



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
September 4, 2018
SC Works Clemson Comprehensive Center, Large Conference Room**

Members Present

Dr. Ronnie Booth Stephanie Collins Mike Wallace

Members Absent:

David Collins

Staff Present:

Sharon Crite Jennifer Kelly Trent Acker Meredith Durham
Windy Graham

Guest Present:

Karen Hamrick Renee Alexander

CALL TO ORDER & INTRODUCTIONS

Ms. Stephanie Collins called the meeting to order at 3:07 pm, welcoming everyone in attendance and announcing a quorum was present to conduct the business of the Committee. Ms. Collins reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF 5-30-2018 MEETING MINUTES

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

ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes as submitted, seconded by Mike Wallace. The motion carried unanimously.

PY'17 BUDGET OVERVIEW

WorkLink Grants

Ms. Collins referred 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 6-9 providing the following budget updates for PY'17:

- Page 6 shows expenditures for the Adult Operator budget at 93.1% through June 2018.
- The Dislocated Worker Operator budget as shown on page 7 was 98.3% expended through June 2018.
- Page 8 shows the Adult Program budget which was expended at 97.9%.
- The DW Program budget on page 9 was expended at 83.0%.

Youth Budget Overview

Ms. Renee Alexander referred to page 10, which shows the Youth budget was 94.8% expended through June 2018. Ms. Alexander called attention to the Work Experience line item, which was 107.2% expended.

In House Budget

Mr. Acker presented the final PY '17 in-house budget through June 2018. Mr. Acker pointed out several items for the committee. The Salaries, Fringe, and Indirect line item overage is in part caused by a pay period peculiarity and health insurance variations, but is in the process of being reviewed for other causes. The SC Works Center costs were under budget due to repair items and other contingencies not being expended. The Contractual and Outside Services line item was another small overage that will be reviewed for the PY'18 Budget. The car repair and travel overages were due to expenditures that were not anticipated.

PY'18 BUDGET OVERVIEW

Adult, DW, Operator PY '18 Budget(s)

Ms. Alexander referred to the Letter of Intent on page 11, which specifies the amounts of the Adult/DW grants for PY'18. The Adult/DW budget for PY'18 is \$740,000 and the Operator PY'18 budget is \$85,000. Ms. Alexander referred to page 13, which shows the Grant Budget Summary. The Cost and Price Analysis Worksheets were provided on pages 14-15. Ms. Alexander highlighted that Eckerd is planning for \$329,133 to be used in direct participant training costs and \$9,491 in supportive services costs. The Client Flow Projections was listed on page 16, showing that Eckerd plans to enroll 230 new participants and serve participants from carryover, totaling 571 participants. A Budget Flow Projections sheet was provided on page 17. Ms. Alexander stated that pages 18-19 show a comparison from the PY17 Budget Modification #2, which totaled \$880,000.

Ms. Alexander referred to page 20 for the Operator budget piece. The Operator budget was \$85,000 for PY '17 and will remain at \$85,000 for PY '18. The Cost and Price Analysis Worksheets and Budget Flow Projections were also provided for reference.

Ms. Renee Alexander, Regional Manager for Eckerd Workforce Development Services, referred to pages 26-30 providing the following budget updates for PY'18:

- Page 26 shows expenditures for the Adult Operator budget at 7.5% through July 2018.
- The Dislocated Worker Operator budget as shown on page 27 was 7.5% expended through July 2018.
- Page 28 shows the Adult Program budget which was expended at 8.6% through July 2018.
- The DW Program budget on page 29 was expended at 5.7% through July 2018.
- The Rapid Response budget listed on page 30 was expended at 0.4% through July 2018.

Youth Budget Overview

Ms. Renee Alexander referred to page 31, which shows the Youth budget was 6.6% expended through July 2018.

In House Budget

Mr. Acker presented the PY'18 in-house budget to the committee. Mr. Acker stated that the main recommendation for the PY'18 budget is to increase the Contractual and Outside Services line item to \$7,000, based on average expenditures from the PY'17 budget. The building lease increased, but the DSS partner share will provide relief for the increase in cost. No undue charges are anticipated.

ACTION TAKEN: Mike Wallace made a motion to approve the PY'18 In-House Budget as presented, seconded by Dr. Ronnie Booth. The motion carried unanimously.

ONGOING GRANTS

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 32. The final amount expended was \$210, 605. Due to rescheduled trainings and HR staff changes, some funds will be sent back to DEW.

Also listed on page 32 are the Rapid Response IWT grants. Imperial Die Casting closed with a remaining balance of \$8,895. Siemag is pending one charge with a current balance of \$8,203.

An additional company, Ideal Steel has been granted an extension and their remaining balance is \$4,314. Patriot Automation has no expenditures at this time.

PY'17 IWT

Mr. Acker reported that WorkLink received approximately \$150,000 in PY17 IWT funds. The companies that have been approved along with their trainings can be seen on page 33. So far, \$8,866.10 has been expended.

PY'18 IWT funds will be released in the upcoming month. The PY'18 IWT grant will have a longer grant period of 18 months, and the ReadySC restriction is no longer in place.

Transportation Grant

Mr. Acker provided a status update on the Electric City Transit grant listed on page 34. He noted that ridership is averaging around 44% of the 60% goal. The Transportation Grant ends on 12/31/2018.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 35. Meredith Durham has been in contact with several companies regarding OJT. There are currently 5 OJT contracts for PY '17 with J. Davis Construction, Advanced Machining, and Michelin through the Michelin Manufacturing Scholars program.

Technology Grant

The State Workforce Board authorized a technology grant to local areas. Each area was given the opportunity to apply for up to \$100,000 for enhancing technology in SC Works Centers. Some items that WorkLink is requesting are touch screen desktops for the resource room, assorted printers, SmartBoards, and other items that will ensure the centers are ADA compliant. The list of items requested for the WorkLink area will be submitted on September 7th, 2018.

ADJOURNMENT

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

Respectfully submitted by: Meredith Durham