

FINANCE COMMITTEE Wednesday, February 23, 2011 3:00 P.M. WorkLink Office

AGENDA

1.	Call to Order		David Collins	
II.	Approval of January 5, 2011 Minutes	*	David Collins	p. 1-3
III.	Review of current ARRA Contracts & In-House ARRA Funding a. Arbor – Modification of ARRA & Formula Grants (Dr. Lisa McWherter, Arbor Project Director & Ron Mattox, Arbor Project Accountant will be in attendance and available for questions for this portion of the meeting) b. Adult Education c. In-House ARRA Funding	*	David Collins & Brandi Runion	p. 4-11
IV.	PY'11 Incentive Funds based on PY'09 Performance	*	David Collins & Brandi Runion	p. 8
V.	Extension of Current Contracts a. Arbor b. PYC c. Website	*	David Collins & Brandi Runion	p. 12
VI.	Review 2010-2011 Budgets & Reports a. Request for ARRA Youth	*	David Collins & Brandi Runion	p. 13-17
VII.	OneStop Transition Update		Brandi Runion	
VIII.	Other Business a. Special Called Budget Meeting for PY'11 Budget Workshop before April 27 Finance Meeting		David Collins	
IX.	Adjournment			

Vision – To have a fully-employed, skilled workforce in Anderson, Oconee, and Pickens counties, SC

Mission – We develop the link between employers and the workforce in Anderson, Oconee, and Pickens counties, SC

NEXT FINANCE COMMITTEE MEETING – WEDNESDAY, APRIL 27, 2011 –

3:00 P.M. WORKLINK OFFICE

NEXT BOARD MEETING – MAY 11, 2011 – 1:00 P.M.
MADREN CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE BOARD MEETING AT NOON.



Finance Committee Meeting Minutes Wednesday – January 5, 2011 WorkLink Conference Room

Members Present:

David Collins – Chair Stan Brooks Danny Brothers

Dr. Ronnie Booth

Members Absent:

Steve West

Staff Present:

Nita Colman Brandi Runion

Guests:

None

I. Call to Order

B. Runion called the meeting to order due to the fact that David would be a few minutes late. She 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 November 11, 2010 minutes

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

III. Updates

a.) CSI (Accounting Software at COG)

Brandi Runion referred the Committee to [page 5] of the packet provided for the meeting. She stated that as of December 8, 2010, she has gained access to the computer at the COG and can now view the WorkLink financial data.

b.) ARRA Youth Carryover

B. Runion stated that the ARRA Youth Carryover was approved by email vote on 12/16/10 to hire a temporary part-time staff member.

c.) Extension of State Reserve Grant

B. Runion told the Committee that we asked for and received an extension of the State Reserve Grant from SCDEW from 12/31/10 to 3/31/11. She also stated that Arbor's State Reserve Contract had been modified to extend the grant period to 3/31/11 as well.

d.) Grants Received

B. Runion told the Committee that SCDEW notified the 12 WIB's that there was \$100,000 in ARRA State Reserve Funds that they were going to spread among the regions for WorkKeys® Profiling. We were instructed to put in a request for these funds with a list of committed companies interested and received a \$7,000 grant. N. Colman stated that Jimmy Pennell has been contacted by more companies that would like to have Profiles completed and that we would continue to contact SCDEW to see if any additional funding for WorkKeys® Profiling became available.

B. Runion SCDEW also granted us a \$500 ARRA State Reserve grant for registration and travel expenses for Dr. Ronnie Booth to attend the Symposium at Myrtle Beach.

NO ACTION NEEDED

V. Review of 2010-2011 Budgets & Reports

- B. Runion referred the Committee to [page 6] of the packet provided for review.
- B. Runion stated that there were three amendments. The first amendment is to increase the line item for unemployment expense by \$1,229. [\$729 was moved from printing and \$500 from capital outlay] The previous budget had a total of \$2,052 and this increase brings the total to \$3,281. This is to pay for unemployment for a previous employee. B. Runion stated that under a provision of SC law, if a person leaves a job for any reason in which the pay they have received from that job is less than $1/8^{th}$ of the pay they received over the most recent 12 months in which they received income, liability for their unemployment compensation falls to their most recent employer prior to their last employer. N. Colman state that the circumstances in which the employee was terminated do not apply in this situation.
- B. Runion stated that amendment two was approved by email vote on 12/16/10 to increase salaries (\$4,400), fringe (\$337), travel (\$270), car repairs (\$100), advertising (\$269) and indirect costs (\$1,980) to hire a temporary part time employee to be paid from ARRA Youth Carryover.
- B. Runion stated that amendement three is to increase the salaries (\$570) and contractual (\$638) line items for costs related to obtaining access to the COG's financial software. [\$708 from printing and \$500 from Miscellaneous]

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

B. Runion referred the Committee to [pages 7 & 8] for review for expenditures through November 30, 2010. She stated that \$2.5 million of the \$6.0 million obligations have been spent and are on track with expectations. B. Runion stated that ARRA contracts are being closely watched as this fund stream ends June 30, 2011. Dr. Ronnie Booth called attention to the Arbor ARRA grants noting that as of November 30, 2010, only 5% of the Adult and DW grants had been spent. B. Runion stated that ARRA State Reserve had a grant period that ended sooner, so all expenditures were being applied to that grant first. Dr. Booth asked what Arbor's plans were to spend the ARRA money. N. Colman stated that all Training/Supportive service expenditures will begin to come out of the ARRA budget in January after

State Reserve funds were spent. Dr. Booth asked if the formula funds could be carried over to the next year. N. Colman answered stating yes, that formula funds can be carried over to the next year. N. Colman stated that B. Runion is tracking the ARRA funds closely and that we do have approximately \$108,000 ARRA DW funds that are not obligated at this time and we feel that this money will need to be used if we have to move one of the OneStop locations.

- B. Runion stated that the In-House expenditures as of November 30, 2010 was \$311k of the \$903k budgeted. She stated that the bulk of the expenditures will be in March when the Job Fair takes place.
- B. Runion explained that page 8 was a Summary of Arbor's Expenditures through November 2010 and that page 9 was a summary of PYC expenditures through November 2010.

VI. Other Business

No other business to be discussed

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

Respectfully submitted by: Brandi Runion, Financial Management Specialist

GRANT BUDGET SUMMARY

* Denotes line items that changed

Service Provider Arbor E&T LLC. Contract # 10SA295R1 & 10SD295R1

Project/Activity ARRA Adult & DW Funding Source WIA Modification # 2

			Non-	Total		Ad	50.9% dult - ARRA Budget	 49.1% W - ARRA Budget
Line Items	Administrative	Adn	ninistrative	Budg	et Amount		Amount	Amount
Salaries & Fringe Benefits	\$0	\$	193,979	\$	193,979	\$	99,512	\$ 94,466
Facilities/Rent Costs (space)	\$ -	\$	13,472	\$	13,472	\$	8,329	\$ 5,143
Non-Expendable Equipment Costs	\$ -	\$	22,401	\$	22,401	\$	6,674	\$ 15,727
Operating Expenses	\$ -	\$	20,533	\$	20,533	\$	12,693	\$ 7,840
WI Customer Wages and Fringe Benefits		\$		\$	-	\$	-	\$ -
WI Customer Individualized Training Costs		\$	376,153	\$	376,153	\$	191,301	\$ 184,852
WI Customer Supportive Services Costs		\$		\$	-	\$	-	\$ -
WI Customer Needs-Based/Needs-Related Payment Costs		\$		\$	-	\$		\$ -
WI Payments to Employers Costs		\$	-	\$	-	\$	-	\$ -
Staff Training/Tech Services Costs	\$ -	\$	-	\$	-	\$	-	\$ -
Other Direct Costs	\$ -	\$	1,200	\$	1,200	\$	742	\$ 458
Training Fees/Professional Fees/ Profit	\$ -	\$	21,698	\$	21,698	\$	11,035	\$ 10,663
Indirect Costs	\$ -	\$	23,688	\$	23,688	\$	12,047	\$ 11,641
Total Budget Costs	\$ -	\$	673,124	\$	673,124	\$	342,333	\$ 330,791
Percentage of Budget	0%	5	100%		100%		51%	49%
Cost Limitations	2% Maximum	At l	least 98%		100%			

Previous Amounts before Modification

Ac	lult - ARRA Budget		W - ARRA Budget
	Amount	4	Amount
\$	97,763	\$	94,467
\$	14,749	\$	14,251
\$	-	\$	-
\$	14,441	\$	13,954
\$	-	\$	-
\$	191,301	\$	184,852
\$	-	\$	-
\$	-	\$	•
\$	-	\$	-
\$	-	\$	
\$	996	\$	963
\$	11,035	\$	10,663
\$	12,047	\$	11,641
\$	342,332	\$	330,791

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

*Denotes line items that changed

Service Provider	Arbor E&T LLC	Contract #	10A195R1 & 10D19	5R1	
Project/Activity	Eligibility and OneStop Coordination	Funding Source	WIA	Modification #	2

		Non-	Total	43.61% Adult	56.39% Displaced Worker		t W	
Line Items	Administrative	Administrative	Budget Amount	Budget Amount	Budget Amount	Amou		nount
Salaries & Fringe Benefits	\$ -	\$ 239,375	\$ 239,375	\$ 104,391	\$ 134,983	\$ 104,	391 \$ 1	34,983
Facilities/Rent Costs (space)	\$ -	\$ 7,844	\$ 7,844	\$ 3,421	\$ 4,423	\$ 3,	421 \$	4,423
Non-Expendable Equipment Costs	\$ -	\$ 1,267	\$ 1,267	\$ 1,267	\$ 0	*		
Operating Expenses	\$ -	\$ 20,948	\$ 20,948	\$ 8,597	\$ 12,351	* \$ 9,	552 \$	12,351
WI Customer Wages and Fringe Benefits		\$ -	\$ -	\$ -	\$ -			
WI Customer Individualized Training Costs		\$ -	\$ -	\$ -	\$ -			
WI Customer Supportive Services Costs		\$ -	\$ -	\$ -	\$ -			
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -	\$ -			
WI Payments to Employers Costs		\$ -	\$ -	\$ -	\$ -			
Staff Training/Tech Services Costs	\$ -	\$ 1,288	\$ 1,288	\$ 561	\$ 726	\$	561 \$	726
Other Direct Costs	\$ -	\$ 6,832	\$ 6,832	\$ 2,804	\$ 4,029	* \$ 3,	116 \$	4,029
Training Fees/Professional Fees/ Profit		\$ 25,638	\$ 25,638	\$ 11,181	\$ 14,457	\$ 11,	181 \$	14,457
Indirect Costs		\$ 28,475	\$ 28,475	\$ 12,418	\$ 16,057	\$ 12,	418 \$	16,057
Total Budget Costs	\$ -	\$ 331,667	\$ 331,667	\$ 144,640	\$ 187,027	\$ 144,	640 \$ 1	87,026
Percentage of Budget	0%	100%	100%	44%	56%		-	
Cost Limitations	2% Maximum	At least 98%	100%					

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

*Denotes line items that changed

Service Provider	Arbor E&T LLC.	Contract # 10A295R1 &	10D295R1	
Project/Activity	Assessment, Intensive, Trng, F/U	Funding SourceWIA	Modification #	2

				43.61%	56.39%	Previous bud Modifie
				43.01%	Displaced	ivioairi
		Non-	Total	A al. 114	Worker	A d 14
		NOH-	Total	Adult Budget	worker	Adult Budget
Line Items	Administrative	Administrative	Budget Amount	Amount	Budget Amount	Amount
Salaries & Fringe Benefits	\$ -	\$ 560,914				\$ 244,615
Facilities/Rent Costs (space)	\$ -	\$ 44,451	\$ 44,451	\$ 19,385	\$ 25,066	\$ 19,385
Non-Expendable Equipment Costs	\$ -	\$ 5,765	\$ 5,765	\$ 5,765	\$ (0)	*
Operating Expenses	\$ -	\$ 68,524	\$ 68,524	\$ 28,121	\$ 40,403	* \$ 31,246
WI Customer Wages and Fringe Benefits		\$ 32,635	\$ 32,635	\$ 13,393	\$ 19,242	* \$ 14,881
WI Customer Individualized Training Costs		\$ 399,000	\$ 399,000	\$ 174,004	\$ 224,996	\$ 174,004
WI Customer Supportive Services Costs		\$ 162,500	\$ 162,500	\$ 70,866	\$ 91,634	\$ 70,866
WI Customer Needs-Based/Needs-Related Payment Costs		\$	\$ -	\$ -	\$ -	
WI Payments to Employers Costs		\$	\$ -	\$ -	\$ -	
Staff Training/Tech Services Costs	\$ -	\$ 3,025	\$ 3,025	\$ 1,319	\$ 1,706	\$ 1,319
Other Direct Costs	\$ -	\$ 25,261	\$ 25,261	\$ 10,366	\$ 14,895	* \$ 11,519
Training Fees/Professional Fees/ Profit	\$ -	\$ 66,412	\$ 66,412	\$ 28,962	\$ 37,450	\$ 28,962
Indirect Costs	\$ -	\$ 72,585	\$ 72,585	\$ 31,655	\$ 40,931	\$ 31,654
Total Budget Costs	\$ -	\$ 1,441,073	\$ 1,441,073	\$ 628,452	\$ 812,621	\$ 628,451
Percentage of Budget	0%	100%	100%	44%	56%	
Cost Limitations	2% Maximum	At least 98%	100%			

Modification Displaced Adult Worker Budget **Budget Amount Amount** \$ 244,615 \$ 316,300 19,385 \$ 25,066 31,246 \$ 40,403

\$

\$

19,242

91,634

1,706

14,894

37,449

40,931

\$ 812,621

\$ 224,996

11,519 \$

Previous budget before

Adult Education – ARRA Contracts

Oconee Adult Education – Through December 31, 2010, Oconee Adult Education has spent \$26,575 of their awarded \$33,750. They have requested an additional \$1,600 to complete the current session and an additional \$3,600 for another session.

Pickens Adult Education – Through January 31, 2011, Pickens Adult Education has spent \$25,757 of their awarded \$33,750. They have requested an additional \$4,000 for an additional 130 hours of instruction.

Incentive ARRA Funding Proposed Spending

•	4 .
Ince	ntiva.

Amount Available	\$ 41,848.00
Recommendations:	
WorkKeys	15,000.00
Regional Business Workshop	
OneStop Orientation Video	
WorkKeys for High School	3,804.96
Dynamic Works-Certification for Brandi	950.00
Balance	\$ 22,093.04

ARRA Amount Available	\$ 50,549.63	DW \$ 177,245.88		_
D. J. C.	22%	78%		
Recommendations:	Φ 2 600 00	Φ 2 600 00	¢ 5 200 00	
Oconee Adult Ed	. ,	\$ 2,600.00	\$ 5,200.00	
Pickens Adult Ed	2,000.00	2,000.00	4,000.00	
Advanced WorkKeys Module in VOS	-	-	27.000.00	Windy - working on price
Interview Stream	5,547.70	19,452.30	25,000.00	
In-House Computers	-	-		Brandi - Working with Greg Gilstrap on specifications needed
FlatScreens for OneStops	332.86	1,167.14	1,500.00	,
Scanners for OneStops	88.76	311.24	400.00	
Cubicles for OneStops	-	-		This amount will be researched once approved.
Tri-Fold Letter Machine	75.89	266.11	342.00	
Rebranding:				
If OneStop Moves	7,944.30	27,855.70	35,800.00	
If WorkLink Moves	1,708.69	5,991.31	7,700.00	
Moving Vans:				
				Lowest Quote from Sanders Moving and Storage (\$1,300 for 4 men & 2 trucks for 8hrs, \$1,600 for 10 hrs for Anderson One
Anderson OneStop	355.05	1,244.95	1,600.00	* * *
WorkLink	94.31	330.69	425.00	
Team Building	-	-	.25.00	Windy - working on price
Shelves for Storage	_	_		Crayton - working on price
If we move:				Crayton working on price
Board Room Table	998.59	3,501.41	4,500.00	30' Board Room Table
Board Room Chairs	970.85	3,404.15	4,375.00	
Stackable Chairs	199.72	700.28	900.00	
Conference Room for WorkLink	133.14	466.86	600.00	1.7.
Nice Chairs at Table	310.67	1,089.33	1,400.00	
Stackable Chairs	66.57	233.43	300.00	
Resource Room	998.59	3,501.41	4,500.00	
Stackable Chairs	199.72	700.28	900.00	•
Suchable Charis	24,625.42	74,816.58	99,442.00	
Remaining ARRA Balance	25,924.21	102,429.30	128,353.51	

Remaining balance can be used by charging Salaries and other In-House items to the ARRA fund codes.

Employee	Date		In Use	D = Desktop, L		
Name	Purchased	COG#	(Yes/No)	= Laptop	Model	Yrs Old
1 CSI Laptop	01/03/07	1328	Y	L	Dell	4.5
2 Crayton	05/07/08	1385	Y	D	Dell	3
3 Windy Deskt	05/07/08	1384	N	D	Dell	3
4 Spare	08/06/08	1397	N	L	Dell	3
5 Jennifer	11/05/08	1421	Y	L	Dell	3
6 Brandi	11/05/08	1422	Y	L	Dell	3
7 Jimmy	01/28/09	1424	Y	L	Dell	2.5
8 Sharon	01/28/09	1425	Y	L	Dell	2.5
9 Windy	06/24/09	1440	Y	L	Dell	2
10 Amy	06/24/09	1441	Y	L	Dell	2
11 Nita	08/05/09	1453	Y	L	Dell	2

	WorkLink Marketing Analysis for Po	otential UneStop Mo	ove	I				
ltem	TimeLine	Cost Estimate		Specs/Suggestions	OneStop Calculation for three new offices	WorkLink Calculation	OneStop Rebranding Calculation	Total for three consecutive changes
Business Materials - order prior to move	Design in May, send to printers June 1	0001 201111111			jo: timee new ojjiees			onsecutive on anges
Business cards	- cog, com as princes cance	\$	50.00	500 cards for 23 people + 8 WorkLink staff	\$ 1,150.00	\$ 400.00	\$ 1,550.00	\$ 3,100.00
Letterhead		\$	250.00		\$ 750.00		\$ 750.00	
Envelopes		\$	250.00	1,000 envelopes, order for 3 offices	\$ 750.00	\$ 250.00	\$ 750.00	\$ 1,750.00
Large Envelopes		\$	500.00	1,000 envelopes, order for 3 offices	\$ 1,500.00	\$ 500.00	\$ 1,500.00	\$ 3,500.00
		\$ 1	,050.00		\$ 4,150.00	\$ 1,400.00	\$ 4,550.00	\$ 10,100.00
Collateral Pieces - order prior to move	Design in May, send to printers June 1							
OneStop Orientation				1,000 copies	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
OneStop Brochures		\$		1,000 copies	\$ 750.00		\$ 750.00	\$ 1,500.00
OneStop Brochures (Spanish)				500 copies plus translation costs	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
On-the-Go Brochures		\$	500.00	•	\$ 500.00		\$ 500.00 \$ 500.00	\$ 1,000.00
Youth Brochures		\$	500.00	1,000 copies 250 copies	\$ 500.00 \$ 250.00		φ 500.00	\$ 1,000.00
OJT Brochures Business Brochure		\$		500 copies	\$ 250.00		\$ 250.00 \$ 250.00	\$ 500.00 \$ 500.00
Business Incentives Guide				new publication	\$ 250.00		\$ 250.00	\$ 2,000.00
Business Folders		<u> </u>		only if WorkLink office moves	7 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
OneStop Folders			<u> </u>	optional - no address on current design		7 1,000.00	\$ 1,000.00	\$ 1,000.00
Onestop Folders			,250.00	optional the address on carrent design	\$ 5,250.00	\$ 1,000.00		
Signage		7	,		7 5)250.00	-	7 7,20000	÷ 10,000100
				temporary 4x10 banner, printed on one side,				
Temporary Building Signs	design and order by May 31	\$	550.00	installed on steel pipes	\$ 1,650.00			\$ 1,650.00
, , ,								
				high-quality sign with space for brand name and				
Permanent Building Signs	TBD by OneStop brand change	\$ 4	,000.00	individual partner listing or message board			\$ 12,000.00	\$ 12,000.00
Door Decals	Order in July	\$	400.00	25 window cling decals at \$16 each	\$ 400.00		\$ 400.00	\$ 800.00
Internal Signage/posters	Order in June	\$		estimate for each building	\$ 2,250.00			\$ 2,250.00
		\$ 5	,700.00		\$ 4,300.00		\$ 12,400.00	\$ 16,700.00
Website	Schedule changes for end of June	\$	750.00	one-month of updates	\$ 750.00	\$ 750.00	\$ 750.00	\$ 2,250.00
N-AifiAi	Develop list in Many and a Consist in Lore							
Notifications - order prior to move	Develop list in May, order & print in June	ć	000.00	2 000	\$ 800.00	ć 000.00	ć 000.00	ć 2.400.00
Participant Postcards Business Postcards		\$	800.00	2,000 postcards printed and addressed 2,000 postcards printed and addressed	\$ 800.00		\$ 800.00	\$ 2,400.00
Other Postcards (itemized below)		\$	400.00		\$ 800.00		\$ 800.00 \$ 400.00	\$ 2,400.00 \$ 1,200.00
Service Provider Postcards		7	400.00	50 postcards printed and addressed	\$ 400.00	7 400.00	7 400.00	7 1,200.00
Training Provider Postcards				300 postcards printed and addressed				
Partner Postcards				100 postcards printed and addressed				
Vendor/Bidder Postcards				200 postcards printed and addressed				
State agency and LWIB Postcards				50 postcards printed and addressed				
Community Postcards (chambers, etc.)				300 postcards printed and addressed				
Flyers - public transit & partner distribution	design and print in June, distribute in July	\$	400.00	1,000 flyers or extra postcards	\$ 400.00		\$ 400.00	\$ 800.00
Public Notices (in each county)	schedule to run first week of July	\$ 1	,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Online listings (VOS, LMI, NAWB etc.)	send requests in early May			time only				\$ -
Phone books, chambers etc.	send requests in early May			time only				\$ -
		\$ 3	,400.00		\$ 3,400.00	\$ 3,000.00	\$ 3,400.00	\$ 9,800.00
								\$ -
Other								\$ -
Forms	Revise in May	\$ 1	,000.00		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 4,000.00
Email Signatures	Revise in June/July	<u> </u>	FC 25	time only	A =====	A =====		\$ -
New Address Stamp	Order in June	\$	50.00	no shores	\$ 50.00	\$ 50.00		\$ 100.00
Mail Fowarding	Set-up in June			no charge				\$ -
Voicemail recording	Change at end of June Schedule for mid-July	ć	500.00	time only	\$ 1,500.00	\$ 500.00		\$ 2,000.00
Host an open house	Order in July	\$ 2		reprint pens, notepads, and employer item	\$ 1,500.00	ş 500.00	\$ 2,000.00	\$ 2,000.00
Specialty Items Billboard announcements	Design and print in June, post in July			6 posters, 2 in each county for one month	\$ 2,000.00		\$ 2,000.00	\$ 4,000.00
Dimboard atmouncements	besign and print in Julie, post in July	5 ک	,,000.00	rotated through 6 billboards over the course of a	ال.000.00		0.000.00	10,000.00
Anderson Billboard campaign	Starting in July	\$ 8	400.00	year (\$7,200 for space cost)	\$ 8,400.00			\$ 8,400.00

Long-term Billboard campaign	TBD by OneStop Brand change	\$	4 boards total, 2 in Anderson, \$800 each on 6- month contract (\$200 estimate for each vinyl)			\$ 24,000	.00	\$ 24,000.00
		\$ 40,950.00		\$ 17,950.00	\$ 1,550.00	\$ 33,000	.00	\$ 52,500.00
TOTAL for OneStop Move				\$ 35,800.00				
Additional TOTAL if WorkLink office moves					\$ 7,700.00			
TOTAL if OneStop brand changes at same time						\$ 61,350	.00	
TOTAL if OneStop brand changes later								\$ 104,850.00

WorkLink Workforce Investment Board

PERSONAL SERVICES CONTRACT

Maintenance of www.worklinkweb.com

July 1, 2011 through June 30, 2012

THIS AGREEMENT, entered into as of this day of <u>July 1, 2011</u> by and between <u>Art/Design Associates</u> (hereinafter called the "Contractor") and the South Carolina Appalachian Council of Governments (hereinafter called the "Council") WITNESSETH THAT:

WHEREAS, The Council desires to engage the Contractor to render certain technical or professional services hereinafter described in connection with an undertaking that is expected to be partially financed under <u>Workforce</u> Investment Act Funds:

NOW, THEREFORE, the parties hereto do mutually agree as follows:

- 1. <u>Employment of Contractor</u>. The Council hereby agrees to engage the Contractor and the Contractor hereby agrees to perform the services hereinafter set forth in connection with the project of the Council under Grant Contract No. 11G795D3
- 2. <u>Area Covered.</u> The Contractor shall perform all the necessary services provided under this Contract in connection with and respecting the following area or areas, herein called the "planning area":

Anderson, Oconee, and Pickens Counties

- 3. <u>Scope of Services</u>. The Contractor shall do, perform, and carry out in a satisfactory and proper manner as determined by the Council, the following services as needed:
 - a. Provide ongoing support in conjunction with Carolina Media Group at a rate of \$100 an hour.
 - i. Design event-specific banners and web announcements
 - ii. Create new pages for content
 - iii. Ensure integration of additional data
 - iv. Review ADA compliance and provide Spanish translations when needed
 - v. Address technical issues and program additional features when needed
 - vi. Provide technical assistance by phone and/or email and through meetings
 - b. Ensure Search Engine Optimization by website sections not to exceed \$3,420 annually or \$285 each month
 - c. Host the website at a rate of \$45 a month, not to exceed \$540 annually
- 4. <u>Time of Performance</u>. The services of the Contractor are to commence as soon as practical after the execution of this Contract and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of this Contract, but in any event, all of the services required hereunder shall be completed by the end of the 2011 program year on June 30, 2012.
- 5. <u>Compensation</u>. The Council agrees to pay the Contractor the total sum of \$12,960.00 for the above services. The cost is based on an estimated monthly service need of 7.5 hours. Monthly hours not used roll to the subsequent month and expire upon completion of the annual support agreement. If this is necessary, a modification to the contract will be executed increasing or decreasing the total amount of the contract.
- 6. <u>Method of Payment</u>. The Council will pay to the Contractor the amount set forth in Paragraph 7, which shall constitute full and complete compensation for the Contractor's services hereunder. Such sum will be paid an average \$1,080.00 monthly, subject to receipt of a requisition for payment from the Contractor specifying that she has performed the work under this Contract in conformance with the Contract and that she is entitled to receive the amount requisitioned under the terms of the Contract:

								WorkLink Prog	ram Year 2010	Financial St	atus											
						'		Obligation	s - As of Janua	ary 31, 2011												
		Grant #	Grant Period	WIA Admin	Adult	DW	Youth	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)		10A195E1	7/1/10-6/30/11	\$ -	\$ 144,640 \$	-	s -	\$ -	\$ -	\$ -	\$ -	s -	s -	\$ -	\$ 144,640	\$ -	\$ 144,640	\$ 86,842	60.04% \$	84,373	58.33%	\$ 57,798
DW WIA Arbor E & T (OneStop & Elig)		10A195E1 10D195E1	7/1/10-6/30/11	Ъ -	5 144,040 5	187,027	5 -	5 -	5 -	3 -	5 -	ъ -	3 -	ъ - -	187,027	-	187,027	66,672	35.65%	109,099	58.33%	
Adult WIA Arbor E & T (Intensive)		10A295E1	7/1/10-6/30/11	-	628,452	-	-	-	-	_	-	-	-	-	628,452	-	628,452	243,288	38.71%	366,597	58.33%	
DW WIA Arbor E & T (Intensive)		10D295E1	7/1/10-6/30/11	-	-	812,621	-	-	-	-	-	-	-	-	812,621	-	812,621	167,891	20.66%	474,029	58.33%	
Adult WIA Arbor E &T (ARRA)		10SA295R1	7/1/10-6/30/11	-	-	-	-	-	-	342,333	-	-	-	-	342,333	-	342,333	82,741	24.17%	199,694	58.33%	
DW WIA Arbor E & T (ARRA)		10SD295R1	7/1/10-6/30/11	-	-	-	-	-	-	-	330,791	-	-	-	330,791	-	330,791	34,976	10.57%	192,961	58.33%	
State Reserve WIA Arbor E & T		10SR295R1	8/11/10-3/31/11 10/1/09-6/30/11	-	-	-	-	408,538	-	16,875	-	-	-	-	408,538	-	408,538 16,875	403,428	98.75% 70.06%	204,269 22,500	50.00% 133.33%	
Anderson Adult Ed 1 & 2 - ARRA Adult Anderson Adult Ed 1 & 2- ARRA DW		8SA695AW1 8SD695AW1	10/1/09-6/30/11	-	-	-	-	-		10,673	16,875	-	-	-	16,875 16,875	-	16,875	11,823 11,907	70.56%	22,500	133.33%	
Anderson Adult Ed 3,4, & 5- ARRA Adult		8SA695AA1	10/1/09-6/30/11	-	-	-		-	-	16,875	-	-		_	16,875	-	16,875	15,636	92.66%	22,500	133.33%	
Anderson Adult Ed 3, 4, & 5- ARRA DW		8SD695AA1	10/1/09-6/30/11	-	-	-	-	-	-	-	16,875	-	-	-	16,875	-	16,875	15,636	92.66%	22,500	133.33%	
Pickens Adult Ed - ARRA Adult		8SA695P1	10/1/09-6/30/11	-	-	-	-	-	-	16,875	-	-	-	-	16,875	-	16,875	12,901	76.45%	22,500	133.33%	
Pickens Adult Ed - ARRA DW		8SD695P1	10/1/09-6/30/11	-	-	-	-	-	-	-	16,875	-	-	-	16,875	-	16,875	12,856	76.18%	22,500	133.33%	
Oconee Adult Ed - ARRA Adult		8SA695O1	7/1/09-6/30/11	-	-	-	-	-	-	16,875	16.075	-	-	-	16,875	-	16,875	13,288	78.74%	26,719	158.33%	
Oconee Adult Ed - ARRA DW Anderson School District 4	С	8SD695O1 8SY495A42	7/1/09-6/30/11 6/7/10-7/2/10	-	-	-	-	-	-	-	16,875	10,278	-	-	16,875 10,278	-	16,875 10,278	13,288 10,278	78.74% 100.00%	26,719 10,278	158.33% 100.00%	,
Hamilton Career Center - ARRA SYEP	C	8SY495O2	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	-	8SY495H2	5/14/10-9/30/10	-	-	-	-	-	-	-	-	239,397		-	239,397	-	239,397	239,397	100.00%	239,397	100.00%	
Y WIA Henkels & McCoy		10Y495H1	7/1/10-6/30/11	-	-	-	997,929	-	-	-	-	-	-	-	997,929	-	997,929	356,277	35.70%	582,125	58.33%	
Y ARRA WIA Henkels & McCoy	C	8Y495H1	7/1/10-6/30/11	-	-	-	-	-	-	-	-	119,768	-	-	119,768	-	119,768	119,765	100.00%	119,765	100.00%	3
ARRA - SCDEW Adult OJT		8SA395E2	7/1/10-6/30/11	-	-	-	-	-	-	49,258	-	-	-	-	49,258	-	49,258	18,630	37.82%	28,734	58.33%	
ARRA - SCDEW DW OJT		8SD395E2	7/1/10-6/30/11	-	-	-	-	-	-	-	29,739	-	-	-	29,739	-	29,739	2,000	6.73%	17,348	58.33%	
SCDEW OJT NEG DW		10N395E1	12/1/10-6/30/11	-	-	-	-	-	-	-	-	-	-	173,032	173,032	-	173,032	-	0.00%	28,839	16.67%	
SCDEW Workleys - Adult		8SA195E1	7/1/09-6/30/11	-	-	-	-	-	-	103,510	270.106	-	-	-	103,510	-	103,510	93,210	90.05%	163,891	158.33%	
SCDEW Workkeys - DW Adult WIA SCDEW (OJT)		8SD195E1 10A395E1	7/1/09-6/30/11 7/1/10-6/30/11	-	34,285	-	-	-	<u>-</u>	-	270,106	-	-	-	270,106 34,285	-	270,106 34,285	261,381 17,053	96.77% 49.74%	427,668 20,000	158.33% 58.33%	
DW WIA SCDEW (OJT)		10D395E1	7/1/10-6/30/11	_	-	53,715		_		-	_	-		_	53,715	-	53,715	24,983	46.51%	31,334	58.33%	
TAA SCDEW (9T195E1)	С	9T195E1	10/1/09-11/30/10		-	-	_	-	-	-	-	-		-	-	751,192	751,192	731,480	97.38%	751,192	100.00%	
ASD1	C	10 Youth Forum	09/30/10	-	-	-	-	-	-	-	-	1,700	-	-	1,700	-	1,700	1,700	100.00%	1,700	100.00%	
ASD2	C	10 Youth Forum	09/30/10	-	-	-	-	-	-	-	-	1,066	-	-	1,066	-	1,066	1,019	95.59%	1,066	100.00%	47
ASD3	C	10 Youth Forum	09/30/10	-	-	-	-	-	-	-	-	793	-	-	793	-	793	793	100.00%	793	100.00%	
ASD4	C	10 Youth Forum	09/30/10	-	-	-	-	-	-	-	-	697	-	-	697	-	697	561	80.49%	697	100.00%	136
ASD5	C	10 Youth Forum	09/30/10 09/30/10	-	-	-	-	-	-	-	-	3,413	-	-	3,413	-	3,413	2,629	77.03%	3,413	100.00%	
SDPC Cornell Dubilier Marketing	C	10 Youth Forum 10IWT01	8/11/10-2/25/11	-	-	-	-	-	-	-	-	3,221	12,500	-	3,22 <i>1</i> 12,500	-	3,22 <i>1</i> 12,500	2,771 10,045	86.03% 80.36%	3,221 5,729	100.00% 45.83%	
Covidien Covidien		10IWT02	8/11/10-2/25/11	-	-	-		-	-	-	_	-	10,000	-	10,000	-	10,000	10,043	0.00%	4,583	45.83%	
Imperial Die Casting		10IWT03	8/11/10-2/25/11	-	-	-	-	-	-	_	_	-	17,000	_	17,000	-	17,000	1,900	11.18%	7,792	45.83%	
Johnson Control		10IWT04	8/11/10-2/25/11	-	-	-	-	-	-	-	-	-	10,000	-	10,000	-	10,000	10,000	100.00%	4,583	45.83%	
Metco, Inc		10IWT05	8/11/10-2/25/11	-	-	-	-	-	-	-	-	-	16,470	-	16,470	-	16,470	15,475	93.96%	7,549	45.83%	995
Parkway Products, Inc		10IWT06	8/11/10-2/25/11	-	-	-	-	-	-	-	-	-	17,000	-	17,000	-	17,000	8,550	50.29%	7,792	45.83%	
Richmond Gear		10IWT07	8/11/10-2/25/11	-	-	-	-	-	-	-	-	-	16,280	-	16,280	-	16,280	1,250	7.68%	7,462	45.83%	,
Sargent Metal Fabrication		10IWT08	8/11/10-2/25/11	-	-	-	-	-	-	-	-	-	10,000	-	10,000	-	10,000	10,000	100.00%	4,583	45.83%	
Tri-Tech USA South Eastern Machinning		10IWT09 10IWT10	8/11/10-2/25/11 8/11/10-2/25/11	-	-	-	-	-	-	-	-	-	17,060 16,090	-	17,060 16,090	-	17,060 16,090	5,750	33.70% 0.00%	7,819 7,375	45.83% 45.83%	
Ulbrich Precision Flat Wire		10IWT11	8/11/10-2/25/11	_	_	_		_		_	_	_	14,700	_	14,700		14,700	6,900	46.94%	6,738	45.83%	
US Engine Valve		10IWT12	8/11/10-2/25/11	-	-	-	-	-	_	_	_	-	10,000	_	10,000	-	10,000	9,869	98.69%	4,583	45.83%	
WorkKeys® Projects		n/a	thru 6/30/11	-	-	-	-	-	9,642	_	-	-	-	-	9,642	-	9,642	2,473	25.64%	-	0.00%	
WorkKeys® Profiles		n/a	thru 6/30/11	-	-	-	-	7,000	-	-	-	-	-	-	7,000	-	7,000	2,000	28.57%	-	0.00%	5,000
Total Pass-Through Contracts				\$ -	\$ 807,377 \$	1,053,363	\$ 997,929	\$ 415,538	\$ 9,642	\$ 562,601	\$ 698,136	\$ 395,465	\$ 167,100	\$ 173,032	\$ 5,280,183	\$ 751,192	\$ 6,031,375	\$ 3,176,443	52.67% \$	4,342,640	72.00%	\$ 2,854,933
1					İ			In-House	- As of Janua	у 31, 2011												
								ARRA State		ARRA		ARRA			Total w/o		Total w/	Actual	Actual %	Goal	Goal %	
In-House Expenses				WIA Admin	Adult	DW	Youth	Reserve	Incentive	Adult	ARRA DW	Youth	IWT	OJT NEG	Trade	Trade	Trade	Expended	Expended	Expended	Expended	Balance
Salary				139,856	65,710	132,445	45,133	-	-	-	-	8,074	-	5,710	396,928	5,022	401,950	219,487	55%	234,470.83	58%	
Fringe Travel - Conferences				44,384 2,500	20,953	41,315 2,500	14,408	290	-	-	-	631	-	808	122,499 5,290	1,714	124,213 5,290	68,276 2,240	55% 42%	72,457.58 3,085.83	58% 58%	
Travel - Fleet Car				2,500		2,500	-	290	-		-	270	-	-	5,290 470	-	5,290 470	2,240	0%	274.17	58%	
Travel - Committee/Board				3,000	-	-		-		_	_	-		_	3,000	-	3,000	448	15%	1,750.00	58%	
Supplies - Consummable				1,000	10,500	-	500	-	-	-	-	-	-	-	12,000	-	12,000	1,556	13%	7,000.00	58%	
Supplies - Non-Consummable				4,500	4,000	-	-	-	-	-	-	-	-	-	8,500	-	8,500	147	2%	4,958.33	58%	8,353
Contractual				1,000	26,432	16,206	7,000	-	-	-	-	-	-	-	50,638	-	50,638	21,905	43%	29,538.83	58%	
Insurance - board liability				9,660	-	-	-	-	-	-	-	-	-	-	9,660	-	9,660	5,427	56%	5,635.00	58%	
Insurance - WIA cars				1,200	-	-	-	-	-	-	-	-	-	-	1,200	-	1,200	800	67%	700.00	58%	
Postage				6,000	-	-	-	-	-	-	-	-	-	-	6,000	-	6,000	1,960	33%	3,500.00	58%	
Printing Talanhana & Call phone & Internet				20,563	-	-	-	-	-	-	-	-	-	-	20,563	-	20,563	4,530	22%	11,995.08	58%	
Telephone & Cell phone & Internet Newspapers, magazines, books				13,500 500	-	-	-	-	-	-	-	-	-	-	13,500 500	-	13,500 500	4,773 162	35% 32%	7,875.00 291.67	58% 58%	
Memberships, dues, professional fees				3,000	-	-	-	-	<u> </u>	-	-	-	-	-	3,000	-	3,000	2,350	78%	1,750.00	58%	
Conferences/Outside Meetings				3,825	-	-		210	-	-	-	-	-	-	4,035	-	4,035	3,736	93%	2,353.75	58%	
Training				150	1,900	4,225	350	-	-	-	-	-	-	-	6,625	-	6,625	390	6%	3,864.58	58%	
Rent - office space & offsite storage				18,900	,	-	-	-	-	-	-	-	-	-	18,900	-	18,900	14,856	79%	11,025.00	58%	
				2,500	1,050	1,350	_	_	_	_	_	_	_	_	4,900	_	4,900	2,243	46%	2,858.33	58%	

					ARRA State		ARRA		ARRA			Total w/o		Total w/	Actual	Actual %	Goal	Goal %	
In-House Expenses	WIA Admin	Adult	\mathbf{DW}	Youth	Reserve	Incentive	Adult	ARRA DW	Youth	IWT	OJT NEG	Trade	Trade	Trade	Expended	Expended	Expended	Expended	Balance
Repair, maintenance, gas - WIA car	3,500	-	-	-	-	-	-	-	100	-	-	3,600	-	3,600	890	25%	2,100.00	58%	2,710
Recruitment	1,000		-	-	-	-	-	-	-	-	-	1,000	-	1,000	-	0%	583.33	58%	1,000
Advertising	20,000	-	-	-	-	-	-	-	269	-	-	20,269	-	20,269	216	1%	11,823.58	58%	20,053
WIA meetings	7,500	-	-	-	-	-	-	-	-	-	-	7,500	-	7,500	2,813	38%	4,375.00	58%	4,687
Unemployment	3,281	-	-	-	-	-	-	-	-	-	-	3,281	-	3,281	2,438	74%	1,913.92	58%	843
Miscellaneous	-	250	250	-	-	-	-	-	-	-	-	500	-	500	194	39%	291.67	58%	306
Indirect Cost Pool Applied	59,780	28,505	56,702	19,406	-	-	_	-	3,560	-	2,568	170,521	2,159	172,680	89,150	52%	100,730.00	58%	83,530
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-
Total In-House	\$ 371,299	\$ 159,300	\$ 254,993	\$ 86,797	\$ 500	\$ -	\$ -	\$ -	\$ 12,904	\$ -	\$ 9,086	\$ 894,879	\$ 8,895	\$ 903,774	\$ 450,987	50%	376,572.50	42% \$	452,787
C- Grant closed out																			

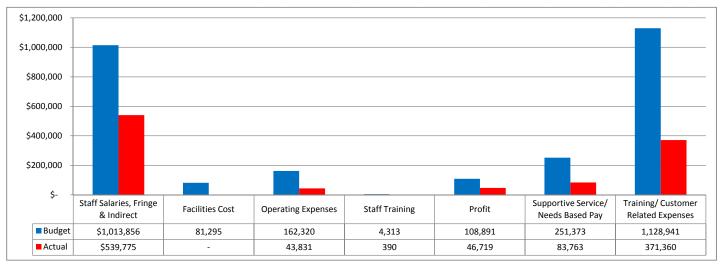
SC Appalachian Council of Governments Workforce Development In-House Monthly Financial Statement Projected In-House Budget for 2010-2011

	Approved Budget	Amendment	Proposed	Percent	Previous	Proposed	
Description	(1/12/11)	#1	Budget	Change	Budget	Budget	Description of Amendment
Salaries**	207.020	(220)	207.700	0.060/	4 400	4 100	Decrease due to 1 less week worked (2/4/11-6/16/11)
Salaries	396,928	(220)	396,708	-0.06%	4,400	4,180	Decrease due to above. This is 7.65% of
Fringe pool applied**	122,499	(17)	122,482	-0.01%	337	320	Salary.
Travel - lodging/meals	5,290	-	5,290		ı	-	
Travel - fleet car	470	105	575	22.34%	270	375	Increase due to estimated mileage costs for 211 employees from Aiken. 3 Trips.
				22.34%			101 211 employees from Aiken. 5 111ps.
Travel - committee/board	3,000	-	3,000		-	-	
Supplies - consumable	12,000	-	12,000		-	-	
Supplies - non-consumable	8,500	-	8,500		-	-	
Contractual**	50,638	-	50,638		-	-	
Insurance - board liability	9,660	-	9,660		-	-	
Insurance - WIA car	1,200	-	1,200		-	-	
Postage	6,000	-	6,000		-	-	
Printing	20,563	-	20,563		-	-	
Telephone, cell, & internet	13,500	-	13,500		-	-	
Newspapers, magazines, books	500	-	500		-	-	
Memberships, dues, prof fees**	3,000	-	3,000		-	-	
Conference/outside meetings**	4,035	-	4,035		-	-	
Training**	6,625	-	6,625		-	-	
Rent - office & offsite storage	18,900	-	18,900		-	-	
R & M - equip/software/lic renewals**	4,900	-	4,900		-	-	
Repair, maintenance, gas - WIA car	3,600	-	3,600		100	100	No Change
Recruitment	1,000	-	1,000		-	-	
Advertising	20,269	231	20,500	1.14%	269	500	Increase due to decrease in salary.
WIA meetings	7,500	-	7,500		-	-	
Unemployment	3,281	-	3,281		1	-	
Miscellaneous**	500	-	500		1	-	
Indirect cost pool applied	170,521	(99)	170,422	-0.06%	1,980	1,881	Decrease due to salary decrease. This is 45% of Salary.
Capital outlay**	_	-	_		-	-	
Totals	894,879	-	894,879		7,356	7,356	

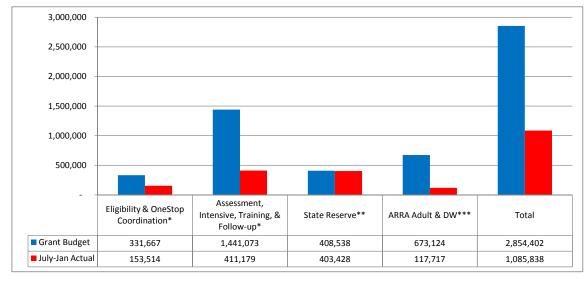
^{*}Notes: Mary Harris was hired as the Workforce Specialist. This position was originally budgeted for to begin work on 1/28 but the start date was actually 2/4, therefore, leaving us with a week's worth of salary, fringe, and indirect to reallocate.

Summary of Arbor Expenditures through January 2011 - By Category

Category	Budget	E	ligibility	I	ntensive	ARRA	S	tate Res	Y	TD Total	E	Balance
Staff Salaries, Fringe & Indirect	\$ 1,013,856	\$	135,968	\$	335,309	\$ 68,498	\$	-	\$	539,775	\$	474,081
Facilities Cost	81,295		-		-	-		-		-		81,295
Operating Expenses	162,320		5,951		32,517	5,363		-		43,831		118,489
Staff Training	4,313		225		165	-		-		390		3,923
Profit	108,891		11,370		29,440	5,909		-		46,719		62,172
Supportive Service/ Needs Based Pay	251,373		-		-	-		83,763		83,763		167,610
Training/ Customer Related Expenses	 1,128,941		-		13,748	37,947		319,665		371,360		757,581
	\$ 2,750,989	\$	153,514	\$	411,179	\$ 117,717	\$	403,428	\$	1,085,838	\$ 1	1,665,151



		July-Jan	
Grant Name	Grant Budget	Actual	Balance
Eligibility & OneStop Coordination*	331,667	153,514	178,153
Assessment, Intensive, Training, & Follow-up*	1,441,073	411,179	1,029,894
State Reserve**	408,538	403,428	5,110
ARRA Adult & DW***	673,124	117,717	555,407
Total	2,854,402	1,085,838	1,768,564



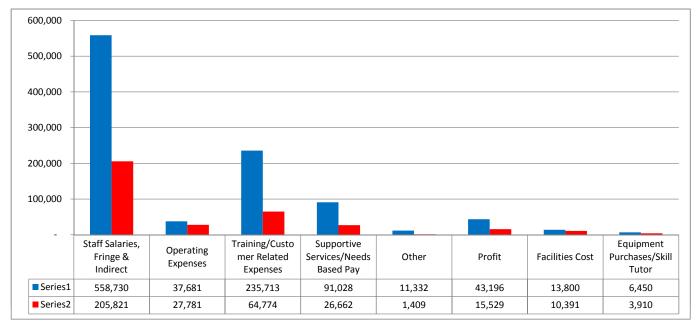
^{*}Grant Period ends 6/30/11 (Funds not expended may be carried over to PY'11)

^{**}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)

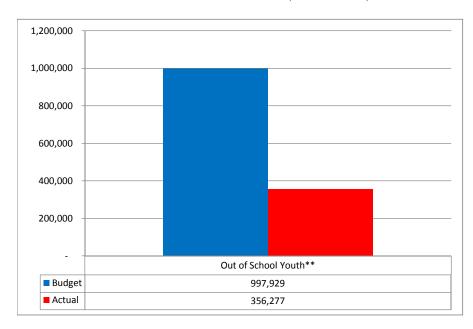
Summary of PYC Expenditures through January 2011 - By Category

Category	Budget	10Y495H1	Balance
Staff Salaries, Fringe & Indirect	558,730	205,821	352,909
Operating Expenses	37,681	27,781	9,900
Training/Customer Related Expenses	235,713	64,774	170,939
Supportive Services/Needs Based Pay	91,028	26,662	64,366
Other	11,332	1,409	9,923
Profit	43,196	15,529	27,667
Facilities Cost	13,800	10,391	3,409
Equipment Purchases/Skill Tutor	6,450	3,910	2,540
	997,929	356,277	641,652



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

Grant Name	Budget	Actual
Out of School Youth**	997,929	356,277



^{*}Grant Period 7/1/10-6/30/11 - Funds not expended will be carried over to PY'11 17