

2) Adult, DW, Youth In-House Budget*

Ms. Runion referred to page 2 reporting due to the allocations received and dwindling carryover in all funds, all budgets have seen a reduction from prior years. Ms. Runion reported we are proposing to award Henkels & McCoy \$829,230 for the Adult/DW Program Grant; \$90,000 for the Operator Grant; and \$700,000 for the Youth Program Grant. Ms. Runion also stated \$40,000 will be kept In-House for the OJT Program, and highlighted several other in-house line item expenses as follows:

- Salary/Fringe/Indirect - reduced due to not filling the Business Service Representative.
- SC Works Facilities Costs - reduced due to vacancies in staff positions.
- Travel & Training – reduced to only include 3 staff to attend SETA and 1 to attend Symposium; also includes travel for mileage when the agency car is unavailable.
- AOP BIS Transportation – motion from Youth Council to approve \$5,000
- Insurance - reduced (down to one agency car).
- Job Fair - reduced as staff is evaluating other areas that do this at little to no costs.
- IT Maintenance/Support – currently out for RFQ as it is the end of our 3 yr. contract with Technology Solutions.
- Outreach – reduced until carryover funds are available. We are currently getting a quote for the remaining \$9,925 in Outreach in PY'14 for mailers. The remainder will be de-obligated from the PY'14 budget and put in the PY'15 budget for Outreach.
- Meeting expense – includes 2 Youth Committee meetings and 5 Board Meetings and other “as needed” meetings.

Ms. Runion stated one item not on this budget currently is ADA needs, explaining that if we are unable to complete the ADA upgrades by 6/30/15, we will move PY'14 funds to the Insurance Reimbursement and the funds that are freed up will be de-obligated from the PY'14 budget to the PY'15 budget for ADA upgrades.

Continuing, Ms. Runion reported under WIA, we have been limited to transferring up to 50% of DW funds to Adult Funds however; under WIOA regulations we will be allowed to transfer up to 100% of DW funds to Adult funds. With this, Ms. Runion is recommending to approve a transfer of 64% DW funds to Adult funds in PY'15.

ACTION TAKEN: Kristi King-Brock made a motion to approve the PY'15 Budget as presented to include transferring 64% of the DW funds to Adult funds as well as the adjustment of Outreach and ADA upgrades that are de-obligated from the PY'14 budget if needed as presented, second by Mike Wallace. The motion carried with a unanimous voice vote.

B. Henkels & McCoy Grants

1) Youth Grant*

Ms. Runion stated with WIOA come several changes, two of which are financial in the Youth Funds:

- 1) At least 70% of your Youth Program funds must be spent on Out of School Youth;
- 2) At least 20% of your Youth Program funds must be spent on Work Experience stipends and staff development costs.

Ms. Runion reported we will be OK with the 70% requirement; our challenge may be the 20% as this formula is based on 20% of overall Youth Program Expenditures which includes the \$700,000 in the Henkels Grant plus what is in the WorkLink budget. The budget as shown on pages 3-7 of the meeting packet is currently set to expend \$154,465 in Work Experience overall and has been approved by the RFP Committee as well as the Youth Council, however, we may have to take another look at the budget given the work experience stipend and staff development cost requirement.

Ms. Runion deferred to Sharon Crite to discuss additional changes to the Youth Program under WIOA regulations.

Ms. Crite stated other changes are:

- Age to serve will change from 17-21 to 17-24
- Out of school eligibility – low income previously a criteria will now be a barrier
- Emphasis on persons with disabilities
- New youth elements include financial literacy; Entrepreneurships; Career Pathway; & Post-Secondary

ACTION TAKEN: Motion from Youth Council to approve the PY'15 Youth Grant of \$700,000 as presented, second by Mike Wallace. The motion carried with a unanimous voice vote.

2) Operator Grant*

The PY'15 Request for Proposals process for Operator, Adult/DW Program Services, and OJT Program has been finalized and the budgets on pages 8-9 have been approved by the respective RFP committee's as well as the Workforce Skills & Education Committee.

Ms. Runion referred to page 8 which is the Operator budget in the amount of \$90,000 and deferred to Matt Fields to discuss the changes to the PY'15 budget from PY'14. Mr. Fields stated this budget is basically salaries, fringe and minimal operating costs such as printing and copying for management of the Centers.

ACTION TAKEN: Motion from Workforce Skills & Education Committee to approve the PY'15 Operator Grant of \$90,000 as presented, second by Krisit King-Brock. The motion carried with a unanimous voice vote.

3) Adult/DW Grant*

Ms. Runion referred to page 10 which shows the PY'15 budget for the Adult/DW Program Services in the amount of \$829,230 and deferred to Jennifer Kelly to provide information on the Ad/DW Program.

Ms. Kelly stated adult participants have to be low income, basic skills deficient or on public assistance to be eligible for services and the focus is about leveraging partnerships in the community. Ms. Kelly added WIOA will allow transfer of 100% of funds from DW to Adult if those funds cannot be utilized.

Ms. Runion referred to Mr. Fields to provide details of the changes to the PY'15 budget from PY'14. Mr. Fields referred to pages 10-14 stating the biggest change is a reduction in staff and in operating cost. Mr. Fields reported Henkels & McCoy worked to keep as much of the funds as possible in training stating 22% is a large reduction adding training and indirect cost are proportionate to the budget.

Ms. Runion noted we have been paying an outside provided for workshops but that has been taken out for this PY along with transportation and child care services adding there will be no MOA's with Adult Ed this year, we will pay per participant going to Adult Ed via an ITA.

Ms. Runion stated there is a recommendation from a WSEC committee member that if any funds become available that we reinstate the Supportive Services for those most in need.

ACTION TAKEN: Motion from Workforce Skills & Education Committee to approve the PY'15 Adult/DW Program Services Grant of \$829,230 as presented, second by Mike Wallace. The motion carried with a unanimous voice vote.

IV. PY'14 Budget Overview

A. WorkLink Grants

1) Adult, DW, Youth In-House Budget*

Ms. Runion referred to page 16 which is the current In-House budget and stated with a staff vacancy and other items not being spent as planned coupled with reduced allocations we propose to make changes to the following line items and move \$17,581 into contingency to carry into the PY'15 budget:

- Decrease Travel by \$6,000
- Increase Consumable Supplies by \$565
- Decrease Non-consumable Supplies by \$625
- Decrease Outside Services by \$2,050
- Decrease Auto Insurance by \$205
- Increase Postage by \$150
- Decrease Membership, Dues & Prof Fees by \$325
- Decrease Training by \$4,300
- Decrease Job Fair/Hiring Events by \$1,500
- Decrease Indirect cost Pool by \$3,291

ACTION TAKEN: Kristi King-Brock made a motion to modify the PY'14 budget by \$17,581 as presented, second by Mike Wallace. The motion carried with a unanimous voice vote.

i. Fund Utilization Rate*

Ms. Runion referred to page 15 which shows the Fund Utilization Rate through April Expenditures at 71% for Adult fund stream, 72% for DW fund stream, and for 60% Youth fund stream with a goal of 58%. Ms. Runion stated, since we have met our 70% requirement for Adult & DW a recommendation is being brought that we remove the 90% expenditure rate requirement from Henkels & McCoy with the reduced allocations received for PY'15.

Ms. Runion stated currently we are at 60% for Youth so we will keep the 93% expenditure rate requirement for them until we reach 70% however, if we reach 70% after May, we recommend removing that requirement as well.

ACTION TAKEN: Kristi King-Brock made a motion to remove the 90% expenditure rate requirement from the Henkels & McCoy Adult/DW grant since we have met our 70% Fund Utilization requirement and to remove the 93% expenditure rate requirement from the Henkels & McCoy Youth grant once the 70% FUR has been obtained, second by Mike Wallace. The motion carried with a unanimous voice vote.

2) Insurance Reimbursement from Flood*

Ms. Runion referred to page 17 which shows the Insurance Reimbursement with a current balance of \$3,857.41 which will be used for ADA upgrades that Mr. Acker has been working with Trehel on. Ms. Runion reported per the COG staff, this needs to be spent before June 30, 2015 however, since we are uncertain if the updates will be completed by this deadline we propose a provisional vote: If the funds are unable to be spent by 6/30/15, reclassify funds previously paid for out of the general budget to transfer into this reimbursement. Those funds can then be de-obligated added to the ADA upgrades to the PY'15 budget with the contingency funds that are freed up.

ACTION TAKEN: Mike Wallace made a motion to approve the \$3,857.41 to be spent on something already paid for in the general budget if the ADA upgrades are not able to be completed by June 30, 2015. ADA upgrades will then be put in the PY'15 budget with the contingency funds available from the transfer, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

B. Henkels & McCoy Grants

1) Adult/DW Grant – Obligations Report, Expenditures thru April, & Mod #5*

Ms. Runion referred to page 18 which is the Adult/DW Grant and expenditures stating currently 76.32% has been spent. The monthly meetings and is tracking along very well. Ms. Runion referred to an attachment to the packet and reported this is a modification from Henkels & McCoy due to a couple staff vacancies that has freed up some funds that can be transferred into to training.

ACTION TAKEN: Mike Wallace made a motion to approve Modification #5 to transfer funds from Staff Costs/Fringe into Operating, Training, and Training Support Materials and de-obligate the \$103,060.13 as stated, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

2) 13DWT01 – Dislocated Worker National Emergency Grant

Ms. Runion referred to page 23 which shows the NEG grant that will be ending on 6/30/15 adding through April, 91.30% has been spent. Ms. Runion reported an email approval has been received for the modification requested from DEW to transfer \$2,960 from OJT into Tuition, Books, and Supplies and once the paperwork is received from the State we will finalize this grant.

- 3) 13RROJT01 - Rapid Response On the Job Training Grant Mod #1 FYI
Ms. Runion referred to page 24 which is the RR OJT grant that also has an end date of 6/30/15 and shows expenditures at 84.62% through April. A modification from Henkels & McCoy was approved as shown on page 24 to transfer funds from Supplies and Communications into Travel and Outreach.
- 4) Youth Grant – Expenditures through April & Mod #3 FYI
Ms. Runion referred to pages 25-26 which is the Youth grant shows expenditures at 75.84% to date. Ms. Runion reported following the monthly meeting with Henkels & McCoy this month, a modification request was approved via email from Finance and Executive Committees as shown on page 25.

V. Ongoing Grants (RRIWT, IWT, INC, & MiiA)

- Rapid Response Incumbent Worker Training Grants
Ms. Runion referred to page 27 which shows the RRIWT grants. We currently have two ongoing grants: AFR which ends 7/31/15 and Ulbrich which will end 12/30/15. Ms. Runion reported Kroeger Marine closed in February with \$12,400 remaining and Roylco closed in April with \$11,230 remaining. Both companies did not complete all of the trainings requested which resulted in the remainder of funds. The state is not granting any extensions for RRIWT grants stating these grants are awarded and the company has a year to utilize the funds for training to avoid lay offs.
- 14IWT01 – Local Incumbent Worker Training Grant
Ms. Runion referred to p. 28 shows our current IWT grants that have ended. Money that was unspent has been shifted to other companies per the counties respective Economic Developer. The three remaining companies have until 6/10/15 to get final paperwork in to close the grant. Ms. Runion added once these three are processed, we will have spent all of the funds awarded.
- 14INC01 – Incentive Grant
Ms. Runion reported page 28 also shows the Incentive Grant stating the \$1,404 will be utilized with the ADA upgrades.
- Make It In America (MiiA) Grant
Ms. Runion referred to page 29 which shows the Make It In America Grant that will run until September 2016 adding overall, 41.4% of this grant has been spent.

VI. Other Business

A. Adult Ed Grant

Mr. Acker reported the State Workforce Investment Board put out a grant opportunity based on four “regions” which put us at somewhat of a disadvantage due to our region having four WIB’s to apply and the other three regions had only one WIB to apply per region. Unfortunately, we were not awarded the grant for our region.

B. AIM Collaboration

Mr. Acker discussed the collaboration with AIM and TCTC that has been proposed for SNAP recipients stating this will allow us to leverage other resources in the community and helping to pay for services by utilizing other sources. This will also allow us to have a process that we can refer participants to other avenues for training & sources for payment for training and services and we can utilize our funds for those most in need &/or hopefully toward supportive services.

Ms. King-Brock explained the way this is funded is aimed to make partners truly partner and work together to assist those in need by maximizing and leveraging the resources they have. These participants will have to be certified locally on a monthly basis and via the State. Ms. King-Brock added TCTC's Grant can serve approximately 200 people. The folks coming to AIM are usually coming in a crisis and are not ready for training & schooling therefor the partnership/collaboration with WorkLink would be ideal to help get folks into training.

More information to follow as additional meetings have been scheduled to discuss numbers, logistics, MOA's, etc.

C. SP NEG Grant

Mr. Acker reported the Sector Partnerships NEG Grant that six WIB's are applying for through DEW. This grant serves DW through training and OJT and what makes it attractive is planning funds available via per region through sector partnerships, strategic planning, and gives us chance to use outside funds available. Mr. Acker reported we applied for approximately \$183,000 and will know by the end of the week/month whether or not we are accepted adding we will keep this Committee and the Board updated as information is available.

D. Committee Restructure

Mr. Acker reported the possibility of restructuring of the Finance Committee membership as a result of implementation of WIOA stating members will be kept informed.

VIII. Adjournment

With no further business to discuss, the meeting was adjourned at 3:53pm.

Respectfully submitted by: Patty Manley, Office Manager