



The Finance Committee held its first meeting on Tuesday morning May 7, 2013. Committee members present included Board members Jonathan Bartz, Tony Beregszazi, Jose Martinez and Board staff Paul Stelter-CEO and Bob Friedl-CFO. The initial meeting dealt with 3 major areas.

First the Finance Committee reviewed and discussed proposed lease agreement for building at 1401 McMahon Drive. The Finance committee recommended proceeding with the construction, refinancing and lease arrangements as proposed. Furthermore, for the approval process, it also recommended separating the lease agreement and construction built as one approval and the refinancing decision as a second approval.

Second, the Finance committee reviewed the budget worksheets that are sent out to all board members as well as the proposed PY 2013 budget. The Finance Committee made recommendations to the budget worksheets so the order of line items in the detailed worksheet follows the same sequence from the cover page summary. In addition, the Finance committee reviewed the cash statement of non- board activities and agreed with the CEO and CFO that the inclusion of this information to the board would provide necessary information that would explain the apparent deficit on the summary sheet.

Considerable discussion ensued regarding budgeted spending for training and presentation of budget line items. Following actions were taken:

- Board staff completed a review and analysis of the training line item under the initial budget. Board staff provided additional information (follow-up email) that help explain the major difference between the 2012 budget and the 2013 budget for training. The difference was largely due to the end of the SAGE Training Grant and the SRR Grant for a total of \$110,081, and is not part of the 2013 budget. The budgeted amounts for training in the Adult program is up 49% in the 2013 budget (PY 2013: \$26,000 vs. PY 2012: \$17,500) and in the Dislocated Worker program the training budget is up 29% (PY 2013: \$141,000 vs. PY 2012: \$109,475). It was agreed that an increase to the training line item budget for GED and expanding the pilot program for on-line training would be appropriate. Therefore, the original training budget of \$187,803 will increased to \$200,000.
- The order of detailed budget line items was changed to follow the same order of the cover page summary.

Third, the Finance committee reviewed and discussed the anticipated carryovers for FY 2013. Discussion ensued regarding rationale for the carryover for the FY 2012/2013 (first time) and the need to maintain an appropriate amount of carryover as the WDB are allowed to carryover at least 20%. The Finance committee recommends that FVDWB maintain this practice. Staff will develop a metric to track progress on training budget for each quarter and report to board, (early warning system) that will ensure early disbursements to contract vendors when unused allocated funds occur.

Finally, the Finance committee, submit the above fore-mention recommendations to the board for approval.

Respectfully,