



**Finance Committee  
Meeting Minutes  
October 05, 2011  
WorkLink Conference Room**

Members Present:

David Collins – Chair	Danny Brothers
Dr. Ronnie Booth	Stan Brooks

Members Absent:

None

Staff Present:

Sharon Crite	Crayton Pruitt	Brandi Runion
Jennifer Kelly	Shae Rozakos	

Guests:

Ron Mattox	Tom Sanderhoff
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**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 July 27, 2011 Minutes**

Dr. Ronnie Booth stated that he had seen some changes that needed to be made for the July 27<sup>th</sup> Finance Committee minutes and they he had already discussed these changes with Crayton Pruitt to be updated.

**COMMITTEE ACTION TAKEN:** Dr. Ronnie Booth made a motion to approve the minutes with corrections as suggested; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.

**III. Ratification of Email Votes**

**a) AOP BIS Transportation**

Motion to increase the amount budgeted for transportation expenses for the school districts to the AOP BIS from \$6,000 to \$10,190.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote to increase the amount budgeted for transportation expenses for the school districts to the AOP BIS from \$6,000 to \$10,190; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**b) Transfer Request**

Motion to set aside 15% of Program DW funds for Program Adult from the PY '10 Allocation.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote to set aside 15% of Program DW funds for Program Adult from the PY '10 Allocation; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**IV. PY '10 Budget Overview**

**a.) ResCare**

Brandi Runion referred committee members to pages 4-6 of the packet provided. She stated that ResCare had finished PY '10 with \$456,491 in carryover funds. She stated that a total of \$34,679 was unspent in ARRA funds by ResCare.

**b.) PYC**

Brandi Runion stated that PYC finished PY '10 with \$190,739 in carryover funds.

**c.) Overall**

Brandi Runion referred committee members to the big sheet at the back of their packet that they were provided. She stated that all ARRA funds were spent for PY '10. She stated that unspent formula funds carryover to PY '11. She also stated that IWT and OJT NEG grants would continue into PY '11.

**V. PY '11 Budget Overview**

**a.) ResCare**

Brandi Runion referred committee members to page 7 of the packet provided. She stated that the information is based off of all information received through August 2011. She stated that August expenditures were not paid to ResCare to the fact that we have not received the signed grants back from their corporate office.

**Carryover Budget Approval**

Brandi Runion referred committee members to pages 8 and 9 of the packet provided. She stated that ResCare had \$456,491 and unspent formula funds the carryover to PY '11. She stated that they are requesting additional \$26,327 in Adult Eligibility, \$19,880 in DW Eligibility, \$233,766 in Adult Intensive, and \$176,518 in DW Intensive. She stated that they have requested to use these funds for the following:

- In the previous budget, for staff positions as well as supportive services were funded for only three months due to budget cuts. This budget extends those positions as well as supportive services through June 30, 2011.
- In the previous budget, fringe was calculated by ResCare as 12% of salaries. As of the in the July, fringe is calculated as 24% of salaries. Thus the increase fringe on the modification.
- Increases have also been requested in the operating expense and training line items. Indirect and profit have increased as a percentage of direct expenses.

**COMMITTEE ACTION TAKEN: Stan Brooks made a motion to approve the budgets as presented for ResCare; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

**b.) PYC**

Brandi Runion referred committee members to page 10 of the packet provided. She stated that the expenditure levels shown on the sheet are through August 2011, she stated that PYC expenditures appear to be on track.

**c.) Overall**

Brandi Runion referred committee members to page 11 of the packet provided. She stated that it was also shown on the big sheet that had been folded in the packet. She stated that the numbers presented were through August 30, 2011. She stated that the carryover revenue amounts have been added to PY '10 Carryover in the appropriate columns.

**Budget Requests**

Brandi Runion referred committee members to page 12 of the packet provided. She stated that Abby Linden from SCDEW in Columbia stated that we should expect the better budget scenario. She stated that on page 12 are the budget requests.

Shae Rozakos stated that we received a budget modification for the OJT NEG from SCDEW decreasing our amounts by \$2,430 admin and \$48,608 program. This decreased our number of participants from 30 to 22. She stated that this grant ends June 30, 2012.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the decrease in the OJT NEG budgets of \$2,430 and \$48,608 as presented; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

Brandi Runion stated that page 12 shows the budget requests by WorkLink staff in the table. She stated that below the table is a summary of requests from the Workforce Skills and Education Committee along with the Labor Market Analysis. She stated that the requests are more than the amount available. She stated that we will need to keep the amounts that the WSEC table and they will vote on November 9<sup>th</sup> at their next meeting on these items. She stated that we will need to vote on the remaining items to see if they are to be funded in whole or in part. She stated that page 15 of the packet provided shows a more detailed look at the requests of the WSEC. She stated that pages 16-19 of the packet provided show a quote that was given for the electronic sign in system in the details that go along with the quote.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve moving \$2,500 from advertising to printing in the budget; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the budget Request #1 as presented; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

Brandi Runion reviewed the tabled items of the budget by the WSEC on page 15 of the packet provided. She reviewed the LMA and explained that it is on hold to determine the amount. Dr. Ronnie Booth stated that it was time to get and RFP together.

Jennifer Kelly reviewed the adult education requests on page 15 of the packet provided, she also reviewed Dr. Mary Gaston's suggestion.

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

**IX. Other Business**

Brandi Runion stated that SCDEW would be monitoring the WorkLink area during the next scheduled finance committee meeting of November 16. She requested that the meeting be rescheduled. Committee members agreed on rescheduling the next meeting to November 29, 2011.

**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