

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)
Tuesday, September 14, 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, Jeri Hansen, Janet Russ, and Carson Rich.

Approval of August 10, 2021 Minutes: Moved by Carson, seconded by Janet, to approve the minutes as written. **Motion carried.**

July Fund Report and Expenditure Graph: Jeri reviewed the fund report with the committee. She noted that all PY19 funds have been expended, including the additional Youth funds received from other workforce development boards, and the report has been updated as we begin to use PY20 funds. David reviewed the expenditure graph with the committee, saying he added a second graph showing expenditures made by formula funds only. He noted that funds spent are almost the same as was spent last year. David went on to review the financial projection graph saying there has not been much in the way of change. David said he feels confident that spending is on a good track, noting that in most cases, we won't start using PY21 until April or May of 2022, which is good because we need to spend the PY20 funds before the next fiscal year begins in July 2022.

Infrastructure Funds: David explained that infrastructure funds are the cost of operating the NCWorks Career Centers. WIOA requires many partners to share in the cost of the career centers; some statewide as well as locally. The state negotiates the statewide agency partner's share, and NWDB must negotiate with our local partners.

The report is based on a prior year so all expenses can be accounted for in the document. David shared the spreadsheet that is submitted to the state which provides all the expenses incurred by NWDB. DWS submits their own expenses and the state combines this into one spreadsheet. Our share of expenses, combined with DWS' share is based on how many NWDB and DWS staff are attached to the career centers. If NWDB spends more during the year than it requires, we get a refund. If NWDB doesn't spend enough, we are billed for the expense. David noted that this year, based on expenses from 2019, NWDB will be receiving a check for \$92,999.31. He explained that most of that is from an increased outreach effort as well as adding significant virtual services. David said that the funds can only be spent on those specific infrastructure expenses directly related to the operation of the career centers. Staff is working hard to identify expenses that we can charge to the infrastructure account in order to free up our formula funds.

Strategic Plan: JD told the committee that the strategic plans of all the committees will be discussed at the NWDB Board meeting next Tuesday at their regular meeting. He asked the committee if there were any changes that needed to be made on the plan before it is brought to the Board. Hearing none, JD said that the committee has accepted the strategic plan by consensus.

Other Items: David shared that the Albemarle Commission is currently undergoing its annual audit, which of course includes NWDB. Jeri said that she has sent all the documents requested and

auditors could be here on September 27th and 28th or, if they have everything they need, conduct the entire audit remotely. She noted that this is what happened last year.

David reported to the committee that the Albemarle Commission is partnering with a Council of Governments and a Workforce Development Board in Hampton Virginia for a Build Back Better grant opportunity which includes workforce funding amongst other items. He will keep the committee apprised of its progress.

David noted that he will be providing the NWDB Board with the Financial Projection graph at the meeting for their information.

Topics for Next Meeting:

- Approval of September minutes
- August Fund Report, Expenditure Graph, Financial Projection Graph
- Strategic Plan Discussion
- Budget Timeline for PY22
- Informational Update: Build Back Better Grant
- Status Update on Albemarle Commission Audit

Adjourn: The next meeting will be on October 12, 2021 at 11:00 a.m. JD declared the meeting adjourned at 11:40 a.m.

JD Williamson

10 / 15 / 2021

Chair JD Williamson

Date

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



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IP: 75.170.98.206



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