



**North Central Workforce Development Board
Finance Committee Meeting Summary
December 18, 2018 – 10:00 AM**

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

Topics Discussed: Workforce Solutions' and ResCare's Expenditures, Fiscal Review of ResCare, and Updates on EARN Performance Funds

Meeting Summary:

The first item on the agenda was a review of the expenditures for Workforce Solutions. All expenditures were in line with the approved budget with the exception of consulting services, IT supplies, moving expenses, and membership dues. It was explained that these overages were due to additional expenses that were not anticipated when the budget was originally approved. A budget modification will be prepared and submitted for these line items as well as any others with changes for review and approval at the next meeting. With no further questions, the committee moved into a review of YTD expenditures for ResCare.

There were no questions or concerns regarding ResCare's expenses. It was noted that ResCare recently submitted a budget modification with minor changes among each broad budget category not to exceed 10%, and there were no changes to the total overall budget amounts. It was also noted that since ResCare exceeded its training expenditure target for the 1st quarter of PY18, they have been awarded an additional \$94,352.72 in TANF funds and \$99,026 in Rapid Response funds to serve additional customers. Budgets for these additional resources are due by January 4, 2019 for review and approval.

A report was then given on the first fiscal review of ResCare. Documents were reviewed in areas including cash management, cost classifications, cash disbursements, proof of insurance and bonding requirements, and separation of duties. The initial review has been completed and follow-up correspondence has been sent to ResCare to request some additional information. However, the information provided at this time has shown that the proper procedures and internal controls are in place, financial transactions are recorded properly, and the costs incurred are reasonable and fair. A second fiscal review will take place in 2019 and will include additional items, such as payroll and participant records, procurement policies, and audit reports as well as those items included in the first review.

The final item on the agenda was an update on the use of the EARN Performance funds. The committee discussed the options of purchasing or leasing vehicles to help customers with transportation, one of their largest barriers. Recommendations were made for third party purchasing, intensive case management, and other program requirements to ensure that customers are held accountable and learning personal and financial responsibility. The next steps will be to collect more information regarding transportation issues and reach back out to DHS to request further approval for the use of these funds to support this initiative.

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