



FINANCE COMMITTEE

Wednesday, July 27, 2011

3:00 P.M.

WorkLink Office

AGENDA

I.	Call to Order		David Collins
II.	Approval of May 31, 2011 Minutes	*	David Collins
III.	Ratification of Email Votes a. SCDEW ARRA WorkKeys® Grant Modification Email Vote b. ARRA DW Expenditures c. WorkKeys® Testing for Employers Email Vote		David Collins
IV.	LMI Analysis		Dr. Ronnie Booth
V.	WorkLink PY'10 & PY'11 a. PY'10 Budget Review i. ResCare ii. PYC iii. Overall iv. Fund Utilization & Estimate of Carryover b. Status of PY'11 Allocations c. PY'11 Budget Modifications	*	David Collins
VI.	Other Business		David Collins
VII.	Adjournment		



**Finance Committee
Meeting Minutes
May 31, 2011
WorkLink Conference Room**

Members Present:

David Collins – Chair
Dr. Ronnie Booth

Danny Brothers

Kristi King-Brock

Members Absent:

Stan Brooks

Steve West

Staff Present:

Sharon Crite
Windy Graham

Jennifer Kelly
Crayton Pruitt

Brandi Runion

Guests:

Deborah Giordano
Butch Harris

Ron Mattox
Dr. Lisa McWherter

Steve Pelissier

I. Call to Order

Chairman David Collins called the meeting to order. He announced that the meeting was being recorded for processing of the minutes. A quorum was present to conduct the business of the Committee.

II. Approval of February 23, 2011 minutes

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes as written; motion seconded by Kristi King-Brock. The motion carried with unanimous voice vote.

III. Ratification of Email Votes

a) March 28- ARRA Cubicles & Rebranding

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote from March 28, 2011 regarding ARRA Cubicles & Rebranding; motion seconded by Kristi King-Brock. The motion carried with unanimous voice vote.

b) May 4- PYC Budget, ResCare Modification, & NFA Transfer

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote from May 4, 2011 regarding PYC Budget, ResCare Modification, & NFA Transfer; motion seconded by Kristi King-Brock. The motion carried with unanimous voice vote.

IV. ARRA WorkKeys® Modification Request from SCDEW

Brandi Runion explained that we have been notified by SCDEW that they would like to request a modification to the WorkKeys® grant. She reviewed the update and stated that the SCDEW WorkKeys® position would be eliminated as of June 30, 2011. She explained that SCDEW was unable to get the request to us before the meeting and that the committee would be receiving an email vote soon.

V. ResCare PY '10 & '11

a.) ResCare PY '10 Summary

Chair Collins asked for an update from the morning meetings regarding CAP. Brandi Runion reviewed the meetings by using a summary from Dr. Mary Gaston.

Dr. Ronnie Booth reiterated the statement read by Brandi Runion and gave an overview of how the morning's meetings had gone. Kristi King-Brock also reiterated some of the same points and pointed out that in summary the concerns were the promises that were made when the contract was awarded and the inability to live up to the promises as they were presented. Dr. Ronnie Booth referenced the numbers and total percentages that had been reviewed and that they appeared unbalanced.

Brandi Runion reviewed page 10 of the packet provided, she explained that ARRA was used first, but they are now into formula funds.

b.) ResCare- De-obligation of ARRA DW Funds

Brandi Runion stated that page 12 of the packet provided shows that ResCare was estimating that they would be unable to spend approximately \$160,000 from their ARRA DW Grant that ends June 30, 2011.

Chair Collins expressed concern about so much of the proposed distribution of funds going towards salaries, fringe, and indirect.

Brandi Runion stated that page 11 of the packet provided gives the recommendations and options available for the Finance Committee to review to help with their decision on deciding what to do with the funds.

COMMITTEE ACTION TAKEN: Kristi King-Brock made a motion to de-obligate funds from ResCare's ARRA DW Grant to be used for WorkLink to transfer salaries, fringe, & related costs from Formula Funds; motion seconded by Dr. Ronnie Booth. The motion carried with unanimous voice vote.

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to allow ResCare to purchase \$20,000 in laptops for OneStop On-the-Go primarily for Rapid Response purposes from their ARRA DW Grant; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.

Dr. Ronnie Booth stated that some of the surplus could be used for an area business assessment. He asked what would need to be done by June 30th to have an assessment done. Steve Pelissier stated that it is generally not a good practice to pay for a contract in advance of the service but that it could

technically be done before June 30th. He stated that it would be best to check with the State, if a State entity was chosen for the contract that procuring services could be avoided.

Jennifer Kelly stated that other areas have expressed interest in doing a survey of this nature. Dr. Ronnie Booth stated that he would like to have the study stay in our three county area.

Steve Pelissier expressed that he thought the contract deadline could be met before June 30th.

Dr. Ronnie Booth asked if there were previous base models of such a proposal from other areas that we could use in our area as a guide. Steve Pelissier stated that he felt that a new proposal for our area in particular could be written rather quickly.

David Collins asked if there were State entities that could complete the required process and get the necessary steps completed to avoid procurement before the deadline. Dr. Ronnie Booth stated that there were.

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion that the remaining dollars from ARRA DW Funds be de-obligated from ResCare's ARRA DW Grant to be used to pay towards an analysis of needs assessment (labor market analysis); motion seconded by Kristi King-Brock. The motion carried with unanimous voice vote.

c.) ResCare PY'11 Budget

Brandi Runion brought ResCare up to speed on the items previously covered on the agenda in regards to ARRA DW Funds. She then referred committee members to pages 13-18b of the packet provided to review Plan A for the Budget and also referred committee members to pages 34-40 of the packet provided to review Plan B for the budget. She pointed out that the highlighted items were only being funded for three months. She proceeded to go line by line to review changes and notes with each budget plan. She stated that pages 34-36 of the packet provided were recommended changes to the proposed budget.

Kristi King-Brock asked that the three month projection for supportive services on page 36 of the packet provided, be continued as normal until carry-over funds were available to fund the remainder of the year.

Dr. Ronnie Booth reviewed why the decisions were made to not pay for a WorkKeys® Coordinator as well as not funding guards at the Seneca and Liberty OneStops. Deb Giordano stated that the current demands for WorkKeys® operations would keep the OneStop Coordinators from being able to do an effective job of managing the OneStops if a designated WorkKeys® Coordinator was not in place.

Dr. Ronnie Booth asked what was currently done if businesses sent candidates into the OneStops. Brandi Runion stated that WorkLink currently bills those companies for whatever the cost of the test ends up being for that participant.

Deb Giordano gave an overview of using a part-time person to run WorkKeys® and covered the proposed raises for current employees.

Jennifer Kelly stated that funding a WorkKeys® Coordinator through charging more for the tests administered could possibly fund the position created.

Chair Collins reviewed the summary of the differences between the two plans to ensure that he was clear on their differences.

Dr. Ronnie Booth reviewed the Intensive Services vs. Staffing Costs and expressed his concern of the small amount of the funds going directly towards direct services for participants.

Jennifer Kelly asked what effects the budget proposals would have on the On-the-Go Facilitator. Deb Giordano stated that they had not yet looked into what their plan would be for that individual. Chair Collins asked for insight of what Jennifer Kelly was trying to determine from her question. Jennifer Kelly stated that she was checking on the On-the-Go Schedule since it was voted on by the Board and she wanted to ensure that it was still being followed.

Brandi Runion stated that the Client Flow Projections on page 37 of the packet provided would be used for both plans. Dr. Ronnie Booth asked if the projected numbers would stay the same regardless of which plan is chosen. Deb Giordano stated that their intention would be to keep the numbers the same but that the decisions on the budget could force for some re-evaluation of amount of duties for staff and thus might require a reduction of projected client flow.

Chair Collins stated that it sounds as though there is actually a Plan C that is on the table, by keeping salaries from Plan A but without the WorkKeys® Coordinator, that money being used to fund supportive services and keeping security only at the Anderson OneStop. Kristi King-Brock suggested that the plan be voted on today and come back with any modifications needed. The committee members stated that they would like to see an ad-hoc committee created to determine the options of how to deliver WorkKeys® testing to employers.

COMMITTEE ACTION TAKEN: Kristi King-Brock made a motion to approve Plan B as stated for changes with WorkKeys® to be decided by an AdHoc Committee; the motion was seconded by Danny Brothers. The motion carried with unanimous voice vote.

Butch Harris asked what other services come with WorkKeys®. Dr. Ronnie Booth explained that WorkKeys® is an assessment and that it matches profiles for showing qualified levels of the participants that have been tested. He explained how companies can do a profile and allow for matching of a larger pool of applicants to their specific jobs available. He stated that there is a lot of need for WorkKeys®, our area is just not setup for it right now. He stated that it is a strong economic recruiting piece.

VI. PYC PY '10 & PY '11

a.) PYC PY '10 Summary

Brandi Runion referred committee members to page 19 of the packet provided to review the PYC '10 Budget Summary. She asked if there were any questions about the charts shown, she stated that looking at the charts there is currently around \$60,000 of formula left over.

b.) PYC PY '11 Budget

Brandi Runion referred committee members to page 20 of the packet provided.

Kristi King-Brock pointed out that the Youth budget has been cut over 40% over the past three years. Dr. Ronnie Booth stated that he is very pleased with how PYC has managed their budget to get the most out of the money so that the maximum amount seems to go for the participants.

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the PYC Budget for PY '11; seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

VII. WorkLink Py '10 & PY '11

a.) PY '10 Budget Sheet

Brandi Runion referred committee members to page 22 of the packet provided. She reviewed each line item for the committee.

b.) ARRA State Reserve Grant- 10ATU01

Brandi Runion referred committee members to pages 23-27 of the packet provided. She stated that the grant was from SCDEW where they set aside ARRA State Reserve Funds to give to WIB's to upgrade circuits to increase bandwidth and enable installation of Voice-Over-Internet-Protocol (VOIP).

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the budget modification for adding the grant received from SCDEW for VOIP in the OneStops to the Pass Through Budget; seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

c.) PY '11 Budget Sheet

Brandi Runion referred committee members to page 30 of the packet provided. She explained that the Draft Allocations from the state were on pages 28-29 of the packet. She noted that page 28 was the worst case scenario and that all budgets were created based on these numbers. She also stated the request to transfer 20% of the Program DW allocation to Program Adult. She went line-by-line to review each item for the budget. She pointed out that items to be reviewed by the new Executive Director and the Board would be the salary information of the vacant positions. She stated that the new director can decide what to do with these items once in place, 30% of the salary amounts are for indirect to the COG. She also pointed out that the amounts do not represent any merit raises for WorkLink Staff. She stated that the Job Fair has been postponed to be added to the budget in October with carryover funds.

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the transfer of 20% from Program DW to Program Adult; seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the budget as presented; seconded by Danny Brothers. The motion carried with a unanimous voice vote.

VIII. Appalachian Council of Governments Indirect Cost Review

Steve Pelissier referred committee members to pages 31-33 of the packet provided. He gave an overview of Indirect Cost.

Kristi King-Brock asked about Indirect vs Direct of the persons that are performing duties related to WorkLink but located in the Greenville office and wanted to make sure they weren't being paid twice. Steve Pelissier assured the committee that they were not being paid twice. He pointed out that WorkLink was paying for 25% of Don Zimmer's time (COG Finance Director) but in all likelihood were probably getting around 35% of his time. He stated that WorkLink is getting about 1.5 people time-wise from the staff in Greenville. He stated that he was willing to go from 25% to 20% on Finance Director but would re-evaluate in several months to make sure costs are being covered. He pointed out that the overall fee is being cut from \$165,539 to somewhere around \$134,000 after the 5% reduction for Finance Director's time.

COMMITTEE ACTION TAKEN: Kristi King-Brock made a motion to have the budget reflect the changes in time for the Finance Director's portion being reduced in the Salary, Fringe, & Indirect portion of the WorkLink Budget; seconded by Dr. Ronnie Booth. The motion carried with a unanimous voice vote.

IX. Other Business

a.) OneStop Rebranding Costs

Brandi Runion stated that SCDEW has rebranded the OneStops to now be called SC Works Centers. She stated that the release of the logo will hopefully be soon. She stated that they have informed us that we will be giving money for signage for each of the buildings, but they are unsure of the amounts and when the grant will end.

X. Adjournment

ACTION TAKEN: Dr. Ronnie Booth made a motion to adjourn; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant



Finance Committee Report

Ratification of Email Votes

The following email votes were approved and passed onto the Executive Committee. Below are the results:

1. SCDEW ARRA WorkKeys® Grant Modification Email Vote
Vote approved by Finance & Executive Committee
2. ARRA DW Expenditures
Vote approved by Finance & Executive Committee
3. WorkKeys® Testing for Employers Email Vote
Vote approved by Finance with 1 abstaining, 3 votes for Option #3, & 1 vote for Option #5
Recommendation from Finance sent via email vote to Executive Committee to approve Option #3

WorkLink PY'10 & PY'11 Budget

- A. PY'10 Budget Review –
 - i. ResCare
This is based off of June invoices. The closeout with final expenditures is due 8/12/11.
 - ii. PYC
This is based off of May invoices. The closeout with final expenditures is due 7/31/11.
 - iii. Overall
This is through June 30, 2011. There are still some accruals coming in. June will not be totally closed until mid-August.
 - iv. Fund Utilization & Estimate of Carryover
This shows the estimation as of 7/13/11. There are a few grants that still need to submit their June invoices and closeouts and we still have a few accruals that will show up later in July.

Fund Utilization

	Amount Awarded	Amount Expended	Amount Obligated to Service Providers	Total Amount Expended & Obligated	6/30/12 Grant End Date Funds Carryover
Formula Adult Program	974,515.00	751,236.27	223,278.73	974,515.00	-
Formula Adult Admin	108,279.00	71,151.19	-	71,151.19	37,127.81
Formula DW Set Aside for Adult Program	458,135.00	-	48,911.27	48,911.27	409,223.73
Formula DW Program	1,308,957.00	821,409.00	320,233.00	1,141,642.00	167,315.00
Formula DW Admin	145,439.00	85,927.33	-	85,927.33	59,511.67
Formula Youth Program	1,084,707.00	537,448.12	396,731.00	934,179.12	150,527.88
Formula Youth Admin	120,523.00	50,493.63	-	50,493.63	70,029.37

B. Status of PY'11 Allocations

We have yet to receive our final allocations for PY'11 from SCDEW. We are currently spending the unobligated carryover funds until we have received our final allocation.

C. PY'11 Budget Modifications

We have received a grant from SCDEW for new signage at the SC Works Centers in the amount of \$16,215. The grant is effective July 1, 2011-December 30, 2011.

June 2 – Finance Committee Email Vote – SCDEW ARRA WorkKeys® Grant

As promised in the Finance Committee meeting Tuesday, SCDEW has requested a modification to their ARRA WorkKeys Grant that ends June 30, 2011.

This request needs to be made to cover expenses through June 30, 2011. *NOTE: These are ARRA Grants that end June 30, 2011.*

Adult	Current Budget	Budget Request	Amended Budget	% Change	Actual thru April	Balance with Budget Request
Salaries & Fringe	67,495	(3,089)	64,406	-4.58%	63,059.59	1,346.41
Equip	667	50	717	7.50%	657.19	59.81
Operating	20,243	2,934	23,177	14.49%	22,417.65	759.35
Indirect	15,105	105	15,210	0.70%	14,945.76	264.24
	103,510	-	103,510	0%	101,080.19	2,429.81

DW	Current Budget	Budget Request	Amended Budget	% Change	Actual thru April	Balance with Budget Request
Salaries & Fringe	197,371	955	198,326	0.48%	192,936.37	5,389.63
Equip	1,585	55	1,640	3.47%	1,579.98	60.02
Operating	28,682	3,811	32,493	13.29%	31,320.60	1,172.40
Indirect	42,468	887	43,355	2.09%	42,308.97	1,046.03
	270,106	5,708	275,814	2.11%	268,145.92	7,668.08

Combined	Current Budget	Budget Request	Amended Budget	% Change
Salaries & Fringe	264,866	(2,134)	262,732	-0.81%
Equip	2,252	105	2,357	4.66%
Operating	48,925	6,745	55,670	13.79%
Indirect	57,573	992	58,565	1.72%
	373,616	5,708	379,324	1.53%

Please vote on the following item with a Yes or a No by Thursday, June 2, 2011 at 5:00 if possible.

Motion to grant SCDEW the request for modification to shift line items in the Adult grant as presented as well as increasing the DW grant by \$5,708.

June 7 – Finance Committee Email Vote – ARRA DW Expenditures

Good Afternoon,

Yesterday, Abby Linden from SCDEW was present at our board meeting. She called to inform us this morning that we would not be allowed to use the ARRA DW money for expenses that are incurred after June 30. Therefore, with the Labor Market Analysis, we would only be able to charge to ARRA DW the expenses incurred before June 30 and then charge the rest to formula funds. If we were to procure the Labor Market Analysis and pay for the contract up front with ARRA DW funds, we would be hit with disallowed costs during monitoring.

SCDEW has suggested that we do the following:

1. ARRA DW Grant: (1) de-obligate \$55,200 from ResCare's ARRA DW grant (2) modify the grant to allow \$20,000 to be used for OneStop On-the-Go computers primarily for Rapid Response (3) modify the grant to increase by \$84,800 Salaries/Fringe/Indirect and Profit line items
2. Use the \$55,200 for reclassifications that we can make in-house for salaries, fringe, & indirect charged to formula DW.
3. De-obligate \$84,800 from ResCare's Formula DW Intensive grant from the Salaries/Fringe/Indirect and Profit line items.

Essentially, this is what would happen:

We had this amount unspent to begin with in ARRA DW funds from ResCare's contract	\$160,000
De-obligate from ResCare ARRA DW grant to WorkLink	(\$55,200)
Modify ResCare ARRA DW grant to purchase OneStop On-the-Go computers to be used primarily for Rapid Response	(\$20,000)
Modify ARRA DW to increase Salaries/Fringe/Indirect and Profit line items in turn Modify Formula DW Intensive to decrease Salaries/Fringe/Indirect and Profit line items	(\$84,800)
Total Unspent	\$0

The line items between the Formula Intensive DW grant and the ARRA DW grant will remain the same. Just moving Salaries, etc from one to the other.

So that no additional funds are awarded, we would need to de-obligate the \$84,800 from the Formula Grant.

So, to sum this up:

Motion is to de-obligate \$55,200 from ResCare's ARRA DW grant to be used by the WIB to reclassify charges from Formula DW to ARRA DW in-house, increasing the equipment line by \$20,000 to be used for OneStop on-the-go computers primarily for Rapid Response, & increasing Salaries/Fringe/Indirect and Profit by \$84,800 to re-classify expenditures from the Formula DW Intensive Grant. Also, to de-obligate \$84,800 from the Formula Intensive Grant in the Salaries/Fringe/Indirect and Profit line items so that those line items remain the same across the grants.

If you have a better way of wording the motion, please do not hesitate to do so that we are all under the same understanding.

Please respond as soon as possible so that we can send this vote to the Board if approved.

This vote passed unanimously.

July 5 – Finance Committee Email Vote – WorkKeys® Employer Testing

Good afternoon,

This is a new vote! If you voted previously, please vote again!

As decided in the last finance committee meeting on 5/31/11, we formed a WorkKeys® AdHoc Committee to decide how to handle the requests of **employers** due to the elimination of the WorkKeys® Coordinator position from ResCare's budget. If you recall, the vote was to have **OneStop Coordinators perform the testing for WIA participants and partners in the OneStops**. This vote is to decide how to **deliver the service to the Employers** requesting WorkKeys® Testing.

We surveyed some employers to see what their requests were. See below for the responses:

- (1) Do you prefer WorkKeys® testing onsite at your facility, or applicants being sent to a neutral testing site?
#1 We prefer onsite at the facility.
#2 Neutral testing site is fine with me as long as it is not at the One Stop Office.
#3 Neutral site
#4 We prefer to have the applicants tested onsite at our facility
- (2) Do you prefer, or are you willing to have applicants or incumbents take online tests?
#1 Online tests would depend on the controlled nature of the environment. If we had the option to have them come to our office and take the test in our computer lab I feel this could work well. We would want to avoid having them take it on a personal computer where we have no way of confirming identity of the user taking the test.
#2 If the test are completed at home, No, they would have too much opportunity to "cheat" I don't want to know what someone else knows I want to know what the applicant knows. If the online tests are supervised then yes.
#3 Online will be ok with a test proctor in a testing center
#4 I would be open to the applicants testing on-line, however, I would prefer it be done on site at our facility
- (3) Do you often know in advance testing dates and the number taking the tests?
#1 We have set testing dates set up and schedule test takers accordingly. We typically know the number of candidates testing 2-3 days prior to the test.
#2 Yes
#3 No
#4 Yes
- (4) What do you like or dislike about the current WorkKeys® testing service you receive?
#1 The limited availability of times that we can schedule test takers. Testing only once per week slows down the hiring process.
#2 Availability
#3 I love that the current process is totally transparent to us. All I am required to do is review the applicants test results and pay the bill.
#4 I have no complaints about the service we have been receiving to date. Daniel has gone above and beyond to accommodate our needs and help us meet our required deadlines
- (5) Please give an approximate projection of numbers to be testing this year (July 1, 2011 – June 30, 2012).
#1 We project to test around 150 candidates this year.
#2 100 plus
#3 Not Sure
#4 Approximately 75
- (6) Please provide any suggestions for improvement with this process.

#1 No response

#2 The test should be more diversified. We have had several people that we would like to hire but because of their nationality they could not be tested. From my understanding the test are only offered in English. It would be nice if it were offered in Spanish too.

#3 Please don't change a thing

#4 As stated, this process has worked well for us. It is our hope that we will be able to continue to utilize this program.

As previously voted on, the OneStop Coordinators will test WIA participants and partners in the OneStops. WorkLink will pay for the tests as well as the license fee which was \$5,565 last year. WorkLink will invoice the partners for their testing fee. This does not include a "proctoring fee".

Below are options 1-5 with the details, pros, & cons.

If the intent of the committee/board is to continue to provide the service to the employers ourselves, then our recommendation is #2.

If the intent of the committee/board is **not** to continue to provide the service to the employers ourselves, then our recommendation is #3.

Please respond as soon as possible to let me know which you vote for. This will go into effect July 1, 2011 pending a vote by Executive Committee:

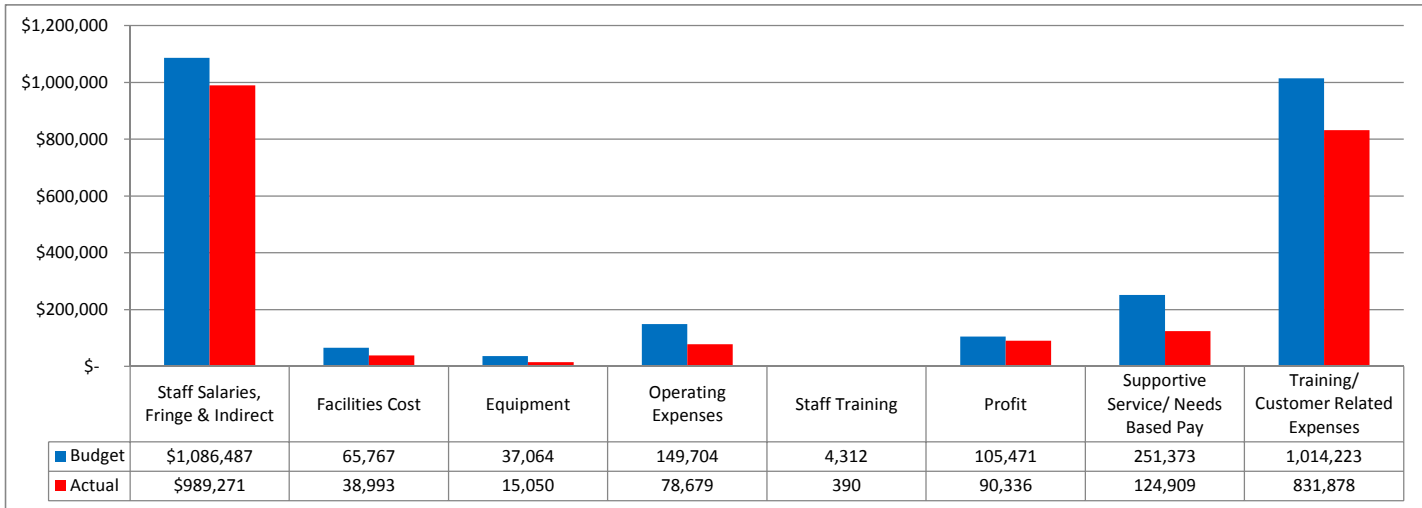
Option #	Description	Testing administered at Company	Testing administered at remote site	Paper & Pencil Test	Online Test	Proctoring Fee charged	Pros	Cons
1	OneStop Coordinators would provide the testing for the employers. This process would remain the same as when the WorkKeys® Coordinator provided the testing. Testing would be performed by pencil and paper at the Employers company. There would be no "proctoring fee" for the employer but they would be billed for the actual tests.	X		X			There will still be a relationship between the OneStops and Employers. The Board will be providing a service to the Business Community. Paper tests provided to employees versus a computer test.	OneStop Coordinators are pressed for time with their current day to day duties. They would not be able to be out of the office for extended periods of time to administer the tests.
2	WorkLink Staff would provide the testing for the employers. This process would remain the same as when the WorkKeys® Coordinator provided the testing. Testing would be performed by pencil and paper at the Employers company. There would be no "proctoring fee" for the employer but they would be	X		X			There will still be a relationship between the OneStops and Employers. The Board will be providing a service to the Business Community. Paper tests provided to employees versus a	With 2 vacant positions, current staff has already taken on more responsibilities.

	billed for the actual tests.						computer test.	
3	Refer Employers to Tri-County Technical College and Adult Eds as our preferred providers for WorkKeys® testing. TCTC will be providing testing at their satellite campuses online. TCTC will charge the employer a \$20 “proctoring fee” to administer the tests. This fee would be per employee. <i>(See Adult Education TCTC proposal attached)</i>		X		X	X	This would not add any job duties to OneStop or WorkLink staff. No charge to WorkLink.	They will not be able to provide paper tests or test at the employer’s site. They would only do this in an emergency. Computer tests for employees versus a paper test.
4	Same as #3, however, WorkLink would pay 100% of the “proctoring fee” and the employer would pay only for the tests.		X		X	X	This would not add any job duties to OneStop or WorkLink staff.	WorkLink would be paying \$20 per employee tested. Last year, 1,307 employees were tested. That would have been a cost of \$26,140 to WorkLink. Computer tests for employees versus a paper test.
5	Same as #3, however, WorkLink would pay \$15 “proctoring fee” and employers would pay \$5.		X		X	X	This would not add any job duties to OneStop or WorkLink staff.	WorkLink would be paying \$15 per employee tested. Last year, 1,307 employees were tested. That would have been a cost of \$19,605 to WorkLink. Computer tests for employees versus a paper test.

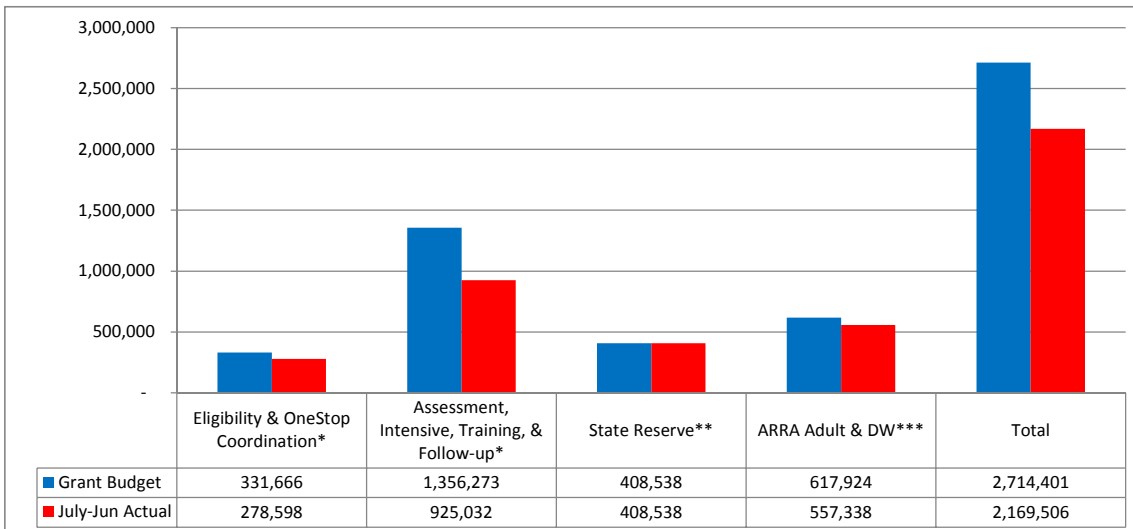
This vote passed with 1 abstaining, 3 votes for #3, and 1 vote for #5.

Summary of ResCare Expenditures through June 2011 - By Category

Category	Budget	Eligibility	Intensive	ARRA	State Res	YTD Total	Balance
Staff Salaries, Fringe & Indirect	\$ 1,086,487	\$ 235,113	\$ 507,188	\$ 246,970	\$ -	\$ 989,271	\$ 97,216
Facilities Cost	65,767	9,605	22,413	6,975	-	38,993	26,774
Equipment	37,064	-	5,415	9,635	-	15,050	22,014
Operating Expenses	149,704	12,329	57,319	9,031	-	78,679	71,025
Staff Training	4,312	225	165	-	-	390	3,922
Profit	105,471	21,326	47,401	21,609	-	90,336	15,135
Supportive Service/ Needs Based Pay	251,373	-	36,036	-	88,873	124,909	126,464
Training/ Customer Related Expenses	1,014,223	-	249,095	263,118	319,665	831,878	182,345
	\$ 2,714,401	\$ 278,598	\$ 925,032	\$ 557,338	\$ 408,538	\$ 2,169,506	\$ 544,895



Grant Name	Grant Budget	July-Jun		% Spent to Date
		Actual	Balance	
Eligibility & OneStop Coordination*	331,666	278,598	53,068	84%
Assessment, Intensive, Training, & Follow-up*	1,356,273	925,032	431,241	68%
State Reserve**	408,538	408,538	-	100%
ARRA Adult & DW***	617,924	557,338	60,586	90%
Total	2,714,401	2,169,506	544,895	80%



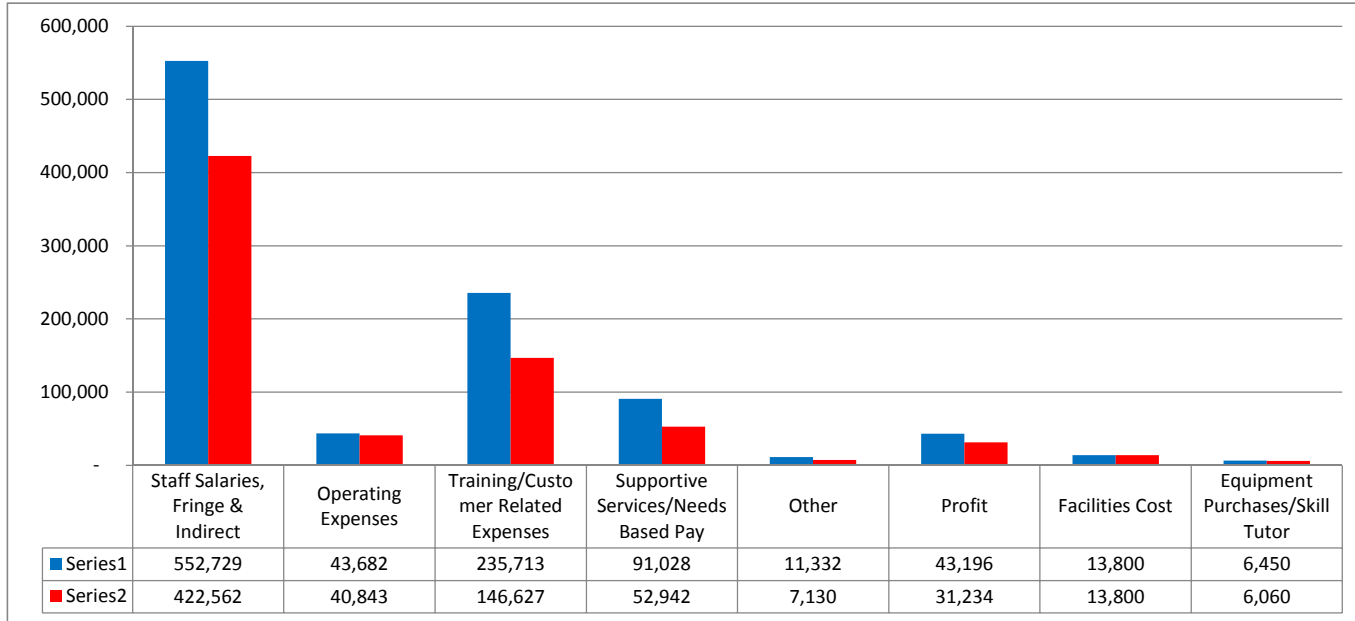
*Grant Period ends 6/30/11 (Funds not expended may be carried over to PY'11)

**Grant Period ends 3/31/11 (Funds not expended will be returned to SCDEW)

***Grant Period ends 6/30/11 (Funds not expended will be returned to SCDEW)

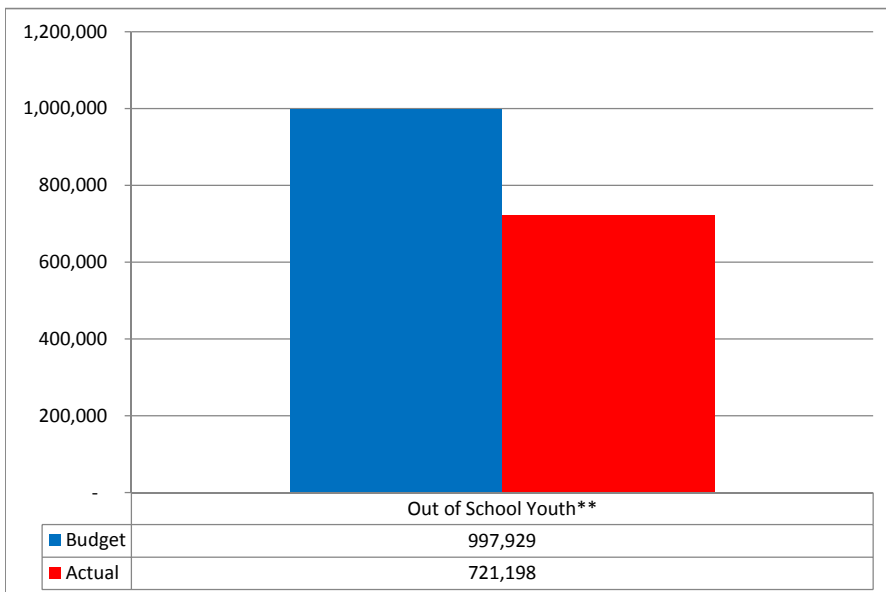
Summary of PYC Expenditures through May 2011 - By Category

Category	Budget	10Y495H1	Balance
Staff Salaries, Fringe & Indirect	552,729	422,562	130,167
Operating Expenses	43,682	40,843	2,839
Training/Customer Related Expenses	235,713	146,627	89,086
Supportive Services/Needs Based Pay	91,028	52,942	38,086
Other	11,332	7,130	4,202
Profit	43,196	31,234	11,962
Facilities Cost	13,800	13,800	-
Equipment Purchases/Skill Tutor	6,450	6,060	390
	997,929	721,198	276,731



Budget to Actual Expenditures - 7/1/10-5/31/11

Grant Name	Budget	Actual	
Out of School Youth**	997,929	721,198	72% Percent Spent to Date



*Grant Period 7/1/10-6/30/11 - Funds not expended will be carried over to PY'11

WorkLink Program Year 2010 Financial Status																									
Obligations - As of June 30, 2011																									
																									Last Invoice Received
		Grant Period	WIA Admin	Adult	DW	Youth	ARRA Symposium	ARRA Work-Keys®	ARRA Technology Grant	ARRA State Reserve	Incentive	ARRA Adult	ARRA DW	ARRA Youth	IWT	OJT NEG	Total w/o Trade	Trade	Total w/ Trade	Actual Expended	Actual % Expended	Goal Expended	Goal % Expended	Balance	
Obligations																									
Adult WIA Arbor E & T (OneStop & Elig)		7/1/10-6/30/11	\$ -	\$ 191,653	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,653	\$ -	\$ 191,653	\$ 175,855	91.76%	\$ 191,653	100.00%	\$ 15,798	June
DW WIA Arbor E & T (OneStop & Elig)		7/1/10-6/30/11	-	-	140,013	-	-	-	-	-	-	-	-	-	-	-	140,013	-	140,013	102,743	73.38%	140,013	100.00%	37,270	June
Adult WIA Arbor E & T (Intensive)		7/1/10-6/30/11	-	951,046	-	-	-	-	-	-	-	-	-	-	-	-	951,046	-	951,046	703,088	73.93%	951,046	100.00%	247,958	June
DW WIA Arbor E & T (Intensive)		7/1/10-6/30/11	-	-	405,227	-	-	-	-	-	-	-	-	-	-	-	405,227	-	405,227	221,944	54.77%	405,227	100.00%	183,283	June
Adult WIA Arbor E & T (ARRA)		7/1/10-6/30/11	-	-	-	-	-	-	-	-	-	342,333	-	-	-	-	342,333	-	342,333	330,977	96.68%	342,333	100.00%	11,356	June
DW WIA Arbor E & T (ARRA)		7/1/10-6/30/11	-	-	-	-	-	-	-	-	-	-	275,591	-	-	-	275,591	-	275,591	226,361	82.14%	275,591	100.00%	49,230	June
State Reserve WIA Arbor E & T	C	8/11/10-3/31/11	-	-	-	-	-	-	-	408,538	-	-	-	-	-	-	408,538	-	408,538	408,538	100.00%	408,538	100.00%	-	
Anderson Adult Ed 1 & 2 - ARRA Adult	C	10/1/09-6/30/11	-	-	-	-	-	-	-	-	-	16,875	-	-	-	-	16,875	-	16,875	16,875	100.00%	16,875	100.00%	-	
Anderson Adult Ed 1 & 2- ARRA DW	C	10/1/09-6/30/11	-	-	-	-	-	-	-	-	-	-	16,875	-	-	-	16,875	-	16,875	16,875	100.00%	16,875	100.00%	-	
Anderson Adult Ed 3,4, & 5- ARRA Adult	C	10/1/09-6/30/11	-	-	-	-	-	-	-	-	-	16,875	-	-	-	-	16,875	-	16,875	16,875	100.00%	16,875	100.00%	-	
Anderson Adult Ed 3, 4, & 5- ARRA DW	C	10/1/09-6/30/11	-	-	-	-	-	-	-	-	-	-	16,875	-	-	-	16,875	-	16,875	16,875	100.00%	16,875	100.00%	-	
Pickens Adult Ed - ARRA Adult	C	10/1/09-6/30/11	-	-	-	-	-	-	-	-	-	18,875	-	-	-	-	18,875	-	18,875	18,875	100.00%	18,875	100.00%	-	
Pickens Adult Ed - ARRA DW	C	10/1/09-6/30/11	-	-	-	-	-	-	-	-	-	-	18,875	-	-	-	18,875	-	18,875	18,875	100.00%	18,875	100.00%	-	
Oconee Adult Ed - ARRA Adult	C	7/1/09-6/30/11	-	-	-	-	-	-	-	-	-	19,475	-	-	-	-	19,475	-	19,475	18,081	92.84%	19,475	100.00%	1,394	
Oconee Adult Ed - ARRA DW	C	7/1/09-6/30/11	-	-	-	-	-	-	-	-	-	-	19,475	-	-	-	19,475	-	19,475	18,081	92.84%	19,475	100.00%	1,394	
Anderson School District 4	C	6/7/10-7/2/10	-	-	-	-	-	-	-	-	-	-	-	10,278	-	-	10,278	-	10,278	10,278	100.00%	10,278	100.00%	-	
Hamilton Career Center - ARRA SYEP	C	6/7/10-7/30/10	-	-	-	-	-	-	-	-	-	-	-	15,132	-	-	15,132	-	15,132	15,132	100.00%	15,132	100.00%	-	
Henkels & McCoy - ARRA Out of School Youth	C	5/14/10-9/30/10	-	-	-	-	-	-	-	-	-	-	-	239,397	-	-	239,397	-	239,397	239,397	100.00%	239,397	100.00%	-	
Y WIA Henkels & McCoy		7/1/10-6/30/11	-	-	-	997,929	-	-	-	-	-	-	-	-	-	-	997,929	-	997,929	721,198	72.27%	997,929	100.00%	276,731	May
Y ARRA WIA Henkels & McCoy	C	7/1/10-6/30/11	-	-	-	-	-	-	-	-	-	-	-	119,768	-	-	119,768	-	119,768	119,765	100.00%	119,768	100.00%	3	
ARRA - SCDEW Adult OJT		7/1/10-6/30/11	-	-	-	-	-	-	-	-	-	97,258	-	-	-	-	97,258	-	97,258	64,724	66.55%	97,258	100.00%	32,534	May
ARRA - SCDEW DW OJT		7/1/10-6/30/11	-	-	-	-	-	-	-	-	-	-	29,739	-	-	-	29,739	-	29,739	11,755	39.53%	29,739	100.00%	17,984	May
SCDEW OJT NEG DW		12/1/10-6/30/11	-	-	-	-	-	-	-	-	-	-	-	-	-	173,032	173,032	-	173,032	5,228	3.02%	173,032	100.00%	167,804	May
SCDEW Workkeys - Adult		7/1/09-6/30/11	-	-	-	-	-	-	-	-	-	103,510	-	-	-	-	103,510	-	103,510	103,065	99.57%	103,510	100.00%	445	May
SCDEW Workkeys - DW		7/1/09-6/30/11	-	-	-	-	-	-	-	-	-	-	270,106	-	-	-	270,106	-	281,521	270,106	95.95%	281,521	100.00%	11,415	May
Adult WIA SCDEW (OJT)		7/1/10-6/30/11	-	34,285	-	-	-	-	-	-	-	-	-	-	-	-	34,285	-	34,285	25,851	75.40%	34,285	100.00%	8,434	May
DW WIA SCDEW (OJT)		7/1/10-6/30/11	-	-	53,715	-	-	-	-	-	-	-	-	-	-	-	53,715	-	53,715	38,835	72.30%	53,715	100.00%	14,880	May
TAA SCDEW (9T195E1)	C	10/1/09-11/30/10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	751,192	751,192	731,480	97.38%	751,192	100.00%	19,712	
ASD1	C	09/30/10	-	-	-	-	-	-	-	-	-	-	-	1,700	-	-	1,700	-	1,700	1,700	100.00%	1,700	100.00%	-	
ASD2	C	09/30/10	-	-	-	-	-	-	-	-	-	-	-	1,066	-	-	1,066	-	1,066	1,019	95.59%	1,066	100.00%	47	
ASD3	C	09/30/10	-	-	-	-	-	-	-	-	-	-	-	793	-	-	793	-	793	793	100.00%	793	100.00%	-	
ASD4	C	09/30/10	-	-	-	-	-	-	-	-	-	-	-	697	-	-	697	-	697	561	80.49%	697	100.00%	136	
ASD5	C	09/30/10	-	-	-	-	-	-	-	-	-	-	-	3,413	-	-	3,413	-	3,413	2,629	77.03%	3,413	100.00%	784	
SDPC	C	09/30/10	-	-	-	-	-	-	-	-	-	-	-	3,221	-	-	3,221	-							

WorkLink Program Year 2011 Financial Status								
Obligations - As of July 1, 2011								
	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Incentive	Total
PY'11 Allocations (NFA's)	\$ 785,850	\$ 87,317	\$ 882,914	\$ 98,102	\$ 967,840	\$ 107,538	\$ 41,848	\$ 2,971,408
Transfer	176,582.70	-	(176,582.70)	-	-	-	-	-
Unobligated Funds	-	-	-	-	120,000.00	-	-	120,000.00
Carryover	-	-	-	-	-	-	-	193,959.00
Total Revenue	\$ 962,433	\$ 87,317	\$ 706,331	\$ 98,102	\$ 1,087,840	\$ 107,538	\$ 41,848	\$ 3,285,367
Obligations								
ResCare-Eligibility	\$ 165,454	\$ -	\$ 124,935	\$ -	\$ -	\$ -	\$ -	\$ 290,389
ResCare-Intensive	513,834	-	387,999	-	-	-	-	901,833
PYC	-	-	-	-	1,010,413	-	-	1,010,413
IWT	-	-	-	-	-	-	-	193,959
OJT	80,000	-	40,000	-	-	-	-	120,000
OJT NEG	-	-	-	-	-	-	-	-
Total Pass-Through Contracts	\$ 759,288		\$ 552,934		\$ 1,010,413		\$ -	\$ 2,516,594
Total Revenue after Obligations	203,145	87,317	153,397	98,102	77,427	107,538	41,848	768,773
In-House - As of July 1, 2011								
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Incentive	Total
Salaries	117,813	37,488	86,430	44,422	38,733	51,226	-	376,112
Fringe	34,039	10,694	24,921	12,527	11,428	14,923	-	108,532
Travel - Training/Conferences/Meetings	1,210	-	1,210	-	2,960	-	-	5,380
Travel - Committee/Board	-	1,000	-	1,000	-	1,000	-	3,000
Supplies - Consummable	-	2,000	-	2,000	-	1,000	-	5,000
Supplies - Non-Consummable	-	750	-	750	-	500	-	2,000
WorkKeys (Assessments & Profiles) (\$15,000 Adult & DW & \$7,000 Youth)	-	-	-	-	-	-	22,000	22,000
Youth Forum	-	-	-	-	6,000	-	-	6,000
Insurance - Tort	-	2,700	-	2,700	-	2,700	-	8,100
Insurance - Auto C&C	-	120	-	120	-	120	-	360
Insurance - Auto Liab	-	400	-	400	-	400	-	1,200
Postage	-	2,000	-	2,000	-	2,000	-	6,000
Printing	4,439	2,751	4,607	2,688	2,136	1,996	8,448	27,065
Telephone, Cell, & Internet	1,250	1,250	1,250	1,250	1,250	1,250	-	7,500
Web Site Hosting & Renewal Fees	-	4,913	-	4,913	-	3,275	-	13,100
Newspapers, Magazines, & Books	-	200	-	200	-	100	-	500
Memberships, Dues, & Prof Fees	600	300	600	300	600	300	-	2,700
Training	5,450	-	5,450	-	1,450	-	1,900	14,250
Conf & Mtg Fees	500	-	500	-	-	-	5,000	6,000
Job Fair Expenses (\$1,000 Food, \$2,000 Rent, \$15,000 Advertising, \$6,000 Printing = \$24,000)	-	-	-	-	-	-	-	-
Rent - WorkLink Storage	-	380	-	380	-	380	-	1,140
Rent - WorkLink Office	-	6,000	-	6,000	-	6,000	-	18,000
R&M - Equipment	-	375	-	375	-	250	-	1,000
R&M & Gas - WIA Car	500	250	500	250	250	250	-	2,000
IT Maint/Support	-	1,000	-	1,000	-	500	-	2,500
Advertising	2,000	-	2,000	-	1,000	-	2,500	7,500
COG Meeting Expense (Board & Committees)	-	1,500	-	1,500	-	4,000	-	7,000
MISC Expenses	-	-	-	-	-	-	2,000	2,000
Indirect Cost Pool (30% of salaries)	35,344	11,246	25,929	13,327	11,620	15,368	-	112,834
Total In-House	\$ 203,145	\$ 87,317	\$ 153,397	\$ 98,102	\$ 77,427	\$ 107,538	\$ 41,848	\$ 768,773
Balance	-	0	(0)	-	0	(0)	-	-

PO Box 995
1550 Gadsden Street
Columbia, SC 29202
www.dew.sc.gov



Nikki R. Haley
Governor

John L. Finan
Executive Director

July 07, 2011

Mr. Steven Pelissier
Executive Director
SC Appalachian Council of Governments
Post Office Box 6668
Greenville, South Carolina 29606

Re: State Reserve Grant
Grant Number: 11SRS01

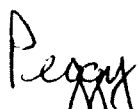

Dear Mr. Pelissier:

We are pleased to provide the WorkLink Workforce Investment Area with the attached grant in the amount of \$16,215. This grant is a direct result of the State Workforce Investment Board setting aside WIA State Reserve funds for one-stop certification purposes. Funds were set aside to assist local areas with the cost of signage to promote the new branding initiative for SC Works Centers within their region.

The enclosed grant agreement includes two face sheets. As signatory official for the Department of Employment and Workforce, I have signed both. To accept the grant, please sign each face sheet as well and return one original to this office. The other face sheet and grant documents should be retained for your file.

We look forward to working with you on this grant. Should you have any questions or need additional information, please contact Abby Linden, Local Operations Coordinator, at 803-737-1909 or alinden@dew.sc.gov.

Sincerely,


Margaret Torrey
Assistant Executive Director
Employment and Training

Enclosure(s)

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

1550 Gadsden Street
PO Box 1406
Columbia, South Carolina 29202

GRANT AWARD

Grantee: SC Appalachian Council of Governments

Grant Number: 11SRS01

Contact: Shae Rozakos- (864) 646-1458

Award Amount: \$16,215

Project Title: SC Works Centers Signage Grant

Grant Period: 07/01/2011-12/30/2011

CFDA Number:

17.259
WIA Youth Activities

Conditions:

- Financial Status Reports, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month. Requests for Drawdown of grant funds may be submitted twice a month or less frequently.
- All funds not expended by the end of the grant will be deobligated and returned to the South Carolina Department of Employment and Workforce.

Contacts:

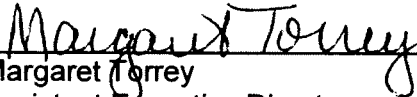
Program Contact: Abby Linden
(803) 737-1909
alinden@dew.sc.gov

Fiscal Contact: Evelyn Ferguson
(803) 737-0407
eferguson@dew.sc.gov

In accordance with the provisions of the Workforce Investment Act of 1998, funds are awarded in the amount shown above for the purposes specified in the Statement of Work. The acceptance of this award creates a contract between the South Carolina Department of Employment and Workforce and the Grantee named above, legally binding the Grantee to carry out the activities set forth in the Grant Agreement. The Grant Agreement consists of this Grant Award Signature Sheet, Part I – Program Statement of Work, Part II – Grant Budget, and Part III – Terms and Conditions.

Approved By:

Approved By:


Margaret Torrey
Assistant Executive Director
Employment and Training

Steven Pelissier
Executive Director

Date

7/8/11

Date

Part I- Statement of Work

Grant #: 11SRS01

This agreement is entered into by the South Carolina Department of Employment and Workforce (SCDEW) and SC Appalachian Council of Governments on behalf of the WorkLink Local Workforce Investment Area (LWIA), pursuant to the provisions and regulations of the Workforce Investment Act (WIA).

1.0 Purpose

- 1.0.1 This grant is a direct result of the State Workforce Investment Board setting aside resources from the State Reserve funds for local area use. Funds were set aside to assist with the purchase of signage to promote the new SC Works brand.

1.1 Project Description

- 1.1.1 The LWIA will utilize these funds to purchase signage needed to promote the new statewide branding initiative.
- 1.1.2 Grant funds will be used in accordance with the provisions of the Workforce Investment Act, its implementing Regulations, and the Terms and Conditions attached to this agreement.
- 1.1.3 The LWIA may use these funds to purchase outdoor signage. After external signs are purchased, any remaining grant monies may be used for internal signage to promote the SC Works brand. No other related expenditures (i.e. letterhead or outreach materials, such as pens, pencils or posters) are authorized.

1.2 Reporting

- 1.2.1 Financial Status Reports, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month. Requests for Drawdown of grant funds may be submitted twice a month or less frequently.
- 1.2.2 All funds not expended by the end of the grant will be deobligated and returned to the South Carolina Department of Employment and Workforce.
- 1.2.3 This grant agreement is written for the period July 1, 2011 through December 30, 2011.

**WORKFORCE INVESTMENT ACT
PART II - GRANT BUDGET
BUDGET SUMMARY**

Grantee: SC Appalachian Council of Governments **Grant #:** 11SRS01

Activity Designation: SC Works Centers Signage Grant **Modification #:** _____

I. ADMINISTRATION:

1. Salaries, Fringe Benefits and Indirect Cost	_____	
2. Operating Expenses	_____	
3. Sub-Tier Administration	_____	
4. Other (Specify)	_____	
_____	_____	
_____	_____	
5. Sub-Total	_____	_____

II. PROGRAM:

1. Salaries, Fringe Benefits and Indirect Cost	_____	
2. Operating Expenses	_____	
3. Participant Activities Cost	_____	
4. Participant Services	_____	
5. Sub-Tier Program	_____	\$16,215
6. Other (Specify)	_____	
_____	_____	
_____	_____	
7. Sub-Total	_____	_____ \$16,215

_____	_____	\$16,215
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