



FINANCE COMMITTEE
Wednesday, February 23, 2011
3:00 P.M.
WorkLink Office

AGENDA

- | | | | |
|-------|---|---|--|
| I. | Call to Order | | David Collins |
| II. | Approval of January 5, 2011 Minutes | * | David Collins p. 1-3 |
| III. | Review of current ARRA Contracts & In-House ARRA Funding | * | David Collins & Brandi Runion p. 4-11 |
| | a. Arbor – Modification of ARRA & Formula Grants
(Dr. Lisa McWherter, Arbor Project Director & Ron Mattox, Arbor Project Accountant will be in attendance and available for questions for this portion of the meeting) | | |
| | b. Adult Education | | |
| | c. In-House ARRA Funding | | |
| IV. | PY' 11 Incentive Funds based on PY'09 Performance | * | David Collins & Brandi Runion p. 8 |
| V. | Extension of Current Contracts | * | David Collins & Brandi Runion p. 12 |
| | a. Arbor | | |
| | b. PYC | | |
| | c. Website | | |
| VI. | Review 2010-2011 Budgets & Reports | * | David Collins & Brandi Runion p. 13-17 |
| | a. Request for ARRA Youth | | |
| VII. | OneStop Transition Update | | Brandi Runion |
| VIII. | Other Business | | David Collins |
| | a. Special Called Budget Meeting for PY' 11 Budget Workshop before April 27 Finance Meeting | | |
| IX. | Adjournment | | |

***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, APRIL 27, 2011 –

3:00 P.M. WORKLINK OFFICE

NEXT BOARD MEETING – MAY 11, 2011 – 1:00 P.M.

MADREN CENTER, CLEMSON, SC

LUNCH IMMEDIATELY PRECEDES THE BOARD MEETING AT NOON.

(*) – Denotes items that require action



**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

GRANT BUDGET SUMMARY

* Denotes line items that changed

Service Provider Arbor E&T LLC. Contract # 10SA295R1 & 10SD295R1

Project/Activity ARRA Adult & DW Funding Source WIA Modification # 2

Line Items	Administrative	Non-Administrative	Total Budget Amount	50.9%	49.1%	Previous Amounts before Modification	
				Adult - ARRA Budget Amount	DW - ARRA Budget Amount	Adult - ARRA Budget Amount	DW - ARRA Budget Amount
Salaries & Fringe Benefits	\$0	\$ 193,979	\$ 193,979	\$ 99,512	\$ 94,466	\$ 97,763	\$ 94,467
Facilities/Rent Costs (space)	\$ -	\$ 13,472	\$ 13,472	\$ 8,329	\$ 5,143	\$ 14,749	\$ 14,251
Non-Expendable Equipment Costs	\$ -	\$ 22,401	\$ 22,401	\$ 6,674	\$ 15,727	\$ -	\$ -
Operating Expenses	\$ -	\$ 20,533	\$ 20,533	\$ 12,693	\$ 7,840	\$ 14,441	\$ 13,954
WI Customer Wages and Fringe Benefits		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs		\$ 376,153	\$ 376,153	\$ 191,301	\$ 184,852	\$ 191,301	\$ 184,852
WI Customer Supportive Services Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WI Payments to Employers Costs		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ 1,200	\$ 1,200	\$ 742	\$ 458	\$ 996	\$ 963
Training Fees/Professional Fees/ Profit	\$ -	\$ 21,698	\$ 21,698	\$ 11,035	\$ 10,663	\$ 11,035	\$ 10,663
Indirect Costs	\$ -	\$ 23,688	\$ 23,688	\$ 12,047	\$ 11,641	\$ 12,047	\$ 11,641
Total Budget Costs	\$ -	\$ 673,124	\$ 673,124	\$ 342,333	\$ 330,791	\$ 342,332	\$ 330,791
Percentage of Budget	0%	100%	100%	51%	49%		
Cost Limitations	2% Maximum	At least 98%	100%				

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

*Denotes line items that changed

Service Provider Arbor E&T LLC Contract # 10A195R1 & 10D195R1

Project/Activity Eligibility and OneStop Coordination Funding Source WIA Modification # 2

Line Items	Administrative	Non-Administrative	Total Budget Amount	43.61%	56.39%	Previous Budget before Modification	
				Adult Budget Amount	Displaced Worker Budget Amount	Adult Budget Amount	Displaced Worker Budget Amount
Salaries & Fringe Benefits	\$ -	\$ 239,375	\$ 239,375	\$ 104,391	\$ 134,983	\$ 104,391	\$ 134,983
Facilities/Rent Costs (space)	\$ -	\$ 7,844	\$ 7,844	\$ 3,421	\$ 4,423	\$ 3,421	\$ 4,423
Non-Expendable Equipment Costs	\$ -	\$ 1,267	\$ 1,267	\$ 1,267	\$ 0		
Operating Expenses	\$ -	\$ 20,948	\$ 20,948	\$ 8,597	\$ 12,351	\$ 9,552	\$ 12,351
WI Customer Wages and Fringe Benefits		\$ -	\$ -	\$ -	\$ -		
WI Customer Individualized Training Costs		\$ -	\$ -	\$ -	\$ -		
WI Customer Supportive Services Costs		\$ -	\$ -	\$ -	\$ -		
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -	\$ -		
WI Payments to Employers Costs		\$ -	\$ -	\$ -	\$ -		
Staff Training/Tech Services Costs	\$ -	\$ 1,288	\$ 1,288	\$ 561	\$ 726	\$ 561	\$ 726
Other Direct Costs	\$ -	\$ 6,832	\$ 6,832	\$ 2,804	\$ 4,029	\$ 3,116	\$ 4,029
Training Fees/Professional Fees/ Profit		\$ 25,638	\$ 25,638	\$ 11,181	\$ 14,457	\$ 11,181	\$ 14,457
Indirect Costs		\$ 28,475	\$ 28,475	\$ 12,418	\$ 16,057	\$ 12,418	\$ 16,057
Total Budget Costs	\$ -	\$ 331,667	\$ 331,667	\$ 144,640	\$ 187,027	\$ 144,640	\$ 187,026
Percentage of Budget	0%	100%	100%	44%	56%		
Cost Limitations	2% Maximum	At least 98%	100%				

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

*Denotes line items that changed

Service Provider Arbor E&T LLC. Contract # 10A295R1 & 10D295R1

Project/Activity Assessment, Intensive, Trng, F/U Funding Source WIA Modification # 2

Line Items	Administrative	Non-Administrative	Total Budget Amount	43.61%	56.39%	Previous budget before Modification	
				Adult Budget Amount	Displaced Worker Budget Amount	Adult Budget Amount	Displaced Worker Budget Amount
Salaries & Fringe Benefits	\$ -	\$ 560,914	\$ 560,914	\$ 244,615	\$ 316,300	\$ 244,615	\$ 316,300
Facilities/Rent Costs (space)	\$ -	\$ 44,451	\$ 44,451	\$ 19,385	\$ 25,066	\$ 19,385	\$ 25,066
Non-Expendable Equipment Costs	\$ -	\$ 5,765	\$ 5,765	\$ 5,765	\$ (0)		
Operating Expenses	\$ -	\$ 68,524	\$ 68,524	\$ 28,121	\$ 40,403	\$ 31,246	\$ 40,403
WI Customer Wages and Fringe Benefits		\$ 32,635	\$ 32,635	\$ 13,393	\$ 19,242	\$ 14,881	\$ 19,242
WI Customer Individualized Training Costs		\$ 399,000	\$ 399,000	\$ 174,004	\$ 224,996	\$ 174,004	\$ 224,996
WI Customer Supportive Services Costs		\$ 162,500	\$ 162,500	\$ 70,866	\$ 91,634	\$ 70,866	\$ 91,634
WI Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -	\$ -		
WI Payments to Employers Costs		\$ -	\$ -	\$ -	\$ -		
Staff Training/Tech Services Costs	\$ -	\$ 3,025	\$ 3,025	\$ 1,319	\$ 1,706	\$ 1,319	\$ 1,706
Other Direct Costs	\$ -	\$ 25,261	\$ 25,261	\$ 10,366	\$ 14,895	\$ 11,519	\$ 14,894
Training Fees/Professional Fees/ Profit	\$ -	\$ 66,412	\$ 66,412	\$ 28,962	\$ 37,450	\$ 28,962	\$ 37,449
Indirect Costs	\$ -	\$ 72,585	\$ 72,585	\$ 31,655	\$ 40,931	\$ 31,654	\$ 40,931
Total Budget Costs	\$ -	\$ 1,441,073	\$ 1,441,073	\$ 628,452	\$ 812,621	\$ 628,451	\$ 812,621
Percentage of Budget	0%	100%	100%	44%	56%		
Cost Limitations	2% Maximum	At least 98%	100%				

Adult Education – ARRA Contracts

Oconee Adult Education – Through December 31, 2010, Oconee Adult Education has spent \$26,575 of their awarded \$33,750. They have requested an additional \$1,600 to complete the current session and an additional \$3,600 for another session.

Pickens Adult Education – Through January 31, 2011, Pickens Adult Education has spent \$25,757 of their awarded \$33,750. They have requested an additional \$4,000 for an additional 130 hours of instruction.

Incentive ARRA Funding Proposed Spending

Incentive	
Amount Available	\$ 41,848.00
<i>Recommendations:</i>	
WorkKeys	15,000.00
Regional Business Workshop	
OneStop Orientation Video	
WorkKeys for High School	3,804.96
Dynamic Works-Certification for Brandi	950.00
Balance	\$ 22,093.04

ARRA	Adult	DW	Total
Amount Available	\$ 50,549.63	\$ 177,245.88	\$ 227,795.51
	22%	78%	

<i>Recommendations:</i>			
Oconee Adult Ed	\$ 2,600.00	\$ 2,600.00	\$ 5,200.00
Pickens Adult Ed	2,000.00	2,000.00	4,000.00
Advanced WorkKeys Module in VOS	-	-	
			Windy - working on price
Interview Stream	5,547.70	19,452.30	25,000.00
In-House Computers	-	-	
			Brandi - Working with Greg Gilstrap on specifications needed
FlatScreens for OneStops	332.86	1,167.14	1,500.00
			3 42" Flat Screens and Mounts (\$500 each)
Scanners for OneStops	88.76	311.24	400.00
			2 Scanners (\$200 each)
Cubicles for OneStops	-	-	
			This amount will be researched once approved.
Tri-Fold Letter Machine	75.89	266.11	342.00
<i>Rebranding:</i>			
If OneStop Moves	7,944.30	27,855.70	35,800.00
If WorkLink Moves	1,708.69	5,991.31	7,700.00
<i>Moving Vans:</i>			
			Lowest Quote from Sanders Moving and Storage (\$1,300 for 4 men & 2 trucks for 8hrs, \$1,600 for 10 hrs for Anderson One Stop)
Anderson OneStop	355.05	1,244.95	1,600.00
WorkLink	94.31	330.69	425.00
			(\$425 for 2 men and a truck for 5hrs for WorkLink)
Team Building	-	-	
			Windy - working on price
Shelves for Storage	-	-	
			Crayton - working on price
<i>If we move:</i>			
Board Room Table	998.59	3,501.41	4,500.00
			30' Board Room Table
Board Room Chairs	970.85	3,404.15	4,375.00
			\$175 * 25
Stackable Chairs	199.72	700.28	900.00
			\$30 * 30
Conference Room for WorkLink	133.14	466.86	600.00
			10' Conference Table
Nice Chairs at Table	310.67	1,089.33	1,400.00
			\$175 * 8
Stackable Chairs	66.57	233.43	300.00
			\$30 * 10
Resource Room	998.59	3,501.41	4,500.00
			\$150 * 30 computer carrels
Stackable Chairs	199.72	700.28	900.00
			\$30 * 30
	<u>24,625.42</u>	<u>74,816.58</u>	<u>99,442.00</u>

Remaining ARRA Balance 25,924.21 102,429.30 128,353.51
Remaining balance can be used by charging Salaries and other In-House items to the ARRA fund codes.

Employee Name	Date Purchased	COG #	In Use (Yes/No)	D = Desktop, L = Laptop	Model	Yrs Old
1 CSI Laptop	01/03/07	1328	Y	L	Dell	4.5
2 Crayton	05/07/08	1385	Y	D	Dell	3
3 Windy Deski	05/07/08	1384	N	D	Dell	3
4 Spare	08/06/08	1397	N	L	Dell	3
5 Jennifer	11/05/08	1421	Y	L	Dell	3
6 Brandi	11/05/08	1422	Y	L	Dell	3
7 Jimmy	01/28/09	1424	Y	L	Dell	2.5
8 Sharon	01/28/09	1425	Y	L	Dell	2.5
9 Windy	06/24/09	1440	Y	L	Dell	2
10 Amy	06/24/09	1441	Y	L	Dell	2
11 Nita	08/05/09	1453	Y	L	Dell	2

WorkLink Marketing Analysis for Potential OneStop Move

<i>Item</i>	<i>TimeLine</i>	<i>Cost Estimate</i>	<i>Specs/Suggestions</i>	<i>OneStop Calculation for three new offices</i>	<i>WorkLink Calculation</i>	<i>OneStop Rebranding Calculation</i>	<i>Total for three consecutive changes</i>
Business Materials - order prior to move	Design in May, send to printers June 1						
Business cards		\$ 50.00	500 cards for 23 people + 8 WorkLink staff	\$ 1,150.00	\$ 400.00	\$ 1,550.00	\$ 3,100.00
Letterhead		\$ 250.00	1,000 sheets of letterhead, order for 3 offices	\$ 750.00	\$ 250.00	\$ 750.00	\$ 1,750.00
Envelopes		\$ 250.00	1,000 envelopes, order for 3 offices	\$ 750.00	\$ 250.00	\$ 750.00	\$ 1,750.00
Large Envelopes		\$ 500.00	1,000 envelopes, order for 3 offices	\$ 1,500.00	\$ 500.00	\$ 1,500.00	\$ 3,500.00
		\$ 1,050.00		\$ 4,150.00	\$ 1,400.00	\$ 4,550.00	\$ 10,100.00
Collateral Pieces - order prior to move	Design in May, send to printers June 1						
OneStop Orientation		\$ 1,000.00	1,000 copies	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
OneStop Brochures		\$ 750.00	1,000 copies	\$ 750.00		\$ 750.00	\$ 1,500.00
OneStop Brochures (Spanish)		\$ 1,000.00	500 copies plus translation costs	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
On-the-Go Brochures		\$ 500.00	1,000 copies	\$ 500.00		\$ 500.00	\$ 1,000.00
Youth Brochures		\$ 500.00	1,000 copies	\$ 500.00		\$ 500.00	\$ 1,000.00
OJT Brochures		\$ 250.00	250 copies	\$ 250.00		\$ 250.00	\$ 500.00
Business Brochure		\$ 250.00	500 copies	\$ 250.00		\$ 250.00	\$ 500.00
Business Incentives Guide		\$ 1,000.00	new publication	\$ 1,000.00		\$ 1,000.00	\$ 2,000.00
Business Folders		\$ 1,000.00	only if WorkLink office moves		\$ 1,000.00	\$ 1,000.00	\$ 2,000.00
OneStop Folders		\$ 1,000.00	optional - no address on current design			\$ 1,000.00	\$ 1,000.00
		\$ 7,250.00		\$ 5,250.00	\$ 1,000.00	\$ 7,250.00	\$ 13,500.00
Signage							
Temporary Building Signs	design and order by May 31	\$ 550.00	temporary 4x10 banner, printed on one side, installed on steel pipes	\$ 1,650.00			\$ 1,650.00
Permanent Building Signs	TBD by OneStop brand change	\$ 4,000.00	high-quality sign with space for brand name and individual partner listing or message board			\$ 12,000.00	\$ 12,000.00
Door Decals	Order in July	\$ 400.00	25 window cling decals at \$16 each	\$ 400.00		\$ 400.00	\$ 800.00
Internal Signage/posters	Order in June	\$ 750.00	estimate for each building	\$ 2,250.00			\$ 2,250.00
		\$ 5,700.00		\$ 4,300.00		\$ 12,400.00	\$ 16,700.00
Website	Schedule changes for end of June	\$ 750.00	one-month of updates	\$ 750.00	\$ 750.00	\$ 750.00	\$ 2,250.00
Notifications - order prior to move	Develop list in May, order & print in June						
Participant Postcards		\$ 800.00	2,000 postcards printed and addressed	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
Business Postcards		\$ 800.00	2,000 postcards printed and addressed	\$ 800.00	\$ 800.00	\$ 800.00	\$ 2,400.00
Other Postcards (itemized below)		\$ 400.00	1,000 total	\$ 400.00	\$ 400.00	\$ 400.00	\$ 1,200.00
Service Provider Postcards			50 postcards printed and addressed				
Training Provider Postcards			300 postcards printed and addressed				
Partner Postcards			100 postcards printed and addressed				
Vendor/Bidder Postcards			200 postcards printed and addressed				
State agency and LWIB Postcards			50 postcards printed and addressed				
Community Postcards (chambers, etc.)			300 postcards printed and addressed				
Flyers - public transit & partner distribution	design and print in June, distribute in July	\$ 400.00	1,000 flyers or extra postcards	\$ 400.00		\$ 400.00	\$ 800.00
Public Notices (in each county)	schedule to run first week of July	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00
Online listings (VOS, LMI, NAWB etc.)	send requests in early May		time only				\$ -
Phone books, chambers etc.	send requests in early May		time only				\$ -
		\$ 3,400.00		\$ 3,400.00	\$ 3,000.00	\$ 3,400.00	\$ 9,800.00
							\$ -
Other							
Forms	Revise in May	\$ 1,000.00	revise and reprint all forms	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 4,000.00
Email Signatures	Revise in June/July		time only				\$ -
New Address Stamp	Order in June	\$ 50.00		\$ 50.00	\$ 50.00		\$ 100.00
Mail Forwarding	Set-up in June		no charge				\$ -
Voicemail recording	Change at end of June		time only				\$ -
Host an open house	Schedule for mid-July	\$ 500.00		\$ 1,500.00	\$ 500.00		\$ 2,000.00
Specialty Items	Order in July	\$ 2,000.00	reprint pens, notepads, and employer item	\$ 2,000.00		\$ 2,000.00	\$ 4,000.00
Billboard announcements	Design and print in June, post in July	\$ 5,000.00	6 posters, 2 in each county for one month	\$ 5,000.00		\$ 5,000.00	\$ 10,000.00
Anderson Billboard campaign	Starting in July	\$ 8,400.00	rotated through 6 billboards over the course of a year (\$7,200 for space cost)	\$ 8,400.00			\$ 8,400.00

Long-term Billboard campaign	TBD by OneStop Brand change	\$ 24,000.00	4 boards total, 2 in Anderson, \$800 each on 6-month contract (\$200 estimate for each vinyl)			\$ 24,000.00	\$ 24,000.00
		\$ 40,950.00		\$ 17,950.00	\$ 1,550.00	\$ 33,000.00	\$ 52,500.00
TOTAL for OneStop Move				\$ 35,800.00			
Additional TOTAL if WorkLink office moves					\$ 7,700.00		
TOTAL if OneStop brand changes at same time						\$ 61,350.00	
TOTAL if OneStop brand changes later							\$ 104,850.00

WorkLink Workforce Investment Board

PERSONAL SERVICES CONTRACT

Maintenance of www.worklinkweb.com

July 1, 2011 through June 30, 2012

THIS AGREEMENT, entered into as of this day of July 1, 2011 by and between Art/Design Associates (hereinafter called the "Contractor") and the South Carolina Appalachian Council of Governments (hereinafter called the "Council") WITNESSETH THAT:

WHEREAS, The Council desires to engage the Contractor to render certain technical or professional services hereinafter described in connection with an undertaking that is expected to be partially financed under Workforce Investment Act Funds:

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of Contractor. The Council hereby agrees to engage the Contractor and the Contractor hereby agrees to perform the services hereinafter set forth in connection with the project of the Council under Grant Contract No. 11G795D3
2. Area Covered. The Contractor shall perform all the necessary services provided under this Contract in connection with and respecting the following area or areas, herein called the "planning area":

Anderson, Oconee, and Pickens Counties
3. Scope of Services. The Contractor shall do, perform, and carry out in a satisfactory and proper manner as determined by the Council, the following services as needed:
 - a. Provide ongoing support in conjunction with Carolina Media Group at a rate of \$100 an hour.
 - i. Design event-specific banners and web announcements
 - ii. Create new pages for content
 - iii. Ensure integration of additional data
 - iv. Review ADA compliance and provide Spanish translations when needed
 - v. Address technical issues and program additional features when needed
 - vi. Provide technical assistance by phone and/or email and through meetings
 - b. Ensure Search Engine Optimization by website sections not to exceed \$3,420 annually or \$285 each month
 - c. Host the website at a rate of \$45 a month, not to exceed \$540 annually
4. Time of Performance. The services of the Contractor are to commence as soon as practical after the execution of this Contract and shall be undertaken and completed in such sequence as to assure their expeditious completion in the light of the purposes of this Contract, but in any event, all of the services required hereunder shall be completed by the end of the 2011 program year on June 30, 2012.
5. Compensation. The Council agrees to pay the Contractor the total sum of \$12,960.00 for the above services. The cost is based on an estimated monthly service need of 7.5 hours. Monthly hours not used roll to the subsequent month and expire upon completion of the annual support agreement. If this is necessary, a modification to the contract will be executed increasing or decreasing the total amount of the contract.
6. Method of Payment. The Council will pay to the Contractor the amount set forth in Paragraph 7, which shall constitute full and complete compensation for the Contractor's services hereunder. Such sum will be paid an average \$1,080.00 monthly, subject to receipt of a requisition for payment from the Contractor specifying that she has performed the work under this Contract in conformance with the Contract and that she is entitled to receive the amount requisitioned under the terms of the Contract:

In-House Expenses																						
	WIA Admin	Adult	DW	Youth	ARRA State Reserve	Incentive	ARRA Adult	ARRA DW	ARRA Youth	IWT	OJT NEG	Total w/o Trade	Trade	Total w/ Trade	Actual Expended	Actual % Expended	Goal Expended	Goal % Expended	Balance			
Repair, maintenance, gas - WIA car	3,500	-	-	-	-	-	-	-	100	-	-	3,600	-	3,600	890	25%	2,100.00	58%	2,710			
Recruitment	1,000	-	-	-	-	-	-	-	-	-	-	1,000	-	1,000	-	0%	583.33	58%	1,000			
Advertising	20,000	-	-	-	-	-	-	-	269	-	-	20,269	-	20,269	216	1%	11,823.58	58%	20,053			
WIA meetings	7,500	-	-	-	-	-	-	-	-	-	-	7,500	-	7,500	2,813	38%	4,375.00	58%	4,687			
Unemployment	3,281	-	-	-	-	-	-	-	-	-	-	3,281	-	3,281	2,438	74%	1,913.92	58%	843			
Miscellaneous	-	250	250	-	-	-	-	-	-	-	-	500	-	500	194	39%	291.67	58%	306			
Indirect Cost Pool Applied	59,780	28,505	56,702	19,406	-	-	-	-	3,560	-	2,568	170,521	2,159	172,680	89,150	52%	100,730.00	58%	83,530			
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0%	-	0%	-			
Total In-House	\$ 371,299	\$ 159,300	\$ 254,993	\$ 86,797	\$ 500	\$ -	\$ -	\$ -	\$ 12,904	\$ -	\$ 9,086	\$ 894,879	\$ 8,895	\$ 903,774	\$ 450,987	50%	376,572.50	42%	\$ 452,787			
C- Grant closed out																						

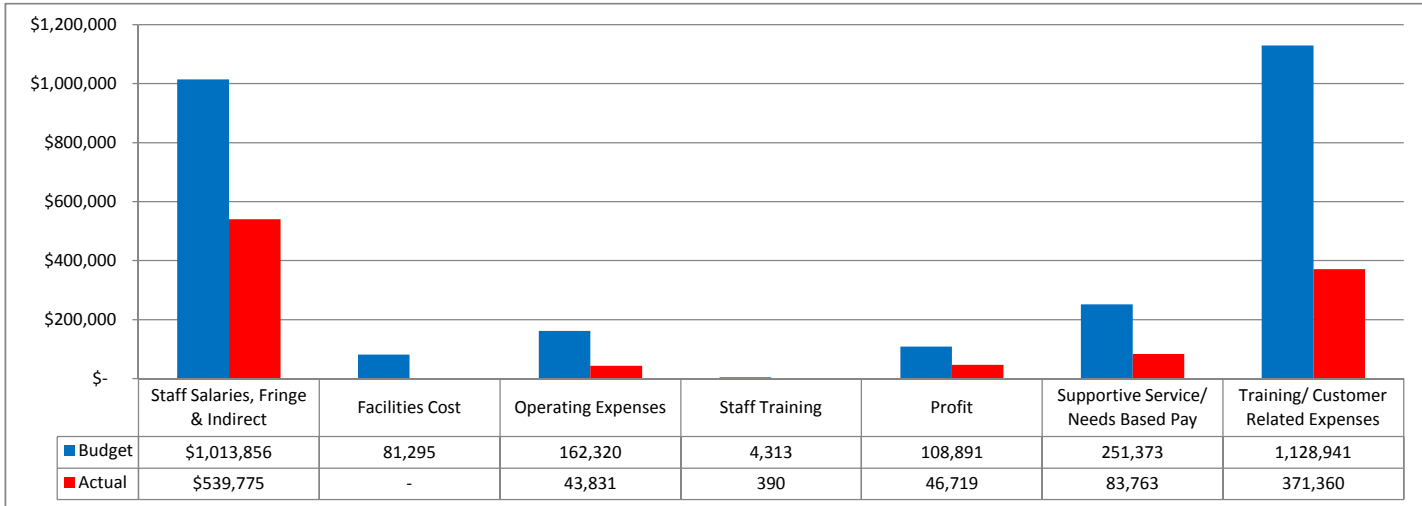
SC Appalachian Council of Governments
Workforce Development In-House Monthly Financial Statement
Projected In-House Budget for 2010-2011

Description	Approved Budget (1/12/11)	Amendment #1	Proposed Budget	Percent Change	Previous Budget	Proposed Budget	Description of Amendment
Salaries**	396,928	(220)	396,708	-0.06%	4,400	4,180	Decrease due to 1 less week worked (2/4/11-6/16/11)
Fringe pool applied**	122,499	(17)	122,482	-0.01%	337	320	Decrease due to above. This is 7.65% of Salary.
Travel - lodging/meals	5,290	-	5,290		-	-	
Travel - fleet car	470	105	575	22.34%	270	375	Increase due to estimated mileage costs for 211 employees from Aiken. 3 Trips.
Travel - committee/board	3,000	-	3,000		-	-	
Supplies - consumable	12,000	-	12,000		-	-	
Supplies - non-consumable	8,500	-	8,500		-	-	
Contractual**	50,638	-	50,638		-	-	
Insurance - board liability	9,660	-	9,660		-	-	
Insurance - WIA car	1,200	-	1,200		-	-	
Postage	6,000	-	6,000		-	-	
Printing	20,563	-	20,563		-	-	
Telephone, cell, & internet	13,500	-	13,500		-	-	
Newspapers, magazines, books	500	-	500		-	-	
Memberships, dues, prof fees**	3,000	-	3,000		-	-	
Conference/outside meetings**	4,035	-	4,035		-	-	
Training**	6,625	-	6,625		-	-	
Rent - office & offsite storage	18,900	-	18,900		-	-	
R & M - equip/software/lic renewals**	4,900	-	4,900		-	-	
Repair, maintenance, gas - WIA car	3,600	-	3,600		100	100	No Change
Recruitment	1,000	-	1,000		-	-	
Advertising	20,269	231	20,500	1.14%	269	500	Increase due to decrease in salary.
WIA meetings	7,500	-	7,500		-	-	
Unemployment	3,281	-	3,281		-	-	
Miscellaneous**	500	-	500		-	-	
Indirect cost pool applied	170,521	(99)	170,422	-0.06%	1,980	1,881	Decrease due to salary decrease. This is 45% of Salary.
Capital outlay**	-	-	-		-	-	
Totals	894,879	-	894,879		7,356	7,356	

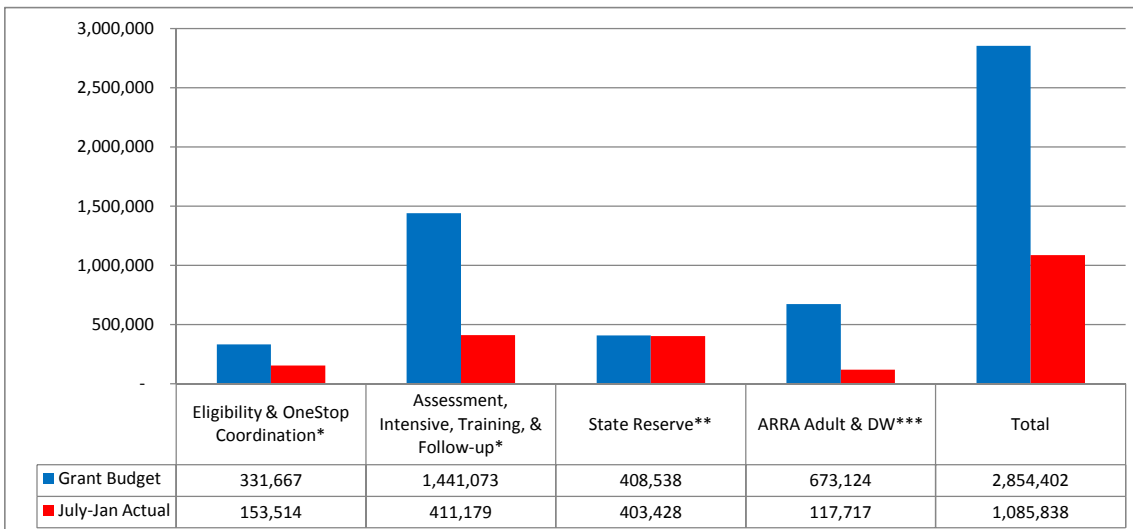
*Notes: Mary Harris was hired as the Workforce Specialist. This position was originally budgeted for to begin work on 1/28 but the start date was actually 2/4, therefore, leaving us with a week's worth of salary, fringe, and indirect to reallocate.

Summary of Arbor Expenditures through January 2011 - By Category

Category	Budget	Eligibility	Intensive	ARRA	State Res	YTD Total	Balance
Staff Salaries, Fringe & Indirect	\$ 1,013,856	\$ 135,968	\$ 335,309	\$ 68,498	\$ -	\$ 539,775	\$ 474,081
Facilities Cost	81,295	-	-	-	-	-	81,295
Operating Expenses	162,320	5,951	32,517	5,363	-	43,831	118,489
Staff Training	4,313	225	165	-	-	390	3,923
Profit	108,891	11,370	29,440	5,909	-	46,719	62,172
Supportive Service/ Needs Based Pay	251,373	-	-	-	83,763	83,763	167,610
Training/ Customer Related Expenses	1,128,941	-	13,748	37,947	319,665	371,360	757,581
	\$ 2,750,989	\$ 153,514	\$ 411,179	\$ 117,717	\$ 403,428	\$ 1,085,838	\$ 1,665,151



Grant Name	July-Jan		
	Grant Budget	Actual	Balance
Eligibility & OneStop Coordination*	331,667	153,514	178,153
Assessment, Intensive, Training, & Follow-up*	1,441,073	411,179	1,029,894
State Reserve**	408,538	403,428	5,110
ARRA Adult & DW***	673,124	117,717	555,407
Total	2,854,402	1,085,838	1,768,564



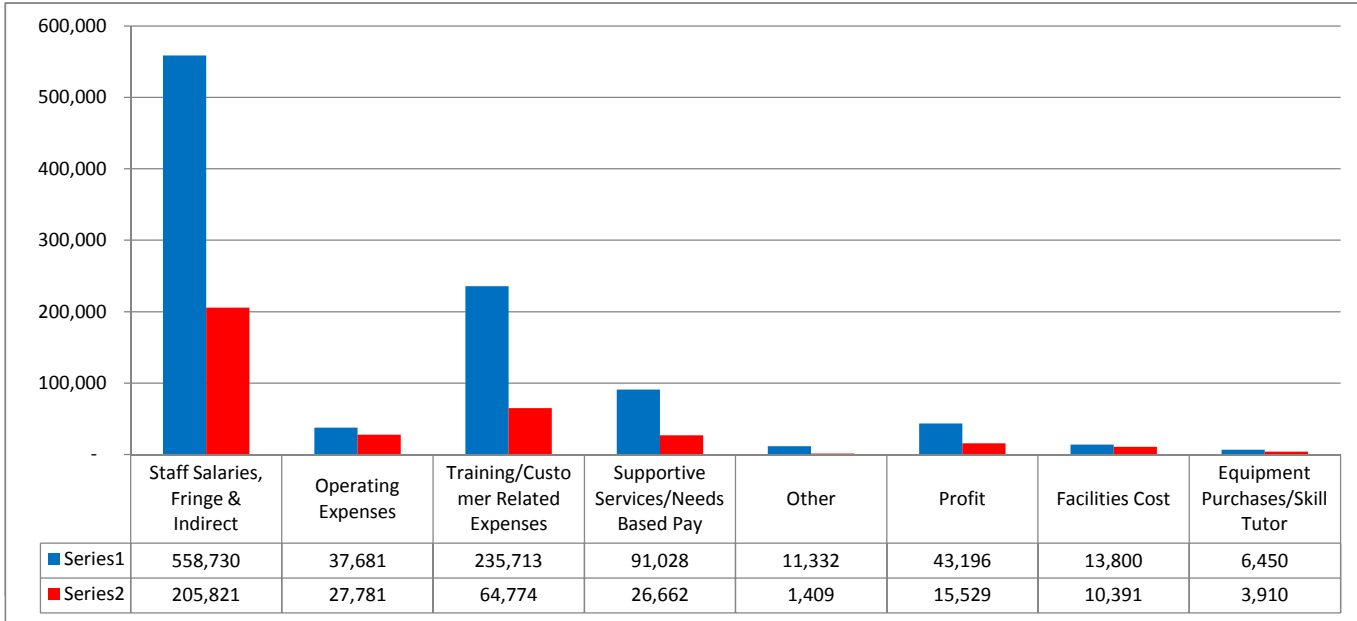
*Grant Period ends 6/30/11 (Funds not expended may be carried over to PY'11)

**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)

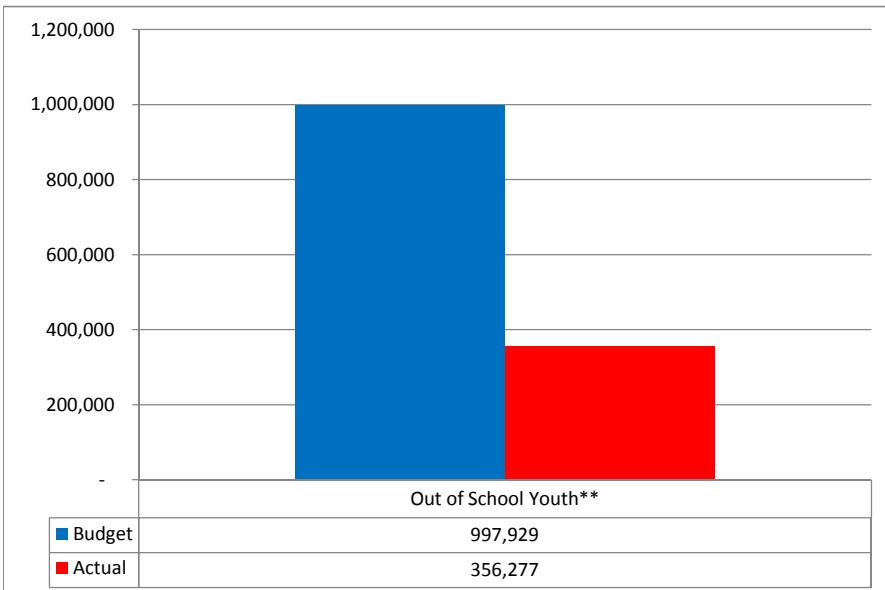
Summary of PYC Expenditures through January 2011 - By Category

Category	Budget	10Y495H1	Balance
Staff Salaries, Fringe & Indirect	558,730	205,821	352,909
Operating Expenses	37,681	27,781	9,900
Training/Customer Related Expenses	235,713	64,774	170,939
Supportive Services/Needs Based Pay	91,028	26,662	64,366
Other	11,332	1,409	9,923
Profit	43,196	15,529	27,667
Facilities Cost	13,800	10,391	3,409
Equipment Purchases/Skill Tutor	6,450	3,910	2,540
	997,929	356,277	641,652



Budget to Actual Expenditures - 7/1/10-1/31/11

Grant Name	Budget	Actual
Out of School Youth**	997,929	356,277



*Grant Period 7/1/10-6/30/11 - Funds not expended will be carried over to PY'11