



Financial Committee Meeting Minutes (meeting held in-person with virtual Zoom option)

Members present: Committee Chair, Scott Sattler; Lisa Cook;. Members absent: Stan Beel, Ron Huber, Steve Pinkley.

WDBSE staff present: Gretchen Morse, Sarah Wells, and Allysia Long

Tuesday, October 15th, 2024 – 9:00am-10:30am

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Summary:

The Workforce Development Board members engaged in a productive meeting, focusing on the implementation of quarterly audits for subcontractor, a strategy introduced by Sarah Wells. This approach aims to simplify the audit process, with the first quarter audit revealing no concerns, all agreed that this method would enhance monitoring and lead to a comprehensive annual report summarizing all findings.

The committee reviewed the current status of WIOA expenditures, with Sarah Wells reporting positive progress in the PY23 and FY24 budgets, primarily allocated for participant services. However, Scott Sattler raised concerns about the low expenditure percentage of only 7%, prompting discussions on compliance with the 20% minimum requirement. The board acknowledged the need for minor budget adjustments and shared updates on other funding sources, including the EO grant and Wagner-Peyser funds. A significant concern was the underutilization of On-the-Job Training (OJT) funds. Staff will communicate with subcontractor to raise awareness among employers and clients about the benefits of OJT funding.

The meeting concluded with discussions on recent funding allocations, including a \$60,000 grant for the YouthBuild program that started 10/1/24, \$66,000.00 SkillUp FNS funding that started 10/1/24 and \$25,000 funding incentive for meeting PY23 performance measures. The committee expressed commitment to efficient fund utilization and acknowledged the challenges posed by funding delays. Additionally, they discussed the importance of teamwork in case management and the unique operational challenges faced across different regions.

As Scott Sattler prepares to transition to the private sector, the board is actively seeking new candidates to fill outgoing member positions and ensure continued effective governance. Overall, the meeting reflected a strong commitment to transparency, collaboration, and support among board members.

Motion to adjourn made by Lisa Cook, seconded by Scott Sattler, motion carried.

- Next Meeting – January 14<sup>th</sup>, 2025 9:30am-11:00pm (admin office in-person with virtual option)