



Western Virginia Workforce Development Board

Finance Committee

May 29, 2019 - 3:00 PM

Western Virginia Workforce Development Board Offices
313 Luck Avenue SW, Roanoke, VA 24016

Committee Members:	Present:
Casey Nicely, Chair	
Katherine Holcomb	X
Shawn Hildebrand	X
Bill Jones	X
WVWDB Staff:	Present:
Morgan Romeo	X
Leah Gibson	
Marshall Stanley	

Call to Order

Morgan Romeo called the meeting to order and noted that Casey Nicely would not be in attendance at the meeting.

Public Comment

There were no comments from the public.

Old Business

FY2019 Budget vs. Actual Report

Morgan Romeo presented the FY2019 Budget vs. Actual report through March 31, 2019. Morgan noted that there were no significant issues to discuss at this time but that the Committee would hear more about the challenges with spending in the WIOA Title I Youth program later in the agenda.

Finance Committee Action: A motion was made by Bill Jones to accept the FY2019 Budget vs. Actual Report as presented. The motion was seconded by Kathy Holcomb. The motion was carried.

FY2019 Budget Modification

Morgan Romeo presented a modification to the approved budget for FY2019 which included the addition of contractual fees to hire PowerNotes LLC to assist in conducting an operational assessment of the local area. This assessment would include a review of the operations at the Virginia Career Works Centers in the region, as well as Board operations including administrative, fiscal, and programmatic operations.

Finance Committee Action: A motion was made by Bill Jones to accept the FY2019 Budget Modification as presented. The motion was seconded by Kathy Holcomb. The motion was carried by a roll call vote as detailed below:

Katherine Holcomb	Yes
Shawn Hildebrand	Yes
Bill Jones	Yes

WIOA Title I Youth Program Update

Morgan Romeo updated the Finance Committee that the WIOA Title I Youth program had not had significant progress since the last Committee meeting. Morgan noted that the Board staff were now preparing for funding to be given back at the end of the fiscal year to the Virginia Community College System. The Board has continued to have decreased spending in the WIOA Title I Youth program which has resulted in the local area not spending all the two-year allocation that is provided to the region. Morgan stated that she had informed the Virginia Community College System staff of this issue and they had reviewed actions taken by the Board and staff to date to try to increase spending. VCCS staff stated that if money was given back to the state, the Board would need to procure for WIOA Title I Youth services again for the next program year. VCCS also stated that if the Board was able to provide justification to the state of changes to the WIOA Title I Youth program, that there may be an opportunity for the VCCS to reinvest the funding back into the region next year. Morgan noted that they would discuss this more during the FY2020 Budget Presentation.

FY2020 Budget Presentation (Closed Session)

Finance Committee Action: A motion was made by Bill Jones to enter closed session Pursuant to Virginia Code 2.2-3711 A. 6. Discussion of consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected and 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees or any public body... The motion was seconded by Kathy Holcomb. The motion was carried.

Finance Committee Action: A motion was made by Kathy Holcomb to return to open session and that no other business as stated in the motion was discussed by the Finance Committee. The motion was seconded by Bill Jones. The motion was carried by a roll call vote as detailed below:

Katherine Holcomb	Yes
Shawn Hildebrand	Yes
Bill Jones	Yes

Finance Committee Action: A motion was made by Bill Jones to recommend the FY2020 Budget for approval to the Western Virginia Workforce Development Board. The motion was seconded by Kathy Holcomb. The motion as carried by a roll call vote as detailed below:

Katherine Holcomb	Yes
Shawn Hildebrand	Yes
Bill Jones	Yes

New Business

Financial Operations Manual

Morgan Romeo presented the newly revised Financial Operations Manual to the Finance Committee for their review. Morgan stated that the Financial Operations Manual had not been reviewed for a few years and the auditors from Robinson, Farmer, and Cox had recommended some additions to conform with Uniform Grant Guidance. Morgan outlined the changes which included adding additional statements about monitoring sub-recipients to grants, the action that would be taken if sub-contractors were not compliant in their activities, and general changes regarding job titles and other formatting issues. Kathy Holcomb asked if this manual was reviewed on a regular basis and Morgan replied it had not been in the past. Kathy recommended that the manual be reviewed on an annual basis by either the Finance Committee or by the auditors with Robinson, Farmer, and Cox. Morgan recommended that the Board staff review and bring changes to the Finance Committee on an annual basis at their spring meeting.

Finance Committee Action: A motion was made by Bill Jones to approve the Financial Operations Manual as presented. The motion was seconded by Kathy Holcomb. The motion was carried.

Rapid Response Request

Morgan Romeo reported that the Board staff were considering applying for additional Rapid Response funding to assist with the layoffs that were occurring from General Electric in Salem, VA. Morgan noted that the Virginia Career Works – Roanoke Center was expecting an influx of participants in the Roanoke Center once the layoffs at G.E. become permanent. There was no expected date for when the layoffs would occur, although that information is being gathered at this time from G.E. Human Resources staff by the Virginia Employment Commission. Morgan noted that money would more than likely be requested to add additional staff for WIOA Title I Dislocated Worker program, or to devote existing staff solely to that program. It may also be requested to assist with the Resource Room to accommodate the influx of visitors looking for employment.

Economic Equity Grant Opportunity

Morgan Romeo informed the Finance Committee that a grant opportunity was forthcoming from the Governor's office which would involve the local Departments of Social Services. While the grant had not yet been released, the funding would correspond with getting out-of-work target populations into the workforce system to be assisted with education and employment activities. Morgan said that she would keep the Committee updated on this funding and any other funding that became available.

Other Business

There was no other business at this time.

Adjournment

The meeting was adjourned at 4:14 PM.