



**Finance Committee Meeting Summary**  
**June 17, 2021 – 10:00 AM**

**Members via Conference Call:** Tonya Coursey, John Sutika  
**Staff Present:** Vanessa Hasselman, Sherri Cunningham

**Topics Discussed:** WFS PY20 Expenditures, WIOA Budgets, WFS PY21 Budget & Resources, Equus Allocations, and PY21 CareerLink Budgets

**Meeting Summary:**

The first item on the agenda was a review of the YTD expenditures for Workforce Solutions, a total of \$909,207 representing approximately 81% of the total budget. Explanations were given for any line items that were over budget, including Registrations, IT Supplies, Advertising, and Dues/Subscriptions, most of which were due to operational changes during COVID.

Next, the expenditures for Equus were reviewed, a total of \$2,586,211, accounting for 76% of their budget. It was explained that Equus 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 & PY20 WIOA budgets. The administrative portions of the PY19 budgets were revised to better align with actual expenditures, a requirement in order to close out fully expended funds. The PY20 Adult and Dislocated Worker budgets were revised to reflect the transfer of \$333,333 in Dislocated Worker funds to the Adult program to increase training services to customers.

The committee then reviewed the Workforce Solutions' PY21 budget. Significant changes to the budget included decreases in salaries and fringe benefits due to staffing changes related to the Executive Director position; and increases in operational expenses including travel, registrations, office supplies, and website redevelopment and maintenance to reflect increased activities with the lifting of COVID restrictions.

An update was then given on the resources that are currently available for PY21, a total of \$5,124,155, with additional carryover resources being available after determining the balances remaining at year end. A recommendation was made to award Equus a total amount of \$2,509,978 in Adult, DW, Youth, EARN, TANF, Rapid Response, and EARN Performance funds to support their activities in the new program year, with the potential for additional awards at a later date if carryover funds allowed.

The final agenda item was a review of the PY21 CareerLink budgets, which included adjustments in operational expenses from the removal of temporary Security Guards and increases in internet costs, Equipment/IT Support, Community Outreach, and Memberships/Subscriptions. The McKean County CareerLink budget also includes a decrease in Facility Costs due to the renewal of the lease at a lower negotiated rate.

With no questions or concerns regarding any of the information presented and no other business to discuss, the meeting was adjourned.

**Action Items for the WDB:** The committee is recommending the approval of the PY19 and PY20 revised WIOA budgets; PY 2021 Workforce Solutions Budget; PY 2021 allocations for Equus, and the PY 2021 PA CareerLink® Operating budgets.