



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
October 30, 2018**

SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

David Collins Mike Wallace

Members Absent:

Ronnie Booth Stephanie Collins

Staff Present:

Sharon Crite Trent Acker Meredith Durham Windy Graham

Guest Present:

Karen Craven Renee Alexander Kal Kunkel Karen Hamrick

CALL TO ORDER & INTRODUCTIONS

Mr. Mike Wallace called the meeting to order at 3:00 pm, welcoming everyone in attendance and announcing a quorum was present to conduct the business of the Committee. Mr. Wallace reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF 9-4-2018 MEETING MINUTES

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

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

PY'18 BUDGET OVERVIEW

WorkLink Grants

Mr. Wallace referred to Eckerd Workforce Development Services staff for reporting.

Adult/DW, Operator

Ms. Renee Alexander, Regional Manager for Eckerd Workforce Development Services, referred to pages 5-10 providing the following budget updates:

- Page 5 shows expenditures for the Adult Program budget at 24.7%% out of 25% goal through September 2018.
- The Dislocated Worker Program budget as shown on page 6 is currently 27.6% expended out of the goal of 25%.
- Continuing on page 7, Ms. Alexander stated the obligation chart shows Adult and Dislocated Worker WIOA Training with \$96,369.26 of funds that have been paid to Training Providers, and approximately \$136,021.14 which are pending payment. Expected expenditures for PY'17 are \$226,828.00 in approved ITAs.
- Page 8 shows the Rapid Response Budget which is currently expended at 9.3%. No training dollars are expended from the Rapid Response budget.
- Page 9 shows the Operator Adult budget which is currently expended at 22.5%.
- The Operator DW budget on page 10 is also currently 9.3% expended.

Adult, DW, Operator Mod. 1

Mr. Kal Kunkel referred to page 11 for the Adult/DW Contract Budget Modification #1. Eckerd is requesting an additional \$102,000 from available carry-over funds and to transfer Formula Dislocated Worker funds to Adult to increase Training and Supportive Services for Adult participants. WorkLink is also requesting Rapid Response funds from SC DEW to serve dislocated workers. Mr. Kunkel stated that there was a decrease in staff costs, due to those costs transitioning to Rapid Response for the remaining 9 months. Mr. Kunkel referred to page 13 and stated that there will be an increase in operating costs for staff travel and staff development training. Mr. Kunkel stated that there will be an additional \$122,822 added to the Training line item. Page 17 shows the participant flow. A total of 514 Adults and 67 Dislocated Worker participants are planned to be served.

Rapid Response Funding Request

Mr. Kunkel referred to page 19 to review the Rapid Response funding request. Eckerd is requesting \$94,000 of Rapid Response funding to serve Dislocated Workers in the WorkLink region that will allow the transfer of Formula Dislocated Worker funds to Adult to increase Training and Supportive Services for Adult participants. Mr. Kunkel referred to page 21, which shows the Grant Budget Summary. Page 22 shows a further breakdown through the Cost and Price Analysis Worksheet.

ACTION TAKEN: David Collins made a motion to approve the Adult, DW, Operator Modification #1 and Rapid Response funding request as presented, seconded by Mike Wallace. The motion carried unanimously.

Youth Budget Overview

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 25 of the packet, stating the Youth budget is currently spent at 19.3% as a whole as of September 2018. Ms. Craven called attention to the Work Experience line item, which is 19% expended through September 2018.

Youth Modification #1

Mr. Kal Kunkel referred to page 33 which shows WorkLink PYC Budget Comparison. Mr. Kunkel explained that 2 staff members have resigned and only one of those positions will be backfilled, resulting in a staff salaries decrease of \$27,200.12 and fringe benefits decrease of \$7,653.41. The position has been filled. There is no change in the total contract value.

ACTION TAKEN: David Collins made a motion to approve the Youth Modification #1 as presented, seconded by Mike Wallace. The motion carried unanimously.

In House Budget

Mr. Acker presented the in-house budget on page 35. Mr. Acker pointed out several items for the committee, stating that all other items were spending normally. Mr. Acker noted that a couple of items aren't captured because they are paid on a monthly basis.

ONGOING GRANTS

PY17, PY18, Rapid Response IWT Grants

Mr. Acker reported that several companies have pending expenditures for PY17. The training period ends on October 31, 2018. There is one ongoing Rapid Response IWT grant with Patriot Automation. Siemag and Ideal Steel were recently closed out. Mr. Acker stated that WorkLink was awarded approximately \$217,000 for PY'18 IWT and \$21,000 will be used for staff time. The grant period will run through April 2020.

Transportation Grant

Mr. Acker provided a status update on the Electric City Transit grant listed on page 39. He noted that ridership is averaging around 43%.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 40. There are currently 5 OJT contracts for PY '17. Two contracts are pending payment. Any leads from the committee are appreciated.

Technology Grant

Mr. Acker stated that WorkLink was awarded the full requested amount of \$122,000 for the Technology Grant. Staff members are working to purchase items requested.

Other Business

Mr. Wallace called for other business.

ADJOURNMENT

With no other business, meeting adjourned at 3:31 p.m.

Respectfully submitted by: Meredith Durham