

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)
Tuesday, July 12, 2022 11:00 a.m.

Call to Order: Chair Williamson called the meeting to order at 11:00 a.m. Present were Chair Williamson, Director David Whitmer, Assistant Director Amber Morse, Niaisha Stokley and Carlos Riddick.

Approval of March 8, 2022 Minutes: Carlos Riddick made a motion to approve the minutes as presented. Motion was second by Chair Williamson and passed unanimously.

Financial Reports: Director Whitmer reviewed the financial reports with the committees. He reported that he has changed the way he does the projections. He changed the total run time from 33 months to a 12 month expenditure. Using the 33 months was making our average monthly expenditures higher. Using only the past 12 months gives us a more accurate projection.

PY 2022 Allocations: We had another cut about 13% for PY 22 allocations. Our PY 21 allocations were cut 17%. These are significant cuts. Chair Williamson stated that's a pretty major cut when you look at the annual allocations. We don't know what the end of the year carry forward will be at this point. Carlos Riddick asked about the funding and the rules. He asked when we see significant cuts what do we do. Director Whitmer responded the way we dealt with that was that we didn't refill a couple positions. When Emily the old Assistant Director left Amber was promoted to Assistant Director she was the Business Engagement Coordinator. At that time the Youth Program Coordinator left at the same time. So we combined Amber's old position with the Youth Program Coordinator because basically they both work with businesses. That's what we have done on staffing. For services we reduced OJT reimbursements and we reduced Incumbent Worker Grants. Director Whitmer stated it's very important for us not to cut staff and not fail at what we do. We will get through this year again just fine. Chair Williamson asked since we are projecting this year to be fine, is it a good idea to start putting on paper some of the cuts or hold off on those? Chair Williamson then stated at some point in time lets go ahead in put on paper what our cuts may be. Maybe just write things down and review them on a quarterly basis. Director Whitmer stated he doesn't think we need to do that at this time. Chair Williamson asked with the OneStop Operation change will that affect our budget. Director Whitmer responded at this time we are in the process of doing a procurement with Albemarle Commission. The Commission has indicated they will provide OnStop Operator services at no cost therefore it should not affect our PY22 budget.

Informational Update:

- A. NWDB Financial Monitoring: Still waiting on exit interview schedule.
- B. Good Jobs Grant: No update
- C. Committee member changes: Still no update on who would like to come to the Finance Committee.

Topics for Next Meeting:

- Approval of June minutes
- June Fund Report, Expenditure Graph, Financial Projection Graph
- Budget Discussion – status on committee budget requests
- Committee member changes

Adjourn: The next meeting will be on Tuesday, August 9, 2022 at 11:00 a.m. Chair Williamson adjourned the meeting at 12:00 p.m.

JD Williamson

07 / 21 / 2022

Chair JD Williamson

Date

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