



**North Central Workforce Development Board
Finance Committee Meeting Summary
June 6, 2018 - 10:00 AM**

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

Topics Discussed: North Central Budget Modification, PY18 Resources, and the Subcontractor Budget Modification and Purchases Approval Policy

Meeting Summary:

The first item on the agenda was a review of North Central's final budget modification for PY17. Significant line item changes included increases to Staff Salaries & Fringe Benefits to support the outstanding paid time off balances due to staff for time earned during the program year. The committee discussed whether or not these costs were reasonable and agreed that they were acceptable as long as we were not paying for previous year PTO balances out of current year funding. In order to support these increases, the committee requested that North Central provide a breakdown of the total PTO balances to be paid out through the end of the program year. At the end of the discussion, Susan made a motion to approve the budget revision, seconded by JoAnne. Motion passed.

Next, the current list of PY18 resources was reviewed, which included a 22.70% increase in WIOA Adult, Dislocated Worker, and Youth funding over the previous year. The total amount of dollars available for the next program year is currently \$4.3 million and is expected to increase to include carryover funds remaining after the close of the current program year.

The final topic for discussion was Workforce Solutions' Subcontractor Budget Modification and Purchases Approval Policy. This policy was developed to provide thresholds for which budget modifications could be approved internally by the Executive Director and Finance Manager and when formal approval must be received from the Finance Committee. The policy also allowed Workforce Solutions the authority to make purchases without seeking approval as long as the purchase was included in the original approved budget and did not exceed a \$1,000 threshold. The committee agreed that the thresholds were reasonable and voted in favor of approving the policy. JoAnne made the motion to approve the policy, seconded by Susan.

With no other business to discuss, the meeting was adjourned.