

FINANCE COMMITTEE
Meeting Minutes
October 28, 2015 @ 3:00 pm
SC Works Comprehensive Center, Clemson, SC

Members Present

Ronnie Booth	Stephanie Collins	David Collins
Mike Wallace	Michael Keith	

Members Absent:

Providers:

Karen Craven	Amanda Wagner	Matt Fields
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Staff Present:

Trent Acker	Patty Manley	Jennifer Kelly
Windy Graham		

Guests:

I. Call To Order

Mike Wallace called the meeting to order at 3:05pm and announced the meeting was being recorded for the purpose of minutes. Introductions of all in attendance were made.

II. Approval of 08/27/15 Meeting Summary

Mr. Wallace noted the summary of the 08/27/15 meeting were included and called for a review and approval.

COMMITTEE ACTION: Ronne Booth made a motion to approve meeting summary as submitted, seconded by Michael Keith. Motion carried by unanimous vote.

III. PY'15 Allocations / PY'14 Recapture

Mr. Acker referred to page 5 of the meeting packet reporting the DW (Dislocated Worker) funding stream was 79.95% obligated at as 6/30/1 stating according to the State Instruction Letter, we are required to be 80% obligated by the end of the first year of the grant and therefor \$320 was recaptured by the State. The NFA (Notice of Funds Allocation) report included on page 6 shows the State modification for the budget with page 8 reporting the breakdown of how those recaptured funds were reallocated.

Mr. Acker reported this occurred across all funding streams stating going forward; we will set a higher obligation rate for the budget to ensure we meet the 80% obligation requirement.

Mr. Acker reported of the Youth funding stream reallocation, we will be receiving \$2,148 and the Youth Committee recommends via an email vote that those recaptured funds of \$2,148 be allocated to the PY'15 Youth Training line item.

COMMITTEE ACTION: Motion from Ronnie Booth to allocate the recaptured funds of \$2148 to PY'15 Youth Budget Training line item, seconded by Michael Keith. Motion passed by unanimous vote.

Mr. Acker reported the OneStop Operations Committee will be meeting to discuss the specifics of the recaptured \$7,965 Adult Program funds and how they will be allocated to the Henkels & McCoy Adult & DW Program budget which will then be included in the Board report.

COMMITTEE ACTION: Motion from David Collins to transfer \$7,965 into Henkels & McCoy Adult Program Budget, seconded by Stephanie Collins. Motion carried with a unanimous vote.

Mr. Acker also informed Committee members of a recent development and questions that have risen regarding PY (Program Year) funds vs. FY (Fiscal Year) funds stating that a portion of funds are received July 1st of the year with the balance being due from the State in October. WorkLink has always operated on the premises that the allocation is for the entire PY however, SC DEW is now saying that expenses accrued prior to October 1st cannot be paid with funds that are received after October 1st. Mr. Acker stated we will have to move DW funds to cover Adult expenses through the end of the 1st quarter which is 9/30/15 (1st qtr.) much earlier than we had anticipated. Mr. Acker stated he hopes to have more to report at the February Board meeting.

IV. PY'15 Budget Overview

A. WorkLink Grants

i. Adult, DW, Youth Overview

Mr. Wallace deferred to Henkels & McCoy staff to provide updates on the Adult, DW, and Youth programs.

Matt Field referred to page 9 which shows the Operator budget reporting this budget consist mostly of staff cost to run and operate the Comprehensive and Satellite Centers. Mr. Fields continued on page 10 and provided a brief update on the Adult budget stating they have included an additional column on the report to include percentage spent explaining this was added for ease of tracking each month. Currently, the Adult budget is on track for spending adding the amount shown in the Training line item reflects what has been spent and does not include the amount that been obligated. Mr. Fields also reported the Training line item in the Adult budget is spending rather quickly however as shown on page 11 of the DW budget, the Training line item is not spending as quickly due to those folks being eligible for TAA.

Karen Craven referred to page 12 which shows the Youth budget currently expended at 20.7% adding that 20% has to be spent on Work experience under WIOA regulations. Ms. Craven reported the Training line item in the Youth budget is also spending quickly and they have 137 youth currently enrolled.

ii. Henkels & McCoy

a) PY'15 Youth Budget Mod. 1

Amanda Wagner reported on the Youth Budget Mod. #1 stating they are simply asking for a move of funds within the budget and referred to pages 14 - 23 for details. There will be no overall change to the budget amount.

COMMITTEE ACTION: Motion from Ronnie Booth to approve Youth Budget Modification 1 as presented, seconded by Stephanie Collins. Motion carried with a unanimous vote.

b) PY'15 Adult/DW Budget Mod. 1

Mr. Fields referred to pages 24 – 30 and provided an explanation on the Adult/DW Budget Mod. 1 stating this modification request is also a move of funds within the budget line items and will not affect the current budget amount.

COMMITTEE ACTION: Motion from Michael Keith to approve the Adult/DW Budget Modification 1 as presented, seconded by Stephanie Collins. Motion carried with a unanimous vote.

c) PY'15 Operator Budget Mod. 1

Mr. Fields provided an explanation on the Operator Budget Mod 1 as seen on pages 31 - 36 on the stating there is no overall change to the current budget amount they are simply requesting to move \$392.

COMMITTEE ACTION: Motion from David Collins to approve the Operator Budget Modification 1 as presented, seconded by Ronnie Booth. Motion carried with a unanimous vote.

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

A. Rapid Response Incumbent Worker Training Grants

Mr. Acker referred to the attachments the meeting packet reporting Ulbrich Specialty Wire is scheduled to end 12/30/15 and they currently have a balance of \$22,870. Patty Manley reported they have completed all but two of their trainings.

B. 15IWT01 – Local Incumbent Worker Training Grant

Mr. Acker reported we received PY'15 Local IWT grant award in the amount of \$45,648 adding applications are still being received and reviewed by the ad hoc Committee appointed. The Committee will meet following the closing date for applications and Ms. Manley will move forward with communicating with those companies awarded funding.

Mr. Acker stated the Incentive grant to be used for ADA upgrades will soon be expended and closed as the handicap parking has been addressed, sidewalk and columns have been fixed and the threshold will soon be completed.

C. Make It In America (MiiA) Grant

Ms. Kelly reported on the MiiA grant which funds four types of trainings for Welding, CNC, Mechatronics and SCMC for participants at three local technical colleges TCTC, GTC, NETC stating we

are currently at 65.75% expended out of 66.67% for the In-House portion. Ms. Kelly stated they are looking to apply for a grant extension in an effort to capture data only not funds.

D. OJT

Ms. Manley referred to page 38 and provided an update on the OJT contracts stating Anderson County has been utilizing funding very well. K&K Trucking closed out successfully and one agreement with Belton Metals closed out with the participant voluntarily leaving 70 hours short of completing the contracted training hours and will unfortunately be listed as unsuccessful. We have recently written an agreement with MooreSun Custom Woodworking in Oconee County from Adult funds and have an agreement in progress with Reliable Sprinkler Company in Liberty that will utilize DW funds.

VI. 2016 Meeting Dates

Mr. Acker presented the following 2016 meeting dates for the Finance Committee:

2/3/16; 4/6/06; 6/1/16; 8/31/16; 11/3/16

VII. Other Business

Mr. Acker stated there was a personnel matter to be discussed and recommended entering in Executive Session.

COMMITTEE ACTION: Motion from Ronnie Booth to enter into Executive Session, seconded by Stephanie Collins. Motion carried and Executive Session began.

Chair Wallace reported Executive Session concluded with no action taken.

VIII. Adjournment

With no further business to discuss, the meeting was adjourned at 3:56pm.

Respectfully submitted by: Patty Manley, Office Manager