

**WORKFORCE INVESTMENT CORPORATION**  
**Finance Committee Meeting Minutes**  
**August 31, 2016 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Mike Wallace, Chair

David Collins

Ronnie Booth

**Members Absent:**

Stephanie Collins

**Staff Present:**

Sharon Crite

Windy Graham

Jennifer Kelly

Trent Acker

Patty Manley

**Guest Present:**

Kal Kunkel

Amanda Wagner

Renee Alexander

Matt Fields

Karen Craven

**I. Call to Order & Introductions**

Chair Mike Wallace called the meeting to order at 3:08 pm welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Introductions were made of all in attendance.

**II. Approval of 6-7-2016 Meeting Minutes/Meeting Review**

The minutes from the June 7, 2016 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: David Collins made a motion to approve the minutes as submitted, seconded by Chair Wallace. The motion carried unanimously.**

**III. PY'15 Final Budget Overview**

**I. WorkLink Grants**

**a) Adult/DW/Youth Overview**

Chair Wallace deferred to Matt Fields to review the Adult/Dislocated Worker and Operator budgets for PY'15.

Mr. Fields referred to pages 5 -6 which is the close out as of 6/30/16 reporting 91.9% of the Adult Budget was expended as of 6/30/16 with 85% (\$190,388.50) being spent on Training; the Dislocated Worker Budget ended at 95.6% expended with 100+% being spent on Training. The Operator Budget is shown on the page added to the back of the meeting packet which shows expenditures ended at 99.61% expended.

Karen Craven referred to page 7 reporting the Youth Budget expenditures as of 6/30/16 closed out at 96.7% expended for the total grant. Operating expenditures closed out at 82.3%; Training at 100% and Supportive Services at 105.3%. Ms. Craven highlighted line item 2.9 Work Experience which closed out at 108.4% expended.

Mr. Acker referred to page 8 which is a summary of the PY'15 In-House budget for WorkLink as reporting this budget will close out at 99% expended once all invoices & payments have been received and reconciled.

#### **IV. PY16 Budgets Overview**

##### **I. WorkLink Grants**

##### **a) Adult/DW Youth Update**

Matt Fields referred to pages 9 which show Adult YTD PY'16 expenditures currently at 6.2% adding the lag in training is due to the slowdown in training & GED classes for the summer months.

On page 10, Mr. Fields provided an overview of the YTD PY'16 expenditures which are currently at 4.4% stating the DW budget is spending on target at this point. Mr. Fields referred to the transfer of DW funds to Adult due to the Rapid Response Grant received which will now serve the Dislocated Worker.

Mr. Acker provided a brief explanation of the Rapid Response grant and transfer of funds which should occur in October when we receive the balance of our PY'16 allocations from the State. In addition to the standard transfer which was previously approved, we will be able to transfer additional funds equivalent to the Rapid Response Grant in an effort to increase the number served with Adult funding.

Mr. Fields reported the Operator Budget as shown on page 11 is spending on track and reminded Committee members this budget contains no training dollars or supportive services as it consists of Operations & Staff costs only.

Ms. Craven referred to page 12 for the Youth budget expenditures at 5.9% to date adding an uptick should begin once school starts back. Ms. Craven highlighted the Work Experience line item which is currently at 2.9% expended reminding Committee members that Work Experience comprises 20% of budget under WIOA and is on target for month of July 2016.

Mr. Acker referred to page 13 which shows the summary for the In-House Budget to date for PY'17 noting that PY'15 Carryover funds are subject to change based on DEW calculations. Mr. Acker also reported the Undesignated Funds line item represents the monies that would be available for the Committee/Board to increase grants if they so wish.

b) Adult/DW Letter of Intent

Mr. Acker referred to pages 14-24 of the meeting packet and deferred to Jennifer Kelly for explanation. Ms. Kelly provided a brief background of the Letter of Intent stating SC DEW made a strong recommendation to provide a Letter of Intent instead of a Grant Award as of July 1, 2016 since we do not receive all of our Notice of Funds Authorized at the beginning of July. In the past, we received a very small percentage of funding on July 1 with the balance to be received sometime in October based on the State's allocation therefor a Letter of Intent was advised to state we anticipate getting a certain amount of money and based on our actual allocation, we will give you the reaming balance upon our receipt of funds.

Ms. Kelly reported a Letter of Intent Modification will be done once approval is given on the budgets than a contract will be put in place after all funding is received sometime in October/November.

c) Adult/DW Modification

Mr. Kal Kunkel referred to the AD/DW Services Modification #1 and provided an explanation due to change in staffing stating Matt Fields has accepted another position with Eckerd and will be transitioning out of his role with SC Works. Due to that change, Renee Alexander will be accepting a new role with Eckerd at the SC Works. Mr. Kunkle reported there is no overall change to the current contract budget amount, this modification is to facilitate a change in staff and to transfer Dislocated Worker Funds to the Adult funding stream as a receipt of Rapid Response

funding from SC DEW to serve Dislocated Workers adding excess funds in Staff Costs will be shifted to Operating Costs and Training Costs.

Mr. Kunkel referred to the OneStop Operator modification #1 and provided an explanation stating there is no overall change to the current contract budget, this modification is requested to facilitate a change in staff and to transfer Dislocated Worker Funds to the Adult funding stream as a result of receipt of Rapid Response funding from SC DEW to serve Dislocated Workers adding excess funds in Staff Costs will be shifted to Operating Costs.

Mr. Kunkel referred to the Dislocated Worker Rapid Response modification #1 reporting again there is no overall change in the contract budget amount, this modification is being requested to facilitate a change in staff. Minimal funds were transferred from Training to support this transition but we will request additional funds from SC DEW in October 2016 based on our expenditures adding SC DEW does have additional funding available.

**ACTION TAKEN: Ronnie Booth made a motion to approve the Adult/DW Services Modification #1; OneStop Operator Modification #1; and the Dislocated Worker Rapid Response Modification #1 as presented, seconded by David Collins. Motion carried unanimously.**

## II. Rapid Response

Mr. Acker referred to page 25 which shows the Dislocated Worker Rapid Response Grant received in the amount of \$89,518 as referred to in earlier item reports.

## V. Ongoing Grants

### I. Local Incumbent Worker Training Grants (15IWT01)

The report seen on page 32 shows the Local Incumbent Worker Grant in the amount of \$45,648 which was awarded to local area employers in the WorkLink region. Ms. Manley reported emails have been received during this Committee meeting and as long as all documentation and training was completed within the guidelines of the grant, we will have expended 100% of this grant.

### II. PY'16 IWT Allocation

Mr. Acker referred to page 33 which shows the allocation calculation worksheet for LIWT grant funding for PY'17. The metric/formula is more friendly for the WorkLink

area but is still not ideal, however, we will be receiving \$83,432 in Local IWT funding which is significantly higher than previous years.

III. Make It In America

Ms. Jennifer Kelly reviewed the Make It in America report found on page 34 of the packet. The three Technical Colleges the grant was sub-granted to are tracking on target with expenditures at 94.09% overall.

IV. On-the-Job Training Contracts

Mr. Acker referred to page 35 for the final PY'15 OJT summary report which shows the total pay-outs of \$29,517.70 in Adult funding and \$1,978.00 in DW funding. Unspent monies will be absorbed back in to the In-House budget for

VI. **Other Business**

Chair Wallace called for other business.

Dr. Booth stated Tri County Technical College will be receiving additional funds for training via Quick Job Trainings for MSSC, Nursing, Heavy Equipment, Truck Driving, and a few others. Also funds for technical skills for success training(s) will be available for individuals that need to know "how to get there from here" adding this training is geared for the typical adult who is >25 yrs. old who have only a HS or GED (or none at all).

Mr. Fields reported Eckerd received a grant through Wells Fargo to provide Financial Workshops to begin 9/21/16 which will be able to incentivize for 100 participants. Credit/Banking/Home Ownership will be the topics for the workshops. The workshops will be held in the SC Works Centers.

VII. **Adjournment**

Meeting adjourned at 4:07pm.

*Respectfully submitted by: Patty Manley*