

WORKFORCE ALLIANCE FINANCIAL PLANNING COMMITTEE
MEETING SUMMARY
MONDAY, August 3, 2009 AT 11 AM

Attending: George Elmore and Jamie Titcomb
Telephonic: Ed Sabin and David Talley
Staff: Erica Scarpati and Holly Finch
Guest from the public: Nori Okada, FAU Student

- I. Call Meeting to Order/Welcome – Erica Scarpati
No additions, deletions, or corrections to the agenda.
- II. Approval of June 8, 2009 Meeting Summary.
- III. June 2009 Financial Report – Erica Scarpati submitted a report to the committee with an added column to note variances and add comments. David Talley asked about the Employer Outreach expenditures. Erica Scarpati explained the category includes flyers; advertising and print materials, and other outreach activities for all programs and services. As a result of additional and expanded services, these expenses increased. In particular, the summer youth program and the increased Adult and Dislocated Workforce Investment Act (WIA)/American Recovery and Reinvestment Act (ARRA) funding resulted in additional outreach.

George Elmore suggested an amended budget, to keep the original budget format and add an amendment as needed. Ed Sabin suggested a column be added to indicate how grants are to be spent. Erica Scarpati said both the budget and the actual will zero out at year end on a fund by fund basis. Any net income or loss is a result of non grant fund and adjusting entries which are required for financial reporting purposes. The \$95,000 net loss is to the investment of unrestricted funds spent for a program that is anticipated to produce income. The program is ongoing.

George Elmore asked for a new sheet to cover new funds not in the non-grant revenue and that he did not like the current format. Jamie Titcomb asked about the process for the drawing down money to fund programs. Erica Scarpati said that we are required to drawdown a minimum of 25% of the WIA allocations each six months. Jamie Titcomb suggested the committee create a wish list of how the budget can be reported to the board. Erica Scarpati said the current format is a revised format that was developed specifically for the board. She said she is willing to discuss and create any format the committee would like to develop for the board.

- IV. 2009-2010 Financials – George Elmore asked for details for the following expense categories: Rent, Communications, Consultants, Equipment & Furniture, Travel/Local and Childcare. Jamie Titcomb asked how the services are monitored. Erica Scarpati said Workforce Alliance has external monitors who we contract with for both fiscal and programmatic monitoring. This is usually done three times a year. The same monitors that review our programs are also monitors for six other regions in the state.

George Elmore asked about a breakdown on childcare. Erica Scarpati said that we contract with Family Central, a non-profit that charges cost plus 5% administration fees to maintain contracts with child care centers throughout the county. She said that we have requested Request for Proposals for childcare, but Family Central has been the sole organization to respond.

Childcare is offered to WIA program participants who are attending training. Jamie Titcomb asked about support services. Erica Scarpati explained that in some welfare transition cases we provide funds for clothing for job seekers to attend job interviews, or bus passes, and gas cards.

Jamie Titcomb asked about how participants are measured for success. Erica Scarpati said the participants are expected to finish training, find employment and become self-sufficient. She said that we review job placement outcomes by training providers each year before issuing new contracts for the next program year.

- V. Boca Location – Erica Scarpati said the lease is under review by David Baker.
- VI. Next meeting date – October 5, 2009