

FINANCE COMMITTEE
Wednesday, March 25, 2015
SC Works Clemson Conference Room
3:00 P.M.

AGENDA

- | | |
|--|--------------------------|
| I. Call to Order | Stephanie Collins |
| II. Approval of January 28, 2015 Minutes* | Stephanie Collins |
| III. PY'14 Budget Overview | |
| I. WorkLink Grants | Brandi Runion |
| a. Adult, DW, Youth Overview | |
| 1. Fund Utilization Rate | |
| II. Henkels & McCoy | Kal Kunkel |
| a. Adult/DW Grant – Mod#4* | |
| b. 13DWT01 – Dislocated Worker National Emergency Grant | |
| c. 13RROJT01 – Rapid Response On the Job Training Grant* | |
| d. Youth Grant | |
| IV. Ongoing Grants | Brandi Runion |
| I. Rapid Response Incumbent Worker Training Grants | |
| II. 14IWT01 - Local Incumbent Worker Training Grant | |
| III. 14INC01 – Incentive Grant | |
| IV. Make It In America (MiiA) Grant | |
| V. Insurance Reimbursement from Flood | Brandi Runion |
| VI. WIOA Update | Trent Acker |
| VII. Other Business | |
| VIII. Adjournment | |

* Requires Vote

UPCOMING MEETINGS:

April 8, 2015– Board Meeting – 1:00 pm – Madren Center
May 27, 2015 – Finance Committee Meeting – 3:00 pm - WorkLink

1) Fund Utilization Rate

Ms. Runion referred to the bottom half of page 6 and provided an update of the FUR for July 2014 – December 2014.

II. Henkels & McCoy

a. Adult/DW Grant – Mod #2 & Mod #3

Ms. Runion referred to page 7 stating this is modification #2 for the Henkels & McCoy Adult/DW Grant and is provided as information. This modification is less than 10% of the overall category amount therefor Trent Acker, Executive Director was able to approve and send on to the ACOG for signatures. Kal Kunkel provided an explanation stating they are realigning some staffing positions and requesting to restructure staff, stating this does not change overall budget amount in that the Staff & Fringe Line Item reduction of \$12,789.94 is being moved to College and Vocational Tuition Line item.

Mr. Kunkel also referred to page 11 which is modification #3 and was presented at and approved by the Executive Committee earlier today. Mr. Kunkel reported there is no overall change in the budget amount stating this modification request is to increase training funds by moving funds from Staff Salaries & Fringe, Operating Costs, On-the-Job Training categories and a 2% transfer from Dislocated Worker funds to the Adult Training funds. Mr. Kunkel referred to pages 12-15 for the categories and line item change details.

Mr. Acker stated this modification was presented to the Executive Committee for approval due to time constraints, still two weeks until the Board meeting, and to be best informed and prepared to serve participants who are waiting to be trained.

Ms. Runion referred to page 17 which shows the expenditures for the Henkels & McCoy Adult/DW Budget updated as of modification #3 showing 44.79% spent out of a goal of 45% for Adult and 39.15% spent out of a goal of 45% for Dislocated Worker through December 28, 2014.

b. 13DWT01 – Dislocated Worker National Emergency Grant

Ms. Runion referred to page 18 stating this grant runs through 06/30/15 and is showing total of 35.53% spent out of 73.91% through December 2014 adding however that WorkLink and Henkels & McCoy is in the process of identifying additional participants for this grant to help meet the expenditure requirement.

c. Youth Grant

Ms. Runion referred to pages 19-22 which is modification #2 for the Youth Grant stating this would need a vote and deferred to Mr. Kunkel to provide explanation for modification.

Mr. Kunkel reported Henkels & McCoy is requesting to move funds into categories and line items where funds are needed based on the current service needs and requesting to add an additional Workforce Development Specialist to begin 4/6/15 in preparation of implementation of WIOA. Mr. Kunkel referred to pages 20-21 for the line item changes detail adding there is no overall change to the total contract amount with this modification but does include a decrease in fringe due to decreased health insurance costs.

ACTION TAKEN: Mike Wallace made a motion to approve modification #2 as presented, second by David Collins. The motion carried with a unanimous voice vote.

Ms. Ms. Runion then referred to page 23 which shows the expenditures for the Henkels & McCoy Youth Budget updated as of this modification #2 showing 44.26% spent out of a goal of 46.5% for this grant through December 2014. Ms. Runion stated the monthly meetings are ongoing and this budget is moving smoothly and on track to meet the 93% expenditure rate by 06/30/15.

IV. Ongoing Grants

I. 13INC01 – Incentive Grant

On page 24, Ms. Runion referred to the top section on the page which is the grant which was approved and used for outreach for \$5,453 reporting this grant has been 100% expended and closed out as of January 2015.

II. 13RROJT01 – Rapid Response On the Job Training Grant

Ms. Runion continued to the lower section of page 24 stating this is the grant DEW provided that has in turn been sub-granted to Henkels & McCoy to pay for the OJT contract writer's salary/fringe/indirect, consumables supplies, etc.

III. Rapid Response Incumbent Worker Training Grants

Continuing on to page 25 Ms. Runion reported on the 4 current RR IWT Grants:

- Kroeger Marine is scheduled to close out 02/27/15 – we are in the process of applying for an extension due to one of their trainings taking longer than anticipated.
- Roylco and Alfmeier, Fredrichs, & Rath have trainings ongoing in various stages.
- Ulbrich Precision Flatwire - grant was approved in December 2014 and is in the beginning stages.

IV. 14IWT01 – Local Incumbent Worker Training Grant

Ms. Runion referred to page 26 which shows the breakdown of the companies the IWT funds were awarded to. The balance shown of \$1,125 is due to one of the companies reducing their grant due to the training provider not being able to come on site for training. Renee Murdock and Richard Blackwell are looking to see if these funds can be awarded to another company.

V. 14TEC01 – State Reserve Technology Grant

Ms. Runion continued on page 26 to the Technology Grant in the amount of \$13,497 we received from the State that was used to purchase 40 new computers for the Resource Rooms at our SC Works Centers. Ms. Runion stated we spent \$13,488 of this grant leaving a balance of \$9.

VI. Make It In America (MiiA) Grant

Ms. Runion referred to page 27 and provided an update on this pass-through grant received from DOL stating quarterly conference calls are ongoing and the expenditures are going well. Ms. Runion added this grant will be monitored by DOL March 3-5 of this year.

V. SWIB Incentive Grants

I. 14INC01 – Incentive Grant

Ms. Runion referred to page 28 which shows the PY'14 Incentive Grant in the amount of \$1,404 and provided a brief background on the measures for this grant reporting the State had \$100,000 to award across all 12 of the Regions which was based on the percentage each Region increased their GED output as well as performance.

Ms. Runion stated this item needed a vote from the Finance Committee to use the funds on ADA items needed at the Clemson SC Works facility. Mr. Acker reported in June 2014 EO representatives provided onsite monitoring of our facility and their recommendations of items identified are included in ADA Monitoring report received earlier this month.

ACTION TAKEN: Mike Wallace made a motion to approve using Incentive Grant funds of \$1,404 on ADA items, second by David Collins. The motion carried with a unanimous voice vote.

II. Adult Ed Incentive Grant

The remainder of the funds not given out under the 14INC01 incentive grant will be given to local areas that put in a proposal to the States RFP. Additional details will follow once the RFP has been issued.

III. Business Engagement Incentive Grant

Mr. Acker reported there is an additional potential incentive grant to be proposed before the SWIB for next year which will reward local areas for greater business engagement. A baseline has been developed which essentially states that each area have a 10% increase each year over a three year average with a focus specifically on small and medium companies.

VI. Insurance Reimbursement from Flood

Ms. Runion referred to page 28 which also shows the remainder of the insurance reimbursement from the flood in May 2014 and stated this also needs a vote from the Finance Committee to also use these funds for ADA items as discussed earlier. Ms. Runion stated per the ACOG Finance Director, these funds must be spent by June 30, 2015.

ACTION TAKEN: David Collins made a motion to approve using the remainder of the insurance reimbursement funds of \$4,142.41 on ADA items, second by Mike Wallace. The motion carried with a unanimous voice vote.

VII. Other Business

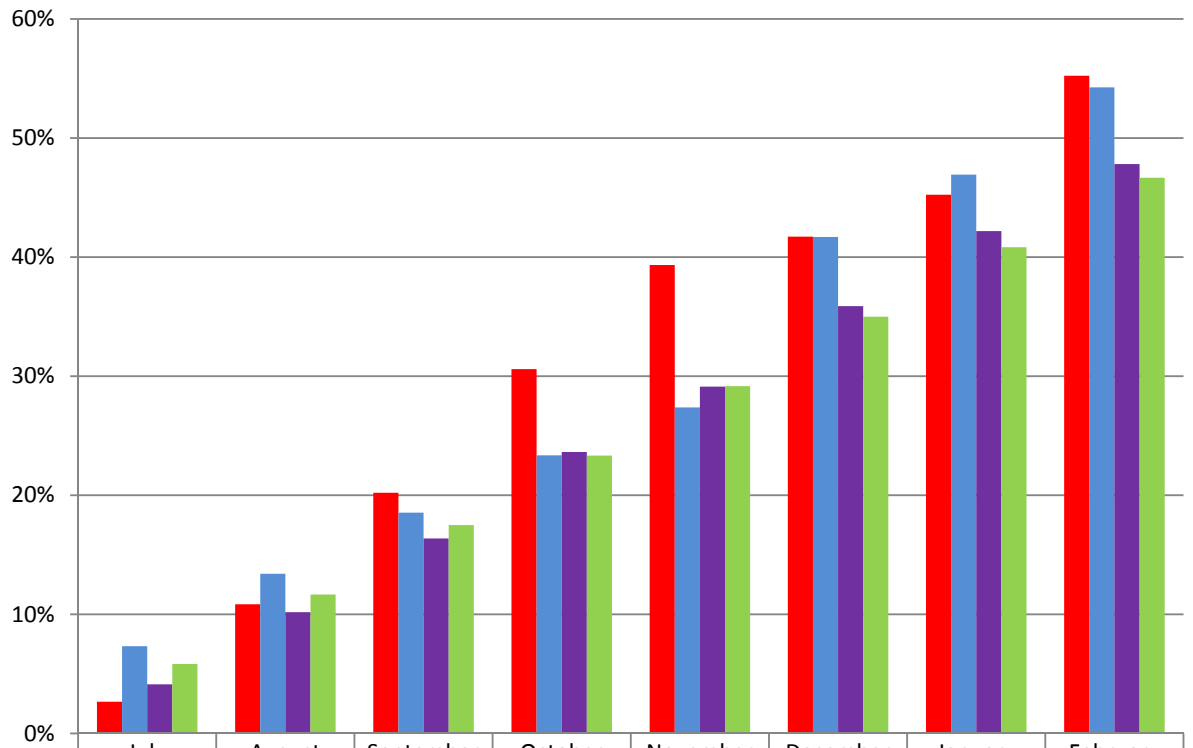
VIII. Adjournment

With no further business to discuss, the meeting was adjourned.

Respectfully submitted by: Patty Manley, Office Manager

Funds not received from SCDEW yet	Program Adult	Admin Adult*	Program DW*	Admin DW*	Program Youth	Admin Youth	Total	YTD - FEB	Actual % Expended	Goal % Expended	Balance		
PY'14 Allocations Estimate	732,806	81,422	650,517	72,279	789,798	87,755	2,414,577						
0.0554% Reduction from DOL	(378)	(42)	(310)	(35)	-	-	(765)						
PY'14 Allocations TOTAL	732,428	81,380	650,207	72,244	789,798	87,755	2,413,812						
Transfer of funds (50%)	325,103	-	(325,103)	-	-	-	-						
0.0554% from DOL	378	42	310	35									
PY'13 Carryover	426,648	26,380	228,986	40,075	457,382	26,631	1,206,102						
	1,484,557	107,802	554,400	112,354	1,247,180	114,386	3,620,679						
Obligations													
Henkels & McCoy - Adult (Mod #3)	1,041,808	-	-	-	-	-	1,041,808	634,210	61%	67%	407,598		
Henkels & McCoy - DW (Mod #3)	-	-	408,192	-	-	-	408,192	198,393	49%	67%	209,799		
Henkels & McCoy - Youth (Mod #2)	-	-	-	-	800,000	-	800,000	472,147	59%	67%	327,853		
Undesignated Funds	165,702	15,062	24,909	14,913	273,475	23,028	517,089	-	0%	0%	517,089		
Total Pass-Through Contracts	1,207,510	15,062	433,101	14,913	1,073,475	23,028	2,767,089	1,304,750	47%	54%	1,462,339		
Total Revenue after Obligations	277,047	92,740	121,299	97,441	173,705	91,358	853,590						
												Accruals thru 3/20/15	Balance after Accruals
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD - FEB	Actual % Expended	Goal % Expended	Balance		
Salaries	106,050	41,300	45,035	42,325	81,935	40,040	356,685	224,871	63%	67%	131,814	13,307	118,507
Fringe	31,815	12,390	13,511	12,698	24,581	12,012	107,007	69,026	65%	67%	37,981	2,489	35,492
SC Works Centers & Satellites Facility Costs	138,876	5,964	59,518	6,383	10,078	6,131	226,950	136,159	60%	67%	90,791	14,155	76,636
Payment from SCDEW for Facilities	(79,728)		(34,169)				(113,897)	(52,870)	46%	67%	(61,027)	(24,341)	(36,686)
Travel	4,315	1,030	1,850	1,095	4,615	1,095	14,000	3,259	23%	67%	10,741	4,178	6,563
AOP BIS Transportation (\$10k appr by EC)					10,000		10,000	10,000	100%	67%	-	-	-
Supplies - Consumable		750		750		750	2,250	1,114	50%	67%	1,136	-	1,136
Supplies - Non-Consumable		335		335		330	1,000	215	22%	67%	785	-	785
Outside Services (Strategic Plan) \$7,500 + Other	3,000	500	1,500	500	3,500	1,000	10,000	72	1%	67%	9,928	240	9,688
Consulting		70		70		70	210	-	0%	67%	210	210	-
Insurance - Tort (\$640/mo)		1,922		3,841		1,922	7,685	5,112	67%	67%	2,573	-	2,573
Insurance - Bldg & PP (\$33/mo)		96		192		96	384	252	66%	67%	132	-	132
Insurance - Auto C&C (\$15.50/mo)		55		85		55	195	104	53%	67%	91	-	91
Insurance - Auto Liab (\$64/mo)		195		385		195	775	443	57%	67%	332	-	332
Postage		170		170		160	500	372	74%	67%	128	88	40
Printing		1,834		1,833		1,833	5,500	2,368	43%	67%	3,132	939	2,193
Web Site Hosting & Renewal Fees		2,360		2,360		2,360	7,080	3,270	46%	67%	3,810	590	3,220
Memberships, Dues, & Prof Fees		1,104		1,173		1,173	3,450	1,512	44%	67%	1,938	115	1,823
Training	4,057	403	1,739	428	2,945	428	10,000	4,855	49%	67%	5,145	253	4,892
Job Fair / Hiring Event Expenses	10,000		9,500				19,500	1,513	8%	67%	17,987	4,204	13,783
R&M & Gas - WIA Car		835		835		830	2,500	1,673	67%	67%	827	97	730
IT Maint/Support (WIB Only)		1,600		1,600		1,500	4,700	1,942	41%	67%	2,758	218	2,540
Outreach (SC Works Center's Only)	12,000		3,000				15,000	4,425	30%	67%	10,575	350	10,225
Meeting Expense (Madren Center & Other)		1,655		1,760		1,760	5,175	2,645	51%	67%	2,530	317	2,213
Indirect Cost Pool (42% of salaries)	46,662	18,172	19,815	18,623	36,051	17,618	156,941	100,820	64%	67%	56,121	-	56,121
Total In-House	277,047	92,740	121,299	97,441	173,705	91,358	853,590	523,152	61%	67%	330,438	17,409	313,029

Fund Utilization Rate



	July	August	September	October	November	December	January	February
■ Adult	3%	11%	20%	31%	39%	42%	45%	55%
■ DW	7%	13%	19%	23%	27%	42%	47%	54%
■ Youth	4%	10%	16%	24%	29%	36%	42%	48%
■ Goal	6%	12%	18%	23%	29%	35%	41%	47%

Indirect Rate Analysis

	<u>Indirect</u>	<u>Salaries</u>	<u>% Rate</u>
July	7,949.00	10,552.00	75.33% (Includes NEG and MiiA)
August	14,704.00	37,573.00	39.13% 3 pay periods
September	13,091.00	27,580.00	47.47%
October	12,469.00	27,908.00	44.68%
November	12,561.00	28,016.00	44.84%
December	15,677.00	28,073.00	55.84%
January	17,025.00	42,118.00	40.42% 3 pay periods
February	11,326.00	28,080.00	40.33%
March			
April			
May			
June			
	104,802.00	229,900.00	45.59%



Worklink Workforce Investment Board Grant #14A995H3 & 14D995H3

Budget vs. Actual Expenditures YTD

	codes	ADULT							DLW							TOTAL			
		Mod #3	December	January	February	Total Expenses	Balance	% Spent	Mod #3	Dec	Jan	Feb	Total Expenses	Balance	% Spent	Total Budget	Total Expenses	Total Balance	Total % Spent
Mod #3		Budget	11/24-12/28	12/29-1/25	1/26-2/22				Budget	11/24-12/28	12/29-1/25	1/26-2/22							
Salary Total	0.0	297,337	30,377	23,628	20,722	201,465	95,872	67.76%	127,430	12,841	9,914	8,746	85,794	41,636	67.33%	424,767	287,259	137,508	67.63%
Fringe Benefit Total	0.1-0.5	119,681	12,628	9,327	8,746	79,783	39,898	66.66%	51,292	5,363	3,951	3,614	34,404	16,888	67.07%	170,973	114,187	56,786	66.79%
Subtotal		\$ 417,018	\$ 43,005	\$ 32,955	\$ 29,468	\$ 281,248	\$ 135,770	67.44%	\$ 178,722	\$ 18,204	\$ 13,865	\$ 12,360	\$ 120,198	\$ 58,524	67.25%	\$ 595,740	\$ 401,446	\$ 194,294	67.39%
Operating Costs																			
Staff Consumable Supplies	1.2	3,780	-	981	-	2,111	1,669	55.85%	1,620	-	375	-	840	780	51.85%	5,400	2,951	2,449	54.65%
Advertising	1.3	1,050	-	45	-	220	830	20.95%	450	-	-	-	75	375	16.67%	1,500	295	1,205	19.67%
Printing/Copies	1.4	4,620	257	1,284	-	3,170	1,450	68.61%	1,980	110	550	-	1,355	625	68.43%	6,600	4,525	2,075	68.56%
Communications	1.5	6,520	33	1,374	324	4,607	1,913	70.66%	2,794	-	583	138	1,834	960	65.64%	9,314	6,441	2,873	69.15%
Staff Travel	1.6	16,308	1,045	1,019	894	8,040	8,268	49.30%	6,989	432	425	383	3,407	3,582	48.75%	23,297	11,447	11,850	49.14%
Staff Training/Technical Services	1.7	2,856	-	998	-	1,672	1,184	58.54%	1,224	-	428	-	624	600	50.98%	4,080	2,296	1,784	56.27%
Staff Computer Leases	1.8	12,256	-	3,552	-	7,506	4,750	61.24%	5,253	-	1,522	-	3,216	2,037	61.22%	17,509	10,722	6,787	61.24%
Postage	1.9	1,680	99	187	83	916	764	54.52%	720	-	-	36	200	520	27.78%	2,400	1,116	1,284	46.50%
Subtotal		\$ 49,070	\$ 1,434	\$ 9,440	\$ 1,301	\$ 28,242	\$ 20,828	57.55%	\$ 21,030	\$ 542	\$ 3,883	\$ 557	\$ 11,551	\$ 9,479	54.93%	\$ 70,100	\$ 39,793	\$ 30,307	56.77%
Training cost																			
Credential Exam Fees	2.3	11,165	1,365	861	444	6,550	4,615	58.67%	4,785	41	41	-	1,260	3,525	26.33%	15,950	7,810	8,140	48.97%
Tuition(Adult Ed Skill Upgrade&GE	2.5	54,096	5,603	-	13,524	38,263	15,833	70.73%	23,184	-	1,650	5,796	15,647	7,537	67.49%	77,280	53,910	23,370	69.76%
Account/Voucher cost		282,380	42,775	585	41,495	152,010	130,370	53.83%	82,722	7,345	(7,227)	2,500	19,605	63,117	23.70%	365,102	171,615	193,487	47.00%
On the Job Training	2.8	75,600	13,522	-	11,932	33,005	42,595	43.66%	32,400	-	-	260	3,321	29,079	10.25%	108,000	36,326	71,674	33.64% (1)
Subtotal		\$ 423,241	\$ 63,265	\$ 1,446	\$ 67,395	\$ 229,828	\$ 193,413	54.30%	\$ 143,091	\$ 7,386	\$ (5,536)	\$ 8,556	\$ 39,833	\$ 103,258	27.84%	\$ 566,332	\$ 269,661	\$ 296,671	47.62%
Supportive Service Cost																			
Transportation	3.2	14,782	2,590	1,210	2,790	14,755	27	99.82%	6,335	590	-	230	2,400	3,935	37.88%	21,117	17,155	3,962	81.24%
Childcare	3.3	3,822	-	-	600	600	3,222	15.70%	1,638	-	-	-	220	1,418	13.43%	5,460	820	4,640	15.02%
Uniforms,Drug Screens etc	3.4	5,250	909	-	763	2,872	2,378	54.70%	2,250	34	-	-	214	2,036	9.51%	7,500	3,086	4,414	41.15%
Subtotal		\$ 23,854	\$ 3,499	\$ 1,210	\$ 4,153	\$ 18,227	\$ 5,627	76.41%	\$ 10,223	\$ 624	\$ -	\$ 230	\$ 2,834	\$ 7,389	27.72%	\$ 34,077	\$ 21,061	\$ 13,016	61.80%
Training/Professional Service Fee/Profit																			
Training Fee (Profit)	4.1	44,319	5,561	2,253	5,116	27,879	16,440	62.91%	18,994	1,338	610	1,085	8,719	10,275	45.90%	63,313	36,598	26,715	57.80%
Audit	4.2	6,748	-	-	-	-	6,748	0.00%	2,892	-	-	-	-	2,892	0.00%	9,640	-	9,640	0.00%
Indirect	4.3	77,558	9,731	3,942	8,953	48,789	28,769	62.91%	33,239	2,341	1,068	1,899	15,258	17,981	45.90%	110,797	64,047	46,750	57.81%
Subtotal		\$ 128,625	\$ 15,292	\$ 6,195	\$ 14,069	\$ 76,668	\$ 51,957	59.61%	\$ 55,125	\$ 3,679	\$ 1,678	\$ 2,984	\$ 23,977	\$ 31,148	43.50%	\$ 183,750	\$ 100,645	\$ 83,105	54.77%
TOTALS		\$ 1,041,808	\$ 126,495	\$ 51,246	\$ 116,386	\$ 634,213	\$ 407,595	60.88%	\$ 408,191	\$ 30,435	\$ 13,890	\$ 24,687	\$ 198,393	\$ 209,798	48.60%	\$ 1,449,999	\$ 832,606	\$ 617,393	57.42%

(1) Employer has choice of being paid monthly, quarterly, or at the end of the contract. 60.00% 60.00% Goal Thru Feb 60.00%

WorkLink Program Year 2014 Financial Status							
13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)							
	Program Revenue						
	\$ 55,357						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Salaries, Fringe & Indirect (WIB)	\$ 2,624	2,567	97.84%	2,567	97.84%	\$ 57	
Henkels & McCoy	52,733	52,733	100.00%	25,314	48.00%	27,419	
Total In-House	\$ 55,357	\$ 55,300	99.90%	\$ 27,881	50.37%	\$ 27,476	
Grant Period: 8/8/13-6/30/15							
WorkLink Program Year 2014 Financial Status							
13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)							
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Indirect Cost	\$ 4,029	1,947	48.32%	1,947	48.32%	\$ 2,082	
Audit Fee	351	-	0.00%	-	0.00%	351	
Profit	2,303	1,113	48.33%	1,113	48.33%	1,190	
Tuition, Books, Supplies	29,250	16,233	55.50%	22,254	76.08%	6,996	
OJT	16,800	9,360	55.71%	-	0.00%	16,800	
Total In-House	\$ 52,733	\$ 28,653	54.34%	\$ 25,314	48.00%	\$ 27,419	
Grant Period: 8/8/13-6/30/15							
					Goal Thru Feb 2015	82.61%	
						to meet 100% by 6/30/15	

WorkLink Program Year 2014 Financial Status

13RROJT01 - Rapid Response On The Job Training Grant (RROJT)

	Program Revenue					
	\$ 74,480					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Henkels & McCoy	74,480	74,480	100%	44,843	60.21%	29,637
Total In-House	\$ 74,480	\$ 74,480	100%	\$ 44,843	60.21%	\$ 29,637
Grant Period: 6/30/14-6/30/15						

13R995H1 - Rapid Response On The Job Training Grant (RROJT)

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salary, Fringe, & Indirect	\$ 62,824	38,297	61%	38,297	60.96%	\$ 24,527
Consumable Supplies	1,200	-	0%	-	0.00%	1,200
Communications	1,269	673	53%	673	53.03%	596
Staff Travel	2,789	3,196	115%	3,196	114.59%	(407)
Staff Computer Leases	998	-	0%	-	0.00%	998
Outreach	5,400	2,677	50%	2,677	49.57%	2,723
Total In-House	\$ 74,480	\$ 44,843	60%	\$ 44,843	60.21%	\$ 29,637
Grant Period: 6/30/14-6/30/15						
				Goal Thru Feb	69.23%	
					to meet 100% by 6/30/15	



Worklink Workforce Investment Board Grant #14Y495H3

Budget vs. Actual Expenditures YTD

Job Number 1503

Budgeted Expenses			1503-I1000	1503-I1001	1503-I1002	1303-I1003	1303-I1004	1303-I1005	1303-I1006	1303-I1007	Total Expenses	Balance	% Spent
	codes	Mod #2	7/1-7/27	7/28-8/24	8/25-9/28	9/29-10/26	10/27-11/23	11/24-12/28	12/29-1/25	1/26-2/22			
Salary Total	0.0	\$ 331,015	\$ 21,893	\$ 24,197	\$ 30,791	\$ 24,708	\$ 23,805	\$ 30,918	\$ 26,930	\$ 24,519	\$ 207,761	\$ 123,254	62.76%
Fringe Benefit Total	0.1-0.5	107,557	7,580	8,131	10,240	8,258	7,952	9,966	8,149	8,172	68,448	39,109	63.64%
Subtotal		438,572	29,473	32,328	41,031	32,966	31,757	40,884	35,079	32,691	276,209	162,363	62.98%
Operating Costs													
Staff Consumable Supplies	1.2	3,027	86	571	220	643	-	-	1,174	-	2,694	333	89.00%
Advertising	1.3	500	-	-	100	-	-	-	-	-	100	400	20.00%
Printing/Copies	1.4	4,200	-	-	1,268	127	-	-	305	-	1,700	2,500	40.48%
Communications	1.5	10,581	753	750	1,018	155	7	-	1,642	491	4,816	5,765	45.52%
Staff Travel	1.6	18,616	369	522	1,488	868	953	1,266	752	2,043	8,261	10,355	44.38%
Staff Training/Conferences	1.7	2,400	-	-	-	-	-	857	1,900	(577)	2,180	220	90.83%
Staff Computer Leases	1.8	8,644	-	-	-	195	-	-	3,171	-	3,366	5,278	38.94%
Postage	1.9	3,493	71	211	128	263	260	195	272	208	1,608	1,885	46.03%
Subtotal		51,461	1,279	2,054	4,222	2,251	1,220	2,318	9,216	2,165	24,725	26,736	48.05%
Individualized Training Cost													
Participant Supplies	2.1	3,700	-	140	-	-	127	283	-	133	683	3,017	18.46%
Participant Books	2.2	5,985	-	-	129	169	345	-	-	2,877	3,520	2,465	58.81%
Assessment/Exam Fees(inc workke	2.3	12,925	-	75	-	1,226	1,927	1,502	625	(446)	4,909	8,016	37.98%
TABE Testing Materials	2.4	1,825	-	-	-	1,650	-	-	-	(1,650)	-	1,825	0.00%
Workkeys	2.12	-	-	-	-	-	-	12	-	(12)	-	-	#DIV/0!
Tuition (Adult Education)	2.5	38,758	-	9,689	-	7,267	-	2,422	-	9,689	29,067	9,691	75.00%
Tuition (College or Vocational)	2.6	46,624	-	-	2,888	2,688	5,797	7,806	2,888	478	22,545	24,079	48.35%
Work Experience	2.9	29,728	1,392	1,617	787	1,084	903	2,019	1,374	874	10,050	19,678	33.81%
Awards/Events	2.10	1,600	-	-	-	-	-	-	-	-	-	1,600	0.00%
Software License	2.11	3,840	-	3,840	-	-	-	-	-	-	3,840	-	100.00%
Subtotal		144,985	1,392	15,361	3,804	14,084	9,099	14,044	4,887	11,943	74,614	70,371	51.46%
Customer Supportive Services Cost													
Student Incentives (skills&inc comp)	3.1	37,114	325	1,600	4,465	2,200	4,600	3,625	1,000	3,400	21,215	15,899	57.16%
Transportation	3.2	21,300	725	660	2,830	3,205	3,765	2,540	1,610	1,775	17,110	4,190	80.33%
Childcare	3.3	1,440	-	-	100	-	-	-	-	-	100	1,340	6.94%
Training Support Materials	3.4	2,000	-	28	59	30	189	393	-	-	699	1,301	34.95%
Emergency Assistance	3.5	1,750	-	-	401	-	-	-	-	-	401	1,349	22.91%
Subtotal		63,604	1,050	2,288	7,855	5,435	8,554	6,558	2,610	5,175	39,525	24,079	62.14%
Other													
Training Fee (Profit)	4.1	34,931	1,660	2,602	2,846	2,737	2,531	3,190	2,590	2,599	20,755	14,176	59.42%
Audit	4.2	5,318	-	-	-	-	-	-	-	-	-	5,318	0.00%
Subtotal		40,249	1,660	2,602	2,846	2,737	2,531	3,190	2,590	2,599	20,755	19,494	51.57%
Indirect		61,129	2,904	4,553	4,980	4,789	4,430	5,583	4,532	4,548	36,319	24,810	59.41%
TOTALS		\$ 800,000	\$ 37,758	\$ 59,186	\$ 64,738	\$ 62,262	\$ 57,591	\$ 72,577	\$ 58,914	\$ 59,121	\$ 472,147	\$ 328,073	59.02%
Monthly Actual Expenses													

Goal to meet 93% by June 30 62.00%

WorkLink Program Year 2014 Financial Status						
13RRIWT13 - Rapid Response Grant						
	Program Revenue					
	\$ 47,500					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Kroeger Marine Construction	\$ 47,500	47,500	100%	17,250	36.32%	\$ 30,250
Grant Period: 2/27/14-2/27/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT15 - Rapid Response Grant						
	Program Revenue					
	\$ 56,275					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Roylco, Inc	\$ 56,275	56,275	100%	34,400	61.13%	\$ 21,875
Grant Period: 3/12/14-4/30/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT19 - Rapid Response Grant						
	Program Revenue					
	\$ 60,640					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Alfmeier, Fredrichs, & Rath	\$ 60,640	60,640	100%	9,110	15.02%	\$ 51,530
Grant Period: 6/23/14-7/31/15						
WorkLink Program Year 2014 Financial Status						
14RRIWT11 - Rapid Response Grant						
	Program Revenue					
	\$ 51,870					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Ulbrich Specialty Wire Products	\$ 51,870	51,870	100%	-	0.00%	\$ 51,870
Grant Period: 12/29/14-12/30/15						

WorkLink Program Year 2014 Financial Status						
14IWT01 - Local Incumbent Worker Training Grant (IWT)						
	Program Revenue					
	\$ 70,189					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Allegro	\$ 6,793.20	\$ 6,793.20	100.00%	448.20	6.60%	\$ 6,345.00
Bosch	2,925.00	9,810.00	335.38%	-	0.00%	2,925.00
Danfoss	3,686.25	3,686.25	100.00%	-	0.00%	3,686.25
Greenfield	3,750.00	3,750.00	100.00%	-	0.00%	3,750.00
Inergy	20,088.75	14,362.50	71.50%	-	0.00%	20,088.75
KP	4,734.00	4,734.00	100.00%	-	0.00%	4,734.00
Michelin	4,200.00	4,200.00	100.00%	-	0.00%	4,200.00
RBC	7,053.75	5,928.75	84.05%	-	0.00%	7,053.75
Reliable	11,939.10	11,939.10	100.00%	-	0.00%	11,939.10
USEV	3,860.20	3,860.20	100.00%	-	0.00%	3,860.20
	\$ 69,030.25	\$ 69,064.00	100.05%	448.20	0.65%	\$ 68,582.05
	\$1,158.75					
Grant Period: 8/15/14-6/30/15						

WorkLink Program Year 2014 Financial Status						
14INC01 - Incentive Grant						
	Program Revenue					
	\$ 1,404					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
ADA items from Report	\$ 1,404	285	20%	-	0.00%	\$ 1,404
Grant Period: through 6/30/16						

WorkLink Program Year 2014 Financial Status

JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)

	Program Revenue					
	\$ 1,299,610					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Per Mod #1 Approved Oct 2014						
Salaries, Fringe (WIB)	\$ 60,100	11,477	19%	11,477	19.10%	\$ 48,623
Indirect (WIB)	21,170	3,595	17%	3,595	16.98%	17,575
Travel (WIB)	4,886	-	0%	-	0.00%	4,886
Tri-County Technical College	434,481	434,481	100%	211,714	48.73%	222,767
Greenville Technical College	434,481	434,481	100%	183,720	42.28%	250,761
Northeastern Technical College	344,492	344,492	100%	60,855	17.67%	283,637
Total In-House	\$ 1,299,610	\$ 1,228,526	95%	\$ 471,361	36.27%	\$ 828,249
Grant Period: 10/1/13-9/30/16				Goal Thru Feb 2015	47.22%	

WorkLink Program Year 2014 Financial Status

13M295T1 - Tri-County Technical College

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 11,000	3,235	29%	3,235	29.41%	\$ 7,765
Recruitment & Assessment	11,000	373	3%	373	3.39%	10,627
Training	335,481	208,106	62%	208,106	62.03%	127,375
Job Placement	77,000	-	0%	-	0.00%	77,000
Total In-House	\$ 434,481	\$ 211,714	49%	\$ 211,714	48.73%	\$ 222,767
Grant Period: 10/1/13-9/30/16						

WorkLink Program Year 2014 Financial Status

13M295G1 - Greenville Technical College

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 25,000	7,511	30%	7,511	30.04%	\$ 17,489
Recruitment & Assessment	39,897	-	0%	-	0.00%	39,897
Training	288,584	176,209	61%	176,209	61.06%	112,375
Job Placement	81,000	-	0%	-	0.00%	81,000
Total In-House	\$ 434,481	\$ 183,720	42%	\$ 183,720	42.28%	\$ 250,761
Grant Period: 10/1/13-9/30/16						

WorkLink Program Year 2014 Financial Status

13M295N1 - Northeastern Technical College

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 11,000	-	0%	-	0.00%	\$ 11,000
Recruitment & Assessment	23,200	-	0%	-	0.00%	23,200
Training	267,092	58,140	22%	58,140	21.77%	208,952
Job Placement	43,200	2,715	6%	2,715	6.28%	40,485
Total In-House	\$ 344,492	\$ 60,855	18%	\$ 60,855	17.67%	\$ 283,637
Grant Period: 10/1/13-9/30/16						

WorkLink Program Year 2014 Financial Status

Insurance Reimbursement						
	Program Revenue					
	\$ 14,807.41					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
HVAC Replacement	\$ 7,100.00	\$ 7,100.00	100.00%	7,100.00	100.00%	\$ -
Mini-Split for Server Room	3,565.00	3,565.00	100.00%	3,565.00	100.00%	-
ADA Upgrades	4,142.41	285.00	6.88%	-	0.00%	4,142.41
	\$ 14,807.41	\$ 10,950.00	73.95%	10,665.00	72.02%	\$ 4,142.41
Must be spent by 6/30/15 per COG Finance Director						



1500 – WorkLink (Adult-Dislocated Worker) Contract Budget Modification #4

Contractor: Henkels & McCoy, Inc.
Contract #'s: 14A995H4 & 14D995H4
Program: SC Works Operator (Adult & Dislocated Worker Services)
Submission Date: 3/23/2015
Region Manager: Kal Kunkel
Program Manager (s): Steve Riddle, Renee Alexander, & Matt Fields

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY14 budget to facilitate supportive service for training needs of Adult Program Participants. The increase in supportive service transportation funds will come from other supportive service line items and training from Adults.

There is no overall change to the current contract budget amount, but Childcare, Training Support Materials, and Tuition will be reduced and the excess transferred into Supportive Services in the Transportation item as demonstrated in the breakout below.

CONTRACT BUDGET MODIFICATION

WorkLink SC Works Operator (H&M)
PY14 Budget Mod #4

	PY14 Budget Mod #3		PY14 Budget Mod #4		Amt of Increase or Decrease	
	Adult	Dislocated Worker	Adult	Dislocated Worker	Adult	Dislocated Worker
Staff Costs						
Staff Salaries	\$ 297,337.21	\$ 127,430.23	\$ 297,337.21	\$ 127,430.23	\$ -	\$ -
Staff Fringe	\$ 119,680.88	\$ 51,291.81	\$ 119,680.88	\$ 51,291.81	\$ -	\$ -
	\$ 417,018.09	\$ 178,722.04	\$ 417,018.09	\$ 178,722.04	\$ -	\$ -
Operating Costs						
1.2 Staff Consumable Supplies	\$ 3,780.00	\$ 1,620.00	\$ 3,780.00	\$ 1,620.00	\$ -	\$ -
1.3 Advertising, Outreach	\$ 1,050.00	\$ 450.00	\$ 1,050.00	\$ 450.00	\$ -	\$ -
1.4 Copy, Print	\$ 4,620.00	\$ 1,980.00	\$ 4,620.00	\$ 1,980.00	\$ -	\$ -
1.5 Communications	\$ 6,520.44	\$ 2,794.47	\$ 6,520.44	\$ 2,794.47	\$ -	\$ -
1.6 Staff Travel	\$ 16,308.49	\$ 6,989.35	\$ 16,308.49	\$ 6,989.35	\$ -	\$ -
1.7 Staff Conferences, Training	\$ 2,856.00	\$ 1,224.00	\$ 2,856.00	\$ 1,224.00	\$ -	\$ -
1.8 Staff Equipment / Computer Leases / Software	\$ 12,255.94	\$ 5,252.54	\$ 12,255.94	\$ 5,252.54	\$ -	\$ -
1.9 Postage	\$ 1,680.00	\$ 720.00	\$ 1,680.00	\$ 720.00	\$ -	\$ -
Sub-Total Operating	\$ 49,070.87	\$ 21,030.37	\$ 49,070.87	\$ 21,030.37	\$ -	\$ -
Training						
2.3 Credential Exams & Assessments	\$ 11,165.00	\$ 4,785.00	\$ 11,165.00	\$ 4,785.00	\$ -	\$ -
2.5 Tuition (Adult Education)	\$ 54,096.00	\$ 23,184.00	\$ 54,096.00	\$ 23,184.00	\$ -	\$ -
2.6 Tuition (College or Vocational)	\$ 282,379.77	\$ 82,722.50	\$ 275,379.77	\$ 82,722.50	\$ (7,000.00)	\$ -
2.8 On-the-Job Training	\$ 75,600.00	\$ 32,400.00	\$ 75,600.00	\$ 32,400.00	\$ -	\$ -
Sub-Total Training	\$ 423,240.77	\$ 143,091.50	\$ 416,240.77	\$ 143,091.50	\$ (7,000.00)	\$ -
Supportive Services						
3.11 Transportation	\$ 14,782.25	\$ 6,335.25	\$ 24,779.25	\$ 6,335.25	\$ 9,997.00	\$ 0.00
3.12 Childcare	\$ 3,822.00	\$ 1,638.00	\$ 2,340.00	\$ 1,638.00	\$ (1,482.00)	\$ -
3.14 Training Support Materials	\$ 5,250.00	\$ 2,250.00	\$ 3,735.00	\$ 2,250.00	\$ (1,515.00)	\$ -
Sub-Total of Supportive Services	\$ 23,854.25	\$ 10,223.25	\$ 30,854.25	\$ 10,223.25	\$ 7,000.00	\$ 0.00
Indirect Cost & Fees						
Training Fee (Profit)	\$ 44,318.79	\$ 18,993.77	\$ 44,318.79	\$ 18,993.77	\$ 0.00	\$ 0.00
Indirect Cost	\$ 77,557.88	\$ 33,239.09	\$ 77,557.88	\$ 33,239.09	\$ 0.00	\$ 0.00
Audit Fee	\$ 6,747.54	\$ 2,891.80	\$ 6,747.54	\$ 2,891.80	\$ 0.00	\$ 0.00
Sub-Total of Indirect & Fees	\$ 128,624.21	\$ 55,124.66	\$ 128,624.21	\$ 55,124.66	\$ 0.00	\$ 0.00
	\$ 1,041,808.18	\$ 408,191.82	\$ 1,041,808.18	\$ 408,191.82	\$ 0.00	\$ 0.00
		\$ 1,450,000.00		\$ 1,450,000.00		

Obligations Report - 3/23/15 (Before Mod #4)

Formula Tuition	Adult	Dislocated Worker	DW - NEG	Total
PY14 Budget	\$272,544.77	\$78,507.50	\$29,250.00	\$380,302.27
PY14 Vouchers Paid	\$125,690.79	\$2,458.66	\$15,362.00	\$143,511.45
PY14 Vouchers Not Paid	\$65,933.58	\$2,420.92	\$3,347.50	\$71,702.00
PY14 Vouchers Total	\$187,922.75	\$4,879.58	\$18,709.50	\$211,511.83
PY14 Funds Unobligated	\$84,622.02	\$73,627.92	\$10,540.50	\$168,790.44
PY14 ITA's Approved	\$286,433.46	\$10,023.16	\$16,031.10	\$319,506.72
PY14 ITA's Deobligations	\$37,215.19	\$2,142.08	\$15,925.10	\$55,282.37
PY14 ITA's Total YTD	\$249,218.27	\$7,881.08	\$106.00	\$264,224.35
PY14 ITA's vs Budget	\$16,307.50	\$70,626.42	\$29,144.00	\$116,077.92
PY15 ITA's Approved	\$7,019.00	\$0.00	\$7,590.00	\$14,609.00

On the Job Training	Adult	Dislocated Worker	DW - NEG	Total
PY14 Budget (Mod # 3)	\$75,600.00	\$32,400.00	\$16,800.00	\$124,800.00
PY14 Vouchers Paid	\$32,393.56	\$3,996.55	\$0.00	\$36,390.11
PY14 Vouchers Not Paid	\$15,365.65	\$0.00	\$8,801.53	\$24,167.18
PY14 Vouchers Total	\$47,759.21	\$3,996.55	\$8,801.53	\$60,557.29
PY14 Funds Unobligated	\$27,840.79	\$28,403.45	\$7,998.47	\$64,242.71
PY14 Contracts Approved	\$82,120.80	\$3,996.54	\$9,360.00	\$95,477.34
PY14 Contract Deobligations	\$9,812.29	\$0.00	\$0.00	\$9,812.29
PY14 Contracts Total YTD	\$72,308.51	\$3,996.54	\$9,360.00	\$85,665.05
PY14 Contract vs Budget	\$3,291.49	\$28,403.46	\$7,440.00	\$39,134.95
PY15 Contracts Approved				