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**North Central Workforce Development Board
Finance Committee Conference Call Meeting Report
September 27, 2017; 9:00 AM**

Members via Conference Call: Bob Cardamone, JoAnne Ryan, John Sutika and Susan Kefover
Board Staff Present: Susie Snelick

Agenda Items Included: Review of the responses to the Audit RFP, Budget Modification to L & I, Expenditures, and Final Cost Allocation Plan

Meeting Summary: The meeting via conference call was called to order at 9:00 AM.

The first item discussed were the two responses received from the Audit RFP. Some discussion ensued. It was decided that all committee members would respond by Friday with their evaluations and a vote on which firm to choose because there wasn't enough time to review the proposals prior to today.

The next item on the agenda was review of our PY 2016 Budget for Adult, Dislocated Worker, and Youth. As with any budget actual expenditures may vary. The state expects each board to balance the budget quarterly with a budget mod. Adult and Youth were both adjusted. Please see worksheets for more information. Bob mentioned that we need to be sure that we are adhering to our expectations in regard to our subcontractor going over budget. JoAnne moved to approve the modification, Susan seconded it, motion passed. **Action Item.**

Susie then reviewed the expenditure report provided via email. This was a very basic report and we are working on more detail with our consultant. Susie will provide updated information once the budgets are added to the system. In addition, Susie will provide copies of North Central's invoice to the committee for their information.

The committee then discussed the need to hire someone part time to assist while Vanessa is on maternity leave but also for the purpose of potential future changes in order to protect the Agency and strengthen our overall skills.

Susie announced that our Cost Allocation Plan has been approved by PA Department of Labor & Industry. It was a verbal approval. The committee is requesting a written approval to protect us. Susie will reach out to the state.

With no other business, the meeting adjourned at approximately 9:45 AM.

Action Items: On behalf of the Finance Committee, request acceptance of this report including the action items.