

Finance

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Updates: (January 28 notes are followed by February 12 Notes)

January 28

Reviewed objectives and list of current fiscal policies. The group prioritized the policies that need to be addressed first, as there are over 25 policies. Subgroups were formed as follows:

- **Cost Allocation**-Les Williams (lead), Jeff Balogh, Lori Rice, Cathy Cross, Tara Bradley
- **Regional Contracting/Subrecipients**-David Spears (lead), Beth Suman, Tara
- **Procurement/Prior Approval**-Sue Bublitz (lead), Jennifer Zatarski, Cathy Cross, Les Williams/Barb, Tara

- **Perf Based Funding/Pay for Performance**-Alishea Hawkins (Lead), Tehea, David Spears, Tara
- **Admin Definition/Allowable Costs**-Deetra Smith (lead), Jackie Zangrilli/Carla Crowe, Beth Suman, Teresa Koleszar, Brian Atkinson

The new OMB super circular was discussed and whether to implement early. Everyone will give their feedback to Les Williams on this issue over the next two weeks.

The state has procured OMB circular training that is scheduled for March, and will seek to allow local fiscal officers to attend.

February 12, 2015

Conference Call Notes-Finance Workgroup- Participants: Deetra Smith, Brian Atkinson, Les Williams, David Spears, Jeff Russell, Tehea Harding, Beth Suman, Lori Rice, Carla Crowe, Tara Bradley, Bill Nonte, Donna Lovelady (for Alishea Hawkins)

Not able to be on the call: Jeff Balogh, Sue Bublitz, Jennifer Zatarski, Cathy Cross, Holly Brauneller, Jackie Zangrilli, Theresa Koleszar

Each of the subgroups provided an update on its progress:

Regional Contracting: David Spears reported that his group met via conference call last week. There was discussion surrounding different contracting methods. Methods discussed included WIBs contracting for staff (as opposed to hiring staff) and Regional One Stop Operator services, WIBs contracting for only Regional One Stop Operator services, WIBs contracting for Regional One Stop Operator services and service provision, and WIBs contracting for staff, One Stop Operator services, and service provision.

We looked at two current DWD policies regarding contracting, 2007-14 (Regional Contracting) and 2011-16 (WIA Subrecipients, Vendors, and Agents).

Ultimately, we decided to recommend that Policy 2007-14 be rescinded in favor of a new policy. The three of us in our sub-group agreed to investigate other state's policies regarding contracting and sub-contracting to gather some potential language to be used in a new DWD policy. We agreed to draft a policy with the information gathered, knowing that it would ultimately need to be updated and changed upon issuance of the WIOA Regulations.

For Policy 2011-16, we recommend that the policy be updated including the insertion of new references to replace those now outdated. Beth agreed to take the lead in updating this policy on behalf of our group.

We agreed to reconvene on Monday, February 16th at 2:00 pm to assess progress on our agreed upon assignments.

Cost Allocation: Les Williams reported that he sent out a draft cost allocation policy to his group members for their review and comment. He received a couple of comments back from the group and has incorporated changes into the policy. He also has sent a couple of questions to DOL for their input and is waiting on their response. He will be sending out the revised policy to his group for a final comment. Then he will send the draft policy to Tara to upload onto web-planner. It will be filed in two formats: pdf and Word. If you have comments on the policy, please make them directly on the WORD document and send to Les for his review. This group is close to be finished with its draft policy.

Performance Based Funding: Tara Bradley is taking over the lead of this group due to the work schedule of Alishea Hawkins. This group is meeting next week via conference call to start the discussions on the policy.

Procurement/Prior Approval: Sue Bublitz was not able to be on the call today. Les will follow up with her regarding next steps since he is on the group. Sue had sent out an initial email regarding procurement references.

Admin Definition/Allowable Costs: Deetra Smith reported out that she had drafted a policy for the Administration Definition and received back feedback from her group and will have a DRAFT policy for the Admin Definition to be uploaded onto Web-planner as well. She stated that the “definition” was more clear because of the WIOA Law. More detail will need to be added later once the Regulations are released. Next Step is to develop an Allowable Costs draft policy. This will also be developed more specifically once the regulations are released. Initial Thoughts are to have a Matrix.

Next steps:

We decided that we would take two more weeks to finalize draft policies for this first round. Our process will be to take one month for each of the policies to be done, with a two week follow up during the middle of the month. We will have a conference call in two weeks regarding these workgroups and to determine next policies to be draft/reviewed. Tara will work with Bill to determine a couple of dates and times to choose from so that if possible, more can be on the call.

WIOA Finance Workgroup Conference Call notes from 2/27/2015

Bill Nonte gave an update on his meeting at NASWA conference.

Updates from workgroups:

Regional Contracting: Workgroup finalized DWD 2011-16 changes to insert new references to replace those that were outdated. David Spears is finalizing the draft language recommendations for a Contracting/Sub contracting new policy.

Cost Allocation: Draft policy language is finalized. Les Williams will be bringing back feedback from his meeting in Chicago with Region 5 DOL during the second week of March. We will also incorporate any language changes as a result of WIPFLI Circular training the first week of March.

Performance Based Funding: This group is continuing to meet. We have been unable to do so due to schedules.

Administrative Definition/Allowable Cost Policy: Draft language for the Administrative Definition has been submitted. We will update with language from the Regulations as they are released. Determining the need for an Allowable Cost Policy.

Procurement and Prior Approval: Workgroup was not able to meet. This group will continue its work through March and April. This will allow input from WIPFLI and DOL training to be included.

Next set of workgroups:

Performance Based Funding and Procurement and Prior Approval will continue to meet. Performance Based funding group consists of Tara Bradley, David Spears, Alishea Hawkins, and Tehea Harding. Procurement and Prior Approval group consists of Tara Bradley (who will take lead) Jennifer Zatarski, Les Williams (who will be represented by Barb Milligan) and Cathy Cross.

NEW Financial Reporting/Reporting AER, SWIC DOL-former Cost Allocation Workgroup will work on this draft language. Group consists of Jeff Balogh, Lori Rice, Les Williams, Cathy Cross, and Tara Bradley. (Les Williams is lead)

NEW Transfer of Funding/Deob, Reob, and Transition Funding-former Regional Contracting subgroup will work on this. Group consists of David Spears (who will take lead), Beth Suman, and Tara Bradley.

NEW Subrecipient Audit and Audit Monitoring Resolution Policy-former Administrative Definition subgroup will work on this. Group consists of Brian Atkinson, Beth Suman, Holly Brauneller, Jackie Zangrilli, and Deetra Smith (who will take lead) and Theresa Koleszar.

Group will work on these new policies for the next few weeks.

We then had a discussion about the listing of policies and those remaining. Bill Nonte encouraged us to review listing and to make sure that we believe there is a need for a policy. Many items are clearly outlined in Uniform Guidance and/or Law and Regulations. Tara will update Policy Listing on Webplanner and send out to workgroup as well. This listing will include initial recommendations of remaining policies than need to be drafted.

We will meet again in a few weeks for an update. Goal for completion of draft language will be mid-April.