



Northeastern Workforce Development Board

ALBEMARLE COMMISSION
REGION R COUNCIL OF GOVERNMENTS

Camden, Chowan, Currituck, Dare, Gates, Hyde, Pasquotank, Perquimans, Tyrrell and Washington Counties

NWDB Finance Committee Meeting –November 8, 2022 11:00am

1. Welcome
2. Approval of Minutes (August) – September 2022 Meeting
3. Financial Reports:
 - Fund Report
 - Expenditure Graph
 - Financial Projection Graph
 - Discussion on the PY22-23 Budget
4. Strategic Action Plan/Discussions of PY22-23
5. Informational Update:
 - a. System Updates in NWDB Region
 - b. One-Stop Operator
 - c. Good Jobs Grant
6. Topics for next meeting – December 13, 2022
7. Adjourn

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)
Tuesday, September 13, 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, Carlos Riddick and Amber Lennon. Chair Williamson welcomed the new committee member Amber Lennon.

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

Financial Reports

- **Fund Report:** Director Whitmer went over the Fund report briefly stating where we are with the funds at the moment.
- **Expenditures:** Director Whitmer went over the expenditures explaining where we are now and projecting where we will be at the end of PY23. The graph focuses on formula funds (Admin, Adult, DW and Youth) and Special Grants.
- **Projections:** Director Whitmer reported he included the current projections after July expenses. These are the short-term projections. We are just starting to spend our PY21 funds which is always the first concern of the year. In the next few months once we get a handle on things Director Whitmer will start adding in PY22 funds so we will see how those funds will play out throughout the following year. This year is more of a concern currently because we are trying to balance the funds. We must stay ahead of the projections along with trying our best to project the funds correctly. Our focus is spending all of PY21 funds at this time.

Informational Update:

- Albemarle Commission has hired a new Finance Officer Robin Sass.
- OneStop Operator: The Board agreed to move forward with Albemarle Commission to serve as our OneStop Operator. The Onestop Operator manages and oversees the Career Centers. Part of that agreement with the Commission we require them to hire a Career Center Manager and they have gone through the recruitment process. The recruitment team consisted of Director David Whitmer, Assistant Director Amber Morse, Program Manager Annette Barnes and NWDB Board Member Tameka Gibbs. The Commission has hired Chasity Pailin who comes to us from E.C.S.U. Annette Barnes has been serving as interim Career Center Manager and Annette has done a great job keeping the doors open to the public. The agreement with the Commission is that they are not charging us to serve as the OneStop Operator. At the Commission's expense

they are funding the salary of the Career Center Manager. Chasity will begin her role starting on September 19th as the New Career Center Manager in both Elizabeth City and Edenton Career Centers.

- Good Jobs Grant: Director Whitmer reported we did receive The Good Jobs Challenge Grant in partnership with Hampton Roads Workforce Council. The grant will be close to \$1M along with COA also got close to \$1M. The funds will be used to support training related to the maritime industry. COA will use the grant funds to increase their training offerings. The grant is a 2-year grant.
- **Strategic Plan:** Chair Williamson made a motion to go forward with goals one, two and three and removing goal 4. The motion was seconded by Amber Lennon and passed unanimously. (Goal 1: Continue to educate and inform Board and Committees on NWDB funding and expenditures as well as providing assistance during budget preparation process. Goal 2: Explore potential opportunities for increasing revenues for PY 2022-2023. Goal 3: Continue to monitor NWDB's financial status and overall financial performance.)

Topics for Next Meeting:

- Approval of August minutes
- August Fund Report, Expenditure Graph, Financial Projection Graph
- Budget Discussion – status on committee budget requests
- Informational updates
- Strategic Action Plan

Adjourn: The next meeting will be on Tuesday, December 13, 2022 at 11:00 a.m. Chair Williamson adjourned the meeting at 11:48 a.m.

JD Williamson

11 / 08 / 2022

Chair JD Williamson

Date

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