



Strategic Performance and Finance Committee

Meeting Minutes

Wyoming Workforce Development Council
2/19/2025 1:30 PMMST

Attendance

Present:

Members: Tina Conley, Michael Kercher, Travis Lawrence, Brenda Morgan, Debra Zolnoski
Guests: Nikki Baures, Jennifer Cassidy, Catrina Coler, Tony Glover, Lacey LaVake, Melissa Lovett, Trevor Mansfield, Michael Moore, Colet Richardson, Robin Sanders, Holly Simoni, Kristy Tyrney, Jennifer Wilch

Absent:

Members: Matthew Davis, Elizabeth Gagen, Dan Meyer, Charlie Wilson

I. Convene (Presenters: Travis Lawrence)

Meeting convened at 1:36 pm.

II. Roll Call (Presenters: Jennifer Wilch)

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

III. Approval of December Minutes (Presenters: Travis Lawrence)

Motion:

Approval of December Minutes

Motion moved by Brenda Morgan and motion seconded by Michael Kercher. Approval of December minutes passed.

IV. Budget & Expenditures (Presenters: Colet Richardson)

Colet Richardson added a monthly average to provide a comparison with average expenditures. As of the end of January, 54.75% of the WWDC total budget has been spent with \$799,251 remaining, 93.95% of the 2023 grant funds have been spent with \$28,811 remaining, and 5.4% of the 2024 grant funds have been spent with \$770,440 remaining. Regarding local funds, \$14,563,590 has been spent with \$3,259,255 remaining.

Motion:

Approve Budget & Expenditures

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

V. ETPL (Presenters: Lacey LaVake)

Lacey LaVake provided the committee with a suggested new program to be added to the ETPL list, including Software Development Associate of Science from Northwest College and a program price increase from the Campbell County Health Certified Nursing Assistant program. Additional programs for review by the committee include QS Academy Cybersecurity Bootcamp, Cloud Engineering Bootcamp, and Medical Assistant Masters Bootcamp. Western Welding Academy Expert Pipe Welder Course with updated costs, Foundational Pipe Welder, and Professional Pipe Welder. Programs to be removed from the ETPL list due to no longer being offered include Roadpro Commercial Training of Wyoming LLC Commercial Truck Driving and QS Academy Cybersecurity.

Motion:

Approval of programs from Northwest College & Campbell County Health added to ETPL list, no approval of QS Academy programs, approval of Western Welding Academy's new program & costs, approval of suggested program removals from Road Pro & QS Academy

Motion moved by Tina Conley and motion seconded by Brenda Morgan. Approval of program additions and removals to the ETPL list passed.

VI. Basics of Parliamentary Procedure Handout

Jennifer Wilch provided a handout with an overview of the basics of Parliamentary Procedure for committee members to review.

VII. Adjourn

Meeting adjourned at 2:01 pm.