

FINANCIAL PLANNING COMMITTEE SUMMARY

Monday, April 6, 2009

Attending: David Talley , George Elmore and (telephonic) Dr. Mel Coleman
Staff: Kathryn Schmidt, Suzanne Rodrigues and Holly Finch
Guest: Skip Cronin, Consultant to Workforce Alliance

- I. The meeting was called to order by George Elmore.
- II. The February 9, 2009 meeting summary was reviewed and approved without revision. Mr. Elmore asked about the State Monitoring from item 11. Erica Scarpati said that there were not any significant issues.
- III. No additions, deletions or corrections were made to the Agenda. Kathryn Schmidt introduced Skip Cronin to the committee. Mr. Elmore asked about the services Mr. Cronin provides and the length of his current contract. Kathryn Schmidt responded that his contract expires as of June 30, 2009 but that a new contract is under review for 2009-2010 to continue his role as an advocate for measurement data provided to the state for ranking workforce regions.
- IV. **Stimulus and Formula Plans** – Erica Scarpati reported that \$10 m from stimulus funds became available in February and the first draw down was made two weeks ago. Kathryn Schmidt added that a Stimulus Planning Session for executive staff and board input is scheduled for Tuesday, April 14. The session will be facilitated by Rochelle Daniels who is also providing consultation and expertise to the Broward workforce board. Dr. Coleman said that he encourages the emphasis of specific programs that meet the requirements before the funds are expended. Kathryn Schmidt said the consultant will provide expertise to guide staff and the board to avoid any disallowed costs for new programs funded through the Stimulus.
- V. **Review February Financials** –Mr. Elmore asked about unpaid expenses and the deposit coming back from the previous lease. Erica will provide a separate breakdown of the rent variances to be sent to the Finance Committee. Mr. Elmore requested a monthly breakout of consortium expenses. Kathryn Schmidt said staff continues to work diligently to provide a monthly budget in the next fiscal year.
- VI. **Stimulus Budget**-Mr. Elmore asked when the committee could review the new Stimulus budget. Kathryn said President Obama wants the funds to be expended in the first 180 days and \$10m or 80% of the funds to be spent by June 2010. Skip Cronin said the “burn rate” for funding is at \$26,770 per working day for the Stimulus funds to meet the schedule. Dr. Coleman said that the fear in the education arena is that people will be kept in place, but program expansion will not take place. He said at the end of the special funding, who would be responsible

and what is accomplished? He suggests that no expense or programs be initiated that will not be sustainable, that policy issues be discussed with the board. Dr. Coleman wants the board to not look back in 18 months and see that in February we were only looking at infrastructure. Kathryn Schmidt said that compared to other regions, we are well into the planning process to put together what we can do. Skip Cronin said we are way ahead of other regions he is working with currently.

- VII. **Youth RFP**-Mr. Elmore asked about the Youth RFP responses. Kathryn Schmidt said the review committee is going over the proposals today. She said the Youth Program Provider will be recruiting, training and finding employment for 18 -24 year old youth. Mr. Elmore asked about how the program would result in employment and some discussion pertaining to various youth employment programs followed.
- VIII. **Other Discussion** - Kathryn Schmidt said she has approval from Randy Johnson to move forward to explore the option of looking for added space in Southern Palm Beach County. The South Career Center lease will expire in June of 2010 and the temporary space (downstairs) for UC claimants will expire in September 2009. Kathryn Schmidt said that she is currently working with Gary Hines of the BDB to review space options to open a location in Boca. Mr. Elmore suggested she speak with Neil Merin and he asked if we have a deposit on the South/Boynton location. Dr. Coleman asked if we add space in 2009-2010 would we need extra space after the Stimulus funds expire. Kathryn Schmidt said even without the Stimulus funds, the current location is overcrowded and more space is needed to serve the South County area. She said the plan would be to allow the current Boynton lease to expire and relocate staff and equipment to the larger space in the Boca area.
- IX. **Recommendation to renew Taylor Lombardi Hall Audit Contract** - Mr. Elmore asked what was paid last year and what was paid for the consortium. Erica Scarpati said last year it was \$60,000 and another \$10,000 for the consortium. Mr. Elmore asked if Erica Scarpati was happy with the proposal. Erica Scarpati said yes. The recommendation was approved.
- X. **Comments**-Kathryn Schmidt said the staff is meeting Monday, April 13 to go over the budget for this year and to prepare for next year. She asked the committee to support the same funding from last year moving forward for next year for consultants. She said consultants provide essential services for the board. Kathryn Schmidt said we are taking steps to be certain we are spending funds appropriately. Mr. Elmore said that we have to be fiscally responsible and to be sure we have searched the area to be sure we don't retain the same consultants without looking at options.
- XI. **Next meeting date** – June 1, 2009 at 11 AM.