

Combined Finance/Executive Committee Meeting Agenda

Wednesday, October 30, 2024

8:00 AM-9:30 AM

Expected Executive/Finance Committee Participants: Matt Lewellen, Steve Snyder, Holly Moore, Randy Vernon.

WDB staff and guests: Gregg Notestine, Executive Director; Mellisa Leaming, COO; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant.

Other Expected Attendees: Carla Crowe, Project Manager, Crowe LLP.

Call In Information:

Please join my meeting from your computer, tablet, or smartphone.

<https://meet.goto.com/832323493>

United States: +1 (224) 501-3412

Access Code: 832-323-493

	Executive / Finance Committee		
Time	Topic	Presenter	Action
8:00 AM	Call to Order	Matt Lewellen	
8:05 AM	Fiscal <ul style="list-style-type: none">• PY 24 Revenue & Expense Report (ending 9/30/2024)• PY 23 Audit	Carla Crowe Blake Sempstrott	Information Information
8:30 AM	Operations <ul style="list-style-type: none">• Apprenticeship Building America DOL Monitoring• Grant Updates	Mellisa Leaming	Information
9:00 AM	Administration <ul style="list-style-type: none">• WDB Annual Event Summary	Gregg Notestine	Information
9:30 AM	Adjourn	Matt Lewellen	Action

**Region 4 Workforce Board
Executive-Finance Committee
Meeting Minutes
Wednesday, October 30, 2024**

Meeting Time: 8:00 AM
Method: Virtual - GoTo Meeting Conference Call

Committee Members: Matt Lewellen, Chair; Steve Snyder, Vice Chair; Randy Vernon, Secretary.
WDB Staff: Gregg Notestine, Executive Director; Mellisa Leaming, Chief Operations Officer; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant
Other Attendees: Carla Crowe, Crowe LLC.

Absent: Holly Moore, Treasurer.

Executive-Finance Committee

Matt Lewellen, Executive Committee Chair, called the Executive-Finance Committee meeting to order at 8:10 AM.

Finance

PY23 Revenue and Expense Report –6/30/2024

Carla Crowe, Crowe LLC, presented the PY 23 Revenue and Expense Report for the period ending 9/30/2024. Noteworthy observations include the following:

- **WIOA** funding is 17% expenditure at \$383,076.
- **Non-WIOA** funding is 14% expenditure at \$686,902.
 - **Business Consultant** is 30% expended. Additional funds will be received later in PY 24. We will continue to monitor so not to over expend.
 - **JAG State, JAG TANF and JAG Pre-ETS** are additional youth funds outside of the WIOA. The contract for JAG State has been received. JAG TANF and JAG Pre-ETS PY 24 contracts have not been received.
 - JAG TANF is a fee for service grant rather than cost reimbursement grant. Funds shown expended are PY 23 funds carried into PY 24.
 - **RESEA** funds are expended at 49% but will end March 2025. Funds were received to support that program through that date when the funding will return to DWD to support.
 - **QUEST** funds are expended at 27%.
 - **Apprenticeship Building America Grant** is challenging but doesn't expire until 2026.
 - **Next Level Jobs Training Grant** received over \$1M for PY 24 allocation. We are currently spending the PY 23 carry-in which ends December 2024. The expenditure rate will increase as December approaches.
 - **Workforce Ready Grant** is slightly higher at 32% expended, Additional funds may be requested from DWD if needed.
- **Total DWD Funding is 15% expended at \$1,069,978.**
- **USDOL Federal Grants**
 - Rural Healthcare is wrapping up ending January 31, 2025.
 - Building Pathways to Infrastructure Grant is starting slowly but is a multi-year grant.

Total Revenue is \$1,255,188.

The bottom half of the report shows line-item expenditures compared to the straight-line budget for the period includes salaries, fringe benefits, facility and overhead costs, and direct participant costs.

- There is no concern with actual percentage compared to goal percentage.

- Direct Participant Costs overall are below the goal percentage of 25%. It is early in the program year, and the expenditure percentage will increase as additional individuals are enrolled and receiving training.

Total Expense is \$1,253,162.

Total Board Discretionary is \$11,463.

PY 23 Audit

The PY 23 Audit is in process. Huth Thompson was on site during the week of October 21, 2024. There are no new compliance issues or new internal control issues. There are discussions regarding adjustments with the new lease standards. Executive staff is glad there were no new issues since the organization is small.

Operations

Mellisa Leaming, Chief Operations Officer, presented the Operations update.

Grant Progress Updates

- **Rural Healthcare Grant (RHG)**

RHG Grant is a four-year grant ending January 30, 2025. The grant is heading into the final quarter. We are exceeding all performance measures of the grant except for Incumbent Workers Advancing to a New Position. Five individuals are needed to meet that goal and should be accomplished by December. The grant is close to 90% expended. We would be interested in pursuing another healthcare grant opportunity.

- **Building Pathways to Infrastructure Grant Progress (Grant period 9/30/2023-9/30/2028)**

This grant is to support the Renewable Energy sector specifically round the electric vehicle (EV) battery and EV industry. It has been challenging to move forward with StarPlus Energy because of a possible conflict with the Dept. of Energy (DOE) loan. The third party attorneys want communication directly from DOE stating the grant does not interfere with the loan. DOL is aware of the situation and has offered to speak to DOE, but Stellantis has asked us not to intercede currently. StarPlus Energy is leasing employees from Stellantis, which changes the scope of the grant from under/unemployed to incumbent workers.

Apprenticeship Building America DOL Monitoring

DOL is currently monitoring the DWD and the Apprenticeship Building America grant. Region 4 and Region 9 were selected by DWD for DOL to visit and have our processes and policies the ABA grant reviewed. We are receiving positive feedback from DOL. The exit conference is tomorrow (October 31, 2024). We won't know the outcome for a few weeks.

Administration

Annual Event Summary

Annual Event was held on October 1, 2024, at the Courtyard by Marriott in Lafayette. The day's events included the WDB Meeting and Strategic Planning Annual Event Luncheon, and Retirement Reception for Deb Waymire. The cost summary of the event was shared with Committee members.

Administrative Matters

Gregg shared to the Committee that he will resign as Chief Executive Officer effective November 30, 2024. Gregg proposed the following:

- Propose naming Mellisa Leaming as Interim CEO in addition to her title as COO.
- Propose hiring Terri Simmons to be Operations and Business Services Director reporting to Mellisa.
- Conduct a search for a new Executive Director.

A quorum was no longer present at the meeting. A Special Session of the Executive Committee will be scheduled to review the resignation, discuss the transition plans, and make a recommendation to the full Board of Directors regarding the acceptance of the resignation and transition plans at the November 20, 2024, meeting.

Adjournment

The Finance/Executive Committee meeting adjourned at 9:10AM.