



**Western Virginia Workforce Development Board
Finance Committee**

February 26, 2019 2:00pm • 313 Luck Avenue SW, Roanoke, VA 24016

I.	Call to Order	Casey Nicely
II.	Public Comment	
III.	Minutes Approval	Casey Nicely
	<ul style="list-style-type: none">• November 15, 2018	
IV.	Old Business	Morgan Romeo
V.	New Business	Morgan Romeo
	<ul style="list-style-type: none">• FY19 Budget vs. Actual Report• FY19 Budget Modification• FY20 Preliminary Budget Discussion	
VI.	Audit Services RFP Discussion (Closed Session)	Casey Nicely
VII.	Other Business	
VIII.	Upcoming Meetings	
	<ul style="list-style-type: none">• WVWDB Meeting – March 22, 2019 @ 9:00 AM - Virginia Career Works – Franklin Center, 50 Claiborne Ave., Rocky Mount, VA 24151• Next Finance Committee Meeting – Schedule Date	
IX.	Adjournment	



BLUE RIDGE REGION

**Western Virginia Workforce Development Board
Finance Committee Meeting Minutes**

November 15, 2018 – 10:00 AM

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

Committee Members	Present
Casey Nicely, Chair	X
Bill Jones	X
Shawn Hildebrand	X
Katherine Holcomb	X

WVWDB Staff	Present
Morgan Romeo	X
Leah Gibson	X
Candace Martin	X

Welcome and Introductions

Casey Nicely called the meeting to order at 10:15am.

Public Comments

There were no comments made from the public.

Minutes Approval

May 24 and September 27, 2018

Casey Nicely asked the Finance Committee members to review the minutes as presented in the packet. Bill Jones made a typographical correction on the minutes from May 24, page 4.

Finance Committee Action: A motion was made by Shawn Hildebrand to approve the September 27, 2018 meeting minutes as presented and the May 24, 2018 minutes as amended with correction. The motion was seconded by Katherine Holcomb. The motion was carried.

Old Business

ResCare Profit Invoice

Morgan Romeo shared with the group that WVVDB staff are still working to close out the ResCare profit invoice. ResCare did not meet all performance measures, as required by the state & the terms of their contract. Morgan shared the performance data & earned profit calculations to be paid out to ResCare.

Finance Committee Action: Bill Jones made a motion to accept the calculations & make profit payout to ResCare. Shawn Hildebrand seconded the motion. The motion carried.

Hometown Bank Accounts

Morgan Romeo shared that a bank account had been opened with Hometown Bank and the WVVDB staff would be transitioning funds slowly from BB&T to work entirely through Hometown Bank.

PY2017 Carryforward Allocation

Morgan Romeo presented figures to the committee of PY2017 funds that will remain at the end of this year. The projected figures are \$80,000 Adult, \$60,000 Dislocated Worker and \$320,000 Youth.

RFP Audit Discussion (Closed Session)

Finance Committee Action: Shawn Hildebrand made a motion for a closed session. The motion was seconded by Bill Jones. The motion carried.

Pursuant to Virginia Code 2.2-3711:

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.

Finance Committee Action: Bill Jones made a motion to end the closed session. The motion was seconded by Katherine Holcomb. The motion was carried by a roll call vote, as noted below:

Casey Nicely, Chair	Yes
Bill Jones	Yes
Shawn Hildebrand	Yes
Katherine Holcomb	Yes

Finance Committee Action: Bill Jones made a motion to recommend approval of the RFP for Audit Services, pending an amendment to follow the City of Roanoke procurement guidelines. The motion was seconded by Katherine Holcomb. The motion carried.

New Business

Ross IES Expenditure Review

Morgan Romeo directed committee members to review information on pages 11 – 13 of the agenda packet. It was noted that Ross is currently underspent relative to the annual budget for the Youth programs. WVVDB Staff had a call with Ross to discuss the importance of expending Youth funds, as \$300,000 of these funds were carryforward that would expire at the end of this program year. It was

proposed to Ross that they may consider dedicating one of the full-time Career Specialist to solely work on the Youth program. The WVWDB Staff would recommend allocating an additional \$20,000 to Ross of Youth funds to be able to make up the salary for this position. The Adult & Dislocated Worker funds that were previously budgeted for that salary would be moved to training line items in those programs.

Finance Committee Action: Bill Jones made a motion to recommend approval of allocating an additional \$20,000 in Youth funds to Ross for the fully dedicated Youth Career Specialist salary. The motion was seconded by Katherine Holcomb. The motion was carried by a roll call vote, as noted below:

Casey Nicely, Chair	Yes
Bill Jones	Yes
Shawn Hildebrand	Yes
Katherine Holcomb	Yes

Ross IES Budget Modification Request

Morgan Romeo directed committee members to review paged 14 – 18 of the agenda packet, where they would find a budget modification requested by Ross. Ross failed to budget funds for Out of School Youth tuition for the year and are now requesting to move around funds in order to be able to provide this service to Youth.

Finance Committee Action: Bill Jones made a motion to recommend approval of the budget modification request for Ross. The motion was seconded by Shawn Hildebrand. The motion was carried by a roll call vote, as noted below:

Casey Nicely, Chair	Yes
Bill Jones	Yes
Shawn Hildebrand	Yes
Katherine Holcomb	Yes

VFSN Reallocation Discussion

Morgan Romeo shared an update regarding the VFSN grant with the committee members. The grant is currently in a 1-year extension, as approved by the Department of Labor. When the extension was granted, the Virginia Community College System (VCCS, the grant recipient) did not budget additional funds for technology needs for the additional year of the grant. VCCS approached WVWDB staff to inquire if our local area could return some of our grant funds to the VCCS for this expense. WVWDB staff have completed a review of projected expenditures related to the grant and would suggest agreeing to return \$100,000 of supportive services funding to the VCCS.

Finance Committee Action: Bill Jones made a motion to return \$100,000 in supportive services funding from the VFSN grant to the VCCS. The motion was seconded by Katherine Holcomb. The motion was carried by a roll call vote, as noted below:

Casey Nicely, Chair	Yes
Bill Jones	Yes
Shawn Hildebrand	Yes
Katherine Holcomb	Yes

PY2018 Budget vs. Actual Report

Morgan Romeo provided the committee members with a detailed expenditure report, on pages 20 – 24 of the agenda packet. The budget vs. actual report, as presented, included expenditure data from all sources of revenue. The group discussed the information and agreed that funds related to the Roanoke Center lease/rent should be restricted for that use.

Finance Committee Action: Katherine Holcomb made a motion to restrict the funds related to the Roanoke Center lease/rent. The motion was seconded by Shawn Hildebrand. The motion was carried by a roll call vote, as noted below:

Casey Nicely, Chair	Yes
Bill Jones	Yes
Shawn Hildebrand	Yes
Katherine Holcomb	Yes

Finance Committee Action: Bill Jones made a motion to accept the reports as presented. The motion was seconded by Katherine Holcomb. The motion was carried by a roll call vote, as noted below:

Casey Nicely, Chair	Yes
Bill Jones	Yes
Shawn Hildebrand	Yes
Katherine Holcomb	Yes

Other Business

Candace Martin announced that she will be resigning from her position with the WVVWDB.

Upcoming Meetings

Casey Nicely announced the next Board meeting will be December 14, 2018 at 9:00am at the Virginia Career Works – Roanoke Center.

Adjournment

The meeting was adjourned at 11:39 AM.

Workforce Innovation and Opportunity Act (WIOA) Performance Report
Participant Goals

Adult Program

Participants Served Goals	
Carryover Participants	48
New Enrollment Goal	152
Total Participant Goal	200

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	9	57	6%
August	8	65	11%
September	20	85	24%
October	8	93	30%
November	23	116	45%
December	14	130	54%
January			
February			
March			
April			
May			
June			

Participants by Locality		
Locality	Number	%
Alleghany County	1	1%
Botetourt County	8	10%
Covington City	3	4%
Craig County	0	0%
Franklin County	17	21%
Roanoke City	42	51%
Roanoke County	8	10%
Salem City	3	4%

Dislocated Worker Program

Participants Served Goals	
Carryover Participants	25
New Enrollment Goal	65
Total Participant Goal	90

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	5	30	8%
August	5	35	15%
September	3	38	20%
October	8	46	32%
November	7	53	43%
December	3	56	48%
January			
February			
March			
April			
May			
June			

Participants by Locality		
Locality	Number	%
Alleghany County	1	3%
Botetourt County	5	16%
Covington City	2	6%
Craig County	0	0%
Franklin County	5	16%
Roanoke City	12	39%
Roanoke County	5	16%
Salem City	1	3%

Youth Program

Participants Served Goals	
Carryover Participants	38
New Enrollment Goal	77
Total Participant Goal	115

Participants by Month			
Month	New Enrollments	Total Participants	% Enrollment Goal
July	1	39	1%
August	10	49	14%
September	0	49	14%
October	6	55	22%
November	3	58	26%
December	6	64	34%
January			
February			
March			
April			
May			
June			

Participants by Locality		
Locality	Number	%
Alleghany County	1	4%
Botetourt County	1	4%
Covington City	0	0%
Craig County	0	0%
Franklin County	5	19%
Roanoke City	13	50%
Roanoke County	5	19%
Salem City	1	4%

*as of December 31, 2018

Workforce Innovation and Opportunity Act (WIOA) Performance Report
Financial Expenditure Goals

Adult Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$350,000.00		\$158,161.74			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$12,511.06	4%	\$135.00	\$0.00	0%	0%
August	\$13,192.28	7%	\$200.00	\$0.00	0%	0%
September	\$33,333.25	17%	\$10,878.00	\$0.00	7%	7%
October	\$40,983.94	29%	\$13,653.72	\$0.00	16%	16%
November	\$49,871.47	43%	\$28,908.00	\$0.00	34%	34%
December	\$67,559.22	62%	\$48,175.61	\$0.00	64%	64%
January						
February						
March						
April						
May						
June						

Dislocated Worker Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$310,000.00		\$149,057.41			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$10,339.20	3%	\$0.00	\$0.00	0%	0%
August	\$15,871.77	8%	\$5,300.00	\$0.00	4%	4%
September	\$17,347.34	14%	\$5,742.00	\$0.00	7%	7%
October	\$24,150.85	22%	\$13,966.78	\$0.00	17%	17%
November	\$21,225.84	29%	\$11,300.00	\$0.00	24%	24%
December	\$52,782.11	46%	\$40,643.75	\$0.00	52%	52%
January						
February						
March						
April						
May						
June						

Youth Program

Month	Contracted Amount		Direct Client Expenditures Budget			
	\$520,000.00		\$192,284.45			
	Total Expenditures	% of Goal	Total Expenditures	Total Obligations	% Spent	% Spent & Obligated
July	\$18,970.54	4%	\$0.00	\$0.00	0%	0%
August	\$15,858.02	7%	\$0.00	\$0.00	0%	0%
September	\$7,079.27	8%	\$889.00	\$0.00	0%	0%
October	\$15,226.10	11%	\$4,235.00	\$0.00	3%	3%
November	\$19,019.69	15%	\$9,474.16	\$0.00	8%	8%
December	\$34,847.38	21%	\$21,049.00	\$0.00	19%	19%
January						
February						
March						
April						
May						
June						

Financial Expenditure Requirements Performance

Requirement: A minimum of 40% of total expenditures must be spent on Training activities

Total WVVDB Adult & Dislocated Worker Expenditures	\$5,972.38
Total Ross Adult & Dislocated Worker Expenditures	\$359,168.33
Total Ross Adult & Dislocated Worker Training Expenditures	\$178,902.86
% Training Expenditures	49%

Requirement: A minimum of 75% of Youth Expenditures must be on Out-of-School (OS) Youth

	\$	%
Total WVVDB IS Youth Expenditures	\$14,253.08	
Total WVVDB OS Youth Expenditures	\$27,031.66	
Total Ross IS Youth Expenditures	\$17,953.67	
Total Ross OS Youth Expenditures	\$93,047.33	
Total IS Youth Expenditures	\$32,206.75	21%
Total OS Youth Expenditures	\$120,078.99	79%

Requirement: A minimum of 20% of Youth expenditures must be for Work Experience activities

	\$	%
Total WVVDB Youth Expenditures	\$41,284.74	
Total Ross Youth Expenditures	\$111,001.00	
Total Work Experience Expenditures	\$10,319.87	7%

*as of December 31, 2018