

Finance Committee
Roanoke Higher Education Center
Tuesday, August 18, 2009

Notes

I. Call to Order, Roll call

Ms. Vest started the meeting in the absence of Chair Bishop.

Members Present:

Jerry Barnett
Mark Stockwell
Bruce Phipps
Hiawatha Nicely

Members Absent:

Lew C. Bishop
Carroll Gentry
Lawrence Musgrove

Staff Present:

Doloris Vest, President
Sherry Dean, Accountant and Office Administrator
Angie Williamson, Program and Grant Manager

II. Committee Overview

A. Committee purpose and responsibilities

i. Committee Responsibilities

The Finance Committee helps develop the Board's budget making recommendations to the Executive Committee. The committee will be involved in the oversight of funds but not the day-to-day details. **Ms. Vest** will provide all committee members with a purpose statement.

Mr. Nicely added that when the Board receives additional funds the Finance Committee should assist in determining the use as well as if additional staff resources are necessary to administer the funds.

ii. Budget Recommendations

Mr. Nicely noted that it is important to watch the amount spent on administration versus on programs and services. **Ms. Vest** noted the Board has run under on administration and has yet to use the full ten percent allowed. The committee discussed the appropriate structure for charging costs; **Ms. Dean** explained that all program expenses have to be charged to the programs; administrative expenses can be charged to either program or administration. **Ms. Vest** will send the committee the prescriptive outlining administrative versus program costs.

Mr. Nicely reported that in the future more emphasis will be placed on marketing and communicating a methodology of inclusiveness. The state is discussing further branding the Virginia Workforce Network to increase awareness.

iii. Special Funding and Project Funding

The Board receives incentive funding from the state for meeting all their performance numbers. The incentive funds for the current year were spent primarily on youth activities. The amount of incentive funding varies year to year; for PY05 the Board received \$50,000 and gave \$25,000 to the Youth Council. For PY06 and PY07 the Board received \$10,000 and has yet to decide how to spend the PY07 funds.

iv. Request for Proposal Process

The last RFP committee met in April 2007 and the Finance Committee may serve as the RFP committee in the future. The committee would serve to project numbers and put together bids. The current contract can be rolled over for next year or the Board can elect to conduct the RFP process. The program side of the process will be handled by the Workforce Oversight Committee (timelines, number served, etc...). If the Finance Committee serves as the RFP committee, they would look at budgets of all proposals and make recommendations. The Board would vote on the proposal and the CLEO has to give final approval; although they are not involved in negotiations or details.

B. Future Meetings

The committee decided to meet every other month and **Ms. Dean** will look at the financial schedule to determine at what point in the month reports will be complete. The committee would like to be sent end of the month numbers and year over year comparisons as **Ms. Dean** closes out each month and include exceptions on the report. **Mr. Phipps** requested a presentation of the financials to the committee rather than handouts and a question/answer period. The presentation should include a summary of overall changes and any budget issues.

III. Old Business

A. Status of Accounts

Ms. Dean distributed account statements and explained to the committee that the Board's bank account is used to pay for bills that may take too long if staff waited on the city's payment process. The funds in the bank account are not grant funds, they are remaining funds from several different fundraising events. Money enters the account primarily as reimbursements; staff use the Board's account to pay several recurring bills (US Cellular, Copier Lease and rent for storage space) however all of these are then reimbursed from WIA funds.

Ms. Vest mentioned the Board's bank account may be switching to HomeTown Bank and the committee agreed that if it is advantageous to switch then **Ms. Vest** should do so. **Ms. Vest** will research the abilities for online bill pay, fee structures and interest rates.

B. Financial Reports

Ms. Dean explained that the City has not provided their year-end numbers and won't close June until September; therefore, she cannot produce quarterly year-over-year numbers yet. **Ms. Dean** has preliminary reports without accruals and the numbers have not changed from what was presented to the full Board earlier in August.

Ms. Vest reviewed the funding sources and carryover graphs explaining the fluctuation in allocations over time. The committee discussed the carryover/carry forward and that

no more than 20% can be carried forward. The state has a complicated formula to determine the amount each LWIA will receive and it is a combination of the number of low/moderate income earners and unemployment. The Board usually receives around one million dollars.

IV. New Business


A. Monitoring

The committee inquired about monitoring and auditing of the Board's activities and funds. The state conducts monitoring but not a financial audit; however they will site agencies for disallowed costs. The City of Roanoke includes WIA funds within their audit, which meets compliance of state and federal requirements. All WIA funds are funneled from the state to the City by reimbursement – when the Board makes payments the City covers the cost until the state reimburses them. **Ms. Vest** will provide a copy of the City's audit to committee members. **Mr. Phipps** requested meeting with the City's auditor and perhaps requesting a letter specific to the Board's WIA funds. **Ms. Dean** will follow up with this request by contacting the City's Finance Department.

V. Announcements

- Workforce Center Committee Meeting: Tuesday, Sept. 1, 8:30 a.m. Roanoke Valley Workforce Center
- Roanoke Valley Workforce Center Grand Opening, Monday, Sept. 14, 9 a.m.
- CLEO Consortium Meeting: Thursday October 29, RHEC 201D
- Youth Council: Thursday, Sept. 10 a.m. Roanoke Valley Workforce Center
- Board meeting: Friday, Oct. 2, 9 a.m. Roanoke Valley Workforce Center

VI. Adjourn



President

9/30/2009
Date