

**FINANCE COMMITTEE**  
**Wednesday, March 7, 2012**  
**3:00 P.M.**  
**WorkLink Office**

**AGENDA**

- |      |                                       |   |
|------|---------------------------------------|---|
| I.   | Call to Order                         | Danny Brothers, Chair                       |
| II.  | Approval of October 5, 2011 Minutes   | * Danny Brothers                            |
| III. | PY'11 Budget Overview                 | Brandi Runion, Staff                        |
|      | a. ResCare                            |   |
|      | b. PYC                                |   |
|      | • Budget Modification                 | *   |
|      | c. Overall                            |   |
| IV.  | Update on Indirect Costs paid to ACOG | Steve Pelissier, ACOG<br>Executive Director |
| V.   | Other Business                        |   |
| VI.  | Executive Session                     | * Brandi Runion                             |
| VII. | Adjournment                           |   |

**UPCOMING MEETINGS:**

March 21, 2012 – Board Meeting – 10:00am to 12:00pm – Madren Center  
March 21, 2012 – Board Retreat – 1:00pm to 5:00pm – Madren Center



**Finance Committee  
Meeting Minutes  
October 05, 2011  
WorkLink Conference Room**

Members Present:

David Collins – Chair	Danny Brothers
Dr. Ronnie Booth	Stan Brooks

Members Absent:

None

Staff Present:

Sharon Crite	Crayton Pruitt	Brandi Runion
Jennifer Kelly	Shae Rozakos	

Guests:

Ron Mattox	Tom Sanderhoff
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**I. Call to Order**

Chairman David Collins called the meeting to order. He announced that the meeting was being recorded for processing of the minutes. A quorum was present to conduct the business of the Committee.

**II. Approval of July 27, 2011 Minutes**

Dr. Ronnie Booth stated that he had seen some changes that needed to be made for the July 27<sup>th</sup> Finance Committee minutes and they he had already discussed these changes with Crayton Pruitt to be updated.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes with corrections as suggested; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**III. Ratification of Email Votes**

**a) AOP BIS Transportation**

Motion to increase the amount budgeted for transportation expenses for the school districts to the AOP BIS from \$6,000 to \$10,190.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote to increase the amount budgeted for transportation expenses for the school districts to the AOP BIS from \$6,000 to \$10,190; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**b) Transfer Request**

Motion to set aside 15% of Program DW funds for Program Adult from the PY '10 Allocation.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote to set aside 15% of Program DW funds for Program Adult from the PY '10 Allocation; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**IV. PY '10 Budget Overview**

**a.) ResCare**

Brandi Runion referred committee members to pages 4-6 of the packet provided. She stated that ResCare had finished PY '10 with \$456,491 in carryover funds. She stated that a total of \$34,679 was unspent in ARRA funds by ResCare.

**b.) PYC**

Brandi Runion stated that PYC finished PY '10 with \$190,739 in carryover funds.

**c.) Overall**

Brandi Runion referred committee members to the big sheet at the back of their packet that they were provided. She stated that all ARRA funds were spent for PY '10. She stated that unspent formula funds carryover to PY '11. She also stated that IWT and OJT NEG grants would continue into PY '11.

**V. PY '11 Budget Overview**

**a.) ResCare**

Brandi Runion referred committee members to page 7 of the packet provided. She stated that the information is based off of all information received through August 2011. She stated that August expenditures were not paid to ResCare to the fact that we have not received the signed grants back from their corporate office.

**Carryover Budget Approval**

Brandi Runion referred committee members to pages 8 and 9 of the packet provided. She stated that ResCare had \$456,491 and unspent formula funds the carryover to PY '11. She stated that they are requesting additional \$26,327 in Adult Eligibility, \$19,880 in DW Eligibility, \$233,766 in Adult Intensive, and \$176,518 in DW Intensive. She stated that they have requested to use these funds for the following:

- In the previous budget, for staff positions as well as supportive services were funded for only three months due to budget cuts. This budget extends those positions as well as supportive services through June 30, 2011.
- In the previous budget, fringe was calculated by ResCare as 12% of salaries. As of the in the July, fringe is calculated as 24% of salaries. Thus the increase fringe on the modification.
- Increases have also been requested in the operating expense and training line items. Indirect and profit have increased as a percentage of direct expenses.

**COMMITTEE ACTION TAKEN: Stan Brooks made a motion to approve the budgets as presented for ResCare; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

**b.) PYC**

Brandi Runion referred committee members to page 10 of the packet provided. She stated that the expenditure levels shown on the sheet are through August 2011, she stated that PYC expenditures appear to be on track.

**c.) Overall**

Brandi Runion referred committee members to page 11 of the packet provided. She stated that it was also shown on the big sheet that had been folded in the packet. She stated that the numbers presented were through August 30, 2011. She stated that the carryover revenue amounts have been added to PY '10 Carryover in the appropriate columns.

**Budget Requests**

Brandi Runion referred committee members to page 12 of the packet provided. She stated that Abby Linden from SCDEW in Columbia stated that we should expect the better budget scenario. She stated that on page 12 are the budget requests.

Shae Rozakos stated that we received a budget modification for the OJT NEG from SCDEW decreasing our amounts by \$2,430 admin and \$48,608 program. This decreased our number of participants from 30 to 22. She stated that this grant ends June 30, 2012.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the decrease in the OJT NEG budgets of \$2,430 and \$48,608 as presented; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

Brandi Runion stated that page 12 shows the budget requests by WorkLink staff in the table. She stated that below the table is a summary of requests from the Workforce Skills and Education Committee along with the Labor Market Analysis. She stated that the requests are more than the amount available. She stated that we will need to keep the amounts that the WSEC table and they will vote on November 9<sup>th</sup> at their next meeting on these items. She stated that we will need to vote on the remaining items to see if they are to be funded in whole or in part. She stated that page 15 of the packet provided shows a more detailed look at the requests of the WSEC. She stated that pages 16-19 of the packet provided show a quote that was given for the electronic sign in system in the details that go along with the quote.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve moving \$2,500 from advertising to printing in the budget; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the budget Request #1 as presented; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

Brandi Runion reviewed the tabled items of the budget by the WSEC on page 15 of the packet provided. She reviewed the LMA and explained that it is on hold to determine the amount. Dr. Ronnie Booth stated that it was time to get and RFP together.

Jennifer Kelly reviewed the adult education requests on page 15 of the packet provided, she also reviewed Dr. Mary Gaston's suggestion.

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the budget as presented; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**IX. Other Business**

Brandi Runion stated that SCDEW would be monitoring the WorkLink area during the next scheduled finance committee meeting of November 16. She requested that the meeting be rescheduled. Committee members agreed on rescheduling the next meeting to November 29, 2011.

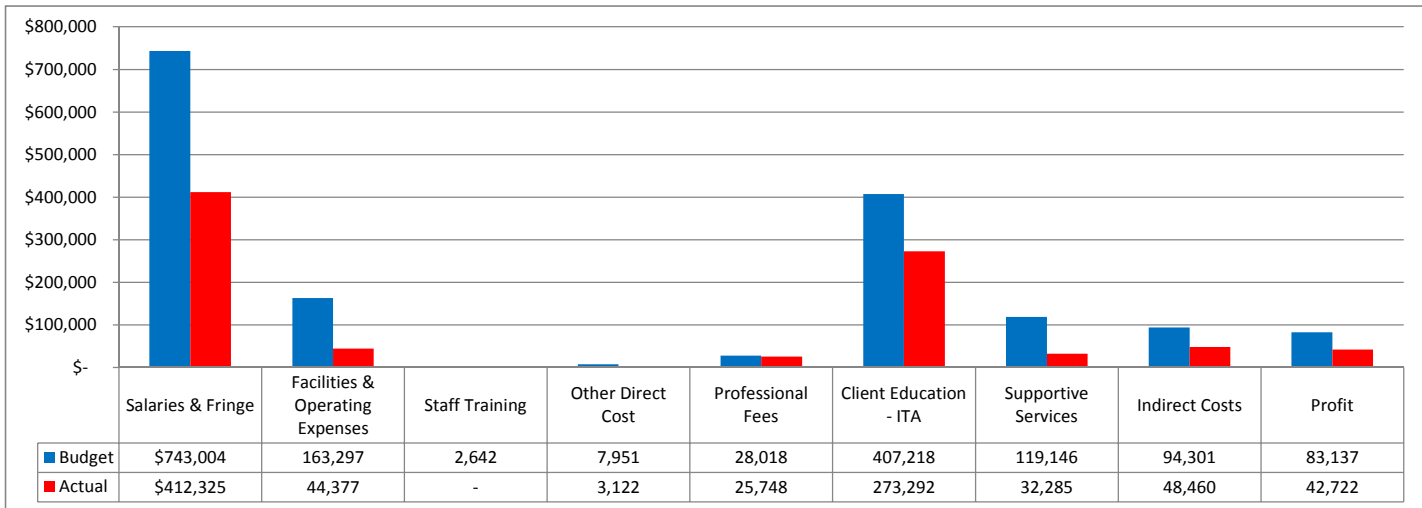
**X. Adjournment**

**ACTION TAKEN: Dr. Ronnie Booth made a motion to adjourn; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

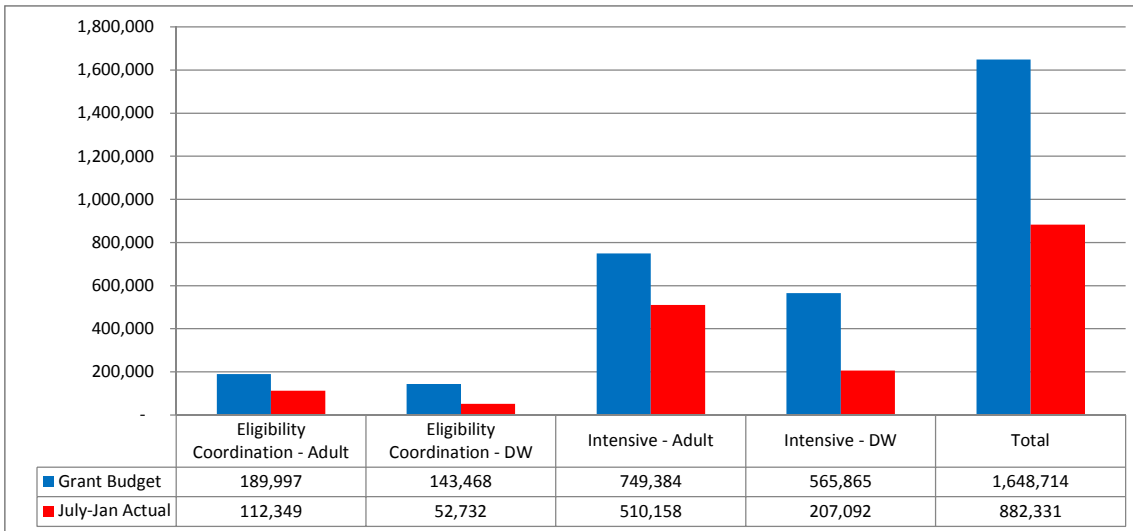
Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant

### Summary of ResCare Expenditures through January 2012 - By Category

Category	Budget	Eligibility	Intensive	YTD Total	Balance	% Spent
Salaries & Fringe	\$ 743,004	\$ 126,275	\$ 286,050	\$ 412,325	\$ 330,679	55.49%
Facilities & Operating Expenses	163,297	8,471	35,906	44,377	118,920	27.18%
Staff Training	2,642	-	-	-	2,642	0.00%
Other Direct Cost	7,951	468	2,654	3,122	4,829	39.27%
Professional Fees	28,018	3,768	21,980	25,748	2,270	91.90%
Client Education - ITA	407,218	-	273,292	273,292	133,926	67.11%
Supportive Services	119,146	-	32,285	32,285	86,861	27.10%
Indirect Costs	94,301	13,870	34,590	48,460	45,841	51.39%
Profit	83,137	12,229	30,493	42,722	40,415	51.39%
	<b>\$ 1,648,714</b>	<b>\$ 165,081</b>	<b>\$ 717,250</b>	<b>\$ 882,331</b>	<b>\$ 766,383</b>	<b>53.52%</b>

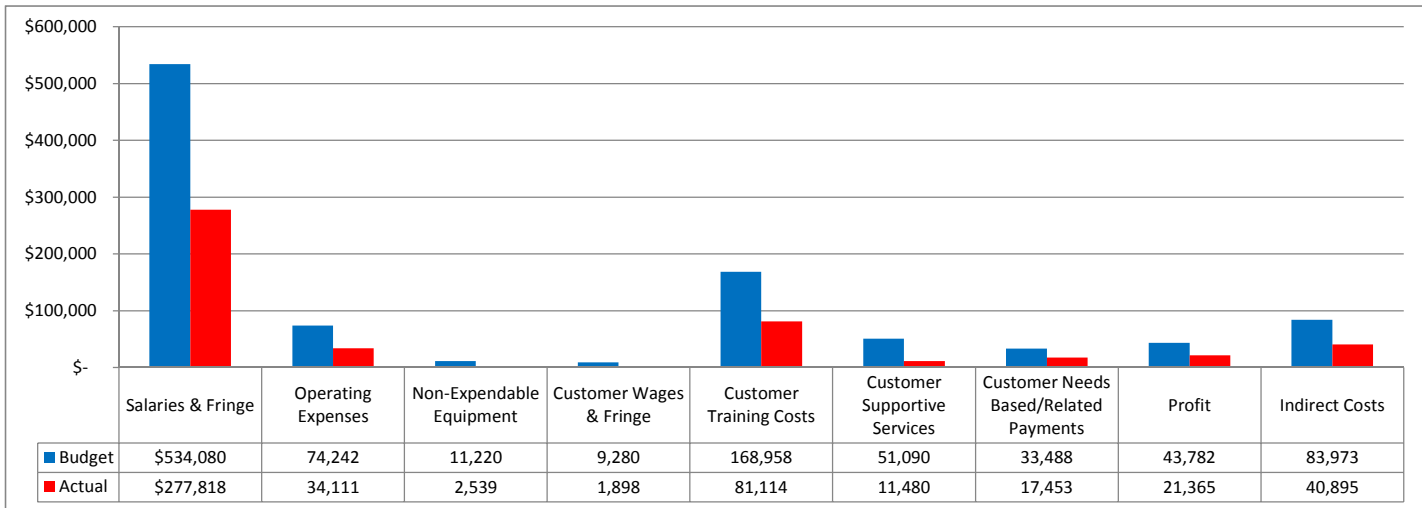


Grant Name	July-Jan		Balance	% Spent to Date
	Grant Budget	Actual		
Eligibility Coordination - Adult	189,997	112,349	77,648	59.13%
Eligibility Coordination - DW	143,468	52,732	90,736	36.76%
Intensive - Adult	749,384	510,158	239,226	68.08%
Intensive - DW	565,865	207,092	358,773	36.60%
<b>Total</b>	<b>1,648,714</b>	<b>882,331</b>	<b>766,383</b>	<b>53.52%</b>

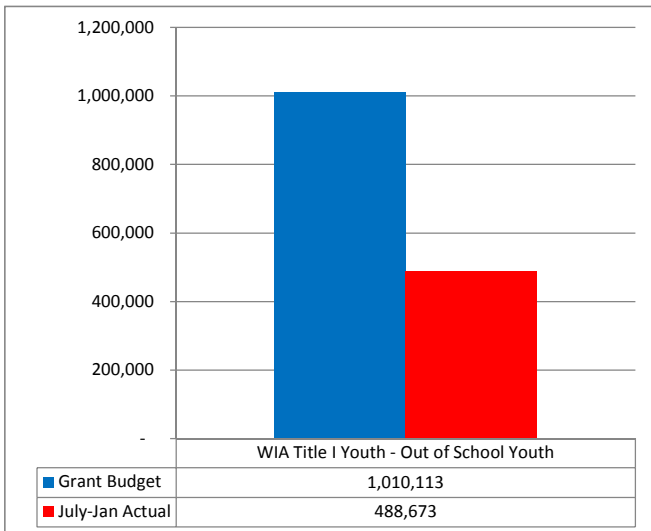


## Summary of Henkels & McCoy Expenditures through January 2012 - By Category

Category	Budget	YTD Total	Balance
Salaries & Fringe	\$ 534,080	\$ 277,818	\$ 256,262
Operating Expenses	74,242	34,111	40,131
Non-Expendable Equipment	11,220	2,539	8,681
Customer Wages & Fringe	9,280	1,898	7,382
Customer Training Costs	168,958	81,114	87,844
Customer Supportive Services	51,090	11,480	39,610
Customer Needs Based/Related Payments	33,488	17,453	16,035
Profit	43,782	21,365	22,417
Indirect Costs	83,973	40,895	43,078
	<b>\$ 1,010,113</b>	<b>\$ 488,673</b>	<b>\$ 521,440</b>



Grant Name	Grant Budget	July-Jan Actual	Balance	% Spent to Date
WIA Title I Youth - Out of School Youth	1,010,113	488,673	521,440	48.38%



## WorkLink PYC Budget Modification Request 2; Deobligation of Gateway Funds

		Original Budget	Amt of Increase or Decrease	Mod #1 Budget	Increase or Decrease	Justification
<b>Slot Level</b>						
		195	0	195	0.00%	No change
<b>Staff Costs</b>						
<b>Sub-Total of Staff Costs</b>		\$ 375,610.56	\$ -	\$ 375,610.56		No Change
<b>Fringe Benefits</b>	<b>Rate</b>					
Health Insurance	29.60%	\$ 111,180.16	(\$15,000.00)	\$ 96,180.16	-13.49%	Decrease due to Staff not taking Health Ins.
FICA	7.65%	\$ 28,734.21	\$0.00	\$ 28,734.21	0.00%	
State UEC-SUI	0.89%	\$ 3,342.93	\$0.00	\$ 3,342.93	0.00%	
FUT	0.13%	\$ 488.29	\$0.00	\$ 488.29	0.00%	
UC (FED)	0.78%	\$ 2,929.76	\$0.00	\$ 2,929.76	0.00%	
General Liability	3.14%	\$ 11,794.17	\$0.00	\$ 11,794.17	0.00%	
<b>Sub-Total Fringe:</b>	<b>42.19%</b>	<b>\$ 158,469.53</b>	<b>\$ (15,000.00)</b>	<b>\$ 143,469.53</b>		<b>\$15k Decrease due to Staff not taking Health Ins.</b>
<b>Operating Costs</b>						
1.1 Facility, Utilities		\$ 12,000.00	\$6,000.00	\$ 18,000.00	50.00%	Increase of \$6,000 to upfit the office space at Anderson Adult Education for 3 Staff from excess Salary & Fringe
1.2 Staff Consumable Supplies		\$ 7,200.00	\$0.00	\$ 7,200.00	0.00%	
1.3 Advertising, Outreach		\$ 1,800.00	\$0.00	\$ 1,800.00	0.00%	
1.4 Copy, Print		\$ 1,800.00	(\$800.00)	\$ 1,000.00	-44.44%	Decrease this line item by \$800 to move to Staff Conferences
1.5 Communications		\$ 16,740.00	(\$200.00)	\$ 16,540.00	-1.19%	Decrease this line item by \$200 to move to Staff Conferences
1.6 Staff Travel		\$ 17,093.98	\$0.00	\$ 17,093.98	0.00%	
1.7 Staff Conferences, Training		\$ 1,600.00	\$1,000.00	\$ 2,600.00	62.50%	Increase to provide for Staff Development to attend National Dropout Prevention & SETA
1.8 Staff Computer Leases		\$ 6,720.00	\$0.00	\$ 6,720.00	0.00%	
1.9 Postage		\$ 3,309.00	\$0.00	\$ 3,309.00	0.00%	
<b>Sub-Total Operating</b>		<b>\$ 68,262.98</b>	<b>\$ 6,000.00</b>	<b>\$ 74,262.98</b>		<b>\$6k Increase from Staff Fringe</b>
<b>Training</b>						
2.1 Participant Supplies		\$ 4,875.00	\$15,000.00	\$ 19,875.00	307.69%	Increase \$9k from excess Salary & Fringe, \$3,500 from Transportation, & \$2,500 from Childcare for 15 Participant Computers at 3 each at 5 Sites
2.2 Participant Books		\$ 3,900.00	\$0.00	\$ 3,900.00	0.00%	
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)		\$ 8,775.00	\$0.00	\$ 8,775.00	0.00%	
Materials		\$ 1,950.00	\$0.00	\$ 1,950.00	0.00%	
Education)		\$ 38,758.40	\$0.00	\$ 38,758.40	0.00%	



2.6 Tuition (College or Vocational)		\$ 31,200.00	\$0.00	\$ 31,200.00	0.00%	
2.7 Dual Credit Diploma (GTC or Other)		\$ 84,375.00	(\$42,000.00)	\$ 42,375.00		Decrease of \$16k moved to Work Experience & \$26k Contract Deobligation
2.8 On-the-Job Training		\$ -	\$0.00	\$ -		
2.9 Work Experience		\$ 9,280.00	\$23,500.00	\$ 32,780.00	253.23%	Increase of \$16k from GTC and \$7,500 from Childcare
2.10 Awards / Events		\$ 800.00	\$0.00	\$ 800.00	0.00%	
2.11 Software Licenses		\$ 4,500.00	\$0.00	\$ 4,500.00	0.00%	
<b>Sub-Total Training</b>		\$ 188,413.40	\$ (3,500.00)	\$ 184,913.40		\$3k Decrease as a result of Contract Deobligation
<b>Supportive Services</b>						
3.1 Participant Incentives (Skill Invoices)		\$ 29,737.50	\$0.00	\$ 29,737.50	0.00%	
3.2 Transportation		\$ 37,050.00	(\$3,500.00)	\$ 33,550.00	-9.45%	Decrease of \$3,500 for Student Computer needs in local offices
3.3 Childcare		\$ 14,040.00	(\$10,000.00)	\$ 4,040.00	-71.23%	Decrease of \$2,500 for Student Computer needs in local offices & \$7,500 to Work Experience
3.4 Uniforms, Tools, Drug Screens, Background Checks		\$ 300.00	\$0.00	\$ 300.00	0.00%	
3.5 Emergency Assistance		\$ 3,750.00	\$0.00	\$ 3,750.00	0.00%	
3.6 Laptop Incentive		\$ -	\$0.00	\$ -		
<b>Sub-Total of Supportive Services</b>		\$ 84,877.50	\$ (13,500.00)	\$ 71,377.50		Decrease of \$13.5k moved to Training for Participants
<b>Sub-Total of Contract Costs</b>		\$ 875,633.97	\$ (26,000.00)	\$ 849,633.97		\$26k Contract Deobligation as a result of decreased activity in GTC Program
<b>Indirect Cost &amp; Fees</b>						
Training Fee (Profit)	5.00%	\$ 43,781.70	\$ (1,300.00)	\$ 42,481.70		Decrease due to \$26k Contract Deobligation
Indirect Cost	9.59%	\$ 83,973.30	\$ (2,493.40)	\$ 81,479.90		Decrease due to \$26k Contract Deobligation
Audit Fee	0.70%	\$ 7,023.72	\$ (208.55)	\$ 6,815.17		Decrease due to \$26k Contract Deobligation
<b>Sub-Total of Indirect &amp; Fees</b>		\$ 134,778.72	\$ (4,001.95)	\$ 130,776.77		\$4k Decrease as a result of the \$26k Contract Deobligation
		\$ 1,010,412.69	\$ (30,001.95)	\$ 980,410.73	-2.97%	

**WorkLink Program Year 2011 Financial Status**

**Obligations - As of January 31, 2012**

\* Does not reflect most recent email vote modification since that doesn't go into effect until 2/1/12

	Total	Actual Expended	Actual % Expended	Goal Expended	Goal % Expended	Balance	
<b>Obligations</b>							
ResCare-Eligibility (Adult)	\$ 189,997	\$ 112,349	59.13%	\$ 110,832	58.33%	\$ 77,648	
ResCare-Eligibility (DW)	143,468	52,732	36.76%	83,690	58.33%	90,736	
ResCare-Intensive (Adult)	749,384	510,158	68.08%	437,141	58.33%	239,226	
ResCare-Intensive (DW)	565,865	207,092	36.60%	330,088	58.33%	358,773	
PYC	1,010,413	488,673	48.36%	589,408	58.33%	521,740	This will change if budget modification is passed by Committee
Adult Ed - And 1&2	38,410	5,102	13.28%	-	0.00%	33,308	
Adult Ed - And 3,4 &5	51,590	18,118	35.12%	-	0.00%	33,472	
Adult Ed - Oconee	45,000	11,418	25.37%	-	0.00%	33,582	
Adult Ed - Pickens	45,000	4,713	10.47%	-	0.00%	40,287	
IWT-Imperial Die Casting	8,200	7,900	96.34%	8,200	100.00%	300	
IWT-Tri-Tech USA	7,521	7,112	94.56%	7,521	100.00%	409	
IWT-Technology Solutions of SC, Inc	13,180	13,180	100.00%	13,180	100.00%	-	
IWT-Sargent Metal	1,200	1,200	100.00%	1,200	100.00%	-	
OJT (Adult) - obligations outstanding \$30,241	110,000	11,349	10.32%	64,167	58.33%	98,651	
OJT (DW) - obligations outstanding \$0	10,000	-	0.00%	5,833	58.33%	10,000	
OJT (NEG) - obligations outstanding \$11,040	117,834	860	0.73%	68,737	58.33%	116,974	

**In-House - As of February 29, 2012**

<b>In-House Expenses</b>	Total	Actual Expended	Actual % Expended	Goal Expended	Goal % Expended	Balance	NOTES
Salaries	376,112	174,946	46.51%	250,741	66.67%	201,166	
Fringe	108,732	54,744	50.35%	72,488	66.67%	53,988	
Travel - Training/Conferences/Meetings	10,710	6,950	64.89%	7,140	66.67%	3,760	
Travel - Committee/Board	4,500	2,209	49.08%	3,000	66.67%	2,291	
Supplies - Consummable	3,490	920	26.35%	2,327	66.67%	2,570	
Supplies - Non-Consummable	4,488	882	19.66%	2,992	66.67%	3,606	
WorkKeys	32,380	7,410	22.88%	21,587	66.67%	24,971	
Consulting	19,295	1,541	7.99%	12,863	66.67%	17,754	We have contracted with EMSI to do the LMI Study for \$15,000
Youth Forum	10,213	10,028	98.19%	6,809	66.67%	185	
Insurance - Tort	8,100	4,689	57.89%	5,400	66.67%	3,411	
Insurance - Auto C&C	360	124	34.38%	240	66.67%	236	
Insurance - Auto Liab	1,200	507	42.22%	800	66.67%	693	
Postage	6,000	935	15.59%	4,000	66.67%	5,065	
Printing	37,855	8,043	21.25%	25,237	66.67%	29,812	We have ordered new SC Works materials that will be paid in March
Telephone, Cell, & Internet	7,500	6,408	85.44%	5,000	66.67%	1,092	
Web Site Hosting & Renewal Fees	13,100	3,763	28.73%	8,733	66.67%	9,337	
Newspapers, Magazines, & Books	1,900	1,554	81.79%	1,267	66.67%	346	
Memberships, Dues, & Prof Fees	2,970	2,810	94.61%	1,980	66.67%	160	
Training	32,400	3,330	10.28%	21,600	66.67%	29,070	
Conf & Mtg Fees	1,000	185	18.50%	667	66.67%	815	
Job Fair Expenses	24,000	6,942	28.93%	16,000	66.67%	17,058	Job Fair is 3/22 so most of the expenses will be paid in March/April
Rent - WorkLink Storage	1,140	1,140	100.00%	1,140	100.00%	-	
Rent - WorkLink Office	18,000	13,348	74.16%	13,500	75.00%	4,652	
R&M - Equipment	1,000	623	62.26%	667	66.67%	377	
R&M & Gas - WIA Car	3,000	1,198	39.92%	2,000	66.67%	1,802	
IT Maint/Support	3,020	1,970	65.24%	2,013	66.67%	1,050	
Outreach	5,000	243	4.87%	3,333	66.67%	4,757	
COG Meeting Expense (Board & Committees)	7,000	1,808	25.83%	4,667	66.67%	5,192	
MISC Expenses	2,000	-	0.00%	1,333	66.67%	2,000	
Indirect Cost Pool (30% of salaries)	112,923	71,953	63.72%	75,282	66.67%	40,970	Steve Pelissier will discuss during the meeting
CO - Furn & Equip	8,644	-	0.00%	5,763	66.67%	8,644	
<b>Total In-House</b>	<b>\$ 868,032</b>	<b>\$ 391,201</b>	<b>45.07%</b>	<b>580,568</b>	<b>66.88%</b>	<b>476,831</b>	
Balance	112,268					-	