

**WORKFORCE INVESTMENT BOARD  
FINANCE COMMITTEE MEETING  
March 7, 2012 – 3:00 pm  
WorkLink Conference Room- Pendleton, SC**

**Members Present:**

Danny Brothers-Chair  
Ronnie Booth

Kristi King-Brock  
David Collins (Ex Officio)

Stephanie Collins

**Members Absent:**

Stan Brooks

**Staff Present:**

Brandi Runion  
Jennifer Kelly

Sharon Crite  
Terry Giffin

Windy Graham

**Guest Present:**

Steve Pelissier  
Debra Giordano

Ron Mattox

Dana Grant

**I. Call to Order**

Finance Chair, Danny Brothers, called the meeting to order and announced the meeting was being recorded for processing of minutes. A quorum was present to conduct the business of the committee.

**II. Approval of Minutes**

Minutes from the October 5, 2011 meeting, were e-mailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

**COMMITTEE ACTION TAKEN: Kristi King-Brock made a motion to approve the minutes as submitted, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

### III. PY'11 Budget Overview

#### A. ResCare

Brandi Runion, Finance Director, reviewed expenditures through January 2012 for ResCare. Ms. Runion noted that the current financial information did not include the email vote to modify the Dislocated Workers & Adult funding streams because modification will not be effective until February 1, 2012.

DEW, per their MOU/MOA, is required to pay a percentage of the operating costs to ResCare. First quarter payment for operating costs have not been received and 2<sup>nd</sup> quarter payment notices have been mailed. When payments are received, ResCare expenditures will decline. Ms. Runion stated that ResCare is on track in all other areas.

#### B. Henkels & McCoy

Brandi Runion reviewed Henkels & McCoy's expenditures through January 2012. Forty-Eight percent of funding has been expended to date.

The Youth Council approved on Monday, March 5, a modification request by Henkels & McCoy. The modification represents a total of \$30,001.95 de-obligation from contract and redistribution of several line items. The goal of the modification request is to shift funds to other line items to maximize expenditure of funding during the last six months of the contract.

Ms. Runion gave a detail description of the changes requested. The committee discussed the following line item modification requests:

- Operating costs, line item 1 – Facility/Utilities, a transfer of \$6,000 was requested to purchase cubicles & desks for office space at five PYC sites.
- Training, line item 2.1 – Participant Supplies, a transfer of \$15,000 was requested to purchase 15 participant computers, three each, at five locations.

After deliberating on the ownership of the depreciable assets, the following action was taken:

**COMMITTEE ACTION TAKEN: Kristi King-Brock made a motion to approve the submitted budget modification with the following exception: Add an additional de-obligation of depreciable assets in the amount of \$15k & \$6k plus profit, indirect costs and audit fee from the contract. Add the \$15k and \$6k to the WorkLink budget for staff to purchase these items for the provider. Motion seconded by Dr. Ronnie Booth. The motion carried with a unanimous voice vote.**

Ms. Runion will contact PYC to redraft budget modification request to include additional de-obligation of funds before submitting to the full board for approval. Dr. Booth stated that the Finance Committee fully supports the modification request submitted by PYC and will provide the requested computers, cubicles and desks but in a different way than requested.

#### C. Overall

Ms. Runion reviewed WorkLink's financial status as of February 29, 2012 and noted several line item balances that will decrease before the end of the fiscal year.

1. WorkLink has contracted with Economic Modeling Specials, Inc. (EMSI) to do a Labor Market Initiative study for \$15,000.  
*Action Required: Jennifer Kelly will contact EMSI to see how many copies of the report are specified for WorkLink to receive.*
2. Printing – SC Works materials have been ordered and will be paid in March.
3. Job Fair Expenses – Job Fair is March 22, most of the expenses will be paid in March/April. Forty-seven vendors are scheduled to attend.

CURF lease agreement has increased by 5%, which includes utilities, from last year to \$18,685. A notice of 60 days is required to cancel agreement if the Board decides to move offices to another location.

WorkLink received notice from SCDEW that we will receive an Incentive award in the amount of \$57,999, which is a larger award than previous year. Ms. Runion will send out an email vote as soon as staff makes a recommendation for the budget. The grant will begin one week after submittal. Incentive funds must be expended by June 30, 2013. Recommendation will be presented at the March 21 Board meeting for vote.

Ms. Runion reported that Executive Director Shae Rozakos was in Columbia attending a mandatory meeting on OJT NEG funding. Ms. Rozakos will update members on the outcome of meeting.

#### IV. Update on Indirect Costs paid to ACOG

ACOG Executive Director Steve Pelissier stated that revised net fees from WorkLink to ACOG will be \$9,743 less than the figure that was included in WorkLink's initial FY 2012 budget. The current projected net revenue figure represents a 26% decrease from last year. Mr. Pelissier stated that ACOG will cut current 20% direct costs charged by the COG Finance Director to 16% for FY 2013. ACOG is currently providing less accounting support to WorkLink than in previous years, allowing the fee to be decreased.

V. Other Business  
No other business

**COMMITTEE ACTION TAKEN:** Dr. Ronnie Booth made a motion to excuse staff and guests with the exception of Brandi Runion, Jennifer Kelly, & Steve Pelissier and move into Executive Session, seconded by David Collins. The motion carried with a unanimous voice vote.

VI. Executive Session

*Respectfully submitted by: Terry Giffin, Office Manager*