



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
September 10, 2020
SC Works Clemson Comprehensive Center/ Zoom Conference Call**

Members Present

Danny Brothers Grayson Kelly Mike Wallace Stephanie Collins

Members Absent:

David Collins

Staff Present:

Trent Acker Jennifer Kelly Windy Graham Meredith Durham

Guest Present:

Karen Craven Karen Hamrick Renee Alexander

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 5-28-2020 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'19 FINAL BUDGET OVERVIEW

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

Adult/DW, Operator

Eckerd staff provided the following final budget updates through June 2020:

- Page 5 shows expenditures for the Adult Program budget expended at 90.2%. Ms. Renee Alexander noted that the Training line item was expended at 88%, and Staff Supplies and Materials line item was expended at 104.5%, which was mainly due to buying PPE for staff.
- Ms. Alexander noted the Dislocated Worker Program budget as shown on page 6 is 73.3% expended. There was a slight overage on staff costs, totaling 100.6% expended. Training costs for participants expended at 49.3%. Ms. Alexander stated that most individuals who met with career coaches during the pandemic were interested in going back into the workforce and not attending training.
- Ms. Karen Hamrick referred to page 7, which showed the Adult Operator budget expended at 99.1%.
- Ms. Hamrick stated the DW Operator budget listed on page 8 is 96.2% expended.

Youth

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 9 of the packet, stating the Youth budget was expended at 88.4% as of June 2020. Ms. Craven pointed out an oversight on staff background checks and stated that Eckerd will absorb those costs. There was also a slight overage on the Supplies line item due to PPE purchases for staff. Ms. Craven called attention to the Work Experience line item and stated that line item was 74.6% expended. Nine out of 10 students lost work experience sites due to COVID-19, and 5 students are in placement at work sites carrying over into PY20.

PY'20 BUDGET OVERVIEW

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

SWDB Restoration Grants

Mr. Trent Acker stated that since the last Finance committee meeting, WorkLink became aware that a shortfall year-over-year in the local allocation was significant. In total, the loss was \$381,000 year-over-year in all 3 fund streams. The Youth program loss was \$139,204, Adult program loss was \$115,560, and the Dislocated Worker program loss was \$127,096. Mr. Acker stated that the State Workforce Board was petitioned to reallocate some of those funds back to local areas who saw shortfalls. The State Workforce Board agreed to reallocate the program portion (90%) back of losses. WorkLink did not have to request reallocation in the same amount that was lost. Mr. Acker pointed to page 10 in the packet and stated that WorkLink has requested a larger portion of Youth funds, so that the full Youth budget of \$600,000 can be restored. Additional funds were also requested for the Adult and DW fund streams. Page 11 shows the Adult/Dislocated Worker proposal.

Adult/DW Program

Eckerd staff provided the following budget updates through July 2020:

- Page 14 shows expenditures for the Adult Program budget expended at 11.0%.
- The Dislocated Worker Program budget as shown on page 15 is 4.4% expended.
- Page 16 shows the Budget Disbursement Report, which is a reflection of budgets related to participant costs. Ms. Alexander reviewed the vouchers approved, vouchers paid, and ITA obligations.
- Page 17 shows the Adult Operator budget, which is expended at 5.5%.
- The DW Operator budget listed on page 18 is 5.1% expended.

Youth

Ms. Craven stated that the Youth budget was expended at 7.4% as of July 2020. Ms. Craven called attention to the Work Experience line item and stated that line item was 11.8% expended as of July 2020.

In-house Budget

Mr. Trent Acker reviewed the in-house budget. Mr. Acker stated that all travel, majority of training, and the AOP Showcase line items have been cut. Facility costs are fixed, however cushions are built in to allow for unexpected repairs. This budget is a recommendation as the initial in-house budget for PY20.

ACTION TAKEN: Mike Wallace made a motion to approve the PY2020 In-house Budget as presented, seconded by Grayson Kelly. The motion carried unanimously.

ONGOING GRANTS

PY18, Rapid Response IWT Grants

Mr. Acker directed committee members to the IWT reports in the packet. Approximately \$150,000 was expended in 18IWT01, which closed in June 2020. 18IWT01-02 has been extended through December 2020. An additional solicitation was released for companies to apply for IWT dollars that are still available.

ADJOURNMENT

With no other business, meeting adjourned at 3:46 p.m.

Respectfully submitted by: Meredith Durham