



FINANCE COMMITTEE
Wednesday, January 5, 2011
3:00 P.M.
WorkLink Office

AGENDA

- | | | |
|------|---|----------------------------------|
| I. | Call to Order | David Collins |
| II. | Approval of November 11, 2010 Minutes | David Collins |
| III. | Updates | David Collins &
Brandi Runion |
| | a. CSI (Accounting Software at COG) | |
| | b. Email Vote – ARRA Youth Carryover | |
| | c. Arbor – Extension of State Reserve Grant | |
| IV. | Review 2010-2011 Budgets & Reports | David Collins &
Brandi Runion |
| | a. Request to Increase Unemployment Expenditures | |
| | b. Request to Increase Salaries & IT Support (CSI expenses) | |
| V. | Other Business | David Collins |

***Vision** – To have a fully-employed, skilled workforce in Anderson, Oconee, and Pickens counties, SC*

***Mission** – We develop the link between employers and the workforce in Anderson, Oconee, and Pickens counties, SC*

NEXT FINANCE COMMITTEE MEETING – WEDNESDAY, FEBRUARY 23, 2011 –

3:00 P.M. WORKLINK OFFICE

NEXT BOARD MEETING – JANUARY 12, 2011 – 1:00 P.M.

MADREN CENTER, CLEMSON, SC

LUNCH IMMEDIATELY PRECEDES THE BOARD MEETING AT NOON.



**Finance Committee
Meeting Minutes
Thursday – November 11, 2010
WorkLink Conference Room**

Members Present:

David Collins- Chair

Stan Brooks

Steve West

Members Absent:

Dr. Ronnie Booth

Danny Brothers

Staff Present:

Nita Colman

Jimmy Pennell

Crayton Pruitt

Jennifer Kelly

Steve Pelissier

Brandi Runion

Windy Graham

Guests:

Deb Giordano

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 September 29, 2010 Minutes

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

III. Supportive Services Policy Change Request from Arbor

Jennifer Kelly referred the Committee to [page 4] of the packet provided. She explained the current policy and how it distributed reimbursement for travel. She also explained that the proposed change in the policy was displayed on that same page for the Committee to see the comparison.

David Collins asked for clarification of why the policy needed to be changed. Deb Giordano explained that the change in policy would help to avoid abuse by participants in their claims of mileage and that it would be a more cost effective approach.

Deb Giordano stated that the proposed \$8 per day was just a proposal. The Committee can determine what amount they would like to set for the reimbursement amount.

Nita Colman calculated the proposed changes as requested by the Committee. For the sample month of September 2010, the current payment was \$5,590 in travel reimbursement.

The Committee asked that N. Colman calculate the new amount using the per day reimbursement amounts of \$4, \$5, and \$6 per day. She gave the results as follows:

\$4 = \$4,272
\$5 = \$5,340
\$6 = \$6,408

Chair Collins asked the Committee if there was a motion with the daily reimbursement amounts discussed.

ACTION TAKEN: Steve West made a motion to approve the change of Supportive Services- Travel Reimbursement from its current amount to \$5 a day for those participants that travel over ten miles; motion seconded by Stan Brooks. The motion carried with unanimous voice vote.

IV. Updates

a.) CSI (Accounting Software at COG)

Brandi Runion referred the Committee to [page 8] of the packet provided for the meeting. She stated that a tentative date had been set for her to be able to gain access to the accounting software at the COG on Friday, November 12, 2010. She stated that Steve Pelissier had contacted CSI and there would be no charge to add B. Runion as a user for their software. She also explained that Greg Gilstrap, who is the IT person in charge of WorkLink's computers and networking, would install the software needed on the laptop that would be placed at the COG to allow for remote access.

N. Colman told the Committee that the laptop being used was an extra that WorkLink already had.

Steve Pelissier stated that the process had turned out surprisingly inexpensive. He stated that originally he thought that they would have to pay for an extra license, but CSI stated that an additional user could be added without an additional fee. He stated they also thought they might need to pay for a server 5000 in general, but after talking with G. Gilstrap, they determined all they needed was a laptop. S. Pelissier stated that the install requires three technicians: COG, G. Gilstrap, and CSI. He stated that G. Gilstrap was already on retainer, his at the COG was already at work, and that the service of the CSI would be the only one that might cost a couple hundred dollars. S. Pelissier stated that G. Gilstrap had made him feel good about the security.

b.) Incentive Modification- \$9,642

B. Runion referred the Committee to page 8 of the packet provided. She stated that at the board meeting on October 13, 2010, the carryover '09 Incentive Funds were approved to be used for WorkKeys projects. Also, she stated that all the paperwork had been submitted to SCDEW and that she was waiting to receive the modification back from SCDEW before she moves forward.

c.) OJT NEG Grant- Increased Funds

B. Runion told the Committee that previously it was stated that WorkLink would be receiving a \$180,794 OJT NEG grant in November, but that amount had been increased to \$182,118 by SCDEW since the Lowcountry WIB decided not to participate. She stated that the budgets for that grant had been submitted to SCDEW, and we are waiting on them to release the funds.

d.) ARRA Youth Carryover & Youth Forum

B. Runion stated that PYC recently submitted a closeout for their ARRA Summer Youth grant on October 31, 2010, and their expenditures were under budget. She also stated that she had received four of the five school districts' invoices for the bus transportation to the September 29, 2010 Career Cluster Showcase that the Board approved to pay for with ARRA Youth funding. She pointed out that three of the four were under the budgeted amount.

B. Runion stated with the school districts having submitted their invoices that there is approximately \$6,400 ARRA Youth Program funds remaining to be spent by June 30, 2011. She stated that she is awaiting the other school district's invoice and the other PYC closeout in December before asking the Youth Council for a recommendation of use for the carryover funds.

e.) Monitoring

i.) WorkLink Staff of Service Providers

B. Runion stated that the WorkLink Staff has contacted all service providers to arrange financial & programmatic monitoring visits. A copy of the monitoring schedule was referred to in the packet [pages 8-9].

N. Colman stated that the response from the first quarter monitoring for Arbor E&T, LLC had been received and was currently being reviewed. Chair Collins asked how often Arbor was being monitored. B. Runion responded that Arbor was being monitored quarterly.

ii.) SCDEW of WorkLink Staff

B. Runion stated that SCDEW would be on-site at the COG and WorkLink November 30th through December 3, 2010 for their yearly programmatic and financial monitoring visit. N. Colman stated that the monitors would be visiting the OneStops, Palmetto Youth Connections, OJT and IWT sites while on their visit.

f.) NFA's

N. Colman stated that at the beginning of the program year, SCDEW releases the first quarter amount of regular formula funding stream for each LWIA through a Notice of Funds Authorization (NFA). At the end of the first quarter, they then release the remaining amounts of the NFA to the LWIA's.

B. Runion stated that as of 11/30/10, SCDEW is still waiting to hear from the Department of Labor to issue another NFA for the remaining amounts of PY '10 formula funds.

g.) Personal Services Contract- IT Services Renewed

B. Runion stated that Integrity Technologies, LLC contract had expired on November 1, 2010. A request for quotes was sent to three area IT service professionals on October 19, 2010. She stated that Integrity Technologies, LLC had been awarded the contract for November 1, 2010-October 31, 2011.

h.) Arbor E&T, LLC- Awarded Contract for Computer Skills

B. Runion stated that Arbor E&T, LLC sent out a request for bids on October 22, 2010 for Basic, Intermediate, and Advanced Computer Readiness for the Job Seeker classes for WIA participants to five potential training providers. Dr. Lisa McWherter stated that Tri-County Technical College was awarded the contract. They held four Computer Training Fairs: Anderson, Seneca, Easley, and Pendleton. They had good attendance at the fairs and that of those that attended a large percentage had left having been referred to take the classes. Chair Collins asked where the money had come from to fund these fairs. B. Runion answered that the money had come from the State Reserve Grant issued to Arbor that ends December 31, 2010.

V. Review of 2010-2011 Budgets & Reports

B. Runion referred the Committee to [pages 10 & 11] of the packet provided for review.

Chair Collins asked if everything was on track. B. Runion confirmed that everything was on track. Chair Collins asked that a balance column be added to the spreadsheet for future meetings for the in-house portion.

B. Runion stated that there were no budget change requests for this meeting.

B. Runion referred the Committee to [pages 12 & 13] for review. She explained that page 12 was a Summary of Arbor's Expenditures through September 2010 and that page 13 was a summary of PYC expenditures through September 2010.

VI. Other Business

No other business was discussed.

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

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant

FINANCE COMMITTEE UPDATES

A. CSI (Accounting Software at COG)

As of December 8, 2010, Brandi has gained access to the computer at the COG and can now view the WorkLink financial data.

B. ARRA Youth Carryover

An Email vote occurred on 12/16/10 by the Finance Committee to approve the ARRA Youth Carryover as follows:

Youth Council recommends \$7,060 to be used for hiring a temporary part-time staff member to enhance the service mapping data base by identifying Faith Based Organizations, Churches, and Service Organizations for families in the three county area. This recommendation is to meet part of the Youth Council Strategic Plan for Service Integration.

The 211 system is a statewide information database which serves 21 counties. Anderson, Oconee, and Pickens counties are a part of this system. The Youth Council Strategic Plan is to address service providers working in silos, integrate work systems and processes, and service mapping.

There is some work involved to update, add new agencies. Such as community services organizations, faith base organizations, and churches to this system. The 211 non-profit organization is willing to train and equip our region with guidance to complete the enhancements.

By enhancing the information in this system (211) affecting our geographical area. We will provide our service providers, WIB, Youth Council, Adults/ DW program, and community constituents in the three county area with information pertaining to our needs to assist our families and participants.

Originally, the Youth Strategic Plan called for development and purchase of a database, procuring and hiring a consultant for service mapping process, establishing a service mapping baseline, and marketing.

The Youth Council recommendation and the availability of the 211 system reduces the original strategic plan goal by \$32,940.00.

The remaining carryover funds of \$296 are being recommended for Youth marketing.

These funds are ARRA Youth Carryover funds that must be expended by June 30, 2011.

C. Extension of State Reserve Grant

We received an extension of the State Reserve Contract from SCDEW so that we could have adequate time to expend all of the money. This Grant had an original end date of 12/31/10 which has been extended to 3/31/10. We have in turn modified Arbor's State Reserve Contract from 12/31/10 to 3/31/10 as well.

SC Appalachian Council of Governments
Workforce Development In-House Monthly Financial Statement
Projected In-House Budget for 2010-2011

Description	Approved Budget	Amendment #1*	Amendment #2*	Amendment #3*	Proposed Budget
Salaries**	391,958	-	4,400	570	396,928
Fringe pool applied**	122,162	-	337	-	122,499
Travel - lodging/meals	5,000	-	-	-	5,000
Travel - fleet car	200	-	270	-	470
Travel - committee/board	3,000	-	-	-	3,000
Supplies - consumable	12,000	-	-	-	12,000
Supplies - non-consumable	8,500	-	-	-	8,500
Contractual**	50,000	-	-	638	50,638
Insurance - board liability	9,660	-	-	-	9,660
Insurance - WIA car	1,200	-	-	-	1,200
Postage	6,000	-	-	-	6,000
Printing	22,000	(729)	-	(708)	20,563
Telephone and cell phone and internet	13,500	-	-	-	13,500
Newspapers, magazines, books	500	-	-	-	500
Memberships, dues, prof fees**	3,000	-	-	-	3,000
Conference/outside meetings**	3,825	-	-	-	3,825
Training**	6,625	-	-	-	6,625
Rent - office space & offsite storage	18,900	-	-	-	18,900
R & M - equip/software/lic renewals**	4,900	-	-	-	4,900
Repair, maintenance, gas - WIA car	3,500	-	100	-	3,600
Recruitment	1,000	-	-	-	1,000
Advertising	20,000	-	269	-	20,269
WIA meetings	7,500	-	-	-	7,500
Unemployment	2,052	1,229	-	-	3,281
Miscellaneous**	1,000	-	-	(500)	500
Indirect cost pool applied	168,541	-	1,980	-	170,521
Capital outlay**	500	(500)	-	-	-
Totals	887,023	-	7,356	-	894,379

***Notes:**

Amendment #1: To increase Unemployment expense for claims submitted in November for a former employee 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.

Amendment #2: To increase salaries/indirect cost to hire a temporary part time employee to be paid from ARRA Youth Carryover

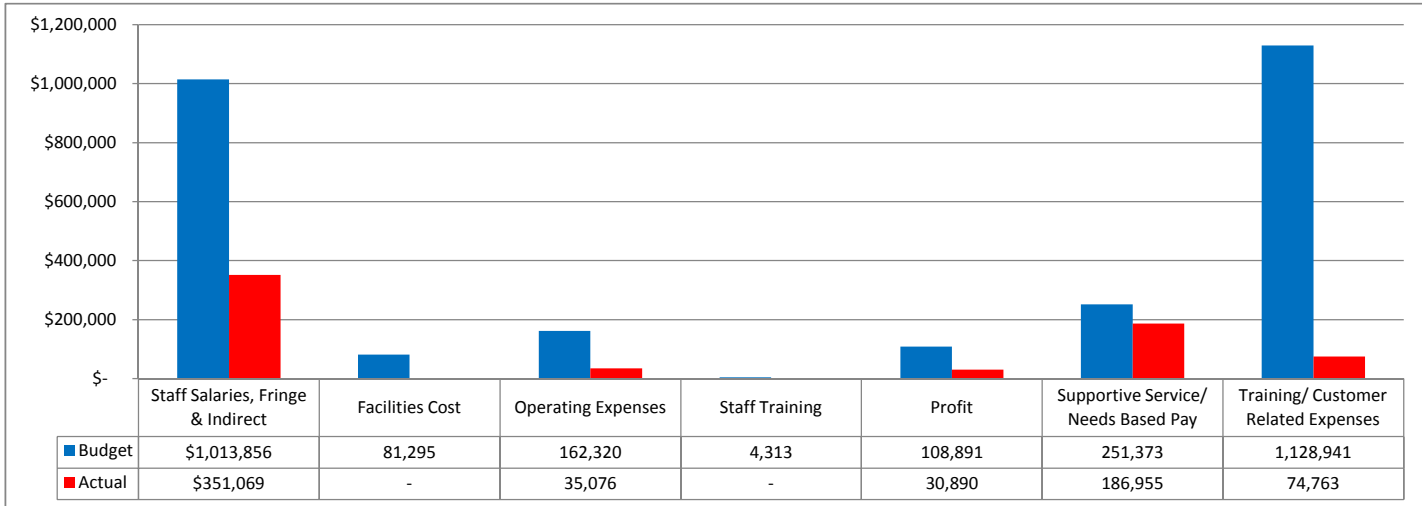
Amendment #3: To increase salaries and IT Support related to the time and equipment associated in gaining access to CSI.

Jeri Total Hours	15	\$38/hr	\$	570.00
VC3 Total Hours	4	\$117/hr		468.00
Windows Server Cal 2003 License				130.00
Norton Anti Virus				40.00
Total Cost			\$	<u>1,208.00</u>

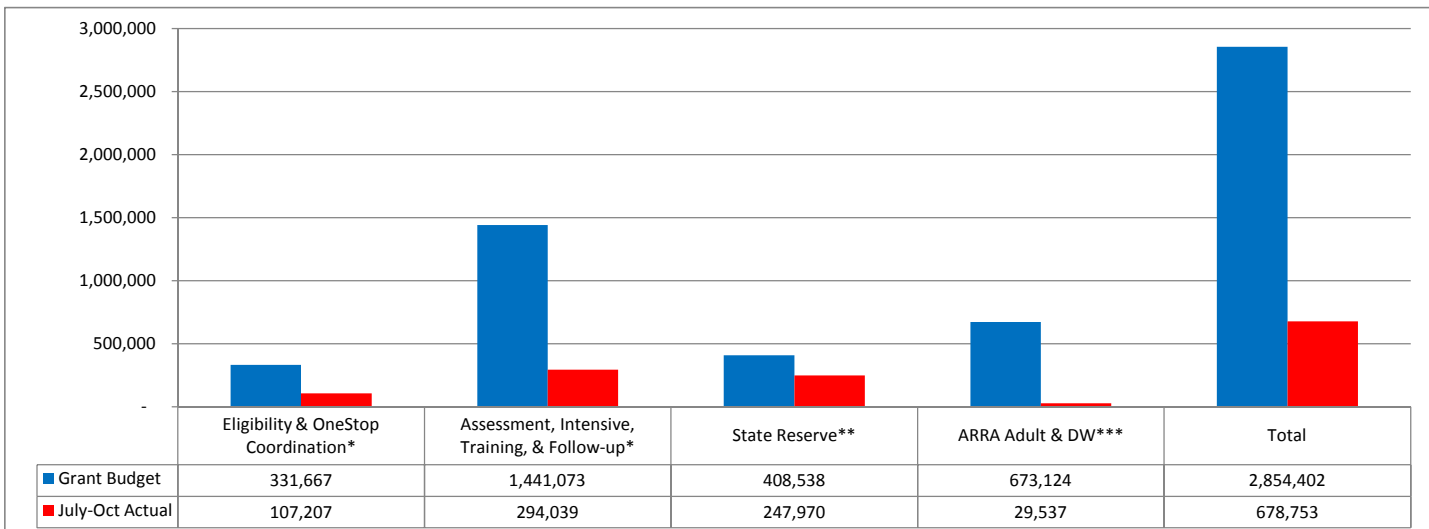
**Supporting documentation available

Summary of Arbor Expenditures through November 2010 - By Category

Category	Budget	Eligibility	Intensive	ARRA	State Res	YTD Total	Balance
Staff Salaries, Fringe & Indirect	\$ 1,013,856	\$ 94,319	\$ 231,798	\$ 24,952	\$ -	\$ 351,069	\$ 662,787
Facilities Cost	81,295	-	-	-	-	-	81,295
Operating Expenses	162,320	4,948	27,731	2,397	-	35,076	127,244
Staff Training	4,313	-	-	-	-	-	4,313
Profit	108,891	7,940	20,762	2,188	-	30,890	78,001
Supportive Service/ Needs Based Pay	251,373	-	-	-	186,955	186,955	64,418
Training/ Customer Related Expenses	1,128,941	-	13,748	-	61,015	74,763	1,054,178
	\$ 2,750,989	\$ 107,207	\$ 294,039	\$ 29,537	\$ 247,970	\$ 678,753	\$ 2,072,236



Grant Name	July-Oct	
	Grant Budget	Actual
Eligibility & OneStop Coordination*	331,667	107,207
Assessment, Intensive, Training, & Follow-up*	1,441,073	294,039
State Reserve**	408,538	247,970
ARRA Adult & DW***	673,124	29,537
Total	2,854,402	678,753



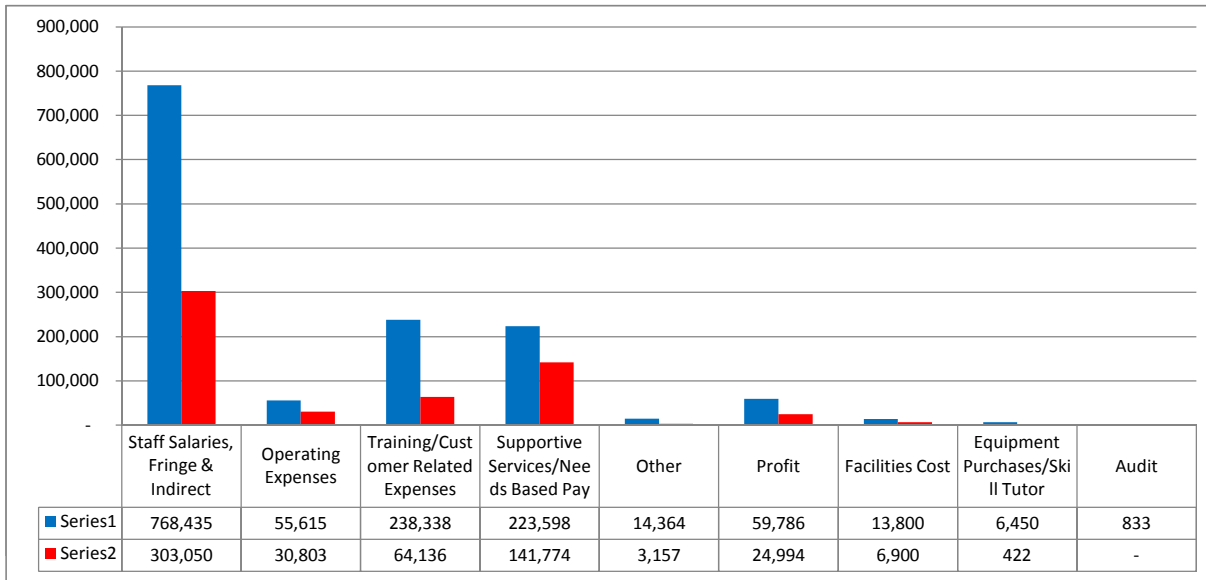
*Grant Period ends 6/30/11 (Funds not expended may be carried over to PY'11)

**Grant Period ends 3/31/11 (Funds not expended will be returned to SCDEW)

***Grant Period ends 6/30/11 (Funds not expended will be returned to SCDEW)

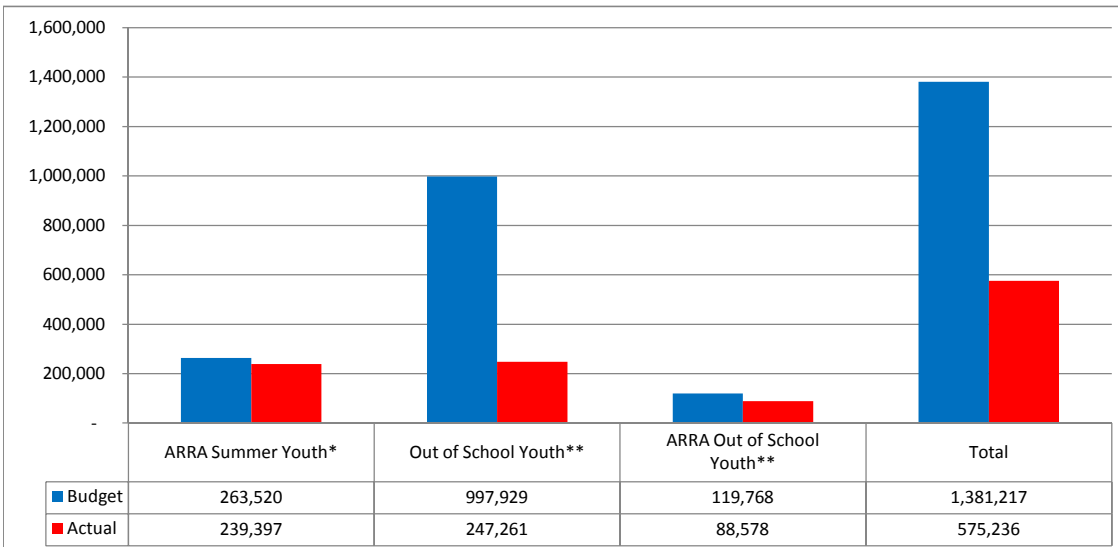
Summary of PYC Expenditures through November 2010 - By Category

Category	Budget	ARRA Summer Youth*	Out of School Youth**	ARRA Out of School Youth**	YTD	Balance
Staff Salaries, Fringe & Indirect	768,435	93,909	124,425	84,716	303,050	465,385
Operating Expenses	55,615	10,601	20,202	-	30,803	24,812
Training/Customer Related Expenses	238,338	2,760	61,376	-	64,136	174,202
Supportive Services/Needs Based Pay	223,598	119,940	21,834	-	141,774	81,824
Other	14,364	1,832	1,325	-	3,157	11,207
Profit	59,786	10,355	10,777	3,862	24,994	34,792
Facilities Cost	13,800	-	6,900	-	6,900	6,900
Equipment Purchases/Skill Tutor	6,450	-	422	-	422	6,028
Audit	833	-	-	-	-	833
	1,381,218	239,397	247,261	88,578	575,236	805,982



Budget to Actual Expenditures - 5/14/10-11/30/10

Grant Name	Budget	Actual
ARRA Summer Youth*	263,520	239,397
Out of School Youth**	997,929	247,261
ARRA Out of School Youth**	119,768	88,578
Total	1,381,217	575,236



*Grant Period ended 9/30/10

**Grant Period ends 6/30/11 (Funds not expended will be returned to SCDEW)