

WORKFORCE ALLIANCE FINANCIAL PLANNING COMMITTEE

MEETING SUMMARY

TUESDAY, October 6, 2009 AT 10:30 AM

Attending: George Elmore and Bill Wood

Telephonic: Ed Sabin

Staff: Kathryn Schmidt, Erica Scarpati and Holly Finch

Guest from the public: Nori Okada, FAU Student

- I. Call Meeting to Order – George Elmore
Approval of August 3, 2009 Meeting Summary.

- II. 2009-2010 Financial Report – Erica Scarpati submitted a report to the committee for review and comment. George Elmore asked about the membership dues, office rental and contract services. Erica said the membership dues are often higher at the beginning of the year when most memberships are renewed. The office rental numbers were impacted by the space for the youth program and the contract services were part of the payments for wages for the youth program. George Elmore asked if we are on track with the budget for the year. Erica Scarpati said yes.

Ed Sabin asked about the grant income of 1.2m and Erica said the number reflects what has been drawn down, not the accrued expense. Bill Wood said the number is not cash on hand, but funds incurred or accrued. George Elmore asked about the Employer Outreach budget and Kathryn said funds will be expended for mass mailings and media promotions to support the Workforce Leadership Forum in January and the Summit in May. Erica Scarpati said the numbers were estimated expenses by month, but invoices are not always received and paid in the month for which the expenditure was planned.

Ed Sabin asked about the Goodwill funds and Erica Scarpati said the finance department just received the invoice for summer youth, the current budget only reflects one month of their contracted youth services. Moving forward into next year, Kathryn Schmidt said there will be a 7% increase in health insurance costs, but long term disability insurance costs may be reduced. George Elmore asked about staff salaries and Erica Scarpati said she would provide him with additional details.

Ed Sabin asked if overall expenditures were on track for a \$21.4m budget with the close of the first quarter. Kathryn Schmidt said yes, and that she reviews each program budget to track the requirement of spending 25% from current year funding and 75% of the carryover budget by December 31st. Kathryn also ensures that funds are spent appropriate for each funding stream. She offered a further breakdown to the committee. Ed Sabin said months ago, the committee was looking at cutbacks, and then stimulus funds were provided to the region. He said that it appears things are cycling on the positive side and that we are managing on budget.

Kathryn Schmidt said that the Veterans Program was also recently awarded \$29,000 for being chosen as the top program for a mid-size region. She commended staff for their performance and said the funds cannot be used for staff raises, but will be returned to the community in materials at the Veterans Hospital and other Vet Job Fairs. We cannot offer any bonus to the Vet staff, each will be provided a product that will help them be more efficient in doing business.

Kathryn Schmidt also said that on the Federal level, other entities are lobbying for workforce funding. She said we are gathering a list of strong local achievements to support the current local board governance. Kathryn said one proposal includes plans to do away with local boards and have super boards.

Request - George Elmore asked for a breakdown on consultants to be sent to Ed Sabin. He asked about the branding initiative. Kathryn said that we are working with a consultant to gather data to research where we are in terms of perception by our customers before moving forward. Ed Sabin asked if the survey would include a cross sectional viewpoint from employers and job applicants. He suggested the program be described as a targeted initiative to support state goals for increased participation and that outside assistance would be required for the project.

George Elmore stated that he requested and received the breakout for the FF & E 5731 classification by location and by month. Erica Scarpati said funds were allocated for the build out at the Boca Location.

- III. Status of Audit – Erica Scarpati said the audit field work was complete. The Consortium audit is pending and everything is going well. Kathryn Schmidt said Erica Scarpati and her staff did a great job with the audit. The draft audit report will be available at the December Finance Committee meeting.
- IV. SERI Update – Kathryn Schmidt reported that the developer for the project suddenly died and Kaiser Group has picked up the contract to move forward. The economic modeling software was purchased to be made available for a fee to economic development organizations, the state, and businesses. Ed Sabin asked about the balance of unrestricted funds, Erica Scarpati said under \$50,000.
- V. Next meeting date – December 1, 2009
Time – TBA