



**North Central Workforce Development Board
Finance Committee Meeting Summary
June 28, 2018 - 10:00 AM**

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

Topics Discussed: Workforce Solutions and North Central's Expenditures, Workforce Solutions PY18 Budget, PY18 Resources, and ResCare's PY18 Allocations & Budget

Meeting Summary:

The first item on the agenda was a review of year-to-date expenditures for Workforce Solutions. The committee had no questions regarding these expenses but requested that the expenditure reports be updated to include the detailed budget in order to track performance. It was explained that the reports would include the budgets going forward as well additional line items under large categories, such as Contractual & Consulting, so that the committee would have a much clearer picture of what is included in each expense category.

Next was a review of the YTD expenditures for North Central Planning Commission. While there were no questions regarding the current expenses provided, the committee asked for an update on the outstanding IT Consulting Invoice for \$3,000. It was explained that a new contract between George Douglas Davidson and North Central had been submitted along with a revised invoice. Workforce Solutions is still waiting for a current W-9 for this consultant as well as an explanation of how much of this invoice will be allocated to workforce funding. It was also explained that North Central has until July 13, 2018 to submit final expenses for reimbursement. Until this and any other outstanding items are resolved, North Central will not receive their final reimbursement to close out the program year.

The committee then went into a discussion of the Workforce Solutions PY18 budget. Questions were asked regarding the allocation of the total budget among administrative and program costs and how some of the larger line items, such as RSABs costs and IT support, were calculated. It was also requested that a narrative be provided to accompany the budget in order for the committee to gain a better understanding of the rationale behind these projected costs. At the end of this discussion, Susan made a motion to approve the PY18 budget, seconded by John. Motion passed.

Next, the committee was updated on the current resources available for PY18, a total amount of \$4.63 million dollars. Additional funds received since the June 6th meeting included the following:

- DCED Manufacturing Training to Career - \$150,000.00, and
- Teacher in the Workplace - \$99,960.00.

There was discussion on the planned carryover funds available due to significant increases in funding and the use of these funds to support Incumbent Worker Training or other activities as necessary. It was also recommended that EARN Performance dollars be tracked as part of available resources and requested that a description of services and outcomes be provided for any funding going to other subcontractors outside of ResCare.

The final item on the agenda was a review of ResCare's PY18 allocations and budget. ResCare's budget came in under the allocations provided to them, with approximately an additional \$300,000 above the requirements being spent on training to customers! With ResCare's operational costs lower than the current provider and indirect costs/profit nearly equivalent, the committee felt that we were moving forward in a positive manner. With no outstanding questions, JoAnne made a motion to approve ResCare's PY18 budget, seconded by Susan. Motion passed.

After a reminder of the upcoming meeting scheduled to discuss the potential uses of the EARN Incentive funds, the meeting was adjourned.