

**Executive Committee Meeting  
Agenda  
December 3, 2014 – 2:30 PM  
Madren Center Board Room**

- |   |                           |
|---|---------------------------|
| I. Welcome  | Danny Brothers, Chair     |
| II. Approval of Minutes   | Danny Brothers            |
| III. WIOA Update  | Trent Acker               |
| IV. December 19 <sup>th</sup> and December 26 <sup>th</sup> , 2014* | Trent Acker               |
| V. Insurance Claim – ACOG*  | Trent Acker               |
| VI. Budget Modification – HVAC*                                     | Trent Acker               |
| VII. Board Travel Policy  | Trent Acker               |
| VIII. Strategic Plan Discussion                                     | Executive Committee/Staff |
| IX. WorkKeys Update   | Trent Acker               |
| X. Other Business   | Danny Brothers            |
| XI. Adjourn   | Danny Brothers            |

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Chair Brothers noted that staff had scored the proposals received and AHA had scored the highest.

Executive Committee members discussed at length that we have the data on hand and know the efficiency of the staff at the ACOG and in an effort to being good stewards with our funds were in agreement to taking a through look at the ACOG proposal.

Mr. Acker addressed concerns with going in-house with the ACOG due to 2015 being an RFP year for the Service Providers for the Youth and Adult/DW programs, the reauthorization of WIOA and the amount of responsibility that it will place on WorkLink staff.

**ACTION TAKEN: A motion was made by Burriss Nelson to accept and move forward with the 2015-2019 Comprehensive Strategic Plan Proposal from the SC Appalachian Council of Governments, second by Ronnie Booth. The motion carried unanimously.**

**IV. WorkLink's 501c3 Status**

Chair Brothers stated included in Mr. Acker's objectives and goals was to investigate our 501c3 status and help move that forward and deferred to Mr. Acker for update. Mr. Acker reported that while looking at updating the Conflict of Interest Agreement to better reflect what our By-Laws state, he began looking at the two sets of By-laws on the books, the Workforce Investment Board By-Laws and the Incorporation By-Laws at which time he discovered that WorkLink is definitely incorporated but is not a 501c3 entity.

Dr. Booth stated Steve Pelissier had been involved in the conversations from the beginning in forming the 501c3 adding there were several purposes for forming the 501c3:

- 1) Avenue or opportunity for fund raising
- 2) Mechanism would be in place if WIB wished to become its own legal administrative entity

Discussion was held regarding the application never being submitted to the IRS and the effort that was supposedly previously put into this by various parties.

**ACTION TAKEN: A motion was made by Ronnie Booth for WorkLink to submit the application to move forward with 501c3 application under the IRS code immediately, second by Burriss Nelson. The motion carried unanimously.**

Members discussed keeping both sets of By-Laws and the benefits stating with a decision being made to leaving the By-Laws as they currently are.

**V. 2015 Operator – Adult/DW RFP Update**

Mr. Acker referred to page 10 and provided an update on the RFP status stating hopefully a final decision will be made at the October 23, 2014 RFP Committee Meeting. Mr. Acker stated OJT is likely to come in-house and the Committee has asked for

scenarios to pursue for bringing the Operator piece in-house as well clarifying that the Operator piece will not be the person providing training but managing the Centers.

**VI. Resource Sharing Agreement (RSA) Update**

Mr. Acker referred to pages 11- 20 stating this agreement should be fully executed and signed at this point.

Jennifer Kelly stated there are only minor differences between this year's agreement and last year's agreement:

- a) Documents that were attachments and/or amendment have been condensed and added
- b) Verbiage in the FTE count has been updated to reflect true FTE ratio calculation
- c) Procurement piece has been made consistent with DEW's

**VII. Unemployment Insurance Pilot Program Update**

Mr. Acker reported the State has made some decisions to bring UI participants into the Centers for services which will help draw traffic into the Centers and hopefully reduce numbers of the long-term unemployed. Mr. Acker added he is meeting with Grey Parks in early November to discuss measurables the project which has an implementation date of 11/1/14 and will run through 6/30/15.

**VIII. Executive Session – Personnel Matter**

Ronnie Booth requested the committee enter in to Executive Session at which time staff was excused from the meeting.

**ACTION TAKEN: A motion was made by Ronnie Booth to move into Executive Session to discuss a personnel matter, second by Burriss Nelson. The motion carried unanimously.**

**IX. Other Business**

Following Executive Session, Chair Brothers discussed Board member terms and responsibilities and the possible issue(s) that can arise if/when a Board member's term ends in June and his/her responsibilities as a "Past-Chair" post haven't ended.

Members discussed options to remedy this situation. Mr. Acker stated there is nothing stated in the By-Laws stating when officers of the Board have to be elected adding that it makes more sense to have Board Officer elections in line with the Plan/Program Year as well as when Board Member terms end with the County Council appointments as opposed to calendar year. Members elected to bring this to the October WIB meeting for vote.

**X. Adjournment**

*Respectfully submitted by: Patty Manley, Office Manager*

## WIOA: Local Area Designation

- The Governor shall designate local workforce development areas within the State:
  - through consultation with the State board;
  - after consultation with chief elected officials and local boards; and
  - after consideration of comments received through public comment process
  
- The Governor shall designate local areas based on considerations consisting of the extent to which the areas:
  - are consistent with labor market areas in the State;
  - are consistent with regional economic development areas in the State;
  - have available Federal and non-Federal resources necessary to effectively administer activities under WIOA; and
  - have the appropriate education and training providers, such as institutions of higher education and area career and technical education schools.
  
- Initial designation – During the first 2 full program years, the Governor shall approve a request for initial designation as a local area from any area that was designated as a local area under WIA and:
  - performed successfully – met or exceeded performance measures for each of the last 2 consecutive years
  - sustained fiscal integrity – no formal determination, during either of the last 2 consecutive years, of misexpended funds due to willful disregard of requirements, gross negligence, of failure to comply with accepted standards of administration
  
- Subsequent designation – after the period of initial designation, the Governor shall approve a request for subsequent designation from a local area, if such area:
  - performed successfully – met or exceeded performance measures for each of the last 2 consecutive years
  - sustained fiscal integrity – no formal determination, during either of the last 2 consecutive years, of misexpended funds due to willful disregard of requirements, gross negligence, of failure to comply with accepted standards of administration
  
- Designation on recommendation of State board – the Governor may approve a request from any unit of general local government (including a combination of such units) for designation as a local area if the State board determines, based on the considerations above and recommends to the Governor, that such area should be designated

### Local Area Designation Procedures

- An instructional packet will be transmitted outlining local area designation procedures and requesting submittal of a formal workforce development area designation petition.
- The designation procedures will provide an opportunity for newly configured areas and existing areas to seek designation.
- In cases where a local area includes more than one unit of general local government, the chief elected officials (CEOs) must negotiate a consortium agreement. Such agreement will:
  - determine the distribution of fiscal liability among the CEOs;
  - delineate relationships among the CEOs for the purpose of implementing provisions of WIOA;
  - address the appointment of individuals to the local workforce development board; and
  - designate an entity to serve as the local grant recipient and fiscal agent for the area.
- Prior to submitting a designation petition, the area will be required to solicit public comment.
- Designation petitions will include:
  - local board membership and composition,
  - consortium agreement (if applicable);
  - identification of grant recipient/fiscal agent and signature of lead official;
  - signatures of CEOs from petitioning counties
  - documentation that public input was solicited and any comments received.
- Upon receipt of designation petitions, the State Board will review and make recommendations on designation of local workforce development areas. Recommendations will be posted for public comment.
- Final designation of local workforce development areas will be made.

## Trent Acker

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**From:** Don Zimmer <dzimmer@scacog.org>  
**Sent:** Wednesday, November 26, 2014 2:28 PM  
**To:** Trent Acker  
**Cc:** Brandi Runion; Steve Pelissier  
**Subject:** Insurance Claim \$

Good Afternoon, Trent,

I have sent the Proof of Loss Statements for the covered contents to the Insurance Reserve Fund. We are now waiting on a check for \$14,303.41. There will be an additional claim for tax which was not included in the original claim. As you are aware, the COG spent \$27,485 from fund balance to remediate the water damage which was not covered. We are requesting that unless any furniture absolutely needs to be replaced, that the insurance money be returned to our fund balance to offset outlays made in FY14/FY15. Please let me know if you have any questions regarding this matter.

Best Regards,  
Don

* Funds not received from SCDEW yet												
Program Adult*	Admin Adult*	Program DW*	Admin DW*	Program Youth	Admin Youth	Total	YTD - Nov	Actual % Expended	Goal Expended	Balance	Mod #2	Net Change
732,805	81,423	650,516	72,280	789,798	87,755	2,414,577						
	(377)	(309)	(36)			(765)						
732,428	81,380	650,207	72,244	789,798	87,755	2,413,812						
426,648	26,380	228,986	40,075	457,382	26,631	1,206,102						
1,484,180	107,760	554,089	112,319	1,247,180	114,386	3,619,914						
1,015,000	-	-	-	-	-	1,015,000	269,170	27%	169,167	745,830	1,015,000	-
Henkels & McCoy - Adult						435,000	105,948	24%	72,500	329,052	435,000	-
Henkels & McCoy - DW						800,000	223,944	28%	133,333	576,056	800,000	-
Undisputed Funds	189,370	14,612	14,452	266,454	22,612	509,278		0%	-	509,278	534,405	(44,127)
Total Pass-Through Contracts	1,204,370	14,612	14,452	1,066,554	22,612	2,759,278	599,062	22%	375,000	2,160,276	2,803,405	(44,127)
Total Revenue after Obligations	279,810	93,148	117,411	97,867	91,774	860,636						
* thru October												
In-House Expenses												
Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD - Nov	Actual % Expended	Goal Expended	Balance	Mod #2	Net Change
106,050	41,300	45,035	42,325	81,935	40,040	356,685	131,979	37%	118,895	224,706	356,685	-
31,815	12,390	13,511	12,698	24,581	12,012	107,007	40,695	38%	35,669	66,312	107,007	-
142,603	6,372	61,115	6,809	10,499	6,547	233,945	84,570	36%	77,982	149,375	226,950	6,995
(79,692)		(34,154)				(113,846)		0%	(37,949)	(113,846)	(113,897)	51
4,315	1,030	1,850	1,095	4,615	1,095	14,000	2,832	20%	4,667	11,168	14,000	-
AOP BIS Transportation (\$10k appr by EC)				10,000		10,000	10,000	100%	10,000	-	10,000	-
Supplies - Consumable	750	750	750	750	750	2,250	766	34%	750	1,484	2,250	-
Supplies - Non-Consumable	335	335	335	330	330	1,000	110	11%	333	890	1,000	-
Outside Services (Strategic Plan) \$7,500 + Other	500	500	500	3,500	1,000	10,000		0%	-	10,000	10,000	-
Consulting	70	70	70	70	70	210		0%	70	210	210	-
Insurance - Tort (\$64/mo)	1,922	3,841	3,841		1,922	7,685	3,195	42%	2,562	4,490	7,685	-
Insurance - Bldg & PP (\$33/mo)	96	192	192	384	96	1,572	157	41%	128	227	384	-
Insurance - Auto C&C (\$15.50/mo)	55	85	85	55	55	195	71	36%	65	124	195	-
Insurance - Auto Lubb (\$64/mo)	195	385	385	195	195	775	317	41%	258	458	775	-
Postage	170	170	170	160	160	500	266	53%	167	234	500	-
Printing	1,834	1,834	1,834	1,833	1,833	5,500	1,350	25%	1,833	4,150	5,500	-
Web Site Hosting & Renewal Fees	2,360	2,360	2,360	2,360	2,360	7,080	2,250	32%	2,360	4,830	7,080	-
Memberships, Dues, & Prof Fees	1,104	1,173	1,173	1,173	1,173	3,450	1,010	29%	1,150	2,440	3,450	-
Training	403	428	428	2,945	428	10,000	2,305	23%	3,333	7,695	10,000	-
Job Fair / Hiring Event Expenses**	9,000	4,000	4,000	6,500		19,500	17	0%	-	19,483	19,500	100.00%
R&M & Gas - WIA Car	835	835	835	830	830	2,500	1,557	62%	833	943	2,500	-
IT Maint/Support (WIB Only)	1,600	1,600	1,600	1,500	1,500	4,700	1,585	34%	1,567	3,115	4,700	-
Outreach (SC Works Center's Only)	12,000					15,000		0%	5,000	15,000	15,000	-
Meeting Expense (Madden Center & Other)	46,662	18,172	18,623	36,051	17,618	156,941	47,362	35%	1,725	3,344	5,175	-
Indirect Cost Pool (42% of salaries)	279,810	93,148	117,411	180,626	91,774	860,636	334,225	39%	283,712	526,411	853,590	7,046
Total In-House												
** Moved to Program Funds from Admin funds per SCDEW												



**PY'14 Cost Allocation Plan**

	Avg of Qtr Actuals			Total
	Non-DEW	DEW	DEW	
Clemson A	13.84	12.78	26.62	
son-SC Works Center Phones & Resource Room Internet/JT B*	6.97	12.78	19.75	
Satellite-Anderson C	1.00	2.88	3.88	
Satellite - Eastley D	1.22	2.00	3.22	
Satellite - Seneca E	2.00	1.00	3.00	
Satellites - Long Distance Telephone F	-	1.00	1.00	

**Facilities Costs**

	Total	Non-DEW	DEW	Total
Anderson, Seneca, & Eastley SC Works Center:				
Rent-Anderson	\$ 12,000.00	\$ 3,096.77	\$ 8,903.23	\$ 12,000.00
Rent-Eastley	12,000.00	4,552.37	7,447.63	12,000.00
Rent-Seneca	12,000.00	8,000.00	4,000.00	12,000.00
Telephone	3,600.00	-	3,600.00	3,600.00
<b>Comprehensive SC Works Center (Clemson, SC)**</b>				
Rent (\$12 * 9,600 sq ft) + CAM (\$567.50/mo)	110,010.00	57,200.65	52,809.35	110,010.00
Utilities	16,800.00	8,735.31	8,064.69	16,800.00
Janitorial	27,457.00	14,276.51	13,180.49	27,457.00
Pest Control	420.00	218.38	201.62	420.00
General Repair	14,602.00	7,592.44	7,009.56	14,602.00
Telephone	8,858.52	3,126.67	5,731.85	8,858.52
Internet/Data Lines	3,900.00	1,376.53	2,523.47	3,900.00
Security	780.00	405.57	374.43	780.00
	\$ 222,427.52	\$ 108,581.19	\$ 113,846.33	\$ 222,427.52
HVAC Repair (WIB)	7,100.00	-	-	7,100.00
Internet/Data Lines & Telephone (WIB)	4,417.92	4,417.92	-	4,417.92
	\$ 233,945.44	\$ 120,099.11	\$ 113,846.33	\$ 233,945.44

	Budget 12.2.14	Difference
Total	233,945.44	0.44
SCDEW Total	113,846.33	0.33
	120,099.11	0.11

	Qtr 1 Actual		Qtr 2 Actual		Qtr 3 Actual		Qtr 4 Actual	
	Non-DEW	DEW	Non-DEW	DEW	Non-DEW	DEW	Non-DEW	DEW
	13.36	12.61	14.00	12.50	14.00	13.00	14.00	13.00
	6.88	12.61	7.00	12.50	7.00	13.00	7.00	13.00
	1.00	3.00	1.00	2.50	1.00	3.00	1.00	3.00
	1.89	2.00	1.00	2.00	1.00	2.00	1.00	2.00
	2.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00
	-	1.00	-	1.00	-	1.00	-	1.00

	Q1 Paid	Q2 Paid	Q3 Paid	Q4 Paid	Total Paid	% Paid	Balance
	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00	50.00%	6,000.00
	3,000.00	3,000.00	3,000.00	6,000.00	6,000.00	50.00%	6,000.00
	431.53	441.22	872.75	24.24%	872.75	24.24%	2,727.25
	27,502.50	18,335.00	45,837.50	41.67%	45,837.50	41.67%	64,172.50
	2,989.74	554.80	3,544.04	21.10%	3,544.04	21.10%	13,255.96
	5,617.79	2,498.00	8,115.79	29.56%	8,115.79	29.56%	19,341.21
	105.00	70.00	175.00	41.67%	175.00	41.67%	245.00
	1,427.35	952.75	2,380.10	16.30%	2,380.10	16.30%	12,221.90
	2,214.62	2,214.68	4,429.30	50.00%	4,429.30	50.00%	4,429.22
	975.00	1,208.09	2,183.09	55.98%	2,183.09	55.98%	1,716.91
	189.00	126.00	315.00	40.38%	315.00	40.38%	465.00
	\$ 50,452.03	\$ 35,400.54	\$ 85,852.57	38.60%	\$ 85,852.57	38.60%	\$ 136,574.95
	1,104.49	1,105.63	2,210.12	50.03%	2,210.12	50.03%	2,207.80
	\$ 51,556.52	\$ 36,506.17	\$ 88,062.69	37.64%	\$ 88,062.69	37.64%	\$ 145,882.75

Reconciliation	
\$ 88,062.69	Total Paid
84,569.75	Total In CSI 12/2/14
\$ 3,492.94	Accruals
-	Paid By SCDEW Q1
-	Paid By SCDEW Q2
-	Paid By SCDEW Q3
-	Paid By SCDEW Q4
\$ 0.00	DIFFERENCE
	Accruals
GSG	1,279.00
Northland	2,213.94
	\$ 3,492.94

\$ 25,656.80	SCDEW Cost
25,899.72	WIB Cost
18,115.15	



November 21, 2014

Patty Manley  
SC Works Worklink  
1376 Tiger Blvd. Suite 102  
Clemson, SC 29631

Dear Ms. Manley,

Per our site visit and technicians recommendations, MCG Mechanical would like to propose the following options:

**Option #1** Make repairs to the existing unit #2:

- Quote for heat strip sequencer=\$180
- Quote for hard start capacitor=\$210
- Quote for compressor replacement=\$2357 (1) year warranty part, 30days labor

**The total cost for Option #1 is .....\$2,747.00**

**Option #2** Replace entire unit #2 with at Trane 14SEER Heat Pump split system

Including:

- Remove and reinstalling ceiling and tiles as necessary
- Moving office furniture & moving back in place as necessary
- Demo of old unit
- New Trane R410a split system
- New plenums to connect to existing duct system
- Flush and reuse existing line set
- New auxiliary drain pan with safety switch
- Relocate and use existing condensate pump
- Start up and check out
- (1) Year parts and labor warranty with an addition 4 years part warranty on the compressor

**The total cost for Option #2 is .....\$7,100.00**

Due to the age of the equipment, and differences in warranty, we strongly recommend Option #2

Thank you for allowing us to provide this proposal for your consideration. Please feel free to call if you have any questions or need additional information.

Respectfully Submitted,

*David Cox*

David Cox  
MCG Service Dept.  
Ph (864) 231-9157  
cc Mark Wilson

## Brandi Runion

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**From:** David Cox <DavidC@mcgmechanical.com>  
**Sent:** Monday, December 01, 2014 4:52 PM  
**To:** Brandi Runion  
**Subject:** RE: HVAC repair quotes

Brandi,

Yes the unit quoted is a 14SEER Trane split system heat pump.  
Hp Model # 4TWB4049E1000C  
AHU Model # GAM2AOC48S41SE

The new unit comes with 1 Year parts and labor warranty with an addition 4 years part only warranty on the compressor.

If you have more questions, or need more information, please call or e-mail, I'll be glad to help.

Sincerely,

*David Cox*  
MCG Mechanical

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**From:** Brandi Runion [<mailto:brunion@worklinkweb.com>]  
**Sent:** Monday, December 01, 2014 4:25 PM  
**To:** Patty Manley; David Cox  
**Cc:** David Fields ([dfields@henkels.com](mailto:dfields@henkels.com))  
**Subject:** RE: HVAC repair quotes

Mr. Cox,

Could you tell me the model # of the unit? I am assuming it is a 4 ton Trane 14 Seer r410a air conditioner split system.

We are curious as to the warranty on parts, compressor, etc.

Thanks,  
*Brandi C. Runion*  
Finance Director  
WorkLink Workforce Investment Corporation

**SC WORKS** | BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER  
**WORKLINK**  
ANDERSON-OCONEE-PICKENS

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SC Works Clemson Comprehensive Center at East Park  
1376 Tiger Blvd, Suite 102  
Clemson, SC 29631  
**P: 864-646-1827** Relay Service Dial 711 (TTY)

## WorkLink Repairs & Maintenance Budget

<b>Total Budget</b>		<b>\$ 14,602.00</b>
MCG Mechanical	Qtrly Planned HVAC Maint	293.75 pd
MCG Mechanical	Qtrly Planned HVAC Maint + Coolant	443.75 pd
MCG Mechanical	Qtrly Planned HVAC Maint	293.75
MCG Mechanical	Qtrly Planned HVAC Maint	293.75
Upstate Locksmith	Replace rear lockset on back door entry	320.75 pd
Anderson Fire & Safety	Service fire ext. and add 1 new upstairs	98.85 pd
Isom Electric	Ballasts Replacement #1	714.00 pd
Isom Electric	Ballasts Replacement #2	509.00 pd
Advanced Climate Control, LLC	Mini-Split Quote	3,365.00
<b>Total Expenses</b>		<b>\$ 6,332.60</b>
<b>Budget Remaining</b>		<b>\$ 8,269.40</b>



P.O. Box 421  
Easley, SC 29641  
Office: (864) 420-0913  
Fax: (864) 855-1805  
AccUpstate.com

Date: 10-20-14

To: SC Works

Quote For: 1376 Tiger Blvd. Suite 102

HVAC Per Site Visit:

- We propose to install a new Carrier brand inverter 9,000 btu 16 SEER mini split a/c only for the server room.
- Price includes Air Handler, Condenser, Condenser pad, Refrigerant Lineset, Control Wiring, and Labor.

Notes:

- All parts and labor are included to complete the work as proposed.
- Prices are good for 30 days.
- Electrician for the high voltage for the outdoor unit to be provided by others.

Price: \$3,365.00

Respectfully Submitted,

Jason Davis  
Owner

Ellis Culbertson – Project manager/Estimator

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