

Northeastern Workforce Development Board Finance Committee Minutes (GoToMeeting)

Tuesday, January 12, 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, Cindy Gossage, Zach Bray, Sandi Brickhouse Smith, and Emily Nicholson. Absent with notice: Janet Russ.

Approval of November 10, 2020 Minutes: Motion by JD Williamson, seconded by Zach Bray to approve the minutes as written. Motion carried.

Fund Report: David reported that we are still projected to expend all PY19 funds by June 30, 2021. David said the attached 3-year comparison of expenses show that we are currently on track to increase our expenditures this year. He added that the spike in expenses in August, December and March are the ITA expenses, which are tuition costs for eligible participants attending community college. He said that COVID has not affected school attendance. David reported that we have received our allocation notification and a budget amendment will be presented to the Albemarle Commission in February making the necessary adjustments to the current budget.

David reported the attached WIOA Comparison chart shows the estimated upcoming allocations expected by the federal government shows a slight increase in for FY21. He stated this does not necessarily mean an increase in NWDB allocations, because the allocations in the state are by formula, but it does show a slight increase to the state allocation.

PY21 Budget Preparation. Cindy reported that she had received responses from all committees regarding budget requests for the budget. She stated that the Youth committee reported they do not intend to implement any new projects for the upcoming year as they were unable to implement several projects this year due to COVID 19. The Business Resources and Opportunities Committee (BROC) submitted three requests; two that are ongoing projects and one new project. The new project is for reproduction of LMI books to distribute to economic development and other partner agencies. David explained that the plan is to produce a limited number of hard copies for distribution and to develop a virtual version for widespread use and internet searchability. The projected cost for design and producing 25 books is estimated to cost \$2,700. The last time the books were produced was in 2014. The committee agreed to the proposal.

David presented a proposal from the Career Center committee for implementing a Work Experience (WEX) program for adults/dislocated workers. NWDB is required by the state to have a WEX program for youth, noting that 20% of Youth funding must be used for that purpose. NWDB pays the hourly salaries of the youth involved for up to 800 hours, giving them the opportunity to work in a field they are interested in, gaining experience and training on the job. He said this program will be patterned after the Youth program, which currently has 14 youth in the program. He explained that the Career Advisors will conduct an assessment of adults and dislocated workers to determine their needs and if the WEX program will benefit their goals. He estimated the cost to be estimated at \$45,000 for adults and \$15,000 for dislocated workers. Sandi asked if there was a limit to the number of youth who are in the program. David replied there is no limit.

David presented a PowerPoint to the committee that he and JD hopes to present to the NWDB Board as a "Budget 101". He said that this year the NWDB Board will have a larger role in developing the budget and this will provide the Board with a brief but informative overview of the budget process. The committee agreed this was a good overview and supported including it in the next Board meeting packet. There was discussion on the timeline of presenting the proposed budget to the Consortium. David said he would reach out to the Consortium Chair to determine if the Consortium wishes to have the presentation in March or April.

Finance Committee Strategic Action Plan: Cindy reported that the addition of a Finance SOP was added to the strategic plan under Goal 1. JD reviewed the updated strategic plan, noting that assigned leads and time frames were added. David noted that AC Director Ervin should not be listed as a lead on the plan.

Topics for Next Meeting:

- Approval of January minutes
- Fund Report
- Presentation Plans for the Budget
- Review of Strategic Plan

Adjourn: The next meeting will be on February 9th at 11:00 a.m. With no further discussion, Chair Williamson adjourned the meeting at 12:05 p.m.

JD Williamson

Chair JD Williamson

06 / 28 / 2021

Date