



**Finance Committee
Meeting Minutes
February 23, 2011
WorkLink Conference Room**

Members Present:

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

Members Absent:

Steve West

Staff Present:

Sharon Crite	Amy Jessee	Crayton Pruitt
Windy Graham	Jennifer Kelly	Brandi Runion

Guests:

Deborah Giordano	Ron Mattox	Dr. Lisa McWherter
------------------	------------	--------------------

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 January 5, 2011 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. Review of Current ARRA Contracts

- a) ResCare-Brandi Runion stated that ResCare proposed a modification to their Adult ARRA, Eligibility, & Intensive Services grants. She stated that ResCare is requesting to move a few line items around in each grant to more effectively spend the money by the deadline. No additional money is being requested.
- b) Adult Education-Brandi Runion stated that through December 31, 2010 Oconee Adult Education has spent \$26,575 of their awarded \$33,750. She stated that they have requested an additional \$1,600 to complete the current session an additional \$3,600 for another session. She also stated that Pickens Adult Education through January 31, 2011 had spent \$25,757 of their awarded

amount of \$33,750. She stated that they have requested an additional \$4,000 for an additional 130 hours of instruction.

ACTION TAKEN: Danny Brothers made a motion to approve the changes in the ARRA Adult, Adult Eligibility, and Adult Intensive Services contracts for ResCare and Adult Education- Oconee and Pickens; motion seconded by Dr. Ronnie Booth. The motion carried with unanimous voice vote.

IV. Review of In-House ARRA Funding

Brandi Runion referred finance committee members to page 8 of the packet provided.

Dr. Booth requested that the line item interview stream for \$25,000 be stricken from the proposed budget. And that the \$25,000 that had been allotted for that line item could be spread between Advanced WorkKeys Module in VOS of \$15,000 and Cubicles for OneStops of \$10,000.

Windy Graham gave an overview of Advanced WorkKeys Module in VOS for the committee. Dr. Ronnie Booth asked where we are with WorkKeys Profiling. Windy Graham stated that we were not where we needed to be yet. Dr. Booth clarified that companies jump when we pay for the profiling process but don't seem to do it when they have to pay. Windy Graham stated that this was true.

David Collins asked if this is all by June 30, 2011. Brandi Runion confirmed that it was.

Brandi Runion stated that the bottom section of the proposed spending budget indicated that the items listed were conditional upon either the WorkLink offices moving and or the OneStops moving. She stated as these being conditional items, that the budgeting of board room table and chairs be added to this budget in the amount of \$7,000.

ACTION TAKEN: Stan Brooks proposed acceptance of the list as stated for the use of other remaining funds to be used on salaries and other previously budgeted items to allow for carryover; motion seconded by Dr. Ronnie Booth. The motion carried with unanimous voice vote.

V. PY '11 Incentive Funds based on PY '09 Performance

Brandi Runion stated that WorkLink WIB had been awarded \$41,848 in Incentive money based on our PY '09 results. She stated that this list was on the top portion of page 8 in the packet provided. She stated that SCDEW has asked for an outline of how we would like to spend that money. She asked the finance committee members to review the breakdown of the proposed spending. She stated that this information will also go in the PY '11 budget as the grant period will be July 1, 2011-June 30, 2012.

ACTION TAKEN: Dr. Ronnie Booth proposed acceptance of the list as stated; motion seconded by Dr. Ronnie Booth. The motion carried with unanimous voice vote.

VI. Extension of Current Contracts

- a) Arbor- Jennifer Kelly gave a review of monitoring of Arbor and stated that thus far they are awaiting Arbor's response to the Corrective Action Plan (CAP) Letter issued February 14, 2011, and the issues outlined therein are resolved in a timely manner to the satisfaction of the board. The Sanctions and Rewards Policy steps will be followed, which are 1) issue Corrective Action Plan letter, 2) if not resolved, place on probationary status for no less than 90 days, and 3) is still not resolved, de-obligate funds or issue a new request for proposals, dissolving current contract.

Dr. Ronnie booth stated that the decision should be contingent on responses to the monitoring report, he stated that they should have 90 days to correct any issues and that should be enough time.

David Collins asked Jennifer Kelly if she would like to see us keep the contract with Arbor or go another route. She stated that if they are able to respond accordingly and make the corrections necessary to she feels that Arbor could do the job correctly. She stated that it was up to the board to make the decision of whether they were satisfied with Arbor's response to the issues presented to them.

ACTION TAKEN: Dr. Ronnie Booth proposed that no official extension be given until the Arbor responses are in; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.

- b) Sharon Crite stated that the Youth Council recommended the extension of the contracts for the Out of School Youth through June 30, 2012 to remain with PYC.

ACTION TAKEN: Stan Brooks proposed that the contract for PYC be extended; motion seconded by Dr. Ronnie Booth. The motion carried with unanimous voice vote.

- c) Amy Jessee stated that Marketing Committee had proposed the extension of the personal services contract with Art/Design Associates at the current rate of \$750 a month for maintenance and updates, \$285 a month for search engine optimization, and \$45 a month for website hosting. The total cost for 12 months (July 1, 2011 through June 30, 2012) would be \$12,960.

ACTION TAKEN: Dr. Ronnie Booth proposed that the contract for Art/Design Associates be extended; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.

VII. Review 2010 – 2011 Budgets & Reports

Brandi Runion reviewed the foldout pages 10 - 11 in the packet provided to show an update through January 31, 2011.

Brandi Runion referred the finance committee members to page 12 of the packet provided stated that the items in red showed a decrease in the amount of proposed budget versus actual budget, due to one less week worked by Workforce Specialist- Mary Harris. She stated that the position was originally budgeted to begin work on January 28 of the start date was actually February 4, therefore, this left us with a week's worth of salary, fringe benefits, and indirect cost to reallocate. She also pointed out the increase in Travel- fleet car which was raised due to estimated mileage costs for 2-1-1 employees from Aiken, SC, three trips.

ACTION TAKEN: Dr. Ronnie Booth proposed that the changes to the In-House Budget be accepted; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.

VIII. OneStop Transition Update

Amy Jessee informed the Finance Committee that we had received an update from SCDEW and that they can no longer charge us rent of the three OneStop facilities but could charge us a 2% licensing fee of the original purchase price. She stated that this information would be presented to the Executive Committee in determining whether to keep the OneStop locations where they currently reside or to move them to new locations.

IX. Other Business

Brandi Runion stated that a special called Budget Meeting for PY '11 Budget Workshop needed to be planned to meet before the April 27 Finance Meeting.

Finance Committee members decided that the Budget Workshop would be held on April 6, 2011 at 3 PM in the WorkLink conference room.

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