



Eric Troyer
Chairman

Rick Mosholder
Vice Chair

Walter Spikes, Jr
Treasurer

Ted Ehrlichman
President & CEO

**Finance & Performance Committee Meeting
Teleconference
November 30, 2021 - 8:00 A.M.
MINUTES**

Present

Rick Mosholder
Walter Spikes
Peter Hayes

Absent

Staff & Guest

Ted Ehrlichman
Robin Dawson
Tracey Barta
Anthony Gagliano

I. Welcome and Introductions

Walter Spikes, Chair, called the meeting to order and roll call was performed.

II. Approval of August 31, 2021 Meeting Minutes.

A motion was made to approve the August 31, 2021 meeting minutes by Rick Mosholder, seconded by Walter Spikes, Jr. The motion carried.

III. Review of Budget to Expenditure as of 9.30.21

Robin Dawson presented the Budget to Expenditure report as of 9.30.21. A copy of the report was included in the meeting packet. The following expenditure information was presented:

Personnel costs were expended 24%

Facility costs were expended 32%

Office and furniture were expended 13%

Total operating costs were expended 37%

Total program services were expended 16%

For an overall total expenditure of 24%

Admin rate is 8.25% with a maximum rate of 10%

Indirect rate is now calculated using the cost allocation method for indirect costs

ITA was 23.73% with a minimum requirement of 30%

Paid internship expenditures were 23.72% with a minimum requirement of 20%

Youth out of school was 99.80% with a minimum requirement of 75%

Summary of Non-Federal Funds

Robin Dawson presented the Summary of Non-federal Funds Report as of 9.30.21 which details where the funds were received broken out by program. Total funds available \$609,764. This includes a money market account with SunTrust \$162,729 and certificate of deposit with Bank of the Ozarks of \$173,876, totaling \$336,605. A copy of this report was included in the meeting packet.

IV. Budget Mod #1

Robin Dawson presented Budget Mod #1 for PY 21-22, increasing the Original Funding Available from \$8,288,659, by \$297,750, bringing the Adjusted Funding Available for PY 21-22 to 8,586,409. Of the \$297,750 increase in funding - \$151,389 will be allocated in the budget and \$146,361 will increase Reserves for PY 22-23 from \$901,941 to \$1,048,302. Budget Mod #1 PY 21-22 after increase \$7,538,107. A copy of the Summary of Funds Available Report and the line-item Budget Mod #1 were included in the meeting materials.

A motion to approve Budget Mod #1 PY 21-22 and bring before the Executive Committee for approval was made by Walter Spikes, Jr., seconded by Rick Mosholder. The motion carried unanimously.

Ms. Dawson also reported we have secured a grant for a Rapid Response Coordinator position. This grant will help us assist small businesses to keep running and avoid laying off workers or closing completely. We have access to software that the State has procured called Econovue. We also have a request for quotes on our website for a survey on what are the factors that we and small businesses can be looking for to see what may impact small businesses. We have assigned Shereen Sliwowski, a senior talent consultant to help assist in this project.

V. Update on Performance & Programmatic Monitoring

Anthony Gagliano reported on our performance goals. Part of the Budget Mod #1 today included an additional \$11,000 we received for hitting our target on participants in employment first quarter after exit. Employment data lags and we will hear whether we receive the fourth quarter in February, 2022. Regarding WIOA Performance Measures we are reaching our goals on 9 out of the 12 measures. We are exceeding for the first quarter of this year in six of the categories.

We have not received the final program monitoring report from Taylor Hall Miller Parker, CPAs for PY 21-22. Our DEO program monitoring for PY 21-22 is awaiting acceptance from DEO on our corrective action plan. Information will be shared when received.

Mr. Gagliano also reported we have three special projects under the National Emergency Grants for Dislocated Workers that we're working on, one related to COVID and two related to opioid recovery.

VI. Final Comments, Next Meeting Date

There were no comments. The next meeting will be determined at a later time.
The meeting adjourned at 8:40.