

**BWDP Conference Call  
With WIB Directors and Fiscal Agents  
January 8, 2008**

Chris Enright, Director of BWDP hosted a conference call with the WIB Directors and some Fiscal Agent Staff to talk about any major issues that need to be resolved and to ensure them that BWDP will work in partnership with the local areas in development of policies and procedures.

**Chris explained that she is no longer Acting, she is the Director and that her team included:**

- **Jim Rabenold**
  - **Field Operations, CLOC Unit and CWDS**
- **Bill Moulfair**
  - **Supervisor of Fiscal/Contracting, BWDP, RR/Trade**
- **Gina Frye**
  - **Administration and Personnel**

**Major areas of focus:**

1. **Building relationships with the local areas by being open to ideas.**
2. **Requested local areas to email or call Chris to let her know if there are any pending issues that need to be resolved right away.**
3. **Working on in-house issues.**

**In response to the email notice there were three topics that needed to be addressed**

1. **Fiscal**
  - a. **What money is available for this remaining year?**
    - i. **There is about \$1M Rapid Response funds available**
    - ii. **They are currently reviewing actual expenses to determine what other funding is available.**
  - b. **What recessions are going to be made?**
    - i. **USDOL is having a conference call with the States on Monday, January 14<sup>th</sup> and on Tuesday, January 15<sup>th</sup> they will talk with the Governors Association.**
    - ii. **Chris will contact the local areas after these calls are completed to give an update or status report.**
    - iii. **If PY2005 is 100% expended and a rescission is made on that year, the rescission maybe taken from current year funds.**
  - c. **What RSA resources will be made available for next year?**
    - i. **Jim Rabenold and Tom Whetsel are going to setup a conference between the fiscal agents and BWDP to talk about this process.**
    - ii. **Local areas stressed that funding must be know as soon as possible and that we will need state support if major changes are required due to loss of funds.**
    - iii. **BWDP wants are suggestions on what we want to do with our sites.**
    - iv. **Has there been communications with other State partners to determine how they are going to participate in the sharing of costs and monies available?**
    - v. **What is the reporting requirements going to be, due dates, etc.**

**Sandi Vito stated that BWDP fiscal situation needs to be resolved and that right now it looks like BWDP is in a deficit. With the federal cuts, costs are going to have to be decreased throughout the state.**

**PA Partners has completed the local areas financial status survey results and there will be a meeting to talk about the issues.**

2. CWDS
  - a. Working on fixing the major problems that were noted.
  - b. Meeting with Deloitte 1/9/08 to bring BWDP up-to-date
    - i. Local areas suggested that the fixes be made before phase II is started.
    - ii. What is happening with the survey requesting local area's current systems, will there be additional costs if added to CWDS? This could wait until CWDS is better operating.
3. Staff Training/Development
  - a. Temporary on hold
    1. Reviewing results of training
    2. Look for other ways to get training to staff by late spring.
  - b. Create a steering committee
    - i. Local area may participate on the committee
      1. Issue with staffing when they are at training. It is effecting customer services
4. Rapid Response – local asked if BWDP would consider allocation these funds.
  - a. BWDP did not see a reason to do this, unless the local could give them a reasonable rational for this change.
5. How should BWDP communicate
  - a. Conference Calls
  - b. PA Partners and WIB Association
  - c. Who communicates with who?
    1. This is a big issue and it comes down to governance. A committee may be established to address this issue.
6. How to close a CareerLink Guide
  - a. Development of a guide to help local areas know what has to be done in order to close a site.

#### Summary

- Schedule ongoing monthly meetings with local areas
- Sandi Vito is going to work on Governance issues
- Joint BWDP/Fiscal Agent/WIB – RSA process
- Participate in PA Partners and WIB Association meetings
- Everything is on the table, BWDP is willing to listen.

*Notes compiled by Pauline Guffey.*