

**ECONOMIC GROWTH REGION 6
WORKFORCE INVESTMENT BOARD
BUDGET & ADMINISTRATION COMMITTEE
September 14, 2011
Meeting Minutes**

Present: Stuart Armstrong, Dr. Rob Jeffs and Jerry Sprouse

Absent: None

Others Present: Cathy Cross and Barbara Street

Quorum to conduct business: Yes

Required votes to conduct business: Majority

CALL TO ORDER: The meeting was called to order at 11:00 AM at the WorkOne Office by Co-Chair Jerry Sprouse.

DECLARATION OF CONFLICTS OF INTEREST: None were declared.

REVIEW AND APPROVAL OF MEETING MINUTES: The minutes of the June 8, 2011 meeting were reviewed and approved by motion of Stu Armstrong with a second by Dr. Jeffs and motion passed unanimously.

FINANCIAL REVIEWS

Monthly Board Governance Reports: The monthly board governance report for the year ending June 30, 2011 was included in the mailing. Stuart Armstrong made a motion to approve the report as published. Jerry Sprouse seconded the motion and the motion was approved unanimously. The YTD monthly board governance report for the month ending July 31, 2011 was distributed for review. Stuart Armstrong made a motion to approve the report as published. Dr. Jeffs seconded the motion and the motion was approved unanimously.

Monthly Financial Metric Report: The Monthly Financial Metric Report for the Year Ending June 30, 2011 was provided to the committee in the meeting materials. Stuart Armstrong made a motion to approve the report as published. Jerry Sprouse seconded the motion and the motion was approved unanimously. It was the consensus of the group that the Financial Metrics Report would be completed on a monthly basis and sent to the Budget & Administration Committee members. The Committee will report to the Board on a quarterly basis.

Audit & Monitoring Reports for Year Ending June 30, 2011: A copy of the Initial and Final Audit Determination Letter from the Indiana Department of Workforce Development was provided to the Committee. While this is subject to the review and approval by Dept. of Labor, the Audit Report for this period is considered closed by the Indiana Dept. of Workforce Development. Street reported that the monitoring oversight of the Committee includes the oversight of the monitoring process and review of the report once it is finalized for the corporation. For ASG and RWB/WIB it is the Indiana Department of Workforce Development who conducts that monitoring. A copy of the Monitoring Report and final resolution was provided to the Committee. One of the required follow-up issues is to establish Travel Policies for the WIB. A draft travel policy was provided for Committee review and recommendation to the WIB. Stuart Armstrong made a motion to recommend the acceptance of the Monitoring Report as written and to recommend the approval of the draft travel policy by the WIB. Jerry Sprouse seconded the motion and the motion passed unanimously.

Discussion of Quarterly Reports: The financial report which was prepared and reviewed by the ASG, Inc. Board of Directors was presented to the Budget & Administration Committee for discussion. The Committee consensus was for the preparation of the Asset & Liability Report to be prepared and provided to the Committee on a quarterly basis.

PY 11 (7/1/11 – 6/30/12) BUDGET UPDATE: Cathy Cross provided an update to the Committee on the PY11 Budget. This update included the encouragement of Dept. of Workforce Development to plan on carry-in of funds into next year based upon expected funding reductions. Input was provided for the presentation for the WIB.

EGR 6 WIB CONTROLS REPORT/RECOMMENDATIONS: Tabled until the next meeting.

COMMITTEE WORK PLAN DISCUSSION: In consideration of time this agenda item was tabled until the next meeting.

ADJOURNMENT: With no other business to be acted on at this time the meeting was adjourned at 1:00 PM. The next meeting will be scheduled as required.

Respectfully submitted,

Cathy Cross