



**Local Workforce Development Board (LWDB) Finance Committee  
Meeting Minutes  
May 2, 2018 – 4:00 PM**

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

Keith Lawing welcomed, introduced attendees, and called the meeting to order.

**2. Review Minutes from April 10, 2018**

The Committee reviewed the minutes from April 10, 2018 LWDB Finance Committee Meeting. No comments or revisions were made.

*Robert Giesen (Rod Blackburn) moved to approve the April 10, 2018 meeting minutes as presented. Motion Adopted.*

**3. FY17 Budget Review**

Chad Pettera provided a review of Workforce Innovation and Opportunity Act (WIOA) FY17 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. Currently, the Kansas Advanced Manufacturing Program (KAMP) is the leading program in spending. Staff has no concerns regarding the budget and carry over is in line with staff expectations.

*Report was received and filed.*

**4. FY18 Budget Presentation**

FY18 allocations were reported to all of the Local Areas. Pettera presented the budget for FY18 based on those allocations, which were significantly less than expected for Local Area IV. This is the lowest WIOA allocation received by LAIV over the past 15 years. LA I also received a reduction in allocations, while LA III and V are receiving significant increases. Due to the Omnibus Budget Act, there may be an additional allocation at a later date. Staff feels that the FY18 budget is workable with the carry over from FY17 and a reduction in some expenses.

*Rod Blackburn (Robert Giesen) moved to recommend that the LWDB Executive Committee and Chief Elected Official Board authorize staff to make adjustments to the FY18 budget once final carry over funding is known. Motion Adopted.*

**5. PY16 Tax Return**

The PY16 tax return is due from preparers, Allen, Gibbs & Houlik by May 15 and will be distributed by staff as soon as it is available.

**6. Request For Proposals for Audit Services**

A Request For Proposals (RFP) for audit services was issued collectively by the State's five Local Areas and closes on May 11. Upon further discussion and research, it was discovered that the current contract with Wipfli is valid for another year extension. A new audit contract would not go into effect until June of 2019, leaving plenty of time for procurement to be completed.

**7. Unscheduled Topics**

A. The 2018 Jobs FORE Youth Golf Tournament was held on April 26. 30 teams participated and over \$18,000 was raised to help fund the Youth Employment Project (YEP).

B. The Wichita Business Journal will run a story on the Youth Employment Project on May 11.

C. Spirit and Textron are hiring 75 youth from the YEP program.

8. **Adjourn (4:45)** – There being no additional business to discuss the meeting was adjourned.

**Attendance**

Rod Blackburn  
Robert Giesen

**Staff**

Keith Lawing  
Chad Pettera  
Shirley Lindhorst