

**Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)**  
**Tuesday, January 11, 2021 10:00 a.m.**

**Call to Order:** Chair JD Williamson called the meeting to order at 11:00 a.m. Present were JD Williamson, Carson Rich, David Whitmer, Jeri Hansen, and Amber Morse.

**Approval of November 2021 Minutes:** Moved by Chair Williamson seconded by Carson Rich, to approve the minutes as written. **Motion carried.**

**Financial and Administrative Support Specialist:** Chair Williamson asked if there was an update on the recruitment process for Financial & Administrative Support Specialist position. Director Whitmer stated that an offer had been made and accepted and the new person was scheduled to start on the 27<sup>th</sup>. Chair Williamson thanked Director Whitmer and Jeri Hansen for all of the work with filling in since this position has been vacant. He also welcomed Assistant Director Amber Morse to the committee as this was her first meeting.

**July Fund Report and Expenditure Graph:** Jeri reviewed the fund report with the committee. She noted that we are spending PY20 funds and on track to fully expend the funds before the end of the fiscal year. Director Whitmer reviewed the expenditure graph and financial projection graph with the committee. Director Whitmer said that we continue tracking lower on expenditures, which is good. Some of this is due to the intentional effort to reduce expenditures and some is due to lower salary expenditures due to turnover.

**Informational Updates:** Director Whitmer informed the committee that we were not chosen to move forward with round two of the Build Back Better Grant. This is certainly disappointing but has laid a foundation for great partnerships. He then informed the committee that we are working on the Good Jobs Challenge Grant with the Hampton Roads Workforce Investment Council with many other partners including College of the Albemarle. Director Whitmer then informed the committee that we have not been able to send the requested documentation to our financial monitor due to not having email and scanning capabilities. The monitor is aware of this and has told us to just send it when we can.

**Committee Budget Requests:** The committee reviewed the budget requests submitted by the Business Resources and Opportunities Committee. The committee agreed that the requests seemed reasonable and in line with NWDB's mission.

**Topics for Next Meeting:**

- Welcome to our new Financial and Administrative Support Specialist
- PY 22 Budget Discussion

**Adjourn:** The next meeting will be on February 2, 2021 at 11:00 a.m. Motion Carson, seconded by JD to adjourn the meeting.

*JD Williamson*

03 / 24 / 2022

Chair JD Williamson

Date

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