

**FINANCE COMMITTEE**  
**Meeting Minutes**  
**February 3, 2016 @ 3:30 pm**  
**SC Works Comprehensive Center, Clemson, SC**

**Members Present**

Ronnie Booth  
Mike Wallace

Stephanie Collins  
Michael Keith

David Collins

**Members Absent:**

**Providers:**

Karen Craven

Matt Fields

**Staff Present:**

Trent Acker  
Windy Graham

Patty Manley

Sharon Crite

**Guests:**

**I. Call To Order**

Mike Wallace called the meeting to order at 3:30pm 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 minutes of the 10/28/15 meeting were included and called for a review and approval.

**COMMITTEE ACTION: David Collins made a motion to approve the minutes from the 10/28/15 meeting as submitted, seconded by Michael Keith. Motion carried by unanimous vote.**

**III. PY'14 Incentive Funds/Review**

Mr. Acker referred to page 5 of the meeting packet reporting on the breakdown of the Incentive Funds received for PY'14 and provided a brief summary for how the State calculated the funds adding that page 7 shows the 92% goal was met for the Adult and Youth funding streams however, it fell short by .5% for Dislocated Worker. Mr. Acker reported WorkLink received a total of \$3,145.66 in Incentive Funds and is making a recommendation for Finance Committee consideration to earmark \$1,500 for Job Fair expenses and the balance of \$1,645.66 for internal technology needs for WorkLink staff due to aging laptops and expiring software licenses.

**COMMITTEE ACTION: Motion from Michael Keith to allocate \$1,500 of the PY'14 Incentive Funds to the March Job Fair and related activities and the remaining balance of \$1,645.66 for internal**

technology needs for WorkLink staff, seconded by Stephanie Collins. Motion passed by unanimous vote.

#### IV. PY'15 Budget Overview

##### I. WorkLink Grants

###### a) Adult, DW, Youth Overview

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

Matt Fields referred to page 8 which shows the Adult budget which is on track for spending at 48.7% and page 9 which shows the Dislocated Worker budget also on track at 47.4% expended. Mr. Fields continued on page 10, the Operator budget which is currently 48% spent out of a goal of 50%. Mr. Fields noted that page 11, which includes the formula tuition which has unobligated funds, approved ITA's (Individual Training Accounts) funds as well as de obligations, is actually a more accurate depiction of the financial status of the Adult/Dislocated Worker budget.

Karen Craven referred to page 12 which shows the Youth budget currently expended at 44.5% noting that Work Experience comprises 20% of the budget under WIOA regulations. Ms. Craven reported the Training line item in the Youth budget is spending on target.

###### b) Budget Modification

Mr. Acker referred to page 13, which is the In-House budget and reported that staff brings a recommendation to move some funds via line items as outlined below stating due to loss of two staff, there is an excess in salaries/fringes of \$87,081:

Unassigned Funds – carryover to PY'16	\$87,081
Decrease - Salaries, Fringe, & Indirect	(83,092)
Decrease - Payment from SCDEW for Facilities	(5,109)
Increase - Travel	820
Increase - Training	300

**COMMITTEE ACTION: Motion from Ronnie Booth to move funds as discussed and shown on page 13 of the meeting packet, 2nd by David Collins. Motion carried.**

Mr. Acker reported staff hopes to have an idea of what State allocations will be in March adding federal level funding was higher this year and we're waiting to see how the State will handle.

##### II. Henkels & McCoy

###### a) Budget Modification (discussion)

Mr. Acker reported at OneStop Ops meeting \$12,500 was approved to move from Training to Supportive Services however, there is unfortunately less available and hopes to address at the Board meeting on 2/17/16. Mr. Fields provided an explanation on why the available funds are less than \$12,500 stating scholarship grants worked to aid in funding training costs.

Following discussion, Committee members chose not to act on this item but leave to the Workforce Development Board to move on.

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

### **I. Rapid Response Incumbent Worker Training Grants**

The RRIWT Grant ended 12/30/15. Final reimbursement and report was submitted 01/12/16. Ulbrich Specialty Wire spent \$34,675 out of \$51,870. They did complete all 6 trainings while training 72 employees however, the final cost of training(s) were lower than the anticipated amounts.

### **II. 15IWT01 – Local Incumbent Worker Training Grant**

The PY'15 Local IWT grant in the amount of \$45,648 is included on the report on page 34 which shows the companies awarded funding and the amount each received. Trainings are just beginning with several employers: Tactical Medical Solutions; Imperial Die Casting & Allegro. Ms. Manley has been communicating via email and phone reminding them to move forward in getting their trainings scheduled so they'll have ample time to complete. The end date was set for employers at 6/30/16 which is earlier than the actual grant end date of 8/31/16.

### **III. Make It In America (MiiA) Grant**

Page 17 shows the status of the MiiA grant. The extension has been granted which is good news in that funds continue to be available for training.

### **IV. OJT**

Per the large spreadsheet included in the packet, Adult balance is \$1,286.49 and DW at \$4,560.00:

- Belton Metal – Adult funded ended successfully on 11/13/15
- Reliable Sprinkler had a successful completion on 1/4/16 which was DW funding
- Current Adult funding contracts with Reliable Sprinkler and MoreSun Custom Woodworking in Oconee County

## **VI. Other Business**

Dr. Booth reported Tri County Technical College has received \$5M in funding for scholarships and training in welding, construction, etc.

## **VIII. Adjournment**

With no further business to discuss, the meeting was adjourned at 3:41pm.

*Respectfully submitted by: Patty Manley, Office Manager*