

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)  
Tuesday, July 13, 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, Cindy Gossage, Sandi Brickhouse Smith, Carson Rich, and Emily Nicholson. JD welcomed new Finance committee member Carson Rich to the committee. Carson is the Special Assistant to the Chancellor, ECSU.

Approval of June 8, 2021 Minutes: Moved by JD, seconded by Sandi, to approve the minutes as written.

**Motion carried.**

May Fund Report, Expenditure Graph, Projection Graph: David reviewed the fund report with the committee. He noted that all PY19 funds will be expended and no funds are being returned to the state. He reviewed the expenditure graph which includes expenditures for May, noting that staff is in the process of making minor adjustments on programs to bring expenditures in line with expected PY21 allocations and said that we should be adequately funded for the next year, in spite of the drop in allocations by 17%. He stated that he would provide the projection graph every month to be used as a measuring tool for the committee. It was suggested by the committee that the expenditure graph should be included in the NWDB Board packet as well.

Update on PY21 Funding. David reported that AC Executive Director Mike Ervin has been reaching out to the Governor's office and to state legislators making them aware of the significant decrease in PY21 allocations. Mike reported at the Leadership Committee meeting that he met with our state representative as well as our Senator and was asked to draft a letter to the Governor's office outlining the issues and asking for action. He was also asked to write a letter to the state auditor asking for specifics on what the Governor's office plans to do with the 15% WIOA funds set aside received every year, and to ask that some of these funds be used to offset the current cuts. David said that hopefully we will see action taken to restore some of the funding.

Successful Youth Initiative Grant Award. David reported that NWDB was one of three workforce development boards in the state awarded with funding from the initiative, in the amount of \$100,000. The program, titled E3 Youth Initiative Grant, will provide funding for the following; contract with a professional organization to expand our digital outreach (social media, music streaming sites, etc.); provide funds for staff salaries and benefits for the time required to implement and increase enrollment; funds for the increase expected in continuing education and curriculum opportunities for participants; funds to increase the number of incentives awarded to current and future participants; funds for small stipends

for mentors who will assist with ensuring stronger completion rates among participants; and, funds to assist COA with their B3 Coffee Cart project, which will be focused on providing work based learning hours for participants. David said the grant provides for new efforts but also is an offset for some of the funds that were reduced from the allocation. JD asked how we receive these funds. David replied that the funds are by reimbursement only and will be received through the same system as all of our funding is received currently.

Strategic Plan: JD announced that it is time to update the Finance Committee's strategic plan for this year and the NWDB Board wants each committee to report on their plans at their next meeting in September. He asked committee members to be prepared to put together the plan at their next meeting in August.

Finance Operating Manual: Cindy noted that there were some minor changes made to the manual and that she is in the process of adding instructions on a new quarterly report for DWS, otherwise the manual is complete. The committee approved the Operating Manual.

Topics for Next Meeting:

- Approval of July minutes
- June Fund Report and Expenditure Graph
- Update on status of funding and allocations
- Strategic Plan Update for 2021-22

Adjourn: The next meeting will be on August 10, 2021 at 11:00 a.m. Sandi moved to adjourn the meeting. With no further discussion, Chair Williamson adjourned the meeting at 11:37 a.m.

*JD Williamson*

07 / 23 / 2021

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Chair JD Williamson

Date

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## Document History



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(johndouglaswilliamson@gmail.com) from cgossage@accog.org  
IP: 65.114.49.178



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11:35:14 UTC-4

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IP: 75.170.93.248



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**07 / 23 / 2021**

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IP: 75.170.93.248



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