



**Finance Committee  
Meeting Minutes  
July 27, 2011  
WorkLink Conference Room**

Members Present:

David Collins – Chair  
Dr. Ronnie Booth

Danny Brothers  
Stan Brooks

Kristi King-Brock

Members Absent:

None

Staff Present:

Sharon Crite  
Crayton Pruitt

Shae Rozakos  
Brandi Runion

Guests:

None

**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 May 31, 2011 minutes**

Dr. Ronnie Booth stated that he had seen some changes that needed to be made for the May 31<sup>st</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 Danny Brothers. The motion carried with unanimous voice vote.**

**III. Ratification of Email Votes**

**a) June 2- SCDEW ARRA WorkKeys Grant Modification Email Vote**

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote from June 2, 2011 regarding SCDEW ARRA WorkKeys Grant Modification; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.**

**b) June 7-ARRA DW Expenditures**

**COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to ratify the email vote from June 7<sup>th</sup>, to ratify the vote on ARRA DW Expenditures; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

**c) July 5- WorkKeys Testing for Employers Email Vote**

**COMMITTEE ACTION TAKEN: Stan Brooks made a motion to ratify the email vote from July 5<sup>th</sup>, to ratify the vote on WorkKeys Testing for Employers Email Vote; motion seconded by Danny Brothers. The motion carried with unanimous voice vote.**

**IV. LMI Analysis**

Dr. Ronnie Booth stated that the analysis is something that the State requires. He stated that the purpose would be to find a non-bias determination of the three counties numbers and determine the actual clusters from those hard numbers. He stated that at Tri-County Technical College, they must prove that any degree under a two year program can find gainful employment; otherwise they can't use federal funding.

Shea Rozakos gave a review of what NAWB is expecting in their guidelines to each region.

Danny Brothers asked where the five clusters for our region came from. Kristi King-Brock explained that the State Workforce Board passed it onto the local areas from the national board. She stated that once the State Workforce Board reconvenes, they will evaluate the local areas and she hopes that they will be able to petition for a waiver that would exclude youth from the clusters.

Dr. Ronnie Booth stated that the survey should find the answers to open ended questions, such as:  
What is out there?  
What we need?  
What is coming?

Chair Collins explained that Jim Alexander and Todd Bennington were telling him that we already have this information. Danny Brothers stated that it was more a question of the entire region's labor market and not just a specific county.

Shea Rozakos clarified some of the confusion of what was expected of the areas from her NAWB book. She stated that in the interim, staff will see what data is available to use and where to get more information from.

**V. ResCare PY '10 & '11**

**a.) PY '10 Budget Review**

**i. ResCare**

Brandi Runion referred committee members to page 15 of the packet provided. She stated that the information is based off of June invoices. She stated that the closeout with final expenditures is due August 12<sup>th</sup>. She stated that there had been some problems with getting ResCare to submit their June invoice, the invoice being over budget, and them refusing to submit new ones and how this situation had been handled.

Shae Rozakos stated that ResCare had received a great deal of hand holding throughout this process and that she has established how this type of situation will be handled in the future. She stated that she has set the new procedure for dealing with these type of issues.

**ii. PYC**

Brandi Runion referred committee members to page 16 of the packet provided. She stated that the expenditure levels shown on the sheet are based on May invoices. She stated that the June Invoice had just been received and that there was a balance of \$191,314 which would equal 81% that had been spent.

**iii. Overall**

Brandi Runion referred committee members to page 14 of the packet provided. She stated that it was the big sheet that had been folded in the packet. She stated that the numbers presented were through June 30, 2011. She stated that there are still some accruals coming in. She stated that June will not be totally closed out until mid-August.

**iv. Fund Utilization & Estimate of Carryover**

Brandi Runion referred committee members to page 7 of the packet provided. She stated that the numbers show the estimation as of 07/13/11. She stated that there are a few grants that still need to submit their June invoices and closeouts and we will still have a few accruals that will show up later in July.

**b.) Status of PY '11 Allocations**

Brandi Runion stated that we have yet to receive our final allocations for PY '11 from SCDEW. We are currently spending the unobligated carryover funds until we have received our final allocation. We received word from SCDEW that we should receive the NFA's later in the week. She stated that we have been told via email that Statewide they received 100% of the Youth, 8% of Adult and 19% of DW funds. She stated that we have not signed contracts with ResCare for PY '11 since we have not received our final allocations. She stated that ResCare is being issued a letter of intent each month stating the amount that they may request, based off of the budget that they had approved.

**c.) PY '11 Budget Modifications**

Brandi Runion referred committee members to pages 17-19 of the packet provided. She stated that we have received a grant from SCDEW for the new signage at the SC Works Centers in the amount of \$16,215. She stated that the grant is effective July 1, 2011-December 30, 2011. She stated that the Finance Committee will need to approve the addition of this amount to the budget on the Capital Asset line item.

**COMMITTEE ACTION TAKEN: Kristi King-Brock made a motion to approve the addition of the SCDEW grant for new signage at the SC Works Centers to the budget; motion seconded by Dr. Ronnie Booth. The motion carried with unanimous voice vote.**

**IX. Other Business**

**WorkKeys AdHoc Committee Update**

Brandi Runion stated that she had been able to get in touch with Rick Cothran this afternoon and that they will be prepared to test on August 1<sup>st</sup>. She stated that she will prepare a news release to send out this week.

**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