



**Finance Committee
Meeting Minutes
Wednesday – January 5, 2011
WorkLink Conference Room**

Members Present:

David Collins – Chair
Dr. Ronnie Booth

Stan Brooks

Danny Brothers

Members Absent:

Steve West

Staff Present:

Nita Colman

Brandi Runion

Guests:

None

I. Call to Order

B. Runion called the meeting to order due to the fact that David would be a few minutes late. She 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 November 11, 2010 minutes

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

III. Updates

a.) CSI (Accounting Software at COG)

Brandi Runion referred the Committee to [page 5] of the packet provided for the meeting. She stated that as of December 8, 2010, she has gained access to the computer at the COG and can now view the WorkLink financial data.

b.) ARRA Youth Carryover

B. Runion stated that the ARRA Youth Carryover was approved by email vote on 12/16/10 to hire a temporary part-time staff member.

c.) Extension of State Reserve Grant

B. Runion told the Committee that we asked for and received an extension of the State Reserve Grant from SCDEW from 12/31/10 to 3/31/11. She also stated that Arbor's State Reserve Contract had been modified to extend the grant period to 3/31/11 as well.

d.) Grants Received

B. Runion told the Committee that SCDEW notified the 12 WIB's that there was \$100,000 in ARRA State Reserve Funds that they were going to spread among the regions for WorkKeys® Profiling. We were instructed to put in a request for these funds with a list of committed companies interested and received a \$7,000 grant. N. Colman stated that Jimmy Pennell has been contacted by more companies that would like to have Profiles completed and that we would continue to contact SCDEW to see if any additional funding for WorkKeys® Profiling became available.

B. Runion SCDEW also granted us a \$500 ARRA State Reserve grant for registration and travel expenses for Dr. Ronnie Booth to attend the Symposium at Myrtle Beach.

NO ACTION NEEDED

V. Review of 2010-2011 Budgets & Reports

B. Runion referred the Committee to [page 6] of the packet provided for review.

B. Runion stated that there were three amendments. The first amendment is to increase the line item for unemployment expense by \$1,229. [\$729 was moved from printing and \$500 from capital outlay] The previous budget had a total of \$2,052 and this increase brings the total to \$3,281. This is to pay for unemployment for a previous employee. B. Runion stated that under a provision of SC law, if a person leaves a job for any reason in which the pay they have received from that job is less than 1/8th of the pay they received over the most recent 12 months in which they received income, liability for their unemployment compensation falls to their most recent employer prior to their last employer. N. Colman state that the circumstances in which the employee was terminated do not apply in this situation.

B. Runion stated that amendment two was approved by email vote on 12/16/10 to increase salaries (\$4,400), fringe (\$337), travel (\$270), car repairs (\$100), advertising (\$269) and indirect costs (\$1,980) to hire a temporary part time employee to be paid from ARRA Youth Carryover.

B. Runion stated that amendement three is to increase the salaries (\$570) and contractual (\$638) line items for costs related to obtaining access to the COG's financial software. [\$708 from printing and \$500 from Miscellaneous]

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

B. Runion referred the Committee to [pages 7 & 8] for review for expenditures through November 30, 2010. She stated that \$2.5 million of the \$6.0 million obligations have been spent and are on track with expectations. B. Runion stated that ARRA contracts are being closely watched as this fund stream ends June 30, 2011. Dr. Ronnie Booth called attention to the Arbor ARRA grants noting that as of November 30, 2010, only 5% of the Adult and DW grants had been spent. B. Runion stated that ARRA State Reserve had a grant period that ended sooner, so all expenditures were being applied to that grant first. Dr. Booth asked what Arbor's plans were to spend the ARRA money. N. Colman stated that all Training/Supportive service expenditures will begin to come out of the ARRA budget in January after

State Reserve funds were spent. Dr. Booth asked if the formula funds could be carried over to the next year. N. Colman answered stating yes, that formula funds can be carried over to the next year. N. Colman stated that B. Runion is tracking the ARRA funds closely and that we do have approximately \$108,000 ARRA DW funds that are not obligated at this time and we feel that this money will need to be used if we have to move one of the OneStop locations.

B. Runion stated that the In-House expenditures as of November 30, 2010 was \$311k of the \$903k budgeted. She stated that the bulk of the expenditures will be in March when the Job Fair takes place.

B. Runion explained that page 8 was a Summary of Arbor's Expenditures through November 2010 and that page 9 was a summary of PYC expenditures through November 2010.

VI. Other Business

No other business to be discussed

ACTION TAKEN: Dr. Booth made a motion to adjourn; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.

Respectfully submitted by: Brandi Runion, Financial Management Specialist