

FINANCE COMMITTEE
January 31, 2018
SC Works Clemson Conference Room
3:00 P.M.

AGENDA

- I. Call to Order**
- II. Introductions**
- III. Election of Chair***
- IV. Approval of Minutes / Meeting Review*** **Committee Chair**
- V. PY'17 Budget Overview** **WorkLink/Eckerd**
 - I. WorkLink Grant**
 - a. Adult, DW, Operator
 - b. Youth
 - c. Youth RFP Budget*
 - II. In-house Budget**
- VI. Ongoing Grants** **WorkLink Staff**
 - I. PY 16 IWT**
 - II. PY 16 IWT – Round 2**
 - III. PY 17 IWT**
 - IV. Make It In America (MiiA) Grant**
 - V. Transportation Grant**
 - VI. OJT**
- VII. Other Business** **Committee Chair**
 - I. Calendar Year 2018 Meeting Dates***
- VIII. Adjournment** **Committee Chair**

UPCOMING MEETING
February 7th, 2018 – Board Meeting – 1:00 pm – Madren Center



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
November 1, 2017
SC Works Clemson Comprehensive Center, Large Conference Room**

Members Present

Mike Wallace, Chair David Collins Stephanie Collins (via phone)

Members Absent:

Richard Blackwell Ronnie Booth

Staff Present:

Sharon Crite Jennifer Kelly Trent Acker
Windy Graham Meredith Durham

Guest Present:

Karen Craven Renee Alexander

CALL TO ORDER & INTRODUCTIONS

Chair Mike Wallace called the meeting to order at 3:19pm welcoming everyone in attendance and announcing a quorum was present to conduct the business of the Committee and reminding everyone the meeting was being recorded for the processing of minutes. Introductions were made by everyone attending.

ELECTION OF CHAIR

ACTION TAKEN: David Collins made a motion to elect Mike Wallace as Chair of the Finance Committee for the November 1 meeting, seconded by Stephanie Collins. The motion carried unanimously.

APPROVAL OF 5-31-2017 MEETING MINUTES

Mr. Wallace called for a review of the minutes and any corrections/amendments to the minutes or a motion to approve.

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

PY'17 BUDGET OVERVIEW

WorkLink Grants

Mr. Wallace deferred to Eckerd Workforce Development Services staff for reporting.

Adult/DW, Rapid Response Overview

Ms. Renee Alexander, Regional Manager for Eckerd Workforce Development Services, referred to pages 7-10 providing the following budget updates:

- Page 7 shows expenditures for the Adult Program budget at 22.6% out of 25% goal through September 2017.
- The Dislocated Worker Program budget as shown on page 8 is currently 27.8% expended out of the goal of 25%.
- Page 9 shows the Operator Adult budget which is currently expended at 18.8%.
- The Operator DW budget on page 10 is currently 66.8% expended. Ms. Alexander stated that formulas are in the process of being corrected, so the October invoice should be more accurate.
- Continuing on page 11, Ms. Alexander stated the obligation chart shows Adult and Dislocated Worker WIOA Training with \$71,604.92 of funds that have been paid to Training Providers, and approximately \$90,000 which are pending payment. Expected expenditures for PY'17 are \$232,848.54 in approved ITAs.

Adult/DW Operator Modification #1

Ms. Renee Alexander reviewed the proposed Modification number one presented in the packet on page 12. Ms. Alexander stated that Eckerd is asking for an additional \$90,000 available in carryover funds to increase Training and Supportive Services to Adult & Dislocated Worker participants, which will allow for 14 more participants to be served. The modification also reflects a 2% cost of living increase for staff members.

ACTION TAKEN: David Collins made a motion to approve the first modification to the Adult/Dislocated Worker budget as submitted, seconded by Stephanie Collins. The motion carried unanimously.

Ms. Alexander referred to page 20 for the Operator Modification number one. Eckerd requested a modification to the One Stop Operator Contract to reflect management staff transitions for Matt Fields and Renee Alexander. This modification also reflects a 2% pay increase for project staff. There is no change in the overall contract amount.

ACTION TAKEN: Stephanie Collins made a motion to approve the first modification to the Operator budget as submitted, seconded by David Collins. The motion carried unanimously.

Adult/DW Transfer

Mr. Trent Acker requested the approval of a transfer \$250,000 from the Dislocated Worker to the Adult budget.

ACTION TAKEN: David Collins made a motion to approve the transfer as submitted, seconded by Stephanie Collins. The motion carried unanimously.

Youth Budget Overview

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 27 of the packet stating the Youth budget is currently spent at 21.2% as a whole as of September 2017. Ms. Craven called attention to the Work Experience line item, which is 13.5% expended through September equating to 774.9 hours of training. The goal for the year is a total of 5,760 hours of work experience for youth participants. The goal is driven by a 20% requirement established under the WIOA law.

Youth Budget Modification #2

Ms. Craven called attention to page 29 for the Youth Budget Modification number two. Eckerd requested an overall increase to the contract budget of \$4,502.73 for 2% Salary increases for Eckerd employees earning \$50,000 or less per year as a Cost of Living increase. A transfer of \$1,000 has been moved from Line Item 3.1 Participant Incentives to Line Item 2.2 Participant Books.

ACTION TAKEN: Stephanie Collins made a motion to approve the second modification to the Youth budget as submitted, seconded by David Collins. The motion carried unanimously.

In House Budget

Trent Acker, WorkLink Executive Director, presented the in-house budget on page 26, stating that the highlighted amounts reflect each grant after the modifications. Additional funding will likely be allocated in the program year to ensure that the Obligation Rate and Fund Utilization Rate are met. PY 2018 funds will require that 30% of expenditures from the Adult/DW program are spent on participants.

ONGOING GRANTS

PY'16 IWT (16IWT01)

Mr. Acker referred to page 37 which shows the Incumbent Worker Training (IWT) summary. Mr. Acker stated that all companies have been reimbursed for the PY16 grant. The remaining balance was \$726.57.

PY'16 IWT - Round 2

Mr. Acker reported that WorkLink received approximately \$250,000 in additional IWT funds. Reliable Automatic Sprinkler has been reimbursed \$7,025. Several other company reimbursements are pending.

Make It In America (MiiA) Grant

Jennifer Kelly, WorkLink Assistant Director referred to page 39, which shows the Make It in America grant report, stating that the grant ended on September 30, 2017. WorkLink expended 97.15% of the grant. Success stories have also been requested from grantees.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 40. The PY'17 report shows one contract with Belton Metal. If the contract is successful, the company will be reimbursed \$5,040.

ADJOURNMENT

With no other business, meeting adjourned at 3:45pm.

Respectfully submitted by: Meredith Durham

Grant: Adult Program 17A295H3
 Period Covered: 12/1/17 - 12/31/17

Eckerd WDS

Eckerd Goal:		DECEMBER		Adult-Training			
			50.0%			100.0%	
Line Item		Budget Mod 1	1055-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$ 223,885	16,531.88	109,776.14	\$ 114,108.86	49.0%	
Fringe Benefit Total 51xx		\$ 63,640	4,727.16	31,371.12	\$ 32,268.88	49.3%	
Staff Cost Total		\$ 287,525	21,259.04	141,147.26	\$ 146,377.74	49.1%	
Operating							
1.1 Facility, Utilities		\$ -		-	\$ -	0.0%	
1.2 Staff Consumable Supplies 6000		\$ 3,191	310.70	2,881.28	\$ 309.72	90.3%	
1.3 Advertising, Outreach 6735		\$ 851	-	-	\$ 851.00	0.0%	
1.4 Copy, Print 6730		\$ 2,659	-	-	\$ 2,659.00	0.0%	
1.5 Communications 6270		\$ 6,631	498.95	3,726.27	\$ 2,904.73	56.2%	
1.6 Staff Travel 61xx		\$ 7,950	87.94	1,059.63	\$ 6,890.37	13.3%	
1.7 Staff Conferences, Training 5105		\$ 3,723	-	-	\$ 3,723.00	0.0%	
1.8 Staff Computer Leases 6095		\$ 2,925	-	1,426.22	\$ 1,498.78	48.8%	
1.9 Postage 6005		\$ 1,595	26.75	177.10	\$ 1,417.90	11.1%	
Operating Total (01)		\$ 29,525	924.34	9,270.50	\$ 20,254.50	31%	
Direct Training							
2.3 Credential Exam Fees (CAN 6520		\$ 10,858	914.50	4,302.50	\$ 6,555.50	39.6%	
2.6 Tuition (College/Occupatio 6530		\$ 332,698	34,346.12	180,849.12	\$ 151,848.88	54.4%	
Direct Training Total (02)		\$ 343,556	35,260.62	185,151.62	\$ 158,404.38	54%	
Support Services							
3.11 Transportation 6485		\$ 3,989	240.00	1,710.00	\$ 2,279.00	42.9%	
3.12 Childcare 6660		\$ 886	-	-	\$ 886.00	0.0%	
3.14 Training Support Materials 6545		\$ 4,432	375.17	2,015.08	\$ 2,416.92	45.5%	
3.13 Emergency Assistance 6590		\$ 886	-	-	\$ 886.00	0.0%	
Support Service Total (03)		\$ 10,193	615.17	3,725.08	\$ 6,467.92	36.5%	
General Liability Ins 6305 6305		\$ 5,681	552.88	2,637.57	\$ 3,043.43	46.4%	
Operating Cost Total		\$ 676,480	58,612.05	341,932.03	\$ 334,548	50.5%	
General Overhead (Indirect) 8.86%		\$ 59,432	5,193.03	30,295.18	\$ 29,136.82	51.0%	
Contract Total		\$ 735,911	63,805.08	372,227.21	\$ 363,683.79	50.6%	

Grant Number: 17D295H3
Invoice Number: 1056-6
Period Covered: 12/1/17-12/31/17

Eckerd Goal:		DECEMBER		DW Training			
		50.0%				100.0%	
Line Item		Budget Mod 1	1056-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$ 28,694	\$ 1,803.40	\$ 12,420.95	\$ 16,273.05	43.3%	
Fringe Benefit Total	51xx	\$ 8,157	\$ 502.48	\$ 4,603.14	\$ 3,553.86	56.4%	
Staff Cost Total		\$ 36,851	\$ 2,305.88	\$ 17,024.09	\$ 19,826.91	46.2%	
OPERATING COSTS							
1.1 Facility, Utilities		\$ -					
1.2 Staff Consumable Suppl	6000	\$ 409	\$ 38.99	\$ 355.86	\$ 53.14	87.0%	
1.3 Advertising, Outreach	6735	\$ 109	\$ -	\$ -	\$ 109.00	0.0%	
1.4 Copy, Print	6730	\$ 341	\$ -	\$ -	\$ 341.00	0.0%	
1.5 Communications	6270	\$ 850	\$ 57.44	\$ 430.78	\$ 419.22	50.7%	
1.6 Staff Travel	61xx	\$ 1,012	\$ 10.69	\$ 77.76	\$ 934.24	7.7%	
1.7 Staff Conf., Training	5105	\$ 477	\$ -	\$ -	\$ 477.00	0.0%	
1.8 Staff Computers	6045	\$ 375	\$ -	\$ 356.55	\$ 18.45	95.1%	
1.9 Postage	6005	\$ 205	\$ 3.31	\$ 27.24	\$ 177.76	13.3%	
Operating Total (01)		\$ 3,778	\$ 110.43	\$ 1,248.19	\$ 2,529.81	33%	
TRAINING COSTS							
2.3 Credential Exam Fees (C	6520	\$ 1,392	\$ 56.00	\$ 614.50	\$ 777.50	44.1%	
2.6 Tuition (College/Occup	6530	\$ 42,644	\$ 7,795.25	\$ 24,712.37	\$ 17,931.63	58.0%	
Direct Training Total (02)		\$ 44,036	\$ 7,851.25	\$ 25,326.87	\$ 18,709.13	58%	
SUPPORTIVE SERVICES COSTS							
3.11 Transportation	6485	\$ 511	\$ -	\$ -	\$ 511.00	0.0%	
3.12 Childcare	6660	\$ 114	\$ -	\$ -	\$ 114.00	0.0%	
3.14 Training Support Mate	6545	\$ 568	\$ 55.80	\$ 140.50	\$ 427.50	24.7%	
3.13 Emergency Assistance	6590	\$ 114	\$ -	\$ -	\$ 114.00	0.0%	
Support Service Total (03)		\$ 1,307	\$ 55.80	\$ 140.50	\$ 1,166.50	10.7%	
4.2 General Liability Ins 630	6305	\$ 498	\$ 64.64	\$ 319.11	\$ 178.89	64.1%	
Operating Cost Total		\$ 86,470	\$ 10,388.00	\$ 44,058.76	\$ 42,411	51.0%	
4.1 General Overhead (Indi	8.86%	\$ 7,618	\$ 920.38	\$ 3,903.61	\$ 3,714.39	51.2%	
Contract Total		\$ 94,089	\$ 11,308.38	\$ 47,962.37	\$ 46,125.63	51.0%	

GRANT NUMBER: 17A995H3 - OP Adult

INVOICE NUMBER: 1092-780-6

PERIOD COVERED: 12/1/17 - 12/31/17

Eckerd Goal:		DECEMBER		Operator Adult			
		50.0%				100.0%	
Line Item		Budget Mod 1	1092-780-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$ 49,400	\$ 4,780.03	\$ 21,502.09	\$ 27,897.59	43.5%	
Fringe Benefit Total	51xx	\$ 12,619	\$ 2,276.06	\$ 7,475.39	\$ 5,143.41	59.2%	
Staff Cost Total		\$ 62,018	\$ 7,056.09	\$ 28,977.48	\$ 33,041.00	46.7%	
Operating							
1.2 Staff Consumable Suppl	6000	\$ 1,795	\$ -	\$ 898.98	\$ 896.02	50.1%	
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print	6730	\$ 792	\$ -	\$ -	\$ 792.00	0.0%	
1.5 Communications	6270	\$ 694	\$ 64.64	\$ 402.77	\$ 291.23	58.0%	
1.6 Staff Travel	61xx	\$ 1,821	\$ 37.93	\$ 403.86	\$ 1,417.14	22.2%	
1.7 Staff Conf., Training	5105	\$ 686	\$ -	\$ -	\$ 686.00	0.0%	
1.8 Staff Equip/Comp Lease	6045	\$ 264	\$ -	\$ 43.01	\$ 220.99	16.3%	
1.9 Postage	6005	\$ 130	\$ -	\$ -	\$ 130.00	0.0%	
Operating Total (01)		\$ 6,182	\$ 102.57	\$ 1,748.62	\$ 4,433.38	28%	
General Liability Ins	6305	\$ 557	\$ 39.47	\$ 264.63	\$ 292.37	47.5%	
Operating Cost Total		\$ 68,757	\$ 7,198.13	\$ 30,990.73	\$ 37,766.75	45.1%	
General Overhead (Indirec	8.86%	\$ 6,043	\$ 637.75	\$ 2,745.78	\$ 3,296.79	45.4%	
Contract Total		\$ 74,800	\$ 7,835.88	\$ 33,736.50	\$ 41,063.56	45.1%	

GRANT NUMBER: 17D995H3 - OP DW

INVOICE NUMBER: 1092-790-6

PERIOD COVERED: 12/1/17 - 12/31/17

Eckerd Goal:			DECEMBER		Operator DW		
			50.0%			100.0%	
Line Item		Budget Mod 1	1092-790-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$ 6,736	\$ (556.58)	\$ 4,871.16	\$ 1,865.16	72.3%	
Fringe Benefit Total 51xx		\$ 1,721	\$ (1,184.44)	\$ 1,210.75	\$ 510.00	70.4%	
Staff Cost Total		\$ 8,457	\$ (1,741.02)	\$ 6,081.91	\$ 2,375.16	71.9%	
Operating							
1.2 Staff Consumable Suppl 6000		\$ 245	\$ -	\$ 119.45	\$ 125.55	48.8%	
1.3 Advertising, Outreach 6735		\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print 6730		\$ 107	\$ -	\$ -	\$ 107.00	0.0%	
1.5 Communications 6270		\$ 95	\$ 15.17	\$ 101.08	\$ (6.08)	106.4%	
1.6 Staff Travel 61xx		\$ 248	\$ 5.18	\$ 55.10	\$ 192.90	22.2%	
1.7 Staff Conf., Training 5105		\$ 94	\$ -	\$ -	\$ 94.00	0.0%	
1.8 Staff Equip/Comp Lease 6045		\$ 36	\$ -	\$ 5.87	\$ 30.13	16.3%	
1.9 Postage 6005		\$ 18	\$ -	\$ -	\$ 18.00	0.0%	
Operating Total (01)		\$ 843	\$ 20.35	\$ 281.50	\$ 561.50	33%	
General Liability Ins 6305		\$ 76	\$ 5.77	\$ 40.07	\$ 35.86	52.8%	
Operating Cost Total		\$ 9,376	\$ (1,714.90)	\$ 6,403.48	\$ 2,972.52	68.3%	
General Overhead (Indirec 8.86%		\$ 824	\$ (151.94)	\$ 567.35	\$ 256.64	68.9%	
Contract Total		\$ 10,200	\$ (1,866.84)	\$ 6,970.83	\$ 3,229.16	68.3%	

Eckerd Workforce Development Services 1.29.18

Formula Tuition	Adult	Dislocated Worker	Total
PY17 Budget	\$343,557.00	\$44,036.00	\$387,593.00
PY17 Vouchers Paid	\$189,153.44	\$26,056.62	\$215,210.06
PY17 Vouchers Not Paid	\$54,869.89	\$14,929.19	\$69,799.08
PY17 Vouchers Total	\$244,023.33	\$40,985.81	\$285,009.14
PY17 Funds Unobligated	\$99,533.67	\$3,050.19	\$102,583.86
PY17 ITA's Approved	\$312,016.76	\$48,323.88	\$360,340.64
PY17 ITA's Deobligations	\$14,535.75	\$314.75	\$14,850.50
PY17 ITA's Total YTD	\$297,481.01	\$48,009.13	\$345,490.14
PY17 ITA's vs Budget	\$46,075.99	(\$3,973.13)	\$42,102.86
PY18 ITA's Approved	\$0.00	\$0.00	\$0.00

Grant Number: 17Y495H3							
Invoice Number: 1058-6							
Period Covered: 12/1/17 - 12/31/17							
Eckerd Goal:		DECEMBER					
		50.0%				100.0%	
Line Item		Budget Mod 2	1058-6	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligation Numbers
Staff Salary Total		\$ 312,386.26	\$ 25,183.84	\$ 152,865.81	\$ 159,520.45	48.9%	
Fringe Benefit Total	51xx	\$ 74,336.62	\$ 7,090.48	\$ 44,176.17	\$ 30,160.45	59.4%	
Staff Cost Total		\$ 386,722.88	\$ 32,274.32	\$ 197,041.98	\$ 189,680.90	51.0%	
Operating							
1.1 Facility, Utilities, Maintenance	6205	\$ 9,600.00	\$ 600.00	\$ 3,000.00	\$ 6,600.00	31.3%	
1.2 Staff Consumable Supplies	6000	\$ 1,200.00	\$ 26.78	\$ 535.90	\$ 664.10	44.7%	
1.3 Advertising, Outreach	6735	\$ -	\$ -	\$ -	\$ -	0.0%	
1.4 Copy, Print	6730	\$ 1,200.00	\$ -	\$ 367.37	\$ 832.63	30.6%	
1.5 Communications	6270	\$ 6,136.00	\$ 474.98	\$ 2,926.82	\$ 3,209.18	47.7%	
1.6 Staff Travel	61xx	\$ 11,419.02	\$ 366.52	\$ 1,753.49	\$ 9,665.53	15.4%	
1.7 Staff Conferences, Training	5105	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%	
1.8 Staff Computer Software License	6045	\$ 2,798.16	\$ -	\$ 2,106.86	\$ 691.30	75.3%	
1.9 Postage	6005	\$ 1,741.00	\$ 104.33	\$ 644.67	\$ 1,096.33	37.0%	
Operating Total (01)		\$ 35,094.18	\$ 1,572.61	\$ 11,335.11	\$ 23,759.07	32%	-
Direct Training							
2.1 Participant Supplies		\$ 1,560.00	\$ -	\$ -	\$ 1,560.00	0.0%	
2.2 Participant Books	6030	\$ 2,500.00	\$ 80.00	\$ 1,132.00	\$ 1,368.00	45.3%	
2.3 Credential Exam Fees (NRF, C.N.A., GED,	6520	\$ 9,000.00	\$ 3,002.25	\$ 5,485.94	\$ 3,514.06	61.0%	
2.4 TABE Test Materials		\$ -	\$ -	\$ -	\$ -	0.0%	
2.5 Tuition (Adult Education)		\$ 15,000.00	\$ -	\$ -	\$ 15,000.00	0.0%	
2.6 Tuition (College or Vocational)	6530	\$ 56,602.55	\$ 3,085.00	\$ 28,007.00	\$ 28,595.55	49.5%	
2.9 Work Experience (Stipends)	6505	\$ 44,640.00	\$ 3,131.04	\$ 14,500.19	\$ 30,139.81	32.5%	2,727.99
2.10 Awards/Events		\$ -	\$ -	\$ -	\$ -	0.0%	
2.11 Software Licenses		\$ -	\$ -	\$ -	\$ -	0.0%	
2.12 Work Keys		\$ -	\$ -	\$ -	\$ -	0.0%	
Direct Training Total (02)		\$ 129,302.55	\$ 9,298.29	\$ 49,125.13	\$ 80,177.42	38%	2,727.99
Support Services							
3.1 Participant Incentives (Skill Invoices)	6585	\$ 20,645.00	\$ 2,175.00	\$ 7,425.00	\$ 13,220.00	36.0%	100.00
3.2 Transportation	6485	\$ 15,000.00	\$ 1,570.00	\$ 6,930.00	\$ 8,070.00	46.2%	
3.3 Childcare	6660	\$ 510.00	\$ -	\$ -	\$ 510.00	0.0%	
3.4 Training Support Materials	6545	\$ 3,000.00	\$ 238.70	\$ 1,355.85	\$ 1,644.15	45.2%	
3.5 Emergency Assistance	6590	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00	0.0%	
3.6 Expungements		\$ 750.00	\$ -	\$ -	\$ 750.00	0.0%	
Support Service Total (03)		\$ 41,405.00	\$ 3,983.70	\$ 15,710.85	\$ 25,694.15	37.9%	100.00
General Liability Ins	6305	\$ 4,837.67	\$ 398.91	\$ 2,210.97	\$ 2,626.70	45.7%	
Operating Cost Total		\$ 597,362.28	\$ 47,527.83	\$ 275,424.04	\$ 321,938.24	46.1%	
General Overhead (Indirect)	8.86%	\$ 52,497.68	\$ 4,210.97	\$ 24,402.57	\$ 28,095.11	46.5%	
Contract Total		\$ 649,859.96	\$ 51,738.80	\$ 299,826.61	\$ 350,033.35	46.1%	2,827.99
					350,033.35		
Work Experience			DEC	Cumulative	YTD % Spent		
	Staff WEX Salaries		7,844.76	49,650.03	8%		
	Staff WEX Fringe		2,257.38	15,249.85	3%		
	Stipends		3,131.04	14,500.19	2%		
	Total		13,233.18	79,400.07	13%		
	Percentage Spent		30%				

PROPOSED YOUTH RFP BUDGET	DRAFT
PY17 TOTAL ALLOCATION	\$ 856,324.00
ESTIMATED BUDGET CUT FOR PY 18	\$ -
PY 18 ESTIMATED TOTAL ALLOCATION	\$ 856,324.00
LESS 10% ADMIN AMOUNT	\$ 85,632.00
PY18 ESTIMATED PROGRAM ADMIN	\$ 770,692.00
HELD BACK FOR WIB PROGRAM ADMIN	\$ (115,000.00)
PY18 AVAILABLE FORMULA FUNDS FOR CONTRACT	\$ 655,692.00
PY17 CONTINGENCY	
ESTIMATED PY14 CARRYOVER FUNDS (PYC)	
AMOUNT TO REMAIN IN CARRYOVER	
RFP AMOUNT	\$ (600,000.00)
BALANCE REMAINING	\$ 55,692.00

*Funds not received from SCDEW yet	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD Dec 2017	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'17 Allocations Estimate	708,580	78,730	601,653	66,849	770,692	85,632	2,312,136					
Transfer of funds	250,000	-	(250,000)	-	-	-	-					
PY'16 Carryover	358,174	61,315	28,812	25,656	141,295	42,281	657,533					
	1,316,754	140,045	380,465	92,505	911,987	127,913	2,969,669					
Service Providers												
Eckerd - Adult/DW Services	735,911	-	94,089	-	-	-	830,000	405,965	49%	415,000	50%	424,035
Eckerd - Operator	74,800	-	10,200	-	-	-	85,000	54,933	65%	42,500	50%	30,067
Eckerd - Youth	-	-	-	-	649,860	-	649,860	299,827	46%	324,930	50%	350,033
OJT	32,000	-	-	-	-	-	32,000	8,820	28%	16,000	50%	23,180
Undesignated Funds	271,963	66,423	220,582	21,440	158,680	16,036	755,124	-	0%			755,124
Total Pass-Through Contracts	1,114,674	66,423	324,871	21,440	808,540	16,036	2,351,984	769,545	33%	798,430	34%	1,582,439
Total Revenue after Obligations	202,080	73,622	55,594	71,065	103,447	111,877	617,685					
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD Jan 2018	Actual % Expended	Goal Expended	Goal % Expended	Balance
Salaries, Fringe, & Indirect	138,389	53,824	46,546	51,813	86,086	93,069	469,727	264,234	56%	274,007	58%	205,493
SC Works Centers & Satellites Facility Costs	170,000	6,000	20,000	6,000	10,000	5,000	217,000	144,911	67%	126,583	58%	72,089
Payment from Partners for Facilities ** Amounts Billed	(110,000)		(12,250)				(122,250)	(54,852)	45%	(71,313)	58%	(67,398)
Unemployment Compensation		2,012		2,012		2,012	6,036			3,521	58%	6,036
Contractual & Outside Services		1,750		1,750		1,750	5,250	3537	67%	3,063	58%	1,713
Travel	1,455	248	364	264	1,131	264	3,725		0%	2,173	58%	3,725
AOP BIS Transportation					5,000		5,000	5,000	100%	2,917	58%	-
Supplies - Consumable & Non-Consumable		680		640		680	2,000	746	37%	1,167	58%	1,254
Insurance		3,000		2,750		3,000	8,750	4,123	47%	5,104	58%	4,627
Postage		170		170		160	500	36	7%	292	58%	464
Printing		1,850		1,850		1,850	5,550	1,886	34%	3,238	58%	3,664
Web Site Hosting & Renewal Fees	500	2,175	500	2,150	500	2,175	8,000	2,484	31%	4,667	58%	5,516
Memberships, Dues, & Prof Fees		750		500		750	2,000	1,280	64%	1,167	58%	720
Training	736	48	184	51	730	51	1,800	525	29%	1,050	58%	1,275
Job Fair / Hiring Event Expenses							-	-	0%	-	58%	-
R&M & Gas - WIA Car		200		200		200	600	250	42%	350	58%	350
Outreach (SC Works Center's Only)	1,000		250				1,250	-	0%	729	58%	1,250
Meeting Expense (Madren Center & Other)	-	915	-	915	-	915	2,745	804	29%	1,601	58%	1,941
Total In-House	202,079	73,622	55,594	71,065	103,447	111,876	617,683	374,964	61%	360,315	58%	242,719

Obligation Rate and Fund Utilization Rate Summary (December 2017)

Fund Utilization Rate (June Goal – 70%)

	July	Aug	Sept	Oct	Nov	Dec
Adult	11%	11%	12%	20%	30%	41%
DW	2%	11%	20%	26%	28%	31%
Youth	5%	11%	17%	24%	32%	39%
Goal	6%	12%	18%	23%	29%	35%

Obligation Rate (June Goal – 80%)

		Award	Expended	Remaining Obligations	Total Obligated	Balance Remaining	% Obligated		Jun-17
Adult	16A001	728,061.00	728,061.00		728,061.00	-	100%		662,090.00
	17A001	708,580.00	187,466.00	240,021.00	427,487.00	281,093.00	60%		
DW	16DW	80,182.00	76,583.00	3,599.00	80,182.00	-	100%		
	Setaside	450,000.00	450,000.00		450,000.00	-	100%		
		530,182.00	526,583.00	3,599.00	530,182.00	-	100%		483,507.00
	17DW	351,653.00	66,102.00	55,232.00	121,334.00	230,319.00	35%		
	SA	250,000.00	-	250,000.00	250,000.00	-	100%		
		601,653.00			371,334.00	230,319.00	0.62		
Youth	16Y001	789,356.00	789,356.00	-	789,356.00	-	100%		789,356.00
	17Y001	770,692.00	209,947.00	350,033.00	559,980.00	210,712.00	73%		

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE
WORKFORCE INNOVATION AND OPPORTUNITY ACT - FINANCIAL STATUS REPORT
LOCAL ADULT, LOCAL DISLOCATED WORKER,
RAPID RESPONSE and STATE GRANTS

(Follow attached instructions)

1. Recipient Organization (Name and complete address including Zip code)			2. Grant Number Assigned by DEW 16IWT01	
SC Appalacian Council of Governments PO Box 6668 Greenville, SC 29606			3. Obligation Rate (Program Funds Only) 99.13%	
			4. Expenditure Rate 99.13%	
5. DUNS Number 06-932-6312	6. EIN 57-0513623	7. Type of Report Monthly Report <input type="checkbox"/> Final Report <input checked="" type="checkbox"/>		
8. Project/Grant Period From: (MM/DD/YYYY) 9/9/2016		To: (MM/DD/YYYY) 10/31/2017	9. Reporting Period End Date (MM/DD/YYYY) 10/31/2017	
10. Funds Approved for Earmark/Expenditure for Another Program				
11. Expenditures and Unobligated Balances		Program Funds	Administration Funds	Total Funds
A. Total funds authorized		83,432.00		\$ 83,432.00
B. Total obligations		82,706.00		\$ 82,706.00
C. Actual expenditures		82,706.00		\$ 82,706.00
D. Accrued expenditures				\$ -
E. Total expenditures (sum of lines 11C and 11D)		\$ 82,706.00	\$ -	\$ 82,706.00
F. Unliquidated obligations (line 11B minus line 11E)		\$ -	\$ -	\$ -
G. Unobligated balance of funds (line 11A minus line 11B)		\$ 726.00	\$ -	\$ 726.00
12. Program Income				
A. Total program income earned				
B. Program income expended				
C. Unexpended program income (line 11A minus line 11B)				\$ -
13. Recipient Share of Expenditures				
A. Required match for IWT				\$ 66,040.00
B. Expended match for IWT				\$ 66,040.00
C. Required match for customized training				
D. Expended match for customized training				
E. Other recipient share/required match				
F. Other recipient share/required match expended				
14. Additional Expenditure Data Required				
A. Expenditures used for another program (allowable per approved earmark - applicable to local Adult and DW funds only)				
B. Pay-for-Performance Expenditures				
C. Pay-for-Performance Unliquidated Obligations				
15. Administration Funds			Actual & Accrued Expenditures	
A. Salaries/Fringe Benefits				
B. Operating Expenses				
C. Indirect Cost				
D. Other (Specify):				
E. Total - Admin Expenses			\$ -	

16. Program Funds - Staff & Operating Expenses			
A. Salaries/Fringe Benefits			
1. Salaries/Fringe Benefits of Frontline Staff that Provide Services			
B. Operating Expenses			
C. Indirect Cost			
1. Indirect Cost of Frontline Staff that Provide Services			
D. Other (Specify):			
E. Total - Staff & Operating Expenses		\$ -	\$ -
17. Program Funds - Participant Costs			
A. Assessment			
B. Work Experience			
C. Education/Training			
1. High School Equivalency and Basic Skills			
2. Occupational Classroom Training (CT)			
3. On-the-Job Training (OJT)			
4. Apprenticeship (CT and/or OJT)			
5. Incumbent Worker Training (IWT)		82,706.00	
6. Customized Training			
D. Supportive Services (SS)			
1. SS Transportation			
2. SS Child Care			
3. SS Books, Supplies, Uniforms, Tools, Fees			
4. SS Other			
E. Other (Specify)			
F. Total - Participant Costs		\$	82,706.00
18. Total Program Costs		\$	82,706.00
19. Total Actual & Accrued Expenditures		\$	82,706.00
20. Remarks: Attach any explanations deemed necessary. Please explain any decreases in obligations or expenditures.			
21. Prepared by		Preparer's Contact Information	
Don Zimmer/Brandi Runion		Telephone: 864-241-4630	
		Email: dzimmer@scacog.org	
22. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).			
A. Typed Signature and Title of Authorized Certifying Official		B. Telephone (Area code, number and extension)	
Don Zimmer, Finance Director		864-241-4630	
		C. E-mail address	
		dzimmer@scacog.org	
		D. Date Report Submitted (MM/DD/YYYY)	
		12/29/2017	

16IWT01-02

Grant #	Company	Requested	Awarded	Updated	Spent	Balance	Mod.	Mod. 2	Match %
16IWT01-02-02	Bosch	\$ 73,568.00	\$ 54,969.50		\$ -	\$ 54,969.00			50%
16IWT01-02-03	McLaughlin	\$ 23,033.50	\$ 21,097.50		\$ 4,420.00	\$ 16,677.50			50%
16IWT01-02-04	Mergon	\$ 19,870.00	\$ 19,870.00		\$ 2,985.00	\$ 16,885.00			50%
16IWT01-02-05	Metco	\$ 14,130.00	\$ 14,130.00		\$ 9,739.80	\$ 4,751.00			10%
16IWT01-02-06	Plastic Omnium	\$ 16,445.00	\$ 16,445.00		\$ -	\$ 16,445.00			50%
16IWT01-02-01	United Tool and Mold	\$ 3,456.00	\$ 765.00		\$ -	\$ 765.00			10%
16IWT01-02-07	Yokohama	\$ 9,776.50	\$ 9,776.50		\$ -	\$ 9,776.50			50%
16IWT01-02-08	Reliable	\$ 69,197.50	\$ 69,197.50		\$ 23,520.88	\$ 45,676.62	\$ 1,822.70		50%
16IWT01-02-09	BASF	\$ 62,580.00	\$ 26,583.00		\$ 7,082.08	\$ 19,500.92			50%
16IWT01-02-10	BorgWarner	\$ 52,697.60	\$ 26,583.00		\$ 15,511.20	\$ 11,071.80			50%
16IWT01-02-11	Greenfield Industries	\$ 6,413.00	\$ 6,413.00		-	\$ 6,413.00			50%
			\$ 265,830.00		63,258.96	202,931.34	1,822.70		

Rapid Response IWT Grants

Grant #	Company	Awarded	Spent	Balance
16RRIWT18	Imperial Die Casting	\$ 50,075.00	\$41,180	\$ 8,895.00
17RRIWT04	Siemag	\$ 40,540.00	\$18,000	\$ 22,540.00

PY '17 IWT Funding Request									
1. Allegro									
Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
Microsoft Excel Intermediate	\$590.00	0	0	\$590.00	10	\$59.00	\$531.00	2	\$295.00
Microsoft Excel Foundation	\$295.00	0	0	\$295.00	10	\$29.50	\$265.50	1	\$295.00
Knowledge Management	\$995.00	0	0	\$995.00	10	\$99.50	\$895.50	1	\$995
SPHR	\$999.00	0	0	\$999.00	10	\$99.90	\$899.10	1	\$999
To Be Funded:	\$2,591.10			\$2,879.00		\$287.90	\$2,591.10	5	
2. Mergon									
Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
ABB Robotic Hydraulic Training	\$19,950.00	\$0.00	\$0.00	\$19,950.00	50	\$9,975.00	\$9,975.00	10	\$1,995.00
MS Excel Training	\$10,050.00	\$0.00	\$0.00	\$10,050.00	50	\$5,025.00	\$5,025.00	25	\$402.00
Gleim Premium CMA Review System	\$0.00	\$1,500.00	\$1,000.00	\$2,500.00	50	\$1,250.00	\$1,250.00	1	\$2,500.00
SCMEP Continuous Improvement	\$20,000.00	\$0.00	\$0.00	\$20,000.00	50	\$10,000.00	\$10,000.00	30	\$667.00
IQMS	\$93,700.00	\$0.00	\$0.00	\$93,700.00	50	\$46,850.00	\$46,850.00	200	\$402.00
Robotics and Mechatronics	\$15,000.00	\$0.00	\$0.00	\$15,000.00	50	\$7,500.00	\$7,500.00	10	\$1,500.00
Ceridian Payroll Training	\$2,750.00	\$0.00	\$0.00	\$2,750.00	50	\$1,375.00	\$1,375.00	5	\$550.00
Mindfulness Soft Skills Training	\$3,000.00	\$0.00	\$0.00	\$3,000.00	50	\$1,500.00	\$1,500.00	25	\$120.00
Dale Carnegie Skills for Success	\$20,000.00	\$0.00	\$0.00	\$20,000.00	50	\$17,646.10	\$2,353.90	20	\$1,000.00
Total:				\$186,950.00		\$101,121.10	\$85,828.90	326	
To Be Funded:	\$85,828.90								
3. Nutra									
Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
Effective Leadership Development	\$30,360.00	0	0	\$30,360.00	50	\$15,180.00	\$15,180.00	11	\$2,760.00
Lean Six Sigma Green/Black Belt Combo	\$8,000.00	0	0	\$8,000.00	50	\$4,000.00	\$4,000.00	1	\$8,000.00
Total:				\$38,360.00		\$19,180.00	\$19,180.00	12	
To Be Funded:	\$19,180.00								
4. Proper Polymers									
Training	Instructor Wages/Tuition	Materials	Other	Total	Match %	Match	To Be Funded	# To Train	Cost Per EE
Effective Leadership Development	\$25,100.00	0	0	\$25,100.00	50		\$25,100.00	10	\$2,510.00
Proposal for Delivery of Lean Manuf.	\$2,500.00	500	0	\$3,000.00	50		\$3,000.00	20	\$150.00
Lean Manufacturing 5S	\$5,000.00	500	0	\$5,500.00	50		\$5,500.00	20	\$275.00
ISO QMS IATF Internal Auditing	\$5,100.00	0	0	\$5,100.00	50		\$5,100.00	10	\$510.00
ISO 9001: 2015 Lead Auditor	\$3,700.00	0	0	\$3,700.00	50		\$3,700.00	2	\$1,850.00
* NOTE: Requested to use wages as 50% match of trainings						Wages paid= \$62,709.64			
Total:				\$42,400.00		\$62,709.64	\$42,400.00	62	
To Be Funded:	\$42,400.00								

Transportation Grant Summary

ELECTRIC CITY TRANSIT

Services began 9/18/17, Grant Ends 12/31/18

PY17

# of Individuals:	September	October	November	December	TOTALS
Training Access		18	11	13	42
Employment Access		62	51	42	155
Maintained or Completed Training		44	38	34	116
TOTAL RIDERSHIP		271	227	229	727
<i>Goal Percentage 60%</i>		46%	44%	39%	43%
Grant Award					\$ 100,000.00
Total All Invoices Rec'd		\$ 3,936.80	\$ 7,307.97		\$ 11,244.77
Remaining Balance					\$ 88,755.23

Report as of 1.19.18

PY17 OJT Summary

Adult 2810

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Completion	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID
10162017-9369			Adult	1986073	Belton Metal Co., Inc.	Anderson	10/16/2017	1/8/2018	N/A	480	\$14.00	75%	\$5,040.00		\$5,040.00	\$5,040.00

Budget	Remaining
\$32,000.00	\$26,960.00

Anderson		
Pickens	\$5,040.00	100%
Oconee	\$0.00	0%

Hours Trained	Average Wage
480	\$14.00

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$5,040.00	\$0.00	\$5,040.00	\$5,040.00	\$0.00
Net Obligate	\$5,040.00			

DW 2820

Contract Number	Name	Assigned CM	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly Wage Rate	Reimbursement Rate	Maximum Reimbursement	Deobligated	Ending Amount	PAID	Balance
														\$0.00		\$0.00

Budget	Remaining
\$0.00	\$0.00

Anderson		
Pickens	\$0.00	#DIV/0!
Oconee	\$0.00	#DIV/0!

Hours Trained	Average Wage
0	#DIV/0!

Total Obligated	Total Deobligated	Net Amount	Paid	Balance
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Obligate	\$0.00			

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE
WORKFORCE INNOVATION AND OPPORTUNITY ACT - FINANCIAL STATUS REPORT
LOCAL ADULT, LOCAL DISLOCATED WORKER,
RAPID RESPONSE and STATE GRANTS

(Follow attached instructions)

1. Recipient Organization (Name and complete address including Zip code)				2. Grant Number Assigned by DEW	
SC Appalachian Council of Governments PO Box 6668 Greenville, SC 29606				16INC01	
				3. Obligation Rate (Program Funds Only)	
				96.18%	
				4. Expenditure Rate	
				96.18%	
5. DUNS Number		6. EIN		7. Type of Report	
06-932-6312		57-0513623		Monthly Report <input checked="" type="checkbox"/> Final Report <input type="checkbox"/>	
8. Project/Grant Period From: (MM/DD/YYYY)		12/1/2016		9. Reporting Period End Date (MM/DD/YYYY)	
		12/31/2017		12/31/2017	
10. Funds Approved for Earmark/Expenditure for Another Program					
11. Expenditures and Unobligated Balances				Program Funds	Administration Funds
				Total Funds	
A. Total funds authorized				10,000.00	\$ 10,000.00
B. Total obligations				9,618.00	\$ 9,618.00
C. Actual expenditures				9,618.00	\$ 9,618.00
D. Accrued expenditures				-	\$ -
E. Total expenditures (sum of lines 11C and 11D)				\$ 9,618.00	\$ -
F. Unliquidated obligations (line 11B minus line 11E)				\$ -	\$ -
G. Unobligated balance of funds (line 11A minus line 11B)				\$ 382.00	\$ -
12. Program Income					
A. Total program income earned					
B. Program income expended					
C. Unexpended program income (line 11A minus line 11B)				\$ -	
13. Recipient Share of Expenditures					
A. Required match for IWT					
B. Expended match for IWT					
C. Required match for customized training					
D. Expended match for customized training					
E. Other recipient share/required match					
F. Other recipient share/required match expended					
14. Additional Expenditure Data Required					
A. Expenditures used for another program (allowable per approved earmark - applicable to local Adult and DW funds only)					
B. Pay-for-Performance Expenditures					
C. Pay-for-Performance Unliquidated Obligations					
15. Administration Funds				Actual & Accrued Expenditures	
A. Salaries/Fringe Benefits					
B. Operating Expenses					
C. Indirect Cost					
D. Other (Specify):					
E. Total - Admin Expenses				\$ -	
16. Program Funds - Staff & Operating Expenses					
A. Salaries/Fringe Benefits					
1. Salaries/Fringe Benefits of Frontline Staff that Provide Services					
B. Operating Expenses					
C. Indirect Cost					

1. Indirect Cost of Frontline Staff that Provide Services			
D. Other (Specify):			
E. Total - Staff & Operating Expenses		\$	-
17. Program Funds - Participant Costs			
A. Assessment			
B. Work Experience			
C. Education/Training			
1. High School Equivalency and Basic Skills			
2. Occupational Classroom Training (CT)			
3. On-the-Job Training (OJT)			
4. Apprenticeship (CT and/or OJT)			
5. Incumbent Worker Training (IWT)			
6. Customized Training			
D. Supportive Services (SS)			
1. SS Transportation			
2. SS Child Care			
3. SS Books, Supplies, Uniforms, Tools, Fees			
4. SS Other			
E. Other (Specify)		Job Fair Expenses, Outreach, Equipment	
F. Total - Participant Costs		\$	9,618.00
18. Total Program Costs		\$	9,618.00
19. Total Actual & Accrued Expenditures		\$	9,618.00
20. Remarks: Attach any explanations deemed necessary. Please explain any decreases in obligations or expenditures.			
21. Prepared by Don Zimmer Brandi Runion		Preparer's Contact Information Telephone: 864-241-4630 Email: dzimmer@scacog.org	
22. Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).			
A. Typed Signature and Title of Authorized Certifying Official Don Zimmer, Finance Director		B. Telephone (Area code, number and extension) 864-241-4630 C. E-mail address dzimmer@scacog.org D. Date Report Submitted (MM/DD/YYYY) 1/19/2018	

SC WORKS

WORKLINK

2018 Committee/Board Meeting Schedule

Committee	Meeting Dates				
Youth Committee	January 23	March 6	May 1	August 7	October 2
Priority Populations	January 11	March 8	May 10	August 9	October 11
OneStop Operations Committee	January 24	March 28	May 23	August 22	October 24
Finance Committee	January 31	April 4	May 30	August 29	October 31
Workforce Development Board	February 7	April 18	June 6	September 5	November 7

Youth Committee – Meetings will be held at 11:00 am at Clemson Area Chamber, 1105 Tiger Blvd., Clemson, SC.
Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach, scrite@worklinkweb.com, 864-646-1828

OneStop Operations – Meetings will be held at 3:00 pm at the Clemson SC Works Center, Conference Room.
Staff Liaison: Jennifer Kelly, Program Director, jkelly@worklinkweb.com, 864-646-5898

Persons with Disabilities – Meetings will be held at 3:00pm at the Clemson SC Works Center, Conference Room.
Staff Liaison: Windy Graham, WIOA Performance and Reporting Specialist, wgraham@worklinkweb.com, 864-646-1826.

Finance – Meetings will be held at 3:00 pm at the Clemson SC Works Center, Conference Room.
Staff Liaison: Trent Acker, Executive Director, tacker@worklinkweb.com, 864-646-1458

Workforce Development Board – Meetings will be held at 1:00 pm at the Madren Center. Lunch will be held at noon immediately preceding the meeting.
Staff Liaison: Trent Acker, Executive Director, tacker@worklinkweb.com, 864-646-1458