



**North Central Workforce Development Board  
Finance Committee Meeting Summary  
February 27, 2018 - 10:00 AM**

**Members Present:** Susan Kefover, JoAnne Ryan  
**Members via Conference Call:** Robert Cardamone  
**Workforce Solutions Staff Present:** Vanessa Hasselman, Susie Snelick, Sherri Cunningham

**Topics Discussed:** WFS and NC Expenditures, Additional Resources, Workforce Solutions Budget Revision, WFS Financial Management Policies, and North Central Fiscal Review

**Meeting Summary:**

The first item on the agenda was a review of Workforce Solutions' and North Central's expenditures for the month of January. There were no questions or concerns relating to the reported monthly expenditures.

Next, the updated list of resources was reviewed. The latest funding received included the following:

- Additional TANF - \$113,473
- Tech Grant - \$200,000
- ARC Grant - \$40,000
- United Way - \$1,000
- Women Who Care - \$3,400.

The Workforce Solutions' Administrative budget revision was then discussed, increasing from \$273,731.21 to \$293,618.78. Significant line item increases included the additional cost of the annual Audit and Consulting for the webpage which was not originally budgeted. Some other small additions to the budget included Outreach, Office Supplies, and Equipment. After this revision, there still remains an unbudgeted amount available of \$21,870.27. At the end of this discussion, JoAnne made a motion to approve the budget revision, seconded by Susan, motion passed.

The next topic for discussion was Workforce Solutions' draft Financial Management Policies. Since all committee members did not have a chance to review the policies, the committee agreed to review and submit their votes on the policies by Friday, March 2<sup>nd</sup>. All members voted in favor of accepting the policies for submission to the State.

The final item on the agenda was the North Central Fiscal Monitoring done in February. In reviewing the requested information, it was discovered that North Central has been charging Workforce Solutions for IT equipment that is no longer being utilized for the past two years. More information is being requested from North Central in order to determine the amount that must be refunded to Workforce Solutions. A further discussion of this issue will take place at our next meeting, Monday, March 12<sup>th</sup> to determine if the methodology used for determining IT costs is an acceptable method, resulting in fair and equitable charges.