



**Western Virginia Workforce Development Board  
Finance Committee**

November 20, 2019 – 2:00pm

Virginia Career Works – Roanoke Center

3601 Thirlane Road NW, Suite 2, Roanoke, VA 24019

<b>Committee Members:</b>	<b>Present:</b>
Casey Nicely, Chair	X
Katherine Holcomb	X
Bill Jones	X
Dr. John Rainone, via phone	X
<b>WVWDB Staff:</b>	<b>Present:</b>
Morgan Romeo	X
Leah Gibson	X
Sherry Dean	X

**Call to Order**

Casey Nicely called the meeting to order at 2:06pm.

**Public Comment**

There were no comments from the public.

**Old Business**

**FY2020 Budget vs. Actual Report**

Morgan Romeo presented the FY2020 Budget vs. Actual report through September 30, 2019. Morgan noted that program expenditures have not changed much from the last report, as expenditures are recording lower than anticipated by the program operator. On page 6, Morgan noted that there are new columns for funds for Career Quest as well as the Regional CTE study program.

**Finance Committee Action:** A motion was made by Bill Jones to accept the FY2020 Budget vs. Actual Report as presented. The motion was seconded by Kathy Holcomb. The motion was carried.

**FY2020 Budget Modification**

Morgan Romeo presented a modification to the approved budget for FY2020 which included additional funding for the Marketing and Outreach position with the Board, increasing funds for legal expenses as needed, and increasing funding for marketing expenses for the year. A line item was also added for contractual services needed for facilities management at the Roanoke Center. Sherry asked about the status of PY17 carryover funds. Morgan noted that the funds were given back to the state and that the state has not responded to our request of using those funds for the Youth program this year. Casey requested that Board staff share with the Finance committee at future meetings the success and rate of return on the marketing expenditures.

**Finance Committee Action:** A motion was made by Kathy Holcomb to accept the FY2020 Budget Modification as presented. The motion was seconded by Bill Jones. The motion was carried.

#### WIOA Title I Programs Update

Morgan Romeo noted the committee to review the report on Page 13 of the packet. The Workforce Center and Services Committee had reviewed this report as well as participant information (not provided today) and noted that participant goals were on track to be met for the year. The Workforce Center and Services Committee did, however, note that \$0 obligations were being reported by ROSS for the Adult & Dislocated Worker programs. Local ROSS program staff have disputed that corporate ROSS staff report \$0 obligated expenses, stating that they are obligating participant expenses regularly. Morgan noted that WVVDB staff will be providing obligation tracking training for the local ROSS staff next week. Morgan also shared that the contractor is not close to meeting the 40% training expenditure requirement for the Adult & Dislocated Worker programs, as reported. Kathy requested that WVVDB staff receive weekly obligation reports from local contractor staff moving forward. Morgan noted that Youth program reports were not provided yet, since WVVDB staff took over enrollment of that program just last month. Reports on the progress of this program will be provided at future meetings.

#### Director's Report

##### Additional Funding Opportunities

Morgan shared that the initial application for the Economic Equity Initiative grant, put out by VCCS, had been denied. Only 5 LWVDB's were awarded that grant, but the state is putting the grant out for a second round of proposals. WVVDB staff will be submitting a proposal for the second round, based on feedback and scoring data that was provided following the first round. The second proposal will be submitted in conjunction with our local community colleges as well as Adult Education partners.

Morgan also shared that WVVDB staff are exploring additional funding opportunities such as CDBG, SunTrust Foundation and Southwest Virginia Foundation to see how we can better serve our area. The focus for additional funding would be to increase access to workforce system services, such as increased accessibility through transportation, mobile access, etc.

##### RESTORE Grant

Morgan reported that TAP was recently awarded a new grant, called RESTORE, that will be providing career and wrap around services for women in the area impacted by the opioid crisis. Like the SWIFTStart grant, we will receive coordination fees of \$150 for everyone that is co-enrolled with RESTORE and the WIOA Title I programs. These funds will be placed into Board Funds once received, as we did with the SWIFTStart grant.

#### New Business

##### Infrastructure Funding Agreements

Morgan Romeo presented the recently completed Infrastructure Funding Agreements for all three of our Virginia Career Works Centers in the region. There are agreements in place effective July 1 for the Franklin and Covington Centers. The Roanoke Center has an agreement effective July 1, October 1, and November 1, due to changes in partners on-site at the Center taking up space and providing services. Each IFA was presented to the Committee and reviewed in detail.

#### A-133 Audit Results

Sherry Dean presented the A-133 audit reports to the committee members present. An electronic report was provided via e-mail as well. A representative from the company that completed the audit will come to the next committee meeting to answer any questions, as needed. We received an unmodified opinion on the report, which is the best opinion possible. No findings were identified in the report. Sherry noted on page 3, that where the Board had previously voted to restrict the rent reserve funds, you can see that noted on our assets. Bill asked why, on page 10, rental amounts projected for the coming years appear to decrease annually. Sherry noted that would have to be answered by the company who performed the audit, as they completed that chart.

#### Holiday Family Sponsorship

Morgan Romeo informed the Finance Committee that WVVDB staff learned of an opportunity to further serve our WIOA Title I clients from counterparts in Southwest Virginia. As a result, WVVDB staff are opening an opportunity for Board members to sponsor participants and their families from our WIOA Title I programs for the holidays. We will work to purchase them clothes, coats, shoes, blanket and an item from their wish list. Participation in this will be voluntary. Board members will receive an email and ask for participation. Gifts will be brought to the December 13<sup>th</sup> Board meeting.

#### Virginia Career Works – Roanoke Center Landlord Update

Morgan noted above in the FY2020 Budget Modification item, that a line item was being added to the budget for contractual services for the Virginia Career Works – Roanoke Center. This line item was being added as a result of some mold found at the Center. The mold was removed and cleaned up properly as soon as it was found by Poe & Cronk. However, as a result of the mold being present, WVVDB Staff had an air quality test performed by a reputable contractor to determine safety and health of all staff at the Center. The test results showed no items of concern.

#### Other Business

Bill offered to share the WVVDB A-133 Audit report with American National, for the WVVDB, for annual financial records. Morgan accepted the offer.

The committee reviewed the minutes from the May 2019 meeting. Bill moved to approve the minutes as presented. Casey seconded. The motion passed.

The next WVVDB meeting will be December 13 at 9am at the Virginia Career Works – Roanoke Center. The next Finance Committee meeting will be February 26 at 2pm at the Virginia Career Works – Roanoke Center.

#### Adjournment

The meeting adjourned at 3:10pm.