



Strategic Performance and Finance Committee

Meeting Minutes

Wyoming Workforce Development Council
Wednesday, June 19, 2024 at 1:30 PM MDT

Attendance

Present:

Members: Ryan Berger, Katie Hogarty, Tina Conley, Michael Kercher, Travis Lawrence, Brenda Morgan, Charlie Wilson

Guests: Yvonne Adekale, Jennifer Cassidy, Ivy Castleberry, Catrina Coler, Tony Glover, Lacey LaVake, Trevor Mansfield, Robin Martin, Michael Moore, Colet Richardson, Denise Rodriguez, Kristy Tyrney, Christina West, Jennifer Wilch

I. Convene (Presenters: Travis Lawrence)

Meeting called to order at 1:30 pm

II. Roll Call (Presenters: Jennifer Wilch)

Jennifer Wilch took attendance and noted there is a quorum.

III. Approval of April Minutes

Presenters: Travis Lawrence

Motion:

Approval of April Minutes

Motion moved by Ryan Berger and motion seconded by Tina Conley. Approval of April Minutes passed.

IV. Budget, Expenditures & DWS Fiscal 101

Presenters: Jennifer Cassidy

Jennifer Cassidy introduced Catrina Cooler, the new accounting manager of the DWS payables team, and Colet Richardson, grant manager for WIOA, Colet provides assistance with workforce council financials.

Jennifer Cassidy provided a basic overview of WIOA funding, the only funding source of the council.

Federal grant money is awarded to the Workforce Services Agency and is allocated further in the fiscal department. Every year new awards are received and must be spent within three years, unspent funds must revert back to the federal government. The council receives up to 15% of the WIOA funds from youth and adult dislocated worker grants. A review process occurs within the agency for all grant requests and it then comes to the council for a final approval. Part 200 of Title 2 in the Code of Federal Regulations provides budgeting guidance on all awarded federal grant dollars. (2 CFR Part 200)

Regarding local funds, 6.06% of 2024 grant funds have been spent with \$1,771,815 remaining, 61.63% of 2023 grant funds have been spent with \$1,905,104 remaining. Regarding WWDC expenditures, none of

the 2024 grant funds have been spent with \$332,846 remaining, 30.42% of the 2023 grant funds have been spent with \$476,413 remaining, and 99.93% of the 2022 grant funds have been spent with \$313 remaining. 62.35% of the total budget has been spent with \$664,648 remaining as of the end of May.

Motion:

Approval of Budgets & Expenditures

Motion moved by Brenda Morgan and motion seconded by Michael Kercher. Approval of Budget & Expenditures passed.

V. ETPL

Presenters: Lacey LaVake

Lacey LaVake recommended approval of five programs from All Seasons CDL and one program from Carbon County Education Center. Lacey recommended not approving six programs from QS Academy, five from HR Cert Prep Pros, three from American Electrical Innovations LTD, and one from All Seasons CDL. QS Academy is not on their home state ETPL list, and the other programs do not lead to a credential upon completion.

Motion:

Approval of ETPL

Motion moved by Tina Conley and motion seconded by Ryan Berger. Approval of ETPL passed.

VI. Adjourn

Presenters: Travis Lawrence

Meeting adjourned at 1:58 pm