

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)
Tuesday, January 10, 2023, 11:00 a.m.

Call to Order: Chair Williamson called the meeting to order at 11:00 a.m. Present were Chair Williamson, Committee member Carlos Riddick, Assistant Director Amber Morse, NWDB Finance/Administrative Specialist Niaisha Stokley and AC Finance Officer Robin Sass. **Absent with notice:** Director David Whitmer and Committee member Amber Lennon. **Absent without notice:** Committee member Janet Russ.

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

Fund Report: Assistant Director Amber Morse reported currently we are still spending PY21 funds for all programs. Currently we need to enroll a little more OSY or spend a little more of the OSY funds to get to 75%. Finish Line Grants we no longer administer these funds the governor has decided to move these funds to all Community Colleges. NextGen Program Manager Rachel Clipston has been working on a budget amendment for the Youth Initiative Grant to spend more funds on marketing and outreach material.

Expenditures: Chair Williamson reported that we are slightly lower at this time of the year, but close to previous years. It is sort of normal for expenditures to be lower at this time of the year.

Projections: Chair Williamson reported we are still currently spending PY21 funds. Chair Williamson mentioned looking at all other funds we seem to be where we should be at this time. Assistant Director Amber Morse reported we could move some DW funds to Adult funds clear up some of the negative funds for Adult in June 2024.

Informational Update:

- a. Good Jobs Challenge Grant:** Assistant Director Amber Morse reported Brandi Bragg was contracted as the Maritime Business Engagement Coordinator for Good Jobs Challenge Grant.
- b. Employee Service Funding Request:** Assistant Director Amber Morse reported DWS has awarded NWDB the 20K in Business Service funds that we applied for. These fund part of the Business Engagement Coordinator Hillary Robertson and Assistant Amber Morse salary.
- c. Waiver of Expenditure Requirement:** Assistant Director Amber Morse reported in August of 2022, Governor Cooper submitted a waiver request to USDOL asking for a waiver of these expenditure requirements for North Carolina. U.S. Department of Labor Employment and Training (ETA) has approved North Carolina's request for Local Area WDBs to expend 75% of youth formula funds on OSY, for the Program Years PY 2022 and 2023.

Budget Calendar 2023-2024 Discussion: The AC Finance Officer Robin Sass reported the budget process. The Health Department will have the budgets generated on or by January 18th. On February 13th all budget packets will be sent out to all directors. We will follow the budget schedule as follows on the Budget Calendar. After the budget is drafted then it goes to the

Finance Committee then to the NWDB Board then to the Workforce Development Consortium then to the Albemarle Commission Board to be voted on.

Strategic Action Plan: Chair Williamson reported that he has made updates to the Strategic Plan and will send the updates out to everyone after the meeting. On January 17th at the next NWDB Board meeting Chair Williamson will go over the updated plans with the board members.

Topics for Next Meeting:

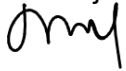
Approval of January 2023 minutes

Fund Report, Expenditure Graph, Financial Projection Graph

Budget Discussion

Informational update

Adjourn: The next meeting will be on Tuesday, February 7, 2023, at 3:00 p.m. Chair Williamson adjourned the meeting at 11:32 a.m.



02 / 20 / 2023

Chair JD Williamson

Date

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