



GREATER ROANOKE WORKFORCE DEVELOPMENT BOARD

Serving the Roanoke Valley and Alleghany Highlands

WVWDB Finance Committee Meeting

June 22, 2023 – 10:30 AM

Virginia Career Works Center
3601 Thirlane Rd NW, Suite 2
Roanoke, VA 24019

I.	Welcome	Karen Michalski-Karney
II.	Public Comment	Karen Michalski-Karney
III.	Consent Agenda	Karen Michalski-Karney
	<ul style="list-style-type: none">Meeting Minutes – December 15, 2022	
IV.	Old Business	Morgan_Romeo
V.	New Business	Morgan_Romeo
	<ul style="list-style-type: none">Review and approve the June 2023 Financial ReportDiscuss investing excess funds in CD	
VI.	Other Business	Karen Michalski-Karney
VII.	Adjournment	Karen Michalski-Karney

Date: June 8, 2023

From: Bobby Welch, Finance Director

To: Finance Committee

Re: June 22, 2023 Finance Committee Meeting

Members,

Currently we have just completed our 11th month in this fiscal year. To keep with budget, we should roughly be at 91.6%. I would like to summarize the parts of the following statements that stand out to me.

Balance Sheet

- Current Cash is \$2,705,304.43, of which \$2,501,114.40 is restricted for Star City Works.
- Accrued Revenue is \$56,663.02 due to Title 1, Inspire and Roanoke Center revenue due but not billed.

Accounts Receivable

- We generally receive our reimbursements within 30-45 days but sometimes there are a few that take longer. The center is the most problematic since it changes constantly and usually takes a few months to get changes to the agreements approved.

Accounts Payable

- We issue checks every week and pay all invoices unless cash is restricted.

Grant Summary

- This is a comprehensive list of our grants. Please be aware that this spans 2 or more fiscal years and many do not have the same fiscal year as the GRWDB.
- Most are reimbursement only, but we have a couple that transferred funds in advance.

R&E Budget vs Actual

- This report is for the entire agency for the first 11 months of the fiscal year.

Please let me know if you have any questions, comments or need something additional. This is a good start I think.

Greater Roanoke Workforce Development Board
Grant Summary
As of 5/31/23

Program	Contract Duration	Expense					Revenue	Grant Balance	Notes
		Budget	YTD	Grant Total	Un/(Over)	% of Budget			
ARC Inspire	4/1/21 - 3/31/24	300,000	68,455	133,863	166,137	44.62%	133,863	-	
Housing Authority Grant - Jobs Plus	1/1/22 - 12/31/26	175,000	27,330	40,679	134,321	23.25%	40,679	-	
NLC Grant	11/1/22 - 10/31/23	86,166	68,518	68,518	17,648	79.52%	86,166	17,648	Advance Deposit
Star City Works	7/1/22 - 12/31/24	3,000,000	545,144	546,529	2,453,471	18.22%	546,529	-	
Youth Build	10/1/21 - 9/30/23	45,000	21,753	36,457	8,543	81.02%	36,457	-	
Roanoke Center	7/1/22 - 6/30/23	304,013	268,296	268,296	35,717	88.25%	268,296	-	
Roanoke Women's Foundation	7/1/22 - 6/30/23	55,000	24,803	51,674	3,326	93.95%	55,000	3,326	Advance Deposit
United Way – OnRamp	7/1/22 - 6/30/23	34,671	25,997	25,997	8,674	74.98%	25,997	-	
					-				
PY2021 WIOA Title I Admin	7/1/21 - 6/30/23	124,936	48,300	124,936	-	100.00%	124,936	-	
PY2021 WIOA Title I Adult	7/1/21 - 6/30/23	513,192	448,018	513,192	-	100.00%	513,192	-	
PY2021 WIOA Title I Dislocated Worker	7/1/21 - 6/30/23	232,577	139,152	232,577	-	100.00%	232,577	-	
PY2021 WIOA Title I IS Youth	7/1/21 - 6/30/23	68,753	46,129	68,753	-	100.00%	68,753	-	
PY2021 WIOA Title I OS Youth	7/1/21 - 6/30/23	309,905	198,482	309,905	-	100.00%	309,905	-	
								-	
PY2022 WIOA Title I Admin	7/1/22 - 6/30/24	128,098	60,442	60,442	67,656	47.18%	60,442	-	
PY2022 WIOA Title I Adult	7/1/22 - 6/30/24	414,065	85,319	85,319	328,746	20.61%	85,319	-	
PY2022 WIOA Title I Dislocated Worker	7/1/22 - 6/30/24	307,837	109,195	109,195	198,642	35.47%	109,195	-	
PY2022 WIOA Title I IS Youth	7/1/22 - 6/30/24	107,744	12,572	12,572	95,172	11.67%	12,572	-	
PY2022 WIOA Title I OS Youth	7/1/22 - 6/30/24	323,234	46,190	46,190	277,044	14.29%	46,190	-	
Workforce Innovation Grant	11/1/22 - 3/31/24	300,000	12,889	12,889	287,111	4.30%	12,889	-	
Go Virginia	7/1/22 - 6/30/24	315,911	92,558	92,558	223,353	29.30%	92,558	-	
Norfolk Southern Initiative	Until Expended	115,000	-	53,737	61,263	46.73%	115,000	61,263	
GRWDB Discretionary Funds	Perpetual		-	28,821			174,385	145,564	
Career Quest	Perpetual		25,540	17,555			49,027	31,471	
TOTAL		7,261,102	2,375,081	2,940,654	4,366,824		3,199,927	259,272	

Greater Roanoke Workforce Development Board

Balance Sheet

As of May 31, 2023

	May 31, 23
ASSETS	
Current Assets	
Checking/Savings	
11200 · ANB Operating	179,360.02
11201 · ANB Savings Account	24,560.01
11202 · Premier Money Market	2,501,114.40
Total Checking/Savings	2,705,034.43
Accounts Receivable	
11400 · Grants Receivable	51,965.47
Total Accounts Receivable	51,965.47
Total Current Assets	2,756,999.90
Other Assets	
11500 · Accrued Revenue	56,663.02
18700 · Security Deposits	1,748.29
18705 · Prepaid Expense	15,388.99
Total Other Assets	73,800.30
TOTAL ASSETS	2,830,800.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20300 · Accounts Payable	40,884.68
Total Accounts Payable	40,884.68
Other Current Liabilities	
20126 · Refundable Advance	2,482,688.60
Total Other Current Liabilities	2,482,688.60
Total Current Liabilities	2,523,573.28
Long Term Liabilities	
25010 · Accrued Leave	59,478.35
Total Long Term Liabilities	59,478.35
Total Liabilities	2,583,051.63
Equity	
31200 · Board Designated Rent Reserves	40,943.00
32000 · Unrestricted Net Assets	197,720.08
Net Income	9,085.49
Total Equity	247,748.57
TOTAL LIABILITIES & EQUITY	2,830,800.20

Greater Roanoke Workforce Development Board

Profit & Loss Budget vs. Actual

July 2022 through May 2023

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
Expense				
60000 · Personnel Expense				
60100 · Salaries & Wages	908,590.36	1,098,587.00	-189,996.64	82.7%
60500 · Fringe Benefits	287,750.55	367,791.50	-80,040.95	78.2%
Total 60000 · Personnel Expense	1,196,340.91	1,466,378.50	-270,037.59	81.6%
62100 · Contract Services				
62110 · Accounting & Audit Fees	17,549.99	12,900.00	4,649.99	136.0%
62120 · Legal Fees	2,604.13	7,000.00	-4,395.87	37.2%
62140 · Other Contract Services	125,109.77	212,077.69	-86,967.92	59.0%
Total 62100 · Contract Services	145,263.89	231,977.69	-86,713.80	62.6%
62800 · Facilities and Equipment				
62810 · Rent & Leases	274,055.24	301,353.20	-27,297.96	90.9%
62850 · Equipment Rental, Leases & Main	19,868.04	20,050.00	-181.96	99.1%
62860 · Furniture & Fixtures	42,753.30	81,350.00	-38,596.70	52.6%
Total 62800 · Facilities and Equipment	336,676.58	402,753.20	-66,076.62	83.6%
65000 · Operations				
65010 · Insurance	3,721.00	5,568.00	-1,847.00	66.8%
65020 · Marketing & Outreach	22,791.67	105,779.99	-82,988.32	21.5%
65030 · Books, Subscriptions & Referenc	124.72	0.00	124.72	100.0%
65040 · Postage & Mailing Services	181.00	0.00	181.00	100.0%
65050 · Printing & Copying	0.00	2,450.00	-2,450.00	0.0%
65060 · Telephone, Telecommunications	26,590.10	27,050.00	-459.90	98.3%
65070 · Supplies	17,557.25	84,715.76	-67,158.51	20.7%
65080 · IT Hardware	23,124.89	32,262.01	-9,137.12	71.7%
65090 · IT Software	29,776.61	44,598.30	-14,821.69	66.8%
65100 · Membership Dues	7,263.65	7,004.99	258.66	103.7%
Total 65000 · Operations	131,130.89	309,429.05	-178,298.16	42.4%
67000 · Travel and Training				
67010 · Mileage & Travel Expenses	8,654.20	28,711.99	-20,057.79	30.1%
67020 · Conference Fees & Expenses	34,293.08	38,629.00	-4,335.92	88.8%
Total 67000 · Travel and Training	42,947.28	67,340.99	-24,393.71	63.8%
68000 · Adult & Dislocated Worker				
68010 · Occupational Skills Training	205,180.12	465,000.00	-259,819.88	44.1%
68020 · On-the-Job Training (OJT)	95,501.71	95,000.00	501.71	100.5%
68080 · Incumbent Worker Training	19,934.13	25,000.00	-5,065.87	79.7%
68090 · Pre-Vocational Services	699.00	0.00	699.00	100.0%
68100 · Supportive Services	82,545.60	675,691.05	-593,145.45	12.2%
68110 · Certification & Credentialing T	1,987.00	0.00	1,987.00	100.0%
Total 68000 · Adult & Dislocated Worker	405,847.56	1,260,691.05	-854,843.49	32.2%
69000 · Youth Services				
69020 · Altern Secondary School Service	300.00			
69030 · WEX and OJT	52,713.71	555,000.00	-502,286.29	9.5%
69060 · Leadership Development	100.00	10,000.00	-9,900.00	1.0%
69070 · Supportive Services	104.97	25,000.00	-24,895.03	0.4%
69071 · WEX Supportive Services	1,316.49			
Total 69000 · Youth Services	54,535.17	590,000.00	-535,464.83	9.2%
69800 · Other Workforce Services				
69801 · Career Pathways Development	0.00	50,000.00	-50,000.00	0.0%
69802 · Career Exploration Events	21,746.61	47,000.00	-25,253.39	46.3%
69803 · Business Visits	0.00	23,000.00	-23,000.00	0.0%
69804 · Hiring and Other Employer Event	4,511.89	10,000.00	-5,488.11	45.1%
69807 · Sector Strategy Activities	0.00	5,000.00	-5,000.00	0.0%
Total 69800 · Other Workforce Services	26,258.50	135,000.00	-108,741.50	19.5%
Total Expense	2,339,000.78	4,463,570.48	-2,124,569.70	52.4%
Net Income	-2,339,000.78	-4,463,570.48	2,124,569.70	52.4%

Greater Roanoke Workforce Development Board
A/R Aging Summary
As of May 31, 2023

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
City of Roanoke						
Housing Authority Grant - Jobs Plus	3,944.27	0.00	2,649.28	2,649.28	5,300.60	14,543.43
Total City of Roanoke	3,944.27	0.00	2,649.28	2,649.28	5,300.60	14,543.43
Goodwill Industries of the Valleys						
Youth Build	2,441.83	0.00	0.00	0.00	0.00	2,441.83
Total Goodwill Industries of the Valleys	2,441.83	0.00	0.00	0.00	0.00	2,441.83
Roanoke Center Rent/Shared Costs						
DARS - Shared Costs	0.00	0.00	0.00	346.28	0.00	346.28
Goodwill Ind - Shared Costs	0.00	3.68	3.68	0.00	0.00	7.36
VEC - Shared Costs	0.00	12,010.42	369.91	0.00	1,857.78	14,238.11
Total Roanoke Center Rent/Shared Costs	0.00	12,014.10	373.59	346.28	1,857.78	14,591.75
Total Action for Progress						
United Way – OnRamp	1,492.72	0.00	0.00	0.00	0.00	1,492.72
Total Total Action for Progress	1,492.72	0.00	0.00	0.00	0.00	1,492.72
Virginia Community College System						
WIOA Title I Admin						
PY2021 WIOA Title I Admin	0.00	0.00	3,544.69	0.00	0.00	3,544.69
Total WIOA Title I Admin	0.00	0.00	3,544.69	0.00	0.00	3,544.69
Total Virginia Community College System	0.00	0.00	3,544.69	0.00	0.00	3,544.69
Virginia Tech						
Go Virginia	0.00	0.00	0.00	15,351.05	0.00	15,351.05
Total Virginia Tech	0.00	0.00	0.00	15,351.05	0.00	15,351.05
TOTAL	7,878.82	12,014.10	6,567.56	18,346.61	7,158.38	51,965.47

Greater Roanoke Workforce Development Board
A/P Aging Summary
As of May 31, 2023

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>> 90</u>	<u>TOTAL</u>
Carilion RMH OJT	8,013.52	0.00	0.00	0.00	0.00	8,013.52
CDS Tractor Trailer Training	110.00	0.00	0.00	0.00	0.00	110.00
Corey Dolce	177.64	0.00	0.00	0.00	0.00	177.64
Jamare Hutchinson 3565514	194.53	0.00	0.00	0.00	0.00	194.53
Jarod Hutchinson 3580594	495.00	0.00	0.00	0.00	0.00	495.00
Kayla Daniel	58.95	0.00	0.00	0.00	0.00	58.95
Larry Miller 1426696	272.35	0.00	0.00	0.00	0.00	272.35
Madison Bryant	137.81	0.00	0.00	0.00	0.00	137.81
Patrick Spencer ID# 5432	570.11	0.00	0.00	0.00	0.00	570.11
Poe & Cronk Real Estate Group, Inc.	20,778.75	0.00	0.00	0.00	0.00	20,778.75
Project Now LLC	5,500.00	0.00	0.00	0.00	0.00	5,500.00
Shiquai Cary 3024849	483.75	0.00	0.00	0.00	0.00	483.75
Skylar Sykes 2289241	358.03	0.00	0.00	0.00	0.00	358.03
Stacy Van Sise	433.09	0.00	0.00	0.00	0.00	433.09
Super Shoes	3,301.15	0.00	0.00	0.00	0.00	3,301.15
TOTAL	<u>40,884.68</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>40,884.68</u>



GRWDB Finance Committee Meeting
December 15, 2022 – 10:30 AM
Virtual Meeting

Member:	Present:
Karen Michalski-Karney	X
Dr. Milan Hayward	X
Dr. John Rainone	X

Board Staff	Present
Bobby Welch	X
Madison Wade	X

Welcome

Karen called the meeting to order at 10:30am.

Public Comment

No guests were present for public comment.

Consent Agenda

No meeting minutes to approve due to the joint meeting on September 22, 2022.

Old Business

Bobby discussed the transfer of \$150,000 from Dislocated Workers to Adult for PY2021. This is allowable, we just have to request it.

Karen asked to confirm that there is enough money in the Dislocated Workers line item. Bobby confirmed that there is.

Dr. Rainone asked Bobby to detail the transfer. Bobby stated that the money is for things such as training, however, we don't have many Dislocated Workers.

Karen stated that money was transferred twice last year and confirmed that we need more funding for the Adult program.

Motion to recommend that the Board allow the transfer of \$150,000 from Dislocated Workers to Adult. The motion was carried by Dr. Rainone and seconded by Dr. Hayward.

New Business

Review and approve the November 2022 Financial Report

Bobby explained that we have a lot of money from various grants and that WIOA is our main source of income.

Dr. Rainone asked why the Appalachian grant money is behind and stated that only 22% has been expended. Bobby stated that it is probably due to participant spending being less.

Karen asked whether or not the grants run from July 1 – June 30. Bobby confirmed that most of them do, other than Star City Works.

Dr. Rainone made a motion to approve the November financial statement as presented. Dr. Hayward seconded the motion.

Other Business

No other business was presented.

Adjournment

Karen adjourned the meeting at 10:45am.