



FINANCE COMMITTEE
Wednesday, October 23, 2013
SC Works Clemson Conference Room
3:00 P.M.

AGENDA

- | | |
|---|----------------------|
| ☑ Call to Order | David Collins, Chair |
| ☑ Approval of September 18, 2013 Minutes* | David Collins |
| ☑ PY' 13 Budget Overview | Brandi Runion |
| a. WorkLink Grants | |
| i. WIA Budget Overview* | |
| b. Henkels & McCoy | |
| i. Adult/DW Grant | |
| ii. Youth Grant | |
| ☑ Other Business | |
| ☑ Adjournment | |

* Requires Vote

UPCOMING MEETINGS:

October 30, 2013 – Board Meeting – 1:00 pm – Madren Center
December 11, 2013– Finance Meeting – 3:00 pm – WorkLink

FINANCE COMMITTEE
Meeting Minutes
September 18, 2013 @ 3:00 pm
Conference Room – Comprehensive Center – Clemson, SC

Members Present

David Collins, Chair
Michael Keith
Mike Wallace

Danny Brothers
Kristi King-Brock

Ronnie Booth
Stephanie Collins

Members Absent:

Providers:

Kal Kunkel

Staff Present:

Brandi Runion
Windy Graham
Renée Murdock

Jennifer Kelly
Sharon Crite

Patty Manley
Ronnie Allen

 **Welcome and Introductions**

David Collins, Chair called the meeting to order and announced the meeting was being recorded for processing of minutes and that a quorum was present to conduct business of the committee.

 **Minutes**

The minutes from the June 19, 2013 meeting were e-mailed with the meeting notice and included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

ACTION TAKEN: Mike Wallace & Michael Keith made a motion to approve the minutes as submitted, second by Danny Brothers. The motion carried with a unanimous voice vote.

 **PY'12 Budget Overview**

a. **Henkels & McCoy**

i. **Adult/DW Grant**

Brandi Runion referred to page 5 of the meeting packet stating this is a summary of the expenditures of the Adult and DW Grant which ended June 30, 2013 which shows that \$1,620,059 has been spent. Ms. Runion stated Henkels & McCoy spent 84.64% of the goal noting this is the first time they did not meet the expenditure goal of 90% as stated in the Statement of Work. Ms. Runion posed a question if the Committee wishes to discuss this finding and whether or not further action is

warranted or what the Committee's expectations are regarding the provider not meeting the 90% expenditure rate.

Kal Kunkel provided an explanation regarding the shortfall on meeting the expenditure rate goal for the Adult & Dislocated Worker grant stating this was Henkels & McCoy first year as Adult/DW provider. Mr. Kunkel noted Staff (Fringe Benefits), Operating costs (Transitional costs), OJT Contracts & picking up where the previous provider left off as several areas that contributed to missing the mark.

ACTION TAKEN: Danny Brothers made a motion to document the finding via a letter to Henkels & McCoy notifying them that 90% was not spent and will be monitored monthly and if it is not met this program year a corrective action plan could be put in place, second by Ronnie Booth. The motion carried with a unanimous voice vote.

ii. **Youth Grant**

Ms. Runion referred to page 6 of the meeting packet which is a summary of the expenditures of the Youth Grant which ended June 30, 2013 which shows \$770,057 has been spent. Ms. Runion stated Henkels & McCoy met the expenditure rate with 90.59%.

b. **WorkLink Grants**

i. **WIA Budget**

Ms. Runion referred to page 7 which is an update of the closeout of the PY'12 WorkLink Budget through May 31, 2013. 82.39% of the budget was spent and the balance of \$128,645 rolls into the PY'13 budget.

Ms. Runion referred to page 8 and provided an update on what has been paid to the SC Appalachian Council of Governments (COG) in indirect costs for PY'12 which is \$129,068.86.

ii. **Rapid Response & Incentive Grants**

Ms. Runion referred to page 9 and provided a brief update of the High Performing Workforce Board Grant and Incentive Grants.

Ms. Runion provided an update on the Rapid Response Incumbent Worker Training Grants listed on page 10 stating these grants are pass-through grants and any unspent money is sent back to the state.

 **PY'13 Budget Overview**

a. **WorkLink Grants**

i. **WIA Budget**

Ms. Runion referred to the PY'13 WIA Budget on page 11 showing allocations to be received from the state, PY'12 carryover amounts and Henkels & McCoy obligations at the top half of the page. The bottom half of the page is the In-House expenses with Facilities costs line items added this year due to relocating to a new building and Satellite Centers.

Ms. Runion stated from the last budget, a net increase is being requested in the amount of \$42,358 to accommodate the additions/changes listed in the Net Change line item on page 11.

ACTION TAKEN: Mike Wallace made a motion to amend the budget as presented, second by Ronnie Booth. The motion carried with a unanimous voice vote.

For a Committee Education piece Ms. Runion referred to page 12, the Cost Allocation Plan, which shows the funds that are rolled up in the line item SC Works Facility Cost. Ms. Runion gave a brief explanation on how the costs are shared between WorkLink, Henkels & McCoy and DEW. The share of the costs is based on FTE's (Full Time Employees) within each entity.

ii. Rapid Response, Incentive, & DWT NEG Grants

Page 13 of the meeting packet is the Dislocated Worker Training National Emergency Grant with SCDEW (DWT-NEG) that has been awarded in the amount of \$55,357. Of that amount, \$2,624 will be used for Salaries, Fringe & Indirect costs for administrative costs and the remaining \$53,733 has been issued as a sub-grant to Henkels & McCoy.

Jennifer Kelly explained that this grant will be used to fund classroom/instructional training and OJT training for up to 15 people adding these funds are available to dislocated workers in our 3 county service area who have been unemployed greater than 27 weeks and have exhausted their UI benefits.

b. Henkels & McCoy

i. Adult/DW Grant

Ms. Runion referred to page 14 which shows the Henkels & McCoy PY'13 WIA Adult & DLW Budget expenditures through August 25, 2013. Total spent through August is 12.87%.

ii. Youth Grant

Ms. Runion referred to page 15 showing the Henkels & McCoy PY'13 WIA Youth Budget expenditures through August 25, 2013. Total spent through August is 11.22%.

 **Other Business**

 **Adjournment**

With no further business to discuss, the meeting was adjourned.

Respectfully submitted by: Patty Manley, Office Manager

WorkLink Program Year 2013 Financial Status - ORIGINAL

Funds not received from SCDEW yet	Program Adult	Admin Adult*	Program DW*	Admin DW*	Program Youth	Admin Youth	Total	YTD-Sept	Actual % Expended	Goal Expended	Goal % Expended	Balance				
PY'13 Allocations (NFA-13-01)	749,485	83,276	741,373	82,375	802,316	89,146	2,547,971									
Transfer of funds (35%)	259,480		(259,480)				-									
PY'12 Carryover	654,521	84,138	188,244	92,275	458,863	69,165	1,547,206									
	1,663,486	167,414	670,137	174,650	1,261,179	158,311	4,095,177									
Obligations																
Henkels & McCoy - Adult	1,060,778	-	-	-	-	-	1,060,778	198,284	19%	265,195	25%	862,494	1,060,778	-		
Henkels & McCoy - DW	-	-	469,223	-	-	-	469,223	78,909	17%	117,306	25%	390,314	469,223	-		
Henkels & McCoy - Youth					839,929	-	839,929	154,883	18%	209,982	25%	685,046	839,929	-		
Undesignated Funds	332,648	36,283	106,478	55,343	311,424	29,040	871,216	-	0%	-	0%	871,216	877,844	(6,628)		
Total Pass-Through Contracts	1,393,426	36,283	575,701	55,343	1,151,353	29,040	3,241,146	432,076	13%	592,483	18%	2,809,070	3,247,774	(6,628)		
Total Revenue after Obligations	270,060	131,131	94,436	119,307	109,826	129,271	854,031									
In-House Expenses	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD-Sept	Actual % Expended	Goal Expended	Goal % Expended	Balance	Mod #1 Budget	Net Change		
Salaries	122,160	37,806	41,383	37,797	62,026	48,644	349,816	77,889	22%	87,454	25%	271,927	349,816	-	0.00%	
Fringe	37,201	11,954	12,650	11,951	19,396	15,480	108,632	23,950	22%	27,158	25%	84,682	108,632	-	0.00%	
SC Works Centers & Satellites Facility Costs	134,062	25,679	55,028	19,371	2,353	16,392	252,885	42,200	(1)	17%	63,221	25%	210,685	252,885	-	0.00%
Payment from SCDEW for Facilities	(79,790)	-	(34,196)	-	-	-	(113,986)	-	(2)	0%	(28,497)	25%	(113,986)	(113,904)	(82)	0.07%
Travel - Training/Conferences/Meetings		3,000		2,500		3,000	8,500	-		0%	2,125	25%	8,500	8,500	-	0.00%
Travel - Committee/Board		250		250		2,000	2,500	-		0%	625	25%	2,500	2,500	-	0.00%
Supplies - Consumable		750		750		750	2,250	621		28%	563	25%	1,629	2,250	-	0.00%
Supplies - Non-Consumable		335		335		330	1,000	480		48%	250	25%	520	1,000	-	0.00%
EMSI Data Charges		1,125		1,125		1,125	3,375	1,125		33%	1,688	50%	2,250	3,375	-	0.00%
Consulting		70		70		70	210	-		0%	53	25%	210	210	-	0.00%
Insurance - Tort		2,520		2,520		2,520	7,560	1,885		25%	1,890	25%	5,675	7,560	-	0.00%
Insurance - Auto C&C		65		65		60	190	43		23%	48	25%	147	190	-	0.00%
Insurance - Auto Liab		260		260		250	770	190		25%	193	25%	580	770	-	0.00%
Postage		170		170		160	500	134		27%	125	25%	366	500	-	0.00%
Printing		1,334		1,334		1,332	4,000	908		23%	1,000	25%	3,092	4,000	-	0.00%
Telephone Voice		358		358		358	1,074	1,948	(3)	181%	1,074	100%	(874)	1,074	-	0.00%
Telephone LD		108		108		108	324	580	(3)	179%	324	100%	(256)	324	-	0.00%
Cellphone (Executive Director)		6		5		1	12	12		100%	12	100%	-	12	-	0.00%
Web Site Hosting & Renewal Fees		2,360		2,360		2,360	7,080	1,510		21%	1,770	25%	5,570	7,080	-	0.00%
Memberships, Dues, & Prof Fees		1,100		1,100		1,100	3,300	265		8%	825	25%	3,035	3,300	-	0.00%
Training		8,500		5,000		6,500	20,000	-		0%	5,000	25%	20,000	20,000	-	0.00%
Job Fair / Hiring Event Expenses		11,000		11,000		-	22,000	-		0%	-	0%	22,000	22,000	-	0.00%
Rent - WorkLink Office		200		200		206	606	606		100%	606	100%	-	606	-	0.00%
R&M & Gas - WIA Car		835		835		830	2,500	362		14%	625	25%	2,138	2,500	-	0.00%
IT Maint/Support (WIB Only)	5,120	1,600	2,190	1,600		1,500	12,010	400		3%	3,003	25%	11,610	5,300	6,710	126.60% (4)
Outreach		3,000		1,500		500	5,000	1,189		24%	1,250	25%	3,811	5,000	-	0.00%
COG Meeting Expense		867		868		3,265	5,000	809		16%	1,250	25%	4,191	5,000	-	0.00%
Indirect Cost Pool (42%)	51,307	15,879	17,381	15,875	26,051	20,430	146,923	35,115		24%	36,731	25%	111,808	146,923	-	0.00%
Total In-House	270,060	131,131	94,436	119,307	109,826	129,271	854,031	192,221		23%	210,364	25%	661,810	847,403	6,628	0.78%
(1) - Does not include any payments to TCTC for Satellite Centers.																
(2) - Invoice to SCDEW for 1st quarter charges will be sent as soon as notification is received that the CAP and RSA have been signed by all parties																
(3) - AT&T Charged us for lines after we moved. Patty is in contact with AT&T to get a refund.																
(4) - Increase IT Maint/Support due to moving of locations, running wires, setting up IT room, etc.																

WorkLink Program Year 2013 Financial Status

Indirect Rate Analysis

	Indirect	Salaries	% Rate
July	7,607.00	10,792.00	70.49%
August	15,012.00	40,151.00	37.39%
September	12,496.00	26,946.00	46.37%
October			0.00%
November			0.00%
December			0.00%
January			0.00%
February			0.00%
March			0.00%
April			0.00%
May			0.00%
June			0.00%
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	35,115.00	77,889.00	45.08%
Budget	146,923.00	349,816.00	
% Spent	23.90%	22.27%	

WorkLink Program Year 2013 Financial Status

12RRIWT18 - Rapid Response Grant

	Program Revenue						
	\$ 24,100						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Pace Labels, Inc Grant	\$ 24,100	24,100	100%	9,031	37.47%	\$ 15,069	
Grant Period: 2/25/13-10/31/13							

WorkLink Program Year 2013 Financial Status

12RRIWT25 - Rapid Response Grant

	Program Revenue						
	\$ 40,400						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Palmetto Plating Company, Inc	\$ 40,400	40,400	100%	-	0.00%	\$ 40,400	
Grant Period: 6/20/13-4/30/14							

WorkLink Program Year 2013 Financial Status

13RRIWT05 - Rapid Response Grant

	Program Revenue						
	\$ 40,068						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent	
Technology Solutions of SC, Inc	\$ 40,068	40,068	100%	-	0.00%	\$ 40,068	
Grant Period: 10/01/13-09/01/14							

WorkLink Program Year 2013 Financial Status

12INC01 - Incentive Grant

	Program Revenue					
	\$ 5,417					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
2013 AOP BIS Transportation	\$ 5,417	5,417	100%	5,417	100.00%	\$ -
Grant Period: 4/1/13-6/30/14						

WorkLink Program Year 2013 Financial Status

13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program Revenue					
	\$ 55,357					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe & Indirect (WIB)	\$ 2,624	-	0%	-	0.00%	\$ 2,624
Henkels & McCoy	52,733	52,733	100%	-	0.00%	52,733
Total In-House	\$ 55,357	\$ 52,733	95%	\$ -	0.00%	\$ 55,357
Grant Period: 8/8/13-6/30/15						

WorkLink Program Year 2013 Financial Status

13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Indirect Cost	\$ 4,029	-	0%	-	0.00%	\$ 4,029
Audit Fee	351	-	0%	-	0.00%	\$ 351
Profit	2,303	-	0%	-	0.00%	\$ 2,303
Instructional Training	29,250	-	0%	-	0.00%	\$ 29,250
OJT	16,800	-	0%	-	0.00%	\$ 16,800
Total In-House	\$ 52,733	\$ -	0%	\$ -	0.00%	\$ 52,733
Grant Period: 8/8/13-6/30/15						



Worklink Workforce Investment Board Grant #13A995H1&13D995H1

Budget vs. Actual Expenditures YTD

MOD#3 4/24/13	ADULT							DLW							TOTAL			
	Budget	July	August	Sept	Total Expenses	Balance	% Spent	Budget	July	August	Sept	Total Expenses	Balance	% Spent	Total Budget	ADULT&DLW	Total Balance	Total % Spent
	7/1-7/28	7/29-8/25	8/26-9/29					7/1-7/8	7/29-8/25	8/26-9/29						TO DATE		
Salary Total	301,390	22,653	22,987	30,891	76,531	224,859	25.39%	129,167	10,055	10,117	13,131	33,303	95,864	25.78%	430,557	109,834	320,723	25.51%
Fringe Benefit Total	148,348	8,790	8,772	11,279	28,841	119,507	19.44%	63,577	3,836	3,848	4,806	12,490	51,087	19.65%	211,925	41,331	170,594	19.50%
Subtotal	\$ 449,738	\$ 31,443	\$ 31,759	\$ 42,170	\$ 105,372	\$ 344,366	23.43%	\$ 192,744	\$ 13,891	\$ 13,965	\$ 17,937	\$ 45,793	\$ 146,951	23.76%	\$ 642,482	\$ 151,165	\$ 491,317	23.53%
Operating Costs																		
Staff Consumable Supplies	8,400	-	194	250	444	7,956	5.29%	3,600	-	83	107	190	3,410	5.28%	12,000	634	11,366	5.28%
Advertising	1,932	-	-	-	-	1,932	0.00%	828	-	-	-	-	828	0.00%	2,760	-	2,760	0.00%
Printing/Copies	8,400	178	210	194	582	7,818	6.93%	3,600	76	90	83	249	3,351	6.92%	12,000	831	11,169	6.93%
Communications	7,479	398	527	703	1,628	5,851	21.77%	3,205	168	224	298	690	2,515	21.53%	10,684	2,318	8,366	21.70%
Staff Travel	22,326	654	1,372	1,701	3,727	18,599	16.69%	9,568	326	599	705	1,630	7,938	17.04%	31,894	5,357	26,537	16.80%
Staff Training/Technical Services	3,360	-	-	-	-	3,360	0.00%	1,440	-	-	-	-	1,440	0.00%	4,800	-	4,800	0.00%
Staff Computer Leases	8,285	-	-	1,756	1,756	6,529	21.19%	3,551	-	-	781	781	2,770	21.99%	11,836	2,537	9,299	21.43%
Software License	4,410	-	4,410	-	4,410	-	100.00%	1,890	-	1,890	-	1,890	-	100.00%	6,300	6,300	-	100.00%
Postage	3,591	70	98	151	319	3,272	8.88%	1,539	30	41	65	136	1,403	8.84%	5,130	455	4,675	8.87%
Subtotal	\$ 68,183	\$ 1,300	\$ 6,811	\$ 4,755	\$ 12,866	\$ 55,317	18.87%	\$ 29,221	\$ 600	\$ 2,927	\$ 2,039	\$ 5,566	\$ 23,655	19.05%	\$ 97,404	\$ 18,432	\$ 78,972	18.92%
Training cost																		
Participant Supplies	12,600	30	294	14	338	12,262	2.68%	5,400	265	94	-	359	5,041	6.65%	18,000	697	17,303	3.87%
Instructional Supply Cost (part books)	19,950	778	202	311	1,291	18,659	6.47%	8,550	106	151	-	257	8,293	3.01%	28,500	1,548	26,952	5.43%
Credential Exam Fees	15,050	-	-	468	468	14,582	3.11%	6,450	70	455	-	525	5,925	8.14%	21,500	993	20,507	4.62%
Workkeys	7,350	59	467	35	561	6,789	7.63%	3,150	-	-	-	-	3,150	0.00%	10,500	561	9,939	5.34%
Tuition(Adult Ed Skill Upgrade&GED)	72,353	-	12,848	-	12,848	59,505	17.76%	31,009	-	5,506	-	5,506	25,503	17.76%	103,362	18,354	85,008	17.76% ***
Individualized Training																		
TCTC Pre Emp Workshops	24,500	-	-	-	-	24,500	0.00%	10,500	-	-	-	-	10,500	0.00%	35,000	-	35,000	0.00% *
Account/Voucher cost	143,140	2,670	28,170	270	31,110	112,030	21.73%	74,475	7,035	2,657	-	9,692	64,783	13.01%	217,615	40,802	176,813	18.75%
On the Job Training	72,000	-	5,692	-	5,692	66,308	7.91%	28,800	-	-	-	-	28,800	0.00%	100,800	5,692	95,108	5.65% **
Subtotal	\$ 366,943	\$ 3,537	\$ 47,673	\$ 1,098	\$ 52,308	\$ 314,635	14.26%	\$ 168,334	\$ 7,476	\$ 8,863	\$ -	\$ 16,339	\$ 151,995	9.71%	\$ 535,277	\$ 68,647	\$ 466,630	12.82%
Supportive Service Cost																		
Transportation	25,725	90	915	1,065	2,070	23,655	8.05%	11,025	185	330	400	915	10,110	8.30%	36,750	2,985	33,765	8.12%
Childcare	8,190	-	-	-	-	8,190	0.00%	3,510	-	-	-	-	3,510	0.00%	11,700	-	11,700	0.00%
Uniforms, Drug Screens etc	7,000	6	999	518	1,523	5,477	21.76%	3,000	-	283	637	920	2,080	30.67%	10,000	2,443	7,557	24.43%
Emergency Assistance	1,750	-	-	-	-	1,750	0.00%	750	-	-	-	-	750	0.00%	2,500	-	2,500	0.00%
Subtotal	\$ 42,665	\$ 96	\$ 1,914	\$ 1,583	\$ 3,593	\$ 39,072	8.42%	\$ 18,285	\$ 185	\$ 613	\$ 1,037	\$ 1,835	\$ 16,450	10.04%	\$ 60,950	\$ 5,428	\$ 55,522	8.91%
Training/Professional Service Fee/Pofit																		
Training Fee (Profit)	46,764	1,834	4,445	2,501	8,780	37,984	18.78%	20,042	1,086	1,293	1,030	3,409	16,633	17.01%	66,806	12,189	54,617	18.25%
Audit	7,120	-	-	-	-	7,120	0.00%	3,051	-	-	-	-	3,051	0.00%	10,171	-	10,171	0.00%
Indirect	81,837	3,209	7,779	4,377	15,365	66,472	18.78%	35,073	1,901	2,263	1,803	5,967	29,106	17.01%	116,910	21,332	95,578	18.25%
Subtotal	\$ 135,721	\$ 5,043	\$ 12,224	\$ 6,878	\$ 24,145	\$ 111,576	17.79%	\$ 58,166	\$ 2,987	\$ 3,556	\$ 2,833	\$ 9,376	\$ 48,790	16.12%	\$ 193,887	\$ 33,521	\$ 160,366	17.29%
TOTALS	\$ 1,063,250	\$ 41,419	\$ 100,381	\$ 56,484	\$ 198,284	\$ 864,966	18.65%	\$ 466,750	\$ 25,139	\$ 29,924	\$ 23,846	\$ 78,909	\$ 387,841	16.91%	\$ 1,530,000	\$ 277,193	\$ 1,252,807	18.12%

*Quarterly invoice of \$8,750 not received yet from TCTC.

***Need Pickens Invoice of \$7,486.50

**Employer has choice of being paid monthly, quarterly, or at the end of the contract.

