



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
January 31, 2018
SC Works Clemson Comprehensive Center, Large Conference Room**

Members Present

David Collins Stephanie Collins Ray Farley Richard Blackwell

Members Absent:

Dr. Ronnie Booth

Staff Present:

Sharon Crite Jennifer Kelly Trent Acker

Guest Present:

Karen Craven Renee Alexander

CALL TO ORDER & INTRODUCTIONS

David Collins, committee member, called the meeting to order at 3:08pm in the absence of a permanent Finance Committee chair welcoming everyone in attendance and announcing a quorum was present to conduct the business of the Committee and reminding everyone the meeting was being recorded for the processing of minutes.

ELECTION OF CHAIR

ACTION TAKEN: David Collins made a motion to elect Stephanie Collins as Chair of the Finance Committee, seconded by Richard Blackwell. The motion carried unanimously.

APPROVAL OF 11-1-2017 MEETING MINUTES

Mr. Collins called for a review of the minutes and any corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: Ray Farley made a motion to approve the minutes as submitted, seconded by Richard Blackwell. The motion carried unanimously.

PY'17 BUDGET OVERVIEW

WorkLink Grants

Mr. Collins deferred to Eckerd Workforce Development Services staff for reporting.

Adult/DW, Rapid Response Overview

Ms. Renee Alexander, Regional Manager for Eckerd Workforce Development Services, referred to pages 6-10 providing the following budget updates:

- Page 6 shows expenditures for the Adult Program budget at 50.6% out of 50% goal through December 2017.
- The Dislocated Worker Program budget as shown on page 7 is currently 51.0% expended out of the goal of 50%.
- Page 8 shows the Operator Adult budget which is currently expended at 45.1%.
- The Operator DW budget on page 9 is currently 68.3% expended. Ms. Alexander stated that the budget is spending a little bit faster than anticipated; however, she does not anticipate any major changes at this time. Matt Fields with Eckerd is working on these budgets to determine whether or not a modification is needed.
- Continuing on page 10, Ms. Alexander stated the obligation chart shows Adult and Dislocated Worker WIOA Training with \$215,210.06 of funds that have been paid to Training Providers, and approximately \$70,000 which are pending payment. Expected expenditures for PY'17 are \$345,490.14 in approved ITAs.

Trent Acker, Executive Director for WorkLink, requested that Ms. Alexander describe the ITA issuance process for the benefit of new members. Ms. Alexander stated that Career Coaches issue a budget for each participant. A total of these obligations can be seen by fund stream in total on line "PY17 ITA's Approved." Adult is currently at \$312,016.76 and \$48,323.88 for Dislocated Workers. Once an ITA is issued, vendors can bill against the ITA. These bills are called vouchers. The report reflects both vouchers paid and unpaid. The current report reflects an over-obligation of \$3,973.13; however, Ms. Alexander stated that they have not overpaid the total line item. Eckerd staff anticipates total bills from vendors to come in less than the ITA obligation amount due to scholarships available in the community.

Youth Budget Overview

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 11 of the packet, stating the Youth budget is currently spent at 46.1% as a whole as of December 2017. Ms. Craven called attention to the Work Experience line item, which is 32.5% expended through December equating to 1870 hours of training. Ms. Craven noted that there is an additional \$2727.99 seen in the far right hand column is obligated to be paid. Thru last week January 26, a total of 2647 hours have been worked on Work Experience. The goal for the year is a total of

5,760 hours of work experience for youth participants. The goal is driven by a 20% requirement established under the WIOA law. Participants are required to go through seven soft skills classes, mock interview, and formal interview prior to placement on a Work Experience contract. Typically, participants are placed at thrift stores, manufacturing, and non-profits.

Youth RFP Budget

Mr. Acker referenced page 12 of the Youth packet. Mr. Acker explained that the Youth RFP will be released this Spring, and in order to do so, the Finance Committee must decide how much funding to attach to the RFP. Brandi Runion, Finance contractor, has provided a copy of the requested/proposed amount and the formula that was used to arrive at this request. The proposed amount of \$600,000 was used in the last RFP as well. The total grant award may be different than the RFP and will be based on contract negotiations with the provider.

ACTION TAKEN: Stephanie Collins made a motion to approve \$600,000 be used in the 2018 Youth Request for Proposals, seconded by Richard Blackwell. The motion carried unanimously.

In House Budget

Mr. Acker presented the in-house budget on page 13. Mr. Acker pointed out several items for the committee, stating that all other items were spending normally. The high percentage spent on Contractual is for Brandi Runion, finance contractor. Mr. Acker stated this was due to time spent during Christmas break and on the RFP. He anticipates being able to cover any overages within the in-house budget if necessary. The unemployment insurance line may or may not be expended, but what is reflected will be the most that can be paid out. In regards to travel, Meredith Durham will be attending SETA in Memphis, TN in the Spring.

Mr. Acker referred the committee to page 14. The goal for WorkLink is to meet the 70% fund utilization rate by June 30, and the 80% obligation rate by June 30. The percentages in December for Adult and Dislocated Worker are slightly off because staff was waiting on the Adult to DW transfer to go through the DEW approval process. Once this is in place, the percentages will correct themselves. Youth is slightly ahead. Mr. Acker also noted that PY 2018 funds will require that 30% of expenditures from the Adult/DW program are spent on participants, including supportive services, OJT, classroom training, and books.

ONGOING GRANTS

PY'16 IWT (16IWT01)

Mr. Acker referred to page 15 and 16 which shows the FSR-S form we report to DEW. This form was submitted for committee education. The total amount available for the first round of PY16 IWT funding was \$83,432 of which \$82,706 was spent by local companies. The remaining \$726 was returned to DEW.

PY'16 IWT - Round 2

Mr. Acker reported out that WorkLink received approximately \$250,000 in additional IWT funds. The breakdown of which companies and their expenditures can be seen on page 17. The Grant for this round will close on April 30 so there is still time for companies to finish their trainings and submit requests for reimbursement.

Also listed on page 17 are the two open Rapid Response IWT grants. Imperial Die Casting is closing out with a remaining balance of \$8,895. Siemag, a supplier of small machine parts to GE, is still open with a remaining balance of \$22,540. An additional company, Ideal Steel has just been approved, but there have been no expenditures at this time. Mr. Acker explained that the economic developers on the Board make up an ad hoc IWT committee to approve local IWT grants; however, for Rapid Response IWT requests –handled primarily by DEW- the economic developer in the county in which the company is located reviews for fit, reasonable, and training costs.

PY'17 IWT

Mr. Acker reported that WorkLink received approximately \$42,400 in PY17 IWT funds. The companies that have been approved along with their trainings can be seen on page 18. All companies that were funded were located in Anderson County. Mr. Acker proposed that this was due to the funds available last year and the new rule now in place that says a company cannot apply for IWT funding if they have an open ReadySC project. Mr. Acker anticipates that this new rule may not last as it has hurt many companies across the State. DEW will make the final decision.

Make It In America (MiiA) Grant

Mr. Acker stated that this grant has been closed out, but staff is still waiting on confirmation from DOL.

Transportation Grant

Mr. Acker provided a status update on the Electric City Transit grant listed on page 19. He noted that ridership is averaging around 43% which is less than the goal of 60%. Staff will verify that the Gold route serving Masters Blvd is included in the count along with the purple route serving

Belton-Honea Path. Mr. Acker stated that the ridership may be on target, but as the first grant of its kind, it was hard to determine what the goal should be. 60% seemed reasonable.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 20. The PY'17 report shows one contract with Belton Metal. Mr. Acker stated that Meredith Durham has been doing a good job of reaching out to companies to discuss OJT. However, OJT has not been accepted by companies as hoped in past years. Mr. Acker stated that several companies have approached WorkLink about details and hopes to have new contracts soon.

Incentive Grant

Mr. Acker provided a copy of the final Incentive Grant Financial Status Report given to DEW. He stated that they fully obligated the \$10,000 given to WorkLink for business services. Staff was able to purchase some table clothes, a portable booth display, and two surface tablets to use in employer outreach. The remainder of the amount \$382 was sent back to DEW after bills came in less than what was anticipated.

Other Business

Chair Collins called for other business. Mr. Acker referred the committee to the Committee schedule on page 23. He stated that April 4 is during Spring Break and asked the committee if they would like to move this date. The committee agreed April 4 would be fine to remain where it is. Mr. Acker also proposed moving an erroneous date in August to August 29. The committee requested the meeting be scheduled for August 28 as the 29th conflicted with an Upstate Alliance meeting that most committee members would be attending.

ACTION TAKEN: Richard Blackwell made a motion to move the Finance committee in August to Tuesday, August 28 at 3pm at the Clemson SC Works Center, seconded by David Collins. The motion carried unanimously.

ADJOURNMENT

With no other business, meeting adjourned at 3:45pm.

Respectfully submitted by: Meredith Durham