

FINANCE COMMITTEE
Meeting Summary
August 27, 2015 @ 3:00 pm
SC Works Comprehensive Center, Clemson, SC

Members Present

Ronnie Booth	Stephanie Collins	David Collins
Mike Wallace	Michael Keith	

Members Absent:

Providers:

Karen Craven	Kal Kunkel	Matt Fields
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Staff Present:

Trent Acker	Patty Manley	Jennifer Kelly
Sharon Crite	Windy Graham	

Guests:

Danny Brothers

I. Call To Order

Stephanie Collins called the meeting to order and introductions of all in attendance were made.

II. Committee Overview / Elections

Trent Acker, WorkLink Executive Director, announced that Brandi Runion has left the position of WorkLink Finance Director to accept a position with Anderson School District 5 adding that while that position is vacant, those duties have been divided out to WorkLink staff. Jennifer Kelly and Sharon Crite will each be overseeing their respective grants, Windy Graham is processing the day to day invoices that are received with Trent and Patty Manley has taken on new responsibilities as Business Services Liaison and in addition the oversight and management of grants associated with OJT, RR, IWT, etc. Mr. Acker also announced that Kal Kunkel, Regional Director with Henkels & McCoy, has accepted a position with Social Solutions in product development and will be leaving Henkels & McCoy.

Mr. Acker provided a brief overview of the status of the Committee at this point explaining this will be an informational meeting as the Committee will not be formally established until the September Board meeting. Regarding membership, Mr. Acker stated if Committee members know of partner(s) in the Community that would be a good fit as an ad hoc member, recommendations and nominations would be allowed.

Ms. Collins opened the floor for nominations and discussions for Committee Chairperson and Vice Chairperson and if ad hoc members would or should be considered. Mr. Acker stated elections of

Committee officers would be necessary at this meeting and if there are any community partners or persons the Committee feels would be a fit, recommendations & nominations would be allowed.

The following nominations and votes were made following brief discussions:

David Collins nominated Mike Wallace for Committee Chairperson, seconded by Ronnie Booth. Mike Wallace was elected Finance Committee Chairperson by unanimous vote.

David Collins nominated Michael Keith for Committee Vice-Chairperson, seconded by Ronnie Booth. Michael was elected Finance Committee Vice-Chairperson by unanimous vote.

III. PY'14 Budget Overview

A. WorkLink Grants

1) Adult, DW, Youth Overview

Mr. Acker deferred to Jennifer Kelly to report on the Adult and DW grants.

Ms. Kelly referred to pages 1-2 which show how the PY'14 Adult and DW budgets ended. The total award for the Adult Program for PY'14 was \$1,048,835 and the balance of \$17,754 as of 6/30/15 was carried over to the PY'15 budget. The total expenditure percentage was 98.31%. On page 2 shows the PY'14 DW funding of \$300,397 with a balance of \$7,177 as of 6/30/15 which will also carry over to the PY'15 budget. The expenditure percentage was 97.61% for the DW fund stream and the overall grant expenditure rate was 98.15%.

Sharon Crite referred to pages 3 which shows the Youth Program budget for PY'14 was \$800,000 stating Henkels & McCoy expended \$797,432 which is 99.68% adding the balance of \$2,567 will carry over to the PY'15 budget.

Mr. Acker referred to page 4 which is a PY'14 summary of the Adult & DW Program funds and Youth Program Funds adding we are comfortable with the outcomes of those grants.

i. Fund Utilization Rate

Mr. Acker referred to page 5 which shows the FUR stating we exceeded in all goals for PY'14 adding we are on track and in line with spending.

B. Henkels & McCoy Grants

1) 13RROJT01 - Rapid Response On the Job Training Grant

Kal Kunkel referred to page 6 which is Rapid Response which is the grant that supported the OJT Coordinator position. Mr. Kunkel reported 97.08% adding the balance of \$1,640 was absorbed by the State and there was not a renewal of this grant for PY'15.

Mr. Acker referred to page 7 stating the DWT NEG grant is being extended to 6/30/16 and Henkels & McCoy is continuing to work toward identifying participants for these funds. The challenge is that in order to qualify, a participant has to have been actually laid-off for 26 weeks, not just simply out of work.

IV. Ongoing Grants (RRIWT, IWT, INC, & MiiA)

A. Rapid Response Incumbent Worker Training Grants

Mr. Acker reported AFR ended 7/31/15 with the balance of \$8,230 being absorbed by the State; Ulbrich Specialty Wire is scheduled to end 12/30/15 and they currently have a balance of \$29,220. Mr. Acker also reported the State's policy for RR IWT grants is that a company applies for funding for training to avoid lay-off and has one year to spend the funding on the necessary training. These grants are not extended and unused funds are absorbed by the State.

The Rapid Response On-the-Job Training (RR OJT) Grant was applied for and received for Medshore Williamston EMT. The State awarded \$33,581 and \$21,121 was expended. Mr. Acker stated this was a good opportunity for WorkLink staff and Henkels & McCoy staff to work together.

B. 14IWT01 – Local Incumbent Worker Training Grant

Mr. Acker referred to Page 9 stating the Local IWT grants closed out 6/30/15 with all funds expended.

C. 14INCO1 – Incentive Grant

Mr. Acker continued on page 9 which shows the Incentive Grant stating these funds are currently in process of being expended on ADA upgrades as required with the additional funds from the insurance reimbursement from the flood of May 2014 as shown on page 11.

D. Make It In America (MiiA) Grant

Ms. Kelly reported on the MiiA grant which funds four types of trainings for Welding, CNC, Mechatronics and SCMC for participants at three local technical colleges TCTC, GTC, NETC. Ms. Kelly reported they are looking to extend total grant in an effort to capture data only not funds. In-house (WIB) Jennifer & Brandi's salaries for time spent on administering grant.

V. ADA Upgrades

Mr. Acker reported the ADA upgrades to widen the access to the building at the columns to a full 36 inches; changing out the threshold and painting stripes in the parking lot are currently in progress.

VI. PY'15 Budget Overview

A. WorkLink Grants

1) Adult, DW, Youth Overview

Mr. Acker reported across the board, WorkLink received a 22% reduction in funding which was essentially the 2nd largest percentage cut in the State. We had to take a hard look at the In-House budget making some changes and worked with Henkels & McCoy to best determine how to utilize Program funds to continue to deliver the services needed.

B. Henkels & McCoy Grants

1) Operator Grant

Ms. Kelly referred to pages 17-23 reporting the Operator Budget for PY'15 in the amount of \$90,000 was awarded to Henkels & McCoy and was approved at the last Board meeting.

2) Adult/DW Grant

Ms. Kelly referred to pages 12-16 reporting the Program Budget for PY'15 in the amount of \$829,230 was awarded to Henkels & McCoy which was approved at the last Board meeting.

3) Youth Grant

Ms. Crite referred to pages 21-25 reporting the Youth Budget for PY'15 in the amount of \$700,000 was awarded to Palmetto Youth Connections via Henkels & McCoy. Ms. Crite called attention to the highlighted items on page 21 stating 20% of the PY'15 funding is mandated to be allocated to Work Experience.

Mr. Kunkel referred to pages 25 & 27 which is a year-end comparison for PY'14 budget with details on line items for Committee members as information.

Mr. Kunkel also referred to the corrected Obligations Report for Adult/DW Program in the back of the meeting packet which shows 50% of funds committed for training for Adult and 38% of funds committee for training for DW.

VII. Other Business

Mr. Acker stated we have the ability to write a Personal Services Contract with Brandi Runion if needed stating consideration is being given to do so for training her replacement, oversight & assistance to current staff performing the finance duties, etc. Funding would be covered with the salary loss while the position is vacant. Mr. Acker stated this is for information only and if decided to move forward on, a sole source contract with Ms. Runion and the ACOG will be justified due to her expertise.

The posting for the Director of Finance position will be up through 9/4/15 and interviews will begin following that date. Trent Acker, Robert Halfacre & Stephanie Collins will be screening resumes and conducting interviews.

Next Finance meeting is scheduled for October 28th.

VIII. Adjournment

With no further business to discuss, the meeting was adjourned at 3:56pm.

Respectfully submitted by: Patty Manley, Office Manager