



# Hennepin-Carver

## Workforce Development Board

### **Hennepin-Carver Workforce Development Board**

**Action Request: 2025-2**

**Topic: HCWDB Budget**

**Board Meeting Date: May 14<sup>th</sup>, 2025**

---

#### **Item Description**

Proposed 2025 Annual Budget for the operations of the Hennepin-Carver Workforce Development Board.

#### **Action Needed**

A motion (and second) to approve the 2025 Annual Budget for the operations of the Hennepin-Carver Workforce Development Board.

#### **Background**

Per the Workforce Innovation and Opportunity Act (WIOA) (20 CFR § 679.370), the Local Workforce Development Board (WDB) is required to develop a budget for the activities of the Local WDB.

The HCWDB Budget includes budget lines accounting for food and beverages for five (5) board meetings and conference-related expenses, such as registration and travel.

#### **Staff Recommendation**

Approve the 2025 Annual Budget for the operations of the Hennepin-Carver Workforce Development Board.

#### **Attachments**

2025 HCWDB DRAFT Annual Budget



# Hennepin-Carver

## Workforce Development Board

**Hennepin-Carver Workforce Development Board**  
**DRAFT 2025 Annual Budget**  
**Workforce Development Board Activities**

**DRAFT**

<b>Line Items &amp; Description</b>	<b>Budget</b>
<b>Staffing</b> - based on meeting preparation time, time spent supporting committees, and time spent supporting the full board	\$0.00
<b>Per Diem</b> - no per diem is paid to Board members or City Staff	\$0.00
<b>Lunch &amp; Refreshments</b> – lunch and refreshments estimated at \$300.00 per full board meeting x 5 meetings in calendar year 2025	\$1,500.00
<b>Space</b> - No space charges for LWDB activities	\$0.00
<b>Travel</b> – non LWDB meeting travel, including out of state estimated at: <ul style="list-style-type: none"><li>• MAWB (\$1,300 pp) x 3 ppl</li></ul>	\$3,900.00
<b>Miscellaneous</b> – meeting supplies and other costs	\$0.00
<b>TOTAL:</b>	<b>\$5,400.00</b>