



**Western Virginia Workforce Development Board
Finance Committee**

August 7, 2020 - 9:00 AM

Western Virginia Workforce Development Board Offices

4419 Pheasant Ridge Road, Suite 301, Roanoke, VA 24014

<https://vccs.zoom.us/j/91897682242?pwd=dzFZMHdCMjBCRWtrN1E3dDFPS3VCZz09>

Committee Members:	Present:
Casey Nicely	X
Bill Jones	X
Dr. John Rainone	X
Karen Michalski	X
Phil Peters	X
WVWDB Staff:	Present:
Morgan Romeo	X
Leah Gibson	X
Bobby Welch	X

Call to Order

Casey Nicely called the meeting to order at 9:00am.

Public Comment

There were no comments from the public.

Consent Agenda

The group reviewed the minutes from the February 26, 2020 meeting.

Finance Committee Action: Dr. Rainone moved to accept the minutes as presented, Bill Jones seconded. The motion was carried by a roll call vote as follows:

Committee Members	Vote
Casey Nicely	Yes
Bill Jones	Yes
Dr. John Rainone	Yes
Karen Michalski	Yes
Phil Peters	Abstained

New Team Members

The group welcomed Bobby Welch, the new Grant Accountant, to the Board staff, and expressed appreciation for all his work thus far and to come.

Old Business

Morgan presented the FY2020 Budget vs. Actual report from year end. She shared that Board staff are working on developing reports that will be easier to read moving forward. Bobby and Morgan are still working to reconcile some year-end figures into QuickBooks. The group reviewed the report as of 6/30/2020 in each funding stream. We spent approximately 59.7% of last year's total budget, due to the contractors not expending programmatic funds in the WIOA Title I Adult, Dislocated Worker & Youth programs. The group also reviewed the new budget as of 7/1/2020, which includes new funding from Rapid Response Business Funding and PPE funds from the VEC for the Centers and COVID-19 response funds.

Finance Committee Action: Phil Peters moved to accept the PY19 budgets vs. actual report as presented, acknowledging some funds are still being reconciled, Karen Michalski seconded. The motion was carried by a roll call vote as follows:

Committee Members	Vote
Casey Nicely	Yes
Bill Jones	Yes
Dr. John Rainone	Yes
Karen Michalski	Yes
Phil Peters	Yes

Bobby shared with the group that the budget shows approximately \$1,193,000 in carry forward funds into PY2020. We are working to confirm these figures with Sherry. The largest concern is that since we have such high carry forward, we would have to give back Youth funds again. The Workplace brought on Kara Joyce to operate the WIOA Title I Youth programs in February 2020, COVID-19 hit in March 2020. Morgan will be speaking with state representatives about options to keep some of these youth funds, due to the impact from COVID-19. We have also increased the youth program goals for this year, to try to expend these funds. Mark is enrolling the participants, but The Workplace has the responsibility to expend the program funds for participants.

Morgan shared an update on the Board's Fiscal Agent with the group. Board staff are still working with attorneys from Roanoke City to move this conversation forward. Board staff and City staff have discussed an agreement for Roanoke City to operate only our payroll and benefit administration. They are currently discussing how Board staff wages would be reported on W2s, under the City or the Board. There has been a lot of productive conversations with the City attorneys. Phil acknowledged the hard work of Board staff on this effort.

Phil asked about the status of the new Board staff offices. Morgan noted that Board staff are very happy with the location, landlord and presentation of the new offices.

Phil also inquired about the filling of the One Stop Operator position. Morgan shared that Board staff had referred an individual to The Workplace, who ended up not agreeing on salary with The Workplace, but there has been another referral made and it sounds promising.

New Business

Bobby presented the FY2021 budget, version 2. The group reviewed the budget. Bobby noted that he is still finalizing some figures with Sherry, so the group cannot vote on this budget today.

Bobby shared with the group that he has been reviewing the Financial Operations Manual and has some potential edits and changes that could be coming. Some of the edits will depend on what happens with the fiscal agent. A new draft with changes will be coming soon.

Bobby reported to the group that auditors will be coming this week to begin the annual audit. This is expected to last a few days and we should receive a report a few weeks after the audit is completed.

Other Business

Morgan shared with the group that we have not yet received any volunteers to chair the Finance Committee for the year. The bylaws currently dictate that the chair must be a private sector board member. A change to the bylaws will be taken to the Executive Committee to allow for flexibility in the position.

Upcoming Meetings

The next WVVDB meeting is September 18, 2020 at 9:00am. The next Finance Committee meeting is October 23, 2020 at 9:00am.

Adjournment

Casey adjourned the meeting at 9:30am.