



Strategic Performance and Finance Committee

Meeting Minutes

Wyoming Workforce Development Council
10/16/2024 1:30 PMMDT

Attendance

Present:

Members: Travis Lawrence, Tina Conley, Michael Kercher, Charlie Wilson, Dan Meyer, Director Liz Gagen

Guests: Yvonne Adekale, Lisa Benge, Ivy Castleberry, Catrina Coler, Tony Glover, Brittany Huffman, Lacey LaVake, Melissa Lovett, Trevor Mansfield, Robin Martin, Michael Moore, Colet Richardson, Denise Rodriguez, Holly McKamey Simoni, Kristy Tyrney, Christina West, Jennifer Wilch

Absent:

Members: Katie Hogarty, Ryan Berger, Brenda Morgan

I. Convene (Presenters: Travis Lawrence)

Meeting convened at 1:30 pm.

II. Roll Call (Presenters: Jennifer Wilch)

Jennifer Wilch took roll call and noted we have a quorum.

III. Approval of August Minutes

Presenter: Travis Lawrence

Motion:

Approval of August Minutes

Motion moved by Dan Meyer and motion seconded by Michael Kercher. Approval of August minutes passed.

IV. Budget and Expenditures

Presenters: Colet Richardson

As of the end of September, 56.47% of the WWDC total budget has been spent with \$641,342 remaining. None of the 2024 grant funds have been spent with \$521,614 remaining, 74.87% of the 2023 grant funds have been spent with \$119,728 remaining. Regarding local funds, 80.81% of the total budget has been spent with \$2,389,955 remaining. 41.39% of the 2024 grant funds have been spent with \$1,468,805 remaining, 83% of the 2023 grant funds have been spent with \$843,894 remaining, and 98.45% of the 2022 grant funds have been spent with \$77,256 remaining.

V. Contracts for 2025 (Presenters: Jennifer Wilch)

Jennifer presented an action item to the committee to amend existing contracts with John Melville of Collaborative Economics for \$91,920 and OnBoard for \$22,377.98, which includes a 6% increase. Both were awarded the 2024 contracts, and the amendments would allow them to continue providing service in 2025.

Motion:

Approve Contracts for 2025

Motion moved by Michael Kercher and motion seconded by Tina Conley. Approval of contracts for 2025 passed.

VI. ETPL

Presenters: Lacey LaVake

Lacey LaVake presented three new programs to the committee to recommend for approval that include CDL training offered by Gillette College, Commercial Motor Vehicle Driver Training Program offered by Northern Wyoming Community College District, and Real Estate Pre-Licensing classes offered by Wyoming Real Estate Institute - Johnson Home & Land, Inc. Not recommended were 10 new programs provided by Cybertec Technologies and QS Academy. Additionally, Mountain West CDL School and Western Welding Academy had cost increases that were recommended for approval.

Motion:

Approval of ETPL List

Motion moved by Charlie Wilson and motion seconded by Michael Kercher. Approval of ETPL list passed with an amendment to approve all recommendations with the exception of one cost increase.

VII. In-Demand Occupations and Monitoring Policy Update (Presenters: Trevor Mansfield)

Trevor Mansfield updated the committee on in-demand occupations, and the new policy was provided for review through OnBoard. WIOA requires the council to perform monitoring, and the Department of Workforce Services (DWS) also has a new policy with similar requirements.

VIII. Next Gen Sector Partnership Support Grant Spending Target Discussion (Presenters: Jennifer Wilch)

Jennifer Wilch summarized the recent approval of the amendment to the Next Gen Grant application passed by the committee and then passed by the council as a whole. The Next Gen committee desires a spending target allotted as a line item budget for the council to provide financial parameters to work around. Additional discussion occurred on general accounting for the council and Department of Workforce Services (DWS). Chairman Travis Lawrence recommended continuing the discussion to identify the line item amount and budgetary considerations.

IX. State Plan Strategies (Presenters: Jennifer Wilch)

Jennifer Wilch asked committee members to identify which sections of the outlined strategies they desired to work on. The outlined strategies will guide work for the next four years.

X. **Adjourn**

Presenters: Travis Lawrence

Meeting adjourned at 2:41 pm.