



**WORKFORCE DEVELOPMENT BOARD  
Finance Committee Meeting Minutes  
January 31, 2019  
SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Stephanie Collins      Mike Wallace      Grayson Kelly

**Members Absent:**

David Collins

**Staff Present:**

Sharon Crite      Trent Acker      Jennifer Kelly      Windy Graham

**Guest Present:**

Karen Craven      Renee Alexander      Kal Kunkel

**CALL TO ORDER & INTRODUCTIONS**

Ms. Stephanie Collins called the meeting to order at 3:05 pm.

**ACTION TAKEN: Mike Wallace made a motion to add Grayson Kelly as an ad-hoc Finance Committee member, seconded by Stephanie Collins. The motion carried unanimously.**

Ms. Collins welcomed everyone in attendance and announced 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 10-30-2018 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: Mike Wallace made a motion to approve the minutes as submitted, seconded by Grayson Kelly. The motion carried unanimously.**

## **PY'18 BUDGET OVERVIEW**

### **WorkLink Grants**

Ms. Collins 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 39.3% out of 50% goal through December 2018.
- The Dislocated Worker Program budget as shown on page 6 is currently 62.7% expended out of the goal of 50%.
- Page 7 shows the Operator Adult budget which is currently expended at 42.9%.
- The Operator DW budget listed on page 8 is currently 43.4% expended.
- Page 9 shows the PY17 Rapid Response budget, which is 26.2% expended. No training dollars are expended from the Rapid Response budget.
- The PY18 Rapid Response budget is listed on page 10 and is currently 5.6% expended.
- Continuing on page 11, Ms. Alexander stated the obligation chart shows Adult and Dislocated Worker WIOA Training, with \$145,145.30 of WIOA Adult funds that have been paid to Training Providers, and approximately \$43,696.22 is pending payment. For the WIOA Dislocated Worker budget, \$14,147.83 has been paid to training providers, and \$1,156.25 is pending payment.

### **Adult, DW, Operator Mod. 2**

Mr. Kal Kunkel referred to page 12 for the Adult/DW Contract Budget Modification #2. Eckerd is requesting a budget modification to move funds from Adult back to Dislocated Worker because of changes received from SC DEW on the Rapid Response Grant. Most of the changes are to move staff salaries and fringe benefits that SC DEW would not allow in the Rapid Response Grant budget back to the Formula Dislocated Worker budget. There is no overall change to the total contract budget approved in Modification 1 of \$842,000.

**ACTION TAKEN: Mike Wallace made a motion to approve the Adult, Dislocated Worker Contract Budget Modification #2 as presented, seconded by Grayson Kelly. The motion carried unanimously.**

### **Youth**

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 20 of the packet, stating the Youth budget is currently spent at 40.6% as a whole as of December 2018.

Ms. Craven called attention to the Work Experience line item, which is 24.9% expended through December 2018. Ms. Craven pointed to line item 6530, which is the occupational skills training line item, and pointed that through December 2018, 8 youth have gone through various advanced trainings. One has completed the iBest Manufacturing program, one has completed Medical Billing and Coding, and six students chose to enter post-secondary.

### **In House Budget**

Mr. Acker presented the PY'18 in-house budget. Mr. Acker pointed out 2 pending transfers from the Dislocated Worker to Adult budget. Mr. Acker noted that there are less facility costs due to an increase in partners located in the Clemson center, an increase in the accounting service line, and meeting expense/outreach increase. Mr. Acker reminded committee members that undesignated funds will most likely be carried forward into the next year.

### **ONGOING GRANTS**

#### **PY17, PY18, Rapid Response IWT Grants**

Mr. Acker reported that 9 companies have been awarded approximately \$198,000 in funds for the PY18 IWT grant. The grant period will run through April 2020. There is one ongoing Rapid Response IWT grant with Patriot Automation that will close January 31, 2019. Siemag and Ideal Steel were recently closed out.

#### **Transportation Grant**

Mr. Acker provided a status update on the Electric City Transit grant listed on page 23. He noted that ridership is averaging around 43%. The grant is 99% spent as of December 2018.

#### **On-the-Job Training**

Mr. Acker referred the committee to the On-the-Job Training report on page 24. There are currently 5 OJT contracts for PY '17. 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.

### **ADJOURNMENT**

With no other business, meeting adjourned at 3:43 p.m.

*Respectfully submitted by: Meredith Durham*