



**WORKFORCE DEVELOPMENT BOARD  
Finance Committee Meeting Minutes  
September 12, 2019  
SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

David Collins                      Mike Wallace                      Grayson Kelly                      Stephanie Collins (via telephone)

**Members Absent:**

**Staff Present:**

Sharon Crite                      Trent Acker                      Jennifer Kelly                      Windy Graham  
Meredith Durham

**Guest Present:**

Karen Craven                      Renee Alexander                      Karen Hamrick

**CALL TO ORDER & INTRODUCTIONS**

Ms. Stephanie Collins called the meeting to order at 3:03 pm.

Ms. Collins welcomed everyone in attendance and announced a quorum was present to conduct the business of the Committee. Ms. Collins reminded everyone the meeting was being recorded for the processing of minutes.

**APPROVAL OF 5-29-19 MEETING MINUTES**

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

**ACTION TAKEN: Mike Wallace made a motion to approve the minutes as submitted, seconded by Grayson Kelly. The motion carried unanimously.**

**PY'18 FINAL BUDGET OVERVIEW**

**WorkLink Grants**

Ms. Collins referred to Eckerd Workforce Development Services staff for reporting.

### **Adult/DW, Operator**

Ms. Renee Alexander and Ms. Karen Hamrick referred to pages 5-8 providing the following budget updates through June 2019:

- Page 5 shows expenditures for the Adult Program budget expended at 86.1%. There was approximately \$140,000 spent in other scholarships in PY18. Mr. Acker noted that the Supportive Service policy is being evaluated to see if funds can be made more available for participant costs.
- The Dislocated Worker Program budget as shown on page 6 is 92.6% expended.
- Page 7 shows the Operator Adult budget which expended at 94.1%.
- The Operator DW budget listed on page 8 is 97.6% expended.

### **Youth**

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 9 of the packet, stating the Youth budget was 93.1% expended as of June 2019. Ms. Craven called attention to the Work Experience line item, which is 93.4% expended. Ms. Craven pointed to line item 6530, which is the occupational skills training line item, and pointed that through June 2019, 19 youth have gone through various advanced trainings.

### **In House Budget**

Mr. Acker presented the PY'18 in-house budget. Mr. Acker pointed to the Salaries, Fringe and Indirect line item and noted that the line item was adjusted based on the first half of PY '18 and did not include IWT and other auxiliary grants, which is why the budget was skewed with an overage. The PY'18 budget was \$8,600 below the expected expenditures. Adjustments have been made to the PY'19 budget.

### **PY'19 BUDGET OVERVIEW**

Ms. Collins referred to Eckerd Workforce Development Services staff for reporting.

### **Adult/DW, Operator**

Ms. Renee Alexander and Ms. Karen Hamrick referred to pages 10-13 providing the following budget updates through July 2019:

- Page 10 shows expenditures for the Adult Program budget expended at 8.8%.
- The Dislocated Worker Program budget as shown on page 11 is 4.6% expended. Some participant costs will be charged against the Rapid Response grant listed on page 14, which is expended at 39.9%.
- Page 12 shows the Operator Adult budget which expended at 7.8%.

- The Operator DW budget listed on page 13 is 11.3% expended.

Ms. Renee Alexander and Ms. Karen Hamrick referred to pages 1-6 separate from the packet providing the following budget updates through August 2019:

- Page 1 shows expenditures for the Adult Operator budget expended at 15.3%.
- The Dislocated Worker Operator budget as shown on page 2 is 20.1% expended.
- Page 3 shows the Adult Program budget which expended at 18%.
- The DW Program budget listed on page 4 is 9.8% expended.
- The Rapid Response budget listed on page 5 is expended at 39.9%.
- Page 6 shows ITA obligations. The Adult budget ITA's approved is \$156,042.84.

### **Youth**

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 15 of the packet, stating the Youth budget was 6.6% expended as of July 2019 and 13.3% expended through August 2019. Ms. Craven called attention to the Work Experience line item and stated 470 hours have been provided through the end of August.

### **In House Budget**

Mr. Acker presented the draft PY'19 in-house budget. The proposed budget will have a modification in all categories. Funding is set aside in the Undesignated Funds line item to allow for flexibility in the Adult and Dislocated Worker funding streams. Funds will be added back to the contracts. WorkLink received \$100,000 from the Midlands workforce area and a net \$80,000 increase for Adult and DW fund streams year-over-year. WorkLink does not anticipate needing an additional Rapid Response grant in PY19.

**ACTION TAKEN: David Collins made a motion to approve the proposed PY'19 in-house budget as the working in-house budget for PY'19 with any additional modifications sent in the fall, seconded by Grayson Kelly. The motion carried unanimously.**

### **ONGOING GRANTS**

#### **PY18, Rapid Response IWT Grants**

Mr. Acker reported that 9 companies have been awarded approximately \$198,000 in funds for the PY18 IWT grant. As of August 2019, approximately \$65,000 has been expended. The grant period will run through April 2020. Mr. Acker pointed to page 17, and noted that the second round of PY'18 IWT grant contracts were written at the end of June and will run through June

2020. There is one ongoing Rapid Response IWT grant with Lakeside Steel and Machine that will close September 30, 2019.

### **Transportation Grant**

Mr. Acker provided a status update on the Electric City Transit grant listed on page 20. He noted that approximately \$30,000 was expended through the fiscal year. Through June 2019, 98% was expended. Anderson County plans to continue to operate and extend more routes in the future.

### **On-the-Job Training**

Mr. Acker referred the committee to the On-the-Job Training report on page 19. There are currently 2 OJT contracts for PY '19. Any leads from the committee are appreciated.

### **Website RFQ**

The WorkLink website RFQ was released, and 5 submissions were received from providers, along with 1 non-responsive submission. Art Design is the current website provider. The recommendation of the website provider is Art Design, because of lower budget costs and it is the incumbent service provider. Scoring results, responses, and details were provided to committee members.

**ACTION TAKEN: Grayson Kelly made a motion to approve Art Design for the WorkLink website provider, seconded by Mike Wallace. The motion carried unanimously.**

### **Technology Grant**

Mr. Acker stated that 97% of the DEW Technology Grant was expended.

### **ADJOURNMENT**

With no other business, meeting adjourned at 3:53 p.m.

*Respectfully submitted by: Meredith Durham*