



**Local Workforce Development Board (LWDB) Finance Committee  
Meeting Minutes  
April 10, 2018 – 4:00 PM**

**1. Welcome and Introductions (4:00)**

Jennifer Hughes, Committee Chair welcomed, introduced attendees, and called the meeting to order.

**2. Review Minutes from May 4, 2017**

The Committee reviewed the minutes from May 4, 2017 LWDB Finance Committee Meeting. No comments or revisions were made.

*Mark Manning (Rod Blackburn) moved to approve the May 4, 2017 meeting minutes as presented. Motion Adopted.*

**3. PY17 Budget Review**

Chad Pettera provided a review of Workforce Information and Opportunity Act (WIOA) PY17 budget. The budget includes a breakdown of WIOA (LWDB budget) and non-WIOA Funding and combined totals. The current budget for the Workforce Alliance is split nearly evenly between the annual WIOA allocation, special projects and leveraged funds. Workforce Alliance (WA) staff are working on several funding opportunities such as grants, partner collaboratives and fee-for-service projects to generate additional non-WIOA revenue. Staff has no concerns regarding the budget and carry over is in line with staff expectations. An alternative budget format was presented that combines related expenses into a single budget category resulting in an easier to read and more concise report. The Committee agreed that the new format be used for reporting to the LWDB and its committees and the more detailed budget continue be used for Finance Committee meetings.

*Report was received and filed.*

**4. FY16 A-133 Audit Review**

The A-133 audit report for FY16 prepared by WIPFLI has no findings and will be filed with the appropriate organizations. The audit recommended updating the WA cost allocation plan and making two adjustments to the financial statements. The adjustments impact accrued payroll and pre-paid expenses. The WA agrees with the audit recommendations and proposes that they be adopted by the LWDB. The current contract with WIPFLI has ended and all Kansas Local Areas are partnering to bid for future audit services.

*Report was received and filed and will be presented to the LWDB.*

**5. Financial Systems Policy Update**

The FY16 A-133 Audit recommended changes to the WA's cost allocation plan. These changes are due to changes in the WA operating structure and affect compensation for personnel services, supplies / equipment / postage / copier and facilities costs/contract services / insurance / training / conferences / meetings. The WA agrees with the changes to this policy and proposes that they be adopted by the LWDB.

*Robert Giesen (Mark Manning) moved to recommend that the LWDB approve the proposed update and changes to the Financial Systems Policy. Motion Adopted.*

**6. Update of Workforce Alliance 403(b) Retirement Plan Documents**

The WA provides employees with a 403(b) retirement plan savings option. The legal structure of the plans were created by Hinkle Law Firm and TIAA. Hinkle recently worked with the IRS to review

the plan documents they produce to get them certified as compliant by the IRS. Hinkle has updated the WA's retirement plan documents to the new IRS certified format.

***Rod Blackburn (Mark Manning) moved to recommend that the LWDB approve the proposed update to the Workforce Alliance 403(b) Retirement Plan documents. Motion Adopted.***

**7. Unscheduled Topics**

- A. Staff expects to have the PY18 budget ready for Committee review by mid-May. An increase in federal allocations is expected in Adult, Dislocated Worker, and Youth. The annual federal allocations are driven by unemployment, population, and poverty data and staff will include this data in future reporting.
- B. The WA Cafeteria Plan recently changed and staff will report on these changes to the Committee at its next meeting.

**8. Adjourn (4:45)** – There being no additional business to discuss, a motion was requested for adjournment.

*Rod Blackburn (Robert Giesen) moved to adjourn the meeting.*

**Attendance**

Jennifer Hughes  
Rod Blackburn  
Robert Giesen  
Mark Manning  
Ron Ratzlaff

**Staff**

Chad Pettera  
Shirley Lindhorst