

**Northeastern Workforce Development Board Finance Committee Minutes (ZOOM)**  
**Tuesday, April 4th, 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, staff Director David Whitmer, staff Assistant Director Amber Morse, staff AC Finance Officer Robin Sass and staff Admin and Finance Specialist Niaisha Stokley.

**Absent with notice:** None **Absent without notice:** Committee member Janet Russ and Committee member Amber Lennon.

**Approval of March 2023 Minutes:** Chair Williamson made a motion to approve the minutes as presented. Motion was seconded by Carlos Riddick and passed unanimously.

**Fund Report:** Director David Whitmer reported that currently we are spending PY21 funds for all programs.

**Expenditures:** Director David Whitmer reported we have made changes to the expenditures to reduce some of our spending. Some of the changes being made will affect the participants. The On-the-Job training program is a program where we reimburse an employer for hiring a new employee that doesn't have all the skills that may be needed. We currently reimburse the participants' salary for up to 6 months of training. That has been reduced to 50% of their salary and up to 5 months of training. We have also put freeze on reverse referrals. Reverse referrals are when an employer sends a candidate to NWDB. We receive most of our OJT contracts from employers coming to us with a candidate in mind. We are still doing the OJT program but only for the Career Centers participants we are currently working with. We have put a freeze on Incumbent Worker Grants completely until the beginning of the new program year. Since we have put that grant on pause, we have 5 employers on a waiting list. We are required to spend no more than 25% of our funds on In-School-Youth. Since we have gone above that 25%, we put a freeze on ISY enrollment and WEX until the new fiscal year. Youth work experience is like an OJT except for the employer does not pay the participant. The youth participants will come on to the AC payroll as an employee. We pay them as employees while they're on the job training. We have put a pause on enrollments North of the sound for both in school and out of school youth. We capped our travel reimbursement which helps participants get back and forth to work and school previously at \$600 a month, we have reduced that to \$400 a month. We have decided not to make any changes to childcare reimbursements currently. Our adult program is income eligibility based and was up to 200% of the poverty level. We have reduced our requirement to the regular 100% of the poverty level. That will affect a lot of our participants due to the number of enrollments that we have in that gap between 100-200% poverty level. We hope to lift that starting the new fiscal year. We decided to make these changes to carry forward as much funds as possible into the next fiscal year. Reaching out to other boards for funding has not been successful this year as in previous years.

**Projections:** Director David Whitmer reported we are currently spending PY 21 funds. We are projected to expend these funds for Admin in March, Adult, and DW and OSY between April or May. We are currently spending PY22 ISY funds. We are concerned about ISY funds, this is the reason for setting the freeze on North of the sound enrollments. We are not planning to return any funds currently. Adult and DW funds can be transferred but the youth funds are projected to run out earlier next year. We will be getting PY 23 funds, we just don't know what they're going to be currently.

**NWDB Budget:** Chair Williamson reported that the budget was approved by the board at the last Board meeting. Now the budget is set to go to the consortium meeting on April 20<sup>th</sup> for approval and to move forward to the AC board. There will be a presentation at 6pm to the AC board on April 20<sup>th</sup> and then will be voted on at the next AC board meeting in May.

**NWDB Board Retreat:** Committee Member Carlos Riddick mentioned that the retreat was a success, and we received a lot of information on how to move forward. Assistant Director Amber Morse agreed that the retreat was successful, and it was great seeing everyone in person. Director David Whitmer mentioned that Mary Ann Lawrence reminded the board members not to put too much work on the staff as we have plenty of work to do for NWDB. Director Whitmer mentioned at the next board meeting each committee will be receiving various duties to help NWDB and NCWorks run smoothly.

#### **Informational Update:**

- a. Good Jobs Challenge Grant: Director David Whitmer reported we have started the Maritime Business meetings. We had a meeting in Edenton and in Dare and one at ODU. We will have another meeting in Dare soon to meet with some of the local businesses on what we need and how we may be of some help to them. Hampton Roads is still having issues with the EDA because they're not happy with the indirect. We may have to resubmit our subaward agreements. We are still in phase 1 of the grant.
- b. We have submitted a Sentara Cares grant of \$80k. We are currently waiting for a response about this grant. The project is expected to start on July 1<sup>st</sup> we should hear something back soon.
- c. Assistant Director Amber Morse found another grant from Chowan Foundation for \$5k. Amber must speak with AC Finance Officer Robin Sass concerning the grant before applying.

#### **Topics for Next Meeting:**

Approval of April 2023 minutes

Fund Report, Expenditure Graph, Financial Projection Graph

**Adjourn:** The next meeting will be on Tuesday, May 2, 2023, at 3:00 p.m. Chair

Williamson adjourned the meeting at 3:39 p.m.

*JDW*

06 / 30 / 2023

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Chair JD Williamson

Date

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