



**WORKFORCE DEVELOPMENT BOARD  
Finance Committee Meeting Minutes  
May 29, 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 3:03 pm.

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 1-31-2019 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: Grayson Kelly made a motion to approve the minutes as submitted, seconded by Mike Wallace. The motion carried unanimously.**

**PY'18 BUDGET OVERVIEW**

**PY 2019 Local Allocations**

Mr. Trent Acker shared the local obligations for PY 2019. WorkLink has been awarded approximately \$52,000 less than last year for the Adult funding stream; however, the

Dislocated Worker funding stream was awarded a \$151,000 increase, making for a net increase of approximately \$100,000. WorkLink Youth funding was awarded approximately \$32,000.

### **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 4-19 providing the following budget updates:

- Page 4 shows expenditures for the Adult Program budget at 71.5% out of 83.3% goal through April 2019.
- The Dislocated Worker Program budget as shown on page 5 is currently 52.9% expended out of the goal of 83.3%.
- Page 6 shows the PY17 Rapid Response budget, which is 52.9% expended. No training dollars are expended from the Rapid Response budget. This grant will be closed out. The staff person will be transferring to the PY18 Rapid Response Grant.
- The PY18 Rapid Response budget is listed on page 7 and is currently 23.9% expended.
- Page 8 shows the Operator Adult budget which is currently expended at 75.7%.
- The Operator DW budget listed on page 9 is currently 78.5% expended.
- Continuing on page 10, Ms. Alexander stated the obligation chart shows Adult and Dislocated Worker WIOA Training, with \$246,176.56 of WIOA Adult funds that have been paid to Training Providers, and approximately \$48,240.58 is pending payment. There is \$85,994.22 available in the Adult fund stream for training. For the WIOA Dislocated Worker budget, \$19,372.83 has been paid to training providers, and \$7,993.11 is pending payment.

### **PY 2019 Adult, DW, Operator Budgets**

Mr. Kal Kunkel discussed the PY2019 budgets with the committee members. Mr. Kunkel provided the WorkLink Budget Comparison on page 11 in the packet. Page 12 showed an increase in fringe benefits and operating costs. The biggest decrease in the budgets is in the training category, listed on page 13. Supportive services and indirect costs changes were also listed on page 13. WorkLink may receive additional Rapid Response funding and additional funds from another local area, which could affect the PY2019 budgets.

Mr. Kunkel pointed to page 14 for the WorkLink One-Stop Operator Budget Comparison. There was an increase in staff costs and indirect costs, and a decrease in operating costs in both options A and B.

## **Youth**

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 15 of the packet, stating the Youth budget is currently spent at 75% as a whole as of April 2019. Ms. Craven called attention to the Work Experience line item, which is 65.9% expended through April 2019. Ms. Craven pointed to line item 6530, which is the occupational skills training line item, and pointed that through March 2019, 20 youth have gone through various advanced trainings.

### **PY 2019 Youth Budget**

Mr. Kunkel referred to pages 16-17 for the WorkLink Youth Budget Comparison. The Youth Budget Negotiations Committee recommends Option A. There is an increase in staff costs, fringe benefits, and indirect costs. There is a decrease in operating costs.

**ACTION TAKEN: Mike Wallace made a motion to approve Option A of the proposed 2019 WorkLink Youth budget as recommended by the Youth Budget Negotiations Committee, seconded by Grayson Kelly. The motion carried unanimously.**

### **In House Budget**

Mr. Acker presented the PY'18 in-house budget through April 2019. Mr. Acker pointed out that training and insurance line items are slightly over, but there will be no further expenditures. Mr. Acker noted the funds that are anticipated to carryover in to PY2019. Through April, WorkLink is in line to meet the fund utilization rate goal of 70%. The current participant cost rate is 36.1% for Adult, DW, and Rapid Response funds.

### **ONGOING GRANTS**

#### **PY18 and Rapid Response IWT Grants**

Mr. Acker reported that 9 companies have been awarded approximately \$178,000 in funds for the PY18 IWT grant. The grant period will run through April 2020. Approximately \$23,000 has been expended. There has been additional IWT funding awarded to WorkLink that will be distributed by the end of June. Patriot Automation's Rapid Response IWT grant ended on January 2019. Lakeside Steel and Machine's Rapid Response IWT grant is ongoing.

#### **Transportation Grant**

Mr. Acker provided a status update on the Electric City Transit grant listed on page 20. There has been a date extension for the routes through the end of the end of the year. The hours will be expanded as well. He noted that ridership is averaging around 46%.

**On-the-Job Training**

Mr. Acker referred the committee to the On-the-Job Training report on page 21. There are currently 8 OJT contracts for PY '18. There is one dislocated worker OJT contract that may be charged against the Rapid Response grant.

**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. Approximately \$21,000 is left to be expended with the grant. All funds are anticipated to be expended.

**ADJOURNMENT**

With no other business, meeting adjourned at 3:55 p.m.

*Respectfully submitted by: Meredith Durham*