

WORKFORCE ALLIANCE FINANCIAL PLANNING COMMITTEE

MONDAY, June 8, 2009 AT 11 AM

Attending: George Elmore, Mel Coleman

Staff: Kathryn Schmidt, Erica Scarpati and Holly Finch

- I. Call Meeting to Order/Welcome – George Elmore
- II. Acceptance of meeting Summary – April 6, 2009
- III. April 2009 Financial Report – Kathryn and George Elmore reviewed and accepted the April Financial report.
- IV. Stimulus Plan Budget – George Elmore asked what expenses are tracked under the personnel expense. Erica Scarpati said the figures represent all Summer Youth program staff hired. Participant expenses include the training, assessments, support services, youth wages and expenses.

George Elmore asked about the expense and policy pertaining to gas cards. Kathryn Schmidt said the amount of the gas card program is local policy, but is included in the Federal program and dollars are allocated according to the Federal requirements. Mel Coleman said that often long after a program is concluded, additional scrutiny of the program often follows. Kathryn Schmidt said Rick Hemming was brought back on board to be responsible for tracking funding and processes pertaining to Stimulus Programs.

- V. Boca Location – Kathryn Schmidt reported that a floor plan has been submitted for the cost of a build out. The estimated expense is \$500,000-\$600,000 and would be inclusive of the rent at \$26.50 per square foot. She added that her vision for the new location is the separate areas for each program and an assessment center which should become a profit center within four to five years.
- VI. Next meeting date – August 3, 2009