouse Smith, and Emily Nicholson.

Approval of January 12, 2021 Minutes: The minutes were approved as written. Motion carried.

Fund Report: Jeri reported that we are still projected to expend all PY19 funds by June 30, 2021. David said that we have spent more than in past years in the Youth Program. He said that there is an opportunity to contact other WDBs and asked if the WDB anticipates not being able to spend all their funds before they expire. He has reached out to several and has received responses that indicate there will be an opportunity to get additional funds augment our Youth Program budget. David explained the process is simple; fill out a form requesting the transfer and sending it to DWS for approval. Once approved, DWS will transfer the funds into WISE, which is where we are able to draw the funds.

Updated Financial Oversight Report: David stated that the monitoring report has been revised, changing Observation 2019-03 related to the use of WIOA funds to a technical assistance. He explained that the guideline for reimbursed Program expenditures is to expend 70% in the first year and the remaining 30% in the second year. He stated that it has been NWDB's practice to keep more funds for the second year in order to cover expenses for expenditures between July and October when the new funds are released. This has been a Technical Assistance every year but this last year, the monitor elevated it to an Observation, which is one step before a Finding. Other WDBs have also been given Technical Assistance or Observations on this issue. The Director's Council had the opportunity to discuss their concerns with the DWS Acting Director and he agreed this should not be elevated beyond a Technical Assistance and authorized the revised report, which is very good news.

NWDB Total Expenditures Comparison Graph: David reviewed the NWDB Total Expenditures graph for the committee. JD asked why expenses were higher in October than in past years. David responded that we have expended more funds this year during that month. He stated that the reduction of expenditures noted in November is because ITA's were not paid until January, so they will see a sharp increase on next month's graph.

FY21 Budget Presentation: David presented the budget to the committee. JD asked what the process for approval of the budget is. David stated that once the Finance Committee has completed their review and approval it moves to the NWDB Board on March 16th. The NWDB Consortium Board has not been scheduled but it will happen before the Albemarle Commission meets in April to review and approve the budget. JD asked if the Consortium or Commission make changes to the budget, will the budget have to come back to the Finance Committee. David said that when approving the budget, the committee could state that the budget is approved, allowing any changes by the Consortium or Commission.

Motion by Janet, seconded by Sandi, to accept the budget as presented, allowing any changes made by the Consortium or Commission, and move it forward to the NWDB Board for approval. Motion passed unanimously.

Finance Committee Strategic Action Plan: The committee discussed the status of the Finance Committees Strategic goals. Cindy noted that she will need more time to develop the Financial SOP, and asked that the completion date be moved to April 30, 2021. The committee agreed to the request. There was discussion by the Committee on how to best proceed with identifying potential grant opportunities. The committee agreed that committees should submit projects and that the Finance Committee would take their requests to the Leadership Committee for approval. Once approved, grants could be identified that will meet the needs of the project. David said that the Commission's grant writer will be available to assist with developing the grant applications when they have been identified.

Topics for Next Meeting:

- Approval of March minutes
- February Fund Report and Expenditure Graph
- Strategic Plan Update
- FY21 Budget Update

Adjourn: The next meeting will be on April 13th at 11:00 a.m. With no further discussion, motion by Sandi and seconded by Janet, Chair Williamson adjourned the meeting at 12:00 p.m.

JD Williamson

06 / 28 / 2021

Chair JD Williamson

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Date