



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
May 28, 2020
SC Works Clemson Comprehensive Center/ Zoom Conference Call**

Members Present

David Collins Grayson Kelly Stephanie Collins

Members Absent:

Mike Wallace

Staff Present:

Sharon Crite Trent Acker Jennifer Kelly Windy Graham
Meredith Durham

Guest Present:

Karen Craven Renee Alexander Kal Kunkel Matt Fields

CALL TO ORDER & INTRODUCTIONS

Ms. Stephanie Collins called the meeting to order at 3:02 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 10-29-2019 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: David Collins made a motion to approve the minutes as submitted, seconded by Grayson Kelly. The motion carried unanimously.

PY'19 BUDGET OVERVIEW

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

Adult/DW, Operator

Ms. Renee Alexander provided the following budget updates through April 2020:

- Page 5 shows expenditures for the Adult Program budget expended at 71.9%.
- The Dislocated Worker Program budget as shown on page 6 is 59% expended.
- Page 7 shows the Budget Dispersement Report, which is a reflection of budgets related to participant costs. Ms. Alexander reviewed the ITA obligations. The Adult budget ITA's net approved is \$343,930.90. The Dislocated Worker ITA's net approved is \$43,797.00.
- Page 8 shows the Adult Operator budget. Mr. Matt Fields noted there is a formula error in the Operator budget, so it is still spending on target.
- The DW Operator budget listed on page 9 is 56.8% expended.

Youth

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 10 of the packet, stating the Youth budget was 73.7% expended as of April 2020. Ms. Craven called attention to the Work Experience line item and stated 9 out of 10 students lost work experience sites due to COVID-19, and 3 students have just started at work sites and a new student beginning, so a total of 5 students will be in placement at work sites carrying over into PY20.

In House Budget

Mr. Acker presented the PY'19 in-house budget. Mr. Acker noted on page 12 that the Salary, Fringe, and Indirect line item is spending as anticipated. Mr. Acker stated that there is an internal insurance overage, and a website costs overage. There is no concern in the total budget being overspent.

PY'20 BUDGET PROPOSALS

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

Adult/DW Program

Ms. Renee Alexander stated that the proposed Adult/DW Program budget is \$842,000, of which 80% will be distributed to Adult funding and 20% to Dislocated Worker. Ms. Alexander reviewed the total budget amounts for each category on the Budget Summary Sheet, located on page 12 in the meeting packet. Ms. Alexander pointed to the Budget Comparison and noted the increase in Staff Salaries is due to staff time for fiscal team, and there are also 8 extra work hours in PY20. Operating costs, training costs, and supportive services costs will all be reduced in the proposed budget. Ms. Alexander stated that notes are listed on the Budget Comparison detailing the changes in the proposed budget. Eckerd plans to serve 155 participants in PY2020. The total budget amount before adding indirect and general liability costs totals \$781,872.28.

Ms. Alexander stated the Indirect (6.5%) and General Liability (6%) costs bring the budget to the total of \$842,000. The budget Ms. Alexander presented reflects the changes that the OneStop Operations Committee requested.

ACTION TAKEN: Grayson Kelly made a motion to approve the PY2020 Adult/DW Program Budget as presented, seconded by David Collins. The motion carried unanimously.

Operator

Mr. Matt Fields presented the proposed PY20 OneStop Operator budget. Mr. Fields pointed to the Budget Comparison sheet and noted that there was a small change to staff salaries and there is a decrease in indirect costs. The Operator budget has not been modified since PY19 and the total remains \$95,000, which mostly covers the OneStop Operator position, oversight, and fiscal.

ACTION TAKEN: David Collins made a motion to approve the PY2020 OneStop Operator Budget as presented, seconded by Grayson Kelly. The motion carried unanimously.

Youth

Ms. Renee Alexander stated that the proposed PY20 Youth budget total remains the same as PY19 at \$600,000. The number of participants to be served also remains at 156, including new and carryover. There is a decrease in Staff Salaries and Fringe due to a reduction of fiscal staff time, and one additional staff member will not need Eckerd health insurance. Ms. Alexander stated that Operating costs will increase, due to a plan to purchase new computers for staff. Supportive Services costs cover incentives for youth participants, planned childcare and transportation, and emergency assistance as needed. The indirect rate is 14.77%, and the total for General Liability is \$3,600.

ACTION TAKEN: Grayson Kelly made a motion to approve the PY2020 Youth Budget as presented, seconded by David Collins. The motion carried unanimously.

ONGOING GRANTS

PY18, Rapid Response IWT Grants

Mr. Acker directed committee members to the IWT reports in the packet. Approximately \$130,000 has been expended so far in 18IWT01. There is a possibility of a date extension for both 18IWT01 and 18IWT01-02.

On-the-Job Training

Mr. Acker referred the committee to the On-the-Job Training report in the packet. There are currently 3 OJT contracts for PY '19. Patriot Automation and MTS Office Machines have closed as successful contracts. MST Concrete's OJT contract was unsuccessful. Approximately \$11,000 has been expended for OJT.

Outreach Grant

Mr. Acker stated that the outreach grant ended in April and expended as anticipated.

ADJOURNMENT

Mr. Acker noted the Clemson and Anderson SC Works centers have opened with additional PPE and social distancing requirements.

With no other business, meeting adjourned at 3:40 p.m.

Respectfully submitted by: Meredith Durham