

**Finance Committee**  
Wednesday January 13, 2010  
Roanoke Higher Education Center  
Room 201-D

**Minutes**

**I. Call to Order**

Chair Lew Bishop called the meeting to order at 8:35.

**Members Present:**

Mark Stockwell  
Jerry Barnett (via phone)  
Lawrence Musgrove  
Carroll Gentry

**Members Absent:**

Hiawatha Nicely

**Staff Present:**

Doloris Vest  
Sherry Dean  
Angie Williamson

**II. Approval of Minutes**

**Mr. Stockwell moved to approve minutes from the November 18, 2009 meeting. The motion was seconded by Mr. Musgrove and passed by voice vote.**

**III. Staff Report**

1. **Meeting Time** –The committee decided to meet regularly on the 3<sup>rd</sup> Tuesday of the month before Board meetings. The next meeting will be March 16<sup>th</sup> at 8:30 a.m.
2. **Use Agreement** – Ms. Vest noted that the operator, not the Board, should be the entity to perform the duties outlined in the use agreement. Ms. Dean noted that the Board is not supposed to use federal funds for such purposes. Ms. Vest informed the committee that one partner, TAP, has yet to pay any of their bills. If TAP decides not to be part of the center there will be 12 partners instead of 13.
3. **Incentive Grant** – Ms. Vest reported that she met with Dr. Tom Cecere who is responsible for local coordination of apprenticeship classroom training. Ms. Williamson will follow up on a contact made at the 2009 VCCS Peer Conference. Board staff will meet with representatives from Department of Labor and Industry, the Labor Local #980 and IBEW-JATC to discuss the apprenticeship matching pilot program.
4. **Rapid Response Funds** – the state’s policy changed and individual WIB’s no longer need to apply for funds, rather the state will allocate to each WIB based on the

dislocated worker allocation.

**IV. Old Business**

**Financial Reports:** Current budgets were distributed to the committee members.

Mr. Bishop led a discussion on whether the program funds were being expended in a timely manner. Ms. Vest reported on factors effecting the expenditures including co-enrollment with other programs and that Goodwill is hiring additional staff to address enrollment and placement, including two case managers, clerical staff to assist with administrative work and a business specialist – helping to match individuals in job search with hiring employers.

Ms. Dean reported that the budget does not reflect November, December, January program expenditures and how funds are tracked monthly to prevent recapture by the state. Invoices are reviewed each month to ensure appropriate spending levels.

**Mr. Musgrove moved to adopt the financial reports. Mr. Gentry seconded. The motion passed on a voice vote.**

**V. New Business**

1. **State's Preliminary Report** – Audit of ARRA: The state's monitor, Debbie Hensley, indicated in a preliminary report that when the Board renewed their contract the amount was more than allowed under the renewal clause. The current contract was reduced to \$1.02 million and an RFP was announced for the remaining \$575,000. Mr. Gentry noted that when the Board awarded Goodwill the \$1.5 million contract the Board viewed it as a renewal, not a new contract; however, the state viewed it as a new contract. The new RFP will be active from February 1, 2010 through June 30, 2010.
2. **Fundraising Sub-Committee** – Chair Bishop reported that the sub-committee will schedule a meeting before the next Board meeting.
3. **Grants Update** – Ms. Williamson announced that the Board received approximately \$250,000 as part of a larger grant of \$3.8 million to provide green energy training. The Board's responsibility will be case management and outreach.

**VI. Adjourn**

Mr. Bishop adjourned the meeting at 9:30am.

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Angie Williamson

February 8, 2010  
\_\_\_\_\_  
Date