

Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)
Tuesday, February 7, 2023, 3:00 p.m.

Call to Order: Chair Williamson called the meeting to order at 3:00 p.m. Present were Chair Williamson, Committee member Carlos Riddick, Committee member Amber Lennon, staff Director David Whitmer and staff Assistant Director Amber Morse. **Absent with notice:** staff NWDB Finance/Administrative Specialist Niaisha Stokley and staff AC Finance Officer Robin Sass. **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 Amber Lennon and passed unanimously.

Fund Report: Chair Williamson reported currently we are spending PY21 funds for all programs and program PY22 funds are currently allocated. Director David Whitmer reported soon we will be spending some of PY22 youth funds. The Legislative Capacity Grant funds and the Good Jobs Grant has been recently added to the fund report. Director David Whitmer reported we will not be using the waiver for OSY/ISY funds we will continue at using 75% for OSY and 25% for ISY funds.

Expenditures: Director David Whitmer reported with our regular Title I fund and allocations along with the Special Grants funds we tracked to have spent more money than last years. For the Title I formula funds only we are spending right on track of the previous years. We are slightly spending a little more than we want to spend right now concerning youth funds.

Projections: Director David Whitmer reported we had been projecting to return some of the Title I funds previously, but we don't have that issue anymore due to more spending. We do need to slow down a bit on spending youth funds looking into January 2024. This means we will be going into our PY 23 funds earlier than we would like to. Looking at the report for Adult and DW funds we are projecting to return DW funds, but we can move those funds to Adult and it will cancel out. Director David Whitmer has started the process of going to different boards asking for additional youth funding. Looking at April 2023 we will start spending some of our PY 22 youth funds. Our goal is to slow down a little in spending youth funds and to seek funds from other Boards if possible.

Strategic Action Plan: Chair Williamson reported that he presented the budget 101 to the Board at the last Board meeting. Director David Whitmer reported that Executive Director Mike Ervin announced he has received approval that The Albemarle Commission is bringing their accounting to in house which is currently contacted with the Health Department.

Informational Update:

a. NWDB Board Retreat: will be held on March 24-25th the person we have contracted to facilitate the retreat will be Mary Ann Lawrence. Mary Ann Lawrence will join us in the Leadership Committee Meeting this month to discuss some ideas for the retreat.

b. Good Jobs Challenge Grant: Assistant Director Amber Morse reported Brandi Bragg was contracted as the Maritime Business Engagement Coordinator for Good Jobs Challenge Grant. Brandi Bragg has been reaching out to employers and has 2 meetings scheduled coming up one in Manteo and the other one in Edenton. These are interest meetings with the employers.

Topics for Next Meeting:

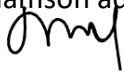
Approval of February 2023 minutes

Fund Report, Expenditure Graph, Financial Projection Graph

Budget Discussion

Informational update

Adjourn: The next meeting will be on Tuesday, March 7, 2023, at 3:00 p.m. Chair Williamson adjourned the meeting at 3:39 p.m.



03 / 17 / 2023

Chair JD Williamson

Date

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