



Finance Committee Meeting Summary
June 15, 2020 – 10:00 AM

Members via Conference Call: Robert Cardamone, Tonya Coursey
Staff Present: Vanessa Hasselman, Susie Snelick, Sherri Cunningham

Topics Discussed: PY19 Expenditures, WIOA Budgets, PY20 Budget & Resources, ResCare Allocations, PY20 CareerLink Budgets, IT Support Contract, and RFP for Audit Services

Meeting Summary:

The first item on the agenda was a review of the YTD expenditures for Workforce Solutions, a total of \$835,718 representing approximately 77% of the total budget. All expenses were in line with the budget with the exception of Worker's Compensation and staff training courses, which were not part of the original budget, but were funded with unbudgeted administrative dollars available.

Next, ResCare's expenditures were reviewed, a total of \$2,643,764, accounting for 79% of their budget. It was explained that ResCare was on track to spend their entire budget by the end of the program year with the exception of a few small pots of money which would be extended into the new year.

The next items on the agenda were the PY19 WIOA budgets, which were revised to reflect ResCare's budget modifications and the transfer of \$220,000 in Dislocated Worker funds to the Adult program. With no questions concerning the revisions, Tonya made a motion to approve, followed by Bob.

The committee then reviewed the Workforce Solutions' PY20 budget. Significant changes to the budget included increases in salaries and fringe benefits and CareerLink RSAB expenses, with reductions in monitoring and Operator expenses. Tonya motioned to approve the budget as presented, seconded by Bob. Motion passed.

An update was then given on the resources that are currently available for PY20, a total of \$4,714,727, with additional carryover resources being available after determining the balances remaining at year end. A recommendation was made to award ResCare a total of \$2,260,987 in Adult, DW, Youth, EARN, TANF, and Rapid Response funds to support their activities in the new program year, with the potential for additional awards at a later date if carryover funds allowed. Tonya made a motion to approve these initial allocations, seconded by Bob.

The PY20 CareerLink budgets were next discussed, which included increases for the employment of temporary Security Guards at all six CareerLinks as well as additional cleaning services and supplies/personal protective equipment. Questions were asked regarding the lease terms at each location and the potential for virtual services and remote work in the future should the need arise.

The IT Support contract with Advanced Computer Solutions was then reviewed and approved by the committee, including the recommendation to renew the contract for an additional year through June 2021 at the rate of \$1,750/month for inclusive services.

Finally, the committee was notified of the RFP for auditing services that was released on June 4, 2020 with proposals due back by July 3, 2020. Committee members agreed to review and score the proposals individually with a final meeting on July 17th to select the firm.

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