



**Joint Meeting**  
**Strategy and Outcomes Committee and Finance Committee**

**June 5, 2019 – 8:30 a.m.**

**Virginia Career Works Center - Richmond**

**203 E. Cary Street**

**Richmond, VA 23219**

**Strategy and Outcomes**

- I. Call to Order
- II. Minutes from March 6, 2019 Meeting
- III. New Eligible Training Provider Applications
  - A. 5C's Development Program
  - B. Henrico County Adult Education Center
- IV. Program and Performance Review
- V. Strategy and Outcomes Adjourns

**Finance**

- I. Call to Order
- II. Minutes from August 18, 2016 Meeting...Page 1
- III. Budget for PY2019 (July 1, 2019 – June 30, 2020)...Page 2
- IV. Finance Adjourns



## Finance Committee Meeting

Minutes for August 18, 2016

Members Present: Hon. James Holland, Mr. Larry Lyons, Mr. Eric Stamper  
Members Absent: Hon. Ellen Robertson, Ms. Deborah Wickham, and Mr. Brandon Hinton  
Staff: Brian Davis CRWP Director and Ms. Carla Cosby, CRWP Administrative Assistant

- I. Welcome and Introductions. Mr. Larry Lyons called the meeting to order.
- II. Public Comment. There were no persons present for public comment.
- III. Approval of the minutes for June 9, 2016. Honorable James Holland moved to approve the minutes as presented.
- IV. Review of Spending to Budget. Staff provided an update on the budget balances against the approved budget. There were no anomalies noted.
- V. ResCare Audit Update. Staff reviewed the independent third party review conducted by M.L. Weeks. There were no material findings noted.
- VI. Update on Excel Management Contract Termination. Staff provided an update on the termination of Excel's contract and the plan to move forward with Henrico County providing out-of-school youth services on an interim basis until a new provider can be procured. Excel Management signed an agreement to repay \$42,000 in monthly installments.
- VII. Fiscal Policy Discussion. Staff reviewed the fiscal policies developed during the course of WIA. It was determined that the policies are no longer applicable nor did they require replacement due to the Henrico County fiscal policies covering board operations. Mr. Larry Lyons moved to rescind the policies; Mr. James Holland seconded the motion. The motion passed.
- VIII. Other Matters. No items were presented.
- IX. Adjourn. There being no further business, the meeting adjourned.

**Capital Region Workforce Development Board Finance Committee  
Agenda Item Summary – PY19 Budget**

***What is it?***

Local workforce areas operate on what is considered a federal program year (PY) that runs from July 1 to June 30 of the following year. We are currently in what is considered program PY18, and a new budget needs to be in place for PY19, which starts on July 1, 2019 and runs through June 30, 2020.

Under Workforce Innovation and Opportunity Act (WIOA) regulations, the Workforce Development Board endorses a budget, but final approval is vested with the region's Chief Local Elected Official's consortium.

***What do Committee Members Need to Know?***

The majority of the workforce area's budget is funded through a federal allocation from the US Department of Labor (DOL). Each year the DOL takes the total amount of funding for WIOA that is appropriated by Congress and calculates the amount awarded to each state using a formula that factors unemployment, excess unemployment and poverty. Virginia received its allocation on April 10, 2019 and used the same formula to allocated funding levels for each of the 15 areas in Virginia. Local allocations were released on May 21, 2019.

The PY19 allocation for the Capital Region totals **\$4,030,407**, which is essentially level to the current year amount of \$4,011,825, with an increase of \$18,582, or 0.40%.

Additional revenue available for the budget is available from non-federal sources that include general fund contributions from each of the region's eight member jurisdictions, as well as income received in the form of rent from agencies and organizations that occupy space in our three workforce centers. This non-federal revenue for PY19 is estimated at **\$329,842**.

Staff is also estimating a carry-forward amount of **\$700,000** in youth funds from the current year.

The total revenue available for the PY19 budget is **\$5,060,249**. Staff is proposing total expenditures of **\$4,626,817**, which would leave an unobligated balance of \$433,432, 99% of which is in youth funds.

The first attachment shows the full draft budget allocated among the various federal and non-federal funding streams.

The second attachment show a comparison to the current year budget. In summary, there is a slight decrease of \$51,870, or 1%.

***What do Committee Members Need to Do?***

Review and consider the proposed budget developed by staff, make any desired revisions and forward to the full Board for endorsement.

CRWP PY19 Initial Budget	Total	Adult	Dislocated Worker	Youth	Administration	Non-Federal
<b>New Revenue</b>	\$ 4,360,249.00	\$ 1,239,024.00	\$ 1,000,723.00	\$ 1,387,620.00	\$ 403,040.00	\$ 329,842.00
<b>Projected Carry-in</b>	\$ 700,000.00			\$ 700,000.00		
<b>Total Revenue</b>	\$ 5,060,249.00	\$ 1,239,024.00	\$ 1,000,723.00	\$ 2,087,620.00	\$ 403,040.00	\$ 329,842.00
<b>Expenses</b>						
Board Staff Salary	\$ 496,636.00	\$ 124,159.00	\$ 109,260.00	\$ 144,024.00	\$ 94,361.00	\$ 24,832.00
Board Staff Fringe	\$ 181,855.00	\$ 45,464.00	\$ 40,008.00	\$ 52,738.00	\$ 34,552.00	\$ 9,093.00
Board Operations	\$ 85,526.00				\$ 82,736.00	\$ 2,790.00
Outreach	\$ 9,308.00	\$ 3,339.00	\$ 3,339.00	\$ 1,466.00	\$ 1,164.00	
Miscellaneous	\$ 110,075.00	\$ 20,000.00	\$ 20,000.00		\$ 44,314.00	\$ 25,761.00
Workforce Center Rent/Utilities	\$ 775,356.00	\$ 226,787.00	\$ 149,330.00	\$ 228,945.00	\$ 35,379.00	\$ 134,915.00
Special Events	\$ 80,000.00			\$ 60,000.00		\$ 20,000.00
Service Contracts						
<i>Adult/DW</i>	\$ 1,498,061.00	\$ 819,275.00	\$ 678,786.00			
<i>One Stop Operator</i>	\$ 240,000.00			\$ 70,000.00	\$ 100,000.00	\$ 70,000.00
<i>Youth</i>	\$ 1,100,000.00			\$ 1,100,000.00		
<i>IT Support</i>	\$ 50,000.00				\$ 10,000.00	\$ 40,000.00
<b>Totals</b>	\$ 4,626,817.00	\$ 1,239,024.00	\$ 1,000,723.00	\$ 1,657,173.00	\$ 402,506.00	\$ 327,391.00
<i>Balances</i>	\$ 433,432.00	\$ -	\$ -	\$ 430,447.00	\$ 534.00	\$ 2,451.00

	<b>New Year Proposed</b>	<b>Prior Year</b>	<b>Notes</b>
<b>New Revenue</b>	\$ 4,360,249.00		
<b>Projected Carry-in</b>	\$ 700,000.00		
<b>Total Revenue</b>	\$ 5,060,249.00	\$ 5,236,009.00	
<b>Expenses</b>			
<b>Board Staff Salary</b>	\$ 496,636.00	\$ 484,466.00	3% County raises
<b>Board Staff Fringe</b>	\$ 181,855.00	\$ 172,858.00	
<b>Board Operations</b>	\$ 85,526.00	\$ 49,541.00	Eliminated stand-alone communications line
<b>Outreach</b>	\$ 9,308.00	\$ 23,000.00	
<b>Miscellaneous</b>	\$ 110,075.00	\$ 53,551.00	Allows for more flexible movement and respond to unforeseen events
<b>Telecommunication</b>		\$ 91,584.00	Moved to operations and contract lines
<b>Workforce Center Rent/Utilities</b>	\$ 775,356.00	\$ 757,500.00	3% annual escalation
<b>Special Events</b>	\$ 80,000.00	\$ 39,687.00	To allow for event growth
<b>Service Contracts</b>			
<b>Adult/DW</b>	\$ 1,498,061.00	\$ 1,526,500.00	
<b>One Stop Operator</b>	\$ 240,000.00	\$ 240,000.00	
<b>Youth</b>	\$ 1,100,000.00	\$ 1,240,000.00	
<b>IT Support</b>	\$ 50,000.00		Separate line recommended by Auditors
<b>Totals</b>	\$ 4,626,817.00	\$ 4,678,687.00	
<b>Balances</b>	\$ 433,432.00	\$ 557,322.00	