



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
October 29, 2019**

SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

David Collins Mike Wallace Grayson Kelly Stephanie Collins

Members Absent:

Staff Present:

Sharon Crite Trent Acker Jennifer Kelly Windy Graham
Meredith Durham

Guest Present:

Karen Craven Kal Kunkel Karen Hamrick

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 9-12-19 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: David Collins made a motion to approve the minutes as submitted, seconded by Mike Wallace. The motion carried unanimously.

PY'19 BUDGET OVERVIEW

Ms. Collins referred to Eckerd Workforce Development Services staff for reporting.

Adult/DW Program Modification 1

Mr. Kunkel stated that Eckerd is requesting carry-over funds for a budget modification to provide additional training and supportive services to program participants. The overall increase to the Adult budget is \$102,800 and to Dislocated Worker \$15,200 for a total increase of \$118,000. Mr. Kunkel stated the following:

- Staff Salaries and Fringe will decrease overall by \$5,168.82, and those funds were moved to Training and Support Services.
- Increase in Operating Costs by \$385.08
- Increase in Training Costs by \$83,779.98 to support participant training needs
- Increase in Supportive Services by \$42,000. Any costs that are not tuition will be charged as a supportive service cost. The revised Supportive Services policy will come to the Board next week.
- Increase to Indirect Costs and General Liability Insurance by \$3.74.

Mr. Kunkel reviewed the subsequent budget forms. The contract will not be executed until funds from Department of Labor are received. The budget will be effective October 1, 2019.

ACTION TAKEN: Mike Wallace made a motion to conditionally approve the proposed Adult/DW Budget Modification 1 as presented, seconded by David Collins. The motion carried unanimously.

Youth Modification 1

Mr. Kunkel directed the committee members to page 15, which showed the WorkLink Youth Budget Comparison. Mr. Kunkel stated that there were no changes to Staff and Fringe Salaries and Operating Costs. There was a reduction in Work Experience Stipends and Tuition Costs. ITA's and Participant Graduation Fees will increase. After the shifts in the budget, the sub total is still \$600,000, indicating no net change.

ACTION TAKEN: Grayson Kelly made a motion to approve the proposed Youth Modification 1 as presented, seconded by Mike Wallace. The motion carried unanimously.

Adult/DW, Operator

Ms. Karen Hamrick referred to pages 18-24 providing the following budget updates through September 2019:

- Page 18 shows expenditures for the Adult Operator budget expended at 22.5%.
- The Dislocated Worker Operator budget as shown on page 19 is 27.9% expended.
- Page 20 shows the Adult Program budget which expended at 27.9%.

- The DW Program budget listed on page 21 is 12.8% expended.
- The Rapid Response budget, which ended September 2019, listed on page 22 was 53.5% expended.
- Page 23 shows ITA obligations. The Adult budget ITA's approved is \$190,872.54. The Dislocated Worker ITA's approved is \$31,535.00.

Youth

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 24 of the packet, stating the Youth budget was 19.8% expended as of September 2019. Ms. Craven called attention to the Work Experience line item and stated 664 hours have been provided through the end of September. Nine participants have entered advanced training since July 1st, 4 have entered occupational skills training and 5 participants have entered post-secondary education for the fall semester.

In House Budget

Mr. Acker presented the PY'19 in-house budget. Mr. Acker noted on page 25 that the Salary, Fringe, and Indirect line item is spending as anticipated. Mr. Acker stated that the Council of Governments is changing financial management software, so WorkLink will not be able to pay out any items for approximately 10 days. Regarding facility costs, DSS has a contract that has been terminated and will in turn move 3 DSS staff out of the Clemson SC Works Center. DSS pays \$6,000-\$6,500 per quarter, which will now be split principally between WorkLink and DEW. Mr. Acker noted that the undesignated funds from Adult and DW budgets do not include the \$118,000 that will be allocated if Modification 1 is approved at the Board meeting. The transfer of \$250,000 will not be officially approved until WorkLink is able to receive the money to transfer.

ONGOING GRANTS

PY18, Rapid Response IWT Grants

Mr. Acker directed committee members to page 26, and noted that Michelin and Allegro have expended all of their funds for 18IWT01. Mr. Acker noted that 10% of IWT grants can be attributed to staff time. Ms. Windy Graham enters IWT participant data into SC Works Online System. On page 27, Mr. Acker noted that 18IWT01-02 expenditures are beginning to be processed. The IWT grants are now 18 month periods, instead of 12 months. Page 28 showed that Lakeside Machine and Steel's Rapid Response IWT grant is closed, pending 1 invoice.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report on page 29. There are currently 3 OJT contracts for PY '19. Patriot Automation and MTS Office Machines are ongoing contracts. MST Concrete's OJT contract was unsuccessful.

Outreach Grant

Mr. Acker stated there are no expenditures to report at this time. WorkLink has until April to expend the funds.

ADJOURNMENT

With no other business, meeting adjourned at 3:32 p.m.

Respectfully submitted by: Meredith Durham