



Strategic Performance and Finance Committee

Meeting Minutes

Wyoming Workforce Development Council
Wednesday, April 17, 2024 at 1:30 PM MDT

Attendance

Present:

Members: Ryan Berger, Tina Conley, Michael Kercher, Travis Lawrence

Guests: Jennifer Cassidy, Ivy Castleberry, Tony Glover, Fabian Lobera, Trevor Mansfield, Robin Martin, Brittany Redenbaugh, Denise Rodriguez, Holly Mckamey Simoni, Kristy Tyrney, Christina West, Jennifer Wilch

Absent:

Members: Charlie Wilson

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 March Minutes

Presenters: Travis Lawrence

Motion:

Approval of March Minutes

Motion moved by Michael Kercher and motion seconded by Tina Conley. Approval of the March minutes passed.

IV. Expenditures

Presenters: Jennifer Cassidy, Brittany Redenbaugh

Regarding local funds, 75.57% of 2023 grant funds have been spent with \$1,014,553 remaining. Regarding WWDC expenditures, 68.3% of the total budget has been spent at the end of March, and 89.28% of 2022 grant funds have been spent with \$50,938 remaining. \$476,413 of 2023 grant funds have been spent with \$403,214 remaining in the budget. The current grant ends on June 30, 2024, with a new grant arriving to add to the budget.

Motion:

Approval of Budget and Expenditures

Motion moved by Tina Conley and motion seconded by Michael Kercher. Approval of budget and expenditures passed.

V. PY23 Funding Change Request

Presenters: Trevor Mansfield

Trevor Mansfield presented a request to the committee for the transfer of funds within the department's budget to move \$150,000 from administration to participants to make sure there is enough funding for those participants through the end of June 2024. There has been less administrative costs with the new MIS system.

Motion:

Approval of PY23 Funding Change Request

Motion moved by Ryan Berger and motion seconded by Michael Kercher. Approval of PY23 funding change request passed.

VI. PY24 Funding Allocations

Presenters: Trevor Mansfield

Trevor Mansfield presented a suggestion regarding the PY24 grant funding allocation for the council to take the full amount of the 15% reserve totaling \$814,392.30.

Motion:

Approval of PY24 Funding Allocations

Motion moved by Ryan Berger and motion seconded by Michael Kercher. Approval of PY24 funding allocations passed.

VII. ETPL

Presenters: Lacey LaVake

Sublette BOCES veterinary assistant program that is being administered by Ed2Go has a program cost increase. Some additions were added to the course that include comprehensive training videos, enhancements on veterinary medical terminology, and more employment resources for graduates. No additional recommendations at this time.

Motion:

Approval of ETPL Provider List

Motion moved by Michael Kercher and motion seconded by Tina Conley. Approval of ETPL provider list passed.

VIII. NIU Contract Amendment

Presenters: Jennifer Wilch

Jennifer Wilch presented a request \$45,000 for the 2024-2025 Evaluation contract with NIU. The contract is set to expire on June 30 and currently there is quantitative analysis evaluation in progress. NIU has created and finalized the questions to be asked of workforce staff in May. Jennifer explained it would be more costly to hire a staff member to perform these evaluations required of the council. According to Jennifer's research NIU is an ideal vendor to carry out this task as they are considered the gold standard according to the Department of Labor.

Motion:

Approval of NIU Contract Amendment

Motion moved by Tina Conley and motion seconded by Michael Kercher. Approval of NIU contract amendment passed.

IX. Adjourn

Presenters: Travis Lawrence

Meeting adjourned at 2:09pm