

Finance Committee

Roanoke Higher Education Center, Roanoke, VA
Friday May 19, 2009

Minutes

I. Call to Order, Roll call

Doloris Vest called the meeting to order at 8:30 a.m.

Members present:

Roger Johnson
Bill Jones
Jerry Barnett
Lawrence Musgrove
Mark Stockwell
Hiawatha Nicely
Wayne Flippen
Carroll Gentry

Staff

Sherry Dean
Doloris Vest
Angie Williamson

II. Committee Overview

Ms. Vest reviewed the Committee's responsibilities:

- Budget recommendations
- Special funding and project funding
- RFP's – procurement questions
 - currently bundled all programs (Youth, Adult, Dislocated Workers, and workforce center).
 - Competitive process takes less staff time and results in better administration than consortium of partners.

III. Selection of Chair

- Lew Bishop was nominated to serve as chair (in his absence). Staff will contact him to determine his willingness to serve
- Carroll Gentry nominated and selected as Vice-Chair

IV. Future Meetings

- Will meet quarterly
 - August 18, 2009
 - November 17, 2009
 - January 19, 2010
 - April 20, 2010

V. General Discussion

- A. Current finance related issues concerning WIA specifically and workforce development in general. Include:
- Reauthorization of WIA may go forward this year

- Silos for education and workforce will begin to merge = community college growth
- Need to watch uncommitted funds, state may reclaim if not used in a timely manner
- WDB funding is for two year cycles and overlaps
 - Use carryover to keep programs going (usually \$200,000)
 - Programs often floated by contractor
- WDB has never gotten less than planning estimates

B. Budget Discussion

- Total this year with stimulus \$2.25M
- Grant writer position is now full time (50% grants, 50% program management)
- Budget projections do not account for grants to be written
- Committee asked for
 - Bank statements for WDB
 - Quarterly Year Over Year comparisons
 - Post information online
 - Explanation of deposits for WDB checking account
- WDB follows City policies (procurement, personnel, fiscal)
- WDB receives City benefit package
- Staff usually recommends 80% allocation – allows for uncommitted program funding – carryover
- Stimulus funding amounts are not up to the board – specific amounts for each group (Youth, Dislocated, Adult)
 - Youth (received most) will be spent (Summer Youth Program)
 - Adult – received very little funding
 - Dislocated – need to work on marketing
 - Staff will develop marketing plan
 - Billboards (partner w/ training providers)
 - Services listed when applying for UI online
 - Cox Cable advertising

VI. Other Discussion

Training issues

- Individuals interested in training must first search for a job and work with the program guidelines.
- Training emphasis was short term (6 weeks- 6 months)
- Fewer jobs and longer UI means long term training is viable option now
- WDB focuses on training that leads to jobs (aptitude and interest are assessed)
- Need to look at industries and occupations WDB wants to impact
 - Healthcare/Medical
 - IT
 - Medical IT