

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)
Tuesday, August 9, 2022 11:00 a.m.

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

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

Financial Reports: Director Whitmer announced that Jeri Hansen will be moving out of the region. Director Whitmer reviewed the financial reports with the committees. Looking at the charts in May we did increase our expenditures following two of the last three years. We still have concerns returning a small amount of Adult, DW and OSY funds. We're not going to know the amounts for a few weeks because we still have charges from last year. We have one final check run remaining that will have expenditures from last year. We are not running out of any money but hate to give any funds back.

Expenditures: Director Whitmer reported that we did increase in expenditures in May 2022 which was on track with our expenditures from what May 2021 was. Director Whitmer expects another bump in expenditures for June. Looking at the projections we are still in good shape in regards of not running out of funding.

Projections: We're looking to not run out of funding in PY22. We need to keep a close eye out to make sure we are not returning any funds at the end of the year.

Strategic Plan: Will be discussed in the August Committee meeting.

Informational Update:

- a. NWDB Financial Monitoring: Director Whitmer reported we had our exit interview. We had zero findings and observations.
- b. OneStop Operator: DWS terminated their contract to service as the OneStop Operator which was reported in the last meeting. We went through the procurement process for that. The Leadership Committee oversees the procurement process. There was one proposal received and the Leadership Committee has scored that proposal. The Leadership Committee will be making a recommendation at the next board meeting for the board to accept that proposal. Hopefully we will have a OneStop Operator in place soon. From then that operator will be required to provide a Center Manager. Sheryl Stevens is the interim Center Manager at this time and her last day will be July 28th. We will appoint a staff member to service as the interim Center Manager.
- c. Good Jobs Grant: Director Whitmer reported that it looks very promising. Chair Williamson asked if we get the 2 million dollars where will it be used. The funds will be used in support of training related to the maritime industry. It will also be used for staff salary and COA will use to increase their training offerings. Chair Williamson asked what is the time frame for

the grant. The grant is a 3 year grant. Assistant Director Amber, however, reported that we have to have people employed within 18 months. Director Whitmer reported that Executive Director Mike Ervin was able to get Senator Steinburg to provide \$1.4 million to the Commission, \$499,000 of which will go to Workforce. It's all been approved even though we don't have the funds yet but it is included in the budget.

d. Committee Member Changes: We are still looking for new committee members.

Topics for Next Meeting:

- Approval of July minutes
- July Fund Report, Expenditure Graph, Financial Projection Graph
- Budget Discussion – status on committee budget requests
- Committee member changes
- PY 21 Strategic update Action Plan and Discussion of the PY22 Goals

Adjourn: The next meeting will be on Tuesday, September 13, 2022 at 11:00 a.m. Chair Williamson adjourned the meeting at 12:00 p.m.

JD Williamson

JD Williamson

Chair JD Williamson

Date

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