WORKFORCE INVESTMENT CORPORATION
Finance Committee Meeting Minutes
June 7, 2016 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Mike Wallace, Chair	David Collins

Members Absent:

Ronnie Booth	Stephanie Collins

Staff Present:

Sharon Crite	Windy Graham	Jennifer Kelly
Trent Acker	Patty Manley	

Guest Present:

Karen Craven	Matt Fields

I. Call to Order & Introductions

Chair Mike Wallace called the meeting to order at 3:00pm 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 4-6-2016 Meeting Minutes/Meeting Review

The minutes from the April 6, 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. PY16 Budgets

A. Adult/DW Program Budget Proposal

Matt Fields referred to pages 10 - 11 which shows the proposed Adult & Dislocated Worker Grant Budget for PY'16. Mr. Fields noted Eckerd is currently at the $45,000 mark of spending other agency's training dollars. On page 12, Mr. Fields provided an overview of Operationing, Training and Supportive Services costs as well as Training & Professional fees.

Mr. Fields reported the Total Served number as shown on page 13 should be 610 stating the cost per participant was based on past numbers served which calculated at $1,335.00 per participant therefor leading to the number to be served for PY'16 for this budget.

Mr. Fields provided an overview of pages 14-16 which shows a comparison of PY'15 Budget vs. PY'16 Budget noting the big difference is the savings in profit and fringe fees.

ACTION TAKEN: David Collins made a motion to accept and approve the Adult/Dislocated Worker Grant Budget of $740,000, seconded by Mike Wallace. Motion carried unanimously.

B. Adult/DW Operator Budget Proposal

Mr. Fields reported that his and Renee Alexander's hours will be charged differently so that he will be charging time to both the Operator and Adult/DW Budgets. Continuing on page 17 Mr. Fields provided a brief explanation of the proposed Operator Budget for PY'16 in the amount of $80,730. Fringe/salary breakdown was provided on page 18 with page 19 providing a line by line breakdown of the Operator Budget. Upon further review and discussion, Mr. Fields noted pages 17 & 19 contain errant information and requested Committee members disregard the information on page 19 and consider information as shown on page 23 which is the correct budget amount of $75,278.16.

ACTION TAKEN: David Collins made a motion to accept and approve the Adult/Dislocated Worker Operator Budget of $75,278.16, seconded by Mike Wallace. Motion carried unanimously.

C. Youth Budget Proposal

Karen Craven referred to page 24 and provided an overview of the proposed Youth Budget for PY'16 in the amount of $679,323 stating this is Option C and was approved by the bPY'16 Budget Negotiations Committee. Continuing on pages 25-26 Ms. Craven provided a brief line by line category breakdown for the proposed budget.

Client flow projections for PY'16 are shown on page 27, Ms. Craven reported they are anticipating 69 Carry over + New enrollments of 87 + Follow up cases of 100 for a total served for PY'16 of 256.

ACTION TAKEN: Mike Wallace made a motion to accept and approve the Youth Budget in the amount of $679,323, seconded by David Collins. Motion carried unanimously.

IV. PY15 Budget Overview

A. WorkLink Grants

1. Adult/DW/Youth Budgets Overview

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

Mr. Fields referred to pages 28-30 reporting 83.1% of the Operator Budget has been expended as of 4/30/16; the Adult Budget is 79.1% expended out of a 83.3% goal as of 4/30/16 and Dislocated Worker Budget is 83.9% expended. Mr. Fields stated the Obligations report is shown on page 31 and added the budgets are all spending and tracking well.

Karen Craven referred to page 32 stating the Youth Budget expenditures 4/30/16 are at 81.8% with 75.2% being expended in Work Experience line item which comproses 20% of the budget. Ms. Craven noted this is equilivent to 5,629 hours of work experience out of 7,489 hours as of 4/30/16.

Mr. Acker referred to page 33 for a look at the PY'15 In-House budget for WorkLink as of April adding not all of the invoices are included due to deadlines and the transition. However, Mr. Acker reported all grants are spending well.

Mr. Acker noted based on Brandi Runion's estimates, the obligations rates are as follows:

- Adult 80%
- Dislocated Worker 90%
- Youth 88%

Mr. Acker continued, reporting the Fund Utilization Rate for PY'15 as of 4/30/16 is well above the 70% requirment as follows:

- Adult 78%
- Dislocated Worker 77%
- Youth 74%

The Expenditure Rates/Obligations reports are included on pages 34-36 as provide by SC DEW.

V. Ongoing Grants

Chair Wallace deferred to Mr. Acker to provide an update.

A. Rapid Response Incumbent Worker Training Grants

   Mr. Acker stated that there are currently no open Rapid Response Incumbent Worker Grants.

B. Local Incumbent Worker Training Grants

   The report seen on page 37 shows the Local Incumbent Worker Grant in the amount of $45,648 which was awarded to local area employers in the WorkLink region. The grant is spending fairly well and we are looking to have the final reimbursements and reports completed by the end of the grant period, 8/31/16. Mr. Acker reported we anticipate receiving additional funds from the State for PY'16.

C. Make It In America

   Ms. Jennifer Kelly reviewed the Make It In America report found on page 38 of the packet. The three Technical Colleges the grant was sub-granted to are tracking on target. Approval was received from DOL for the one-year extension through 9/30/17, however funding should be completed by 12/30/16 with follow up case management being done for the remainder of the grant period.

D. On-the-Job Training Contracts

   Mr. Acker referred the committee to the long sheet located in the back of the packet and deferred to Ms. Patty Manley for an update.

   Ms. Manley reported funds are spending well and she is continuing to communicate with employers in the area with interest in participating in this program as well as working closely with Eckerd Career Coaches to identify participants.

VI. <u>Other Business</u>

Chair Wallace called for other business.

Mr. Acker reported he is analyzing how to allocate additional funds. Will possibly be changing how staff charge hours on timesheets in an effort to more accurately reflect job functions and how time is allocated or spent.

VII. <u>Adjournment</u>

Respectfully submitted by: Patty Manley