



# Strategic Performance and Finance Committee

## Meeting Minutes

Wyoming Workforce Development Council  
12/18/2024 1:30 PMMST

### **Attendance**

#### **Present:**

Members: Tina Conley, Matthew Davis, Michael Kercher, Travis Lawrence, Dan Meyer, Brenda Morgan, Charlie Wilson, Debra Zolnoski

Guests: Nikki Baures, Jennifer Cassidy, Ivy Castleberry, Catrina Coler, Tony Glover, Lacey LaVake, Melissa Lovett, Trevor Mansfield, Michael Moore, Colet Richardson, Robin Sanders, Jennifer Wilch

#### **Absent:**

Members: Ryan Berger, Katie Hogarty

#### 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 Oct Minutes

Presenters: Travis Lawrence

#### **Motion:**

Approval of October Minutes

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

#### IV. Basics of Parliamentary Procedure & Roberts Rules of Order

Presenters: Ivy Castleberry

Ivy Castleberry explained Robert's Rules of Order and Parliamentary Procedure to the committee. The current operating procedure aligns with Roberts Rules of Order, a more formal version of Parliamentary Procedure. Proposed changes to the WWDC bylaws recommend utilizing Parliamentary Procedure going forward.

#### V. Budget & Expenditures

Presenters: Colet Richardson

Colet Richardson presented revisions based on feedback provided by the committee and taken into consideration at the recent WWDC quarterly meeting. The fiscal reports now include a quarterly summary and project expiration dates. As of the end of November, 41.025% of the WWDC total budget has been spent with \$1,041,824 remaining. None of the 2024 grant funds have been spent with \$795,099 remaining, 79.89% of the 2023 grant funds have been spent with \$95,814 remaining, and 69.11% of the 2022 grant funds have been spent with \$146,801 remaining. Regarding local funds, \$10,416,426 has been spent with \$4,147,163 remaining. There was a large increase in contract expenditures in the WWDC budget due to an invoice at the end of a service period for evaluations and service dates in June of 2023 through July of 2024. Micro-credentialing expired in August of 2024, however, the fiscal department is still waiting on remaining invoices to spend the remaining funds. The rest of the projects on the WWDC budget have not expired and are currently still active.

**Motion:**

Approve Budget & Expenditures

Motion moved by Tina Conley and motion seconded by Brenda Morgan. Motion to approve budget and expenditures passed.

VI. Next Gen Academy Budget Request

Presenters: Jennifer Wilch

The Sector Partnerships & Careers Committee is requesting a budget of \$15,000 to host the 2025 Next Generation Sector Partnership Academy on April 23-24, 2025 to be held again in Cheyenne. Most of this cost is for hotel rooms and since the inception of the Academy, the WWDC has paid for hotel rooms for the participants. A small amount of the budget will go towards materials needed at the event. A large block of hotel rooms ensures all who would like to attend are able to do so in addition to encouraging new participants to attend.

**Motion:**

Next Gen Academy Budget Request

Motion moved by Charlie Wilson and motion seconded by Brenda Morgan. Approval of Next Gen Academy budget request passed.

VII. ETPL

Presenters: Lacey LaVake

Lacey LaVake provided the committee with suggested new programs to be added to the ETPL list including WyoTech applied Welding Technology, three University of Wyoming programs, Agribusiness Leadership Certificate, Organizational Leadership Certificate, and Health Leadership Certificate. Two programs for the committee to review include the Startup Hakk Coding Bootcamp and Pontis Community Service Bookkeeping program. Recommended programs for removal from the ETPL list are from Western Wyoming Community College that include, Oil & Gas Production Operator Certificate, Associate of Science

in Biology, Industrial Maintenance Certificate, and Associated of Applied Science Diesel & Heavy Equipment Technology.

**Motion:**

Approval of ETPL List

Motion moved by Tina Conley and motion seconded by Matthew Davis. Approval of suggested programs, not approved new reviewed programs, and remove the suggested programs.

VIII. ETPL Process Changes Discussion

Presenters: Trevor Mansfield

Trevor Mansfield shared details with the committee about a process of review and revision that has taken place in order to make the ETPL process more clear and informative.

IX. WWDC Bylaws Changes

Presenters: Jennifer Wilch

Jennifer Wilch shared details regarding the revisions to the WWDC bylaws. Chairman Trowbridge requested all members review the bylaws and revisions. Some of the revisions include the addition of procedures for the removal of council members as requested by the Governor's office and the US Department of Labor, and the addition of term limits. Additional revisions were made to include regulatory requirements along with citations. Provide any questions or comments to Jennifer Wilch or Chairman Eric Trowbridge by January 3rd. Everyone can discuss and vote at the virtual quarterly meeting on January 9, 2025. The chairman has requested the bylaws be reviewed annually.

X. Adjourn

Meeting adjourned at 4:20 pm.