



WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
October 29, 2020
SC Works Clemson Comprehensive Center/ Zoom Conference Call

Members Present

Danny Brothers	David Collins	Mike Wallace	Stephanie Collins
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Members Absent:

Danny Brothers	Grayson Kelly
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Staff Present:

Trent Acker	Jennifer Kelly	Windy Graham	Meredith Durham
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Guest Present:

Karen Craven	Karen Hamrick	Renee Alexander	Matt Fields
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CALL TO ORDER & INTRODUCTIONS

Ms. Stephanie Collins called the meeting to order at 3:00 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 9-10-2020 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 David Collins. The motion carried unanimously.

PY'20 BUDGET OVERVIEW

SWDB Restoration Grants

Mr. Trent Acker provided a summary sheet for the restoration grants on page 5 in the packet. Mr. Acker reviewed each initial grant amount and the restoration grant amounts as well. Mr.

Acker stated that WorkLink received COVID relief rapid response funds to help support dislocated workers. WorkLink did not have to request reallocation in the same amount that was lost. Mr. Acker stated that WorkLink has requested a larger portion of Youth funds, so that the full Youth budget of \$600,000 can be restored.

Adult/DW Program

Eckerd staff provided the following budget updates through September 2020:

- Page 5 shows expenditures for the Adult Program budget expended at 26.5%.
- The Dislocated Worker Program budget as shown on page 14 is 14.0% expended. Ms. Alexander stated that the Rapid Response grant, listed on page 15 is expended at 47.7%. There are currently 3 grants associated with Dislocated Worker funding.
- Page 16 shows the Budget Disbursement Report, which is a reflection of budgets related to participant costs. Ms. Alexander reviewed the vouchers approved, vouchers paid, and ITA obligations.
- Page 17 shows the Adult Operator budget, which is expended at 16.1%.
- The DW Operator budget listed on page 18 is 15.3% expended.

Adult/DW Budget Modification #1

Ms. Renee Alexander stated that Eckerd is requesting a modification to their current contract to include Restoration Grant Funds provided by DEW. The formula budget will be reduced from \$842,000 to \$733,608. The Restoration Funds will be added in the amount of \$118,392 for a new total budget of \$852,000, which is a \$10,000 increase overall. On page 7, there are no changes to staff. The additional funds will be used to shift the tuition line. Page 8 shows that operating costs were increased by \$1,800.38 for additional PPE for staff. Formula funds will be decreased and additional funds will be added into the Tuition line item. Supportive services increase will be for training related items. Page 9 shows that indirect and general liability will be shifted for a net savings of \$114.96. Pages 10-12 are the WorkLink grant forms that provide additional details that weren't explained in the narrative. Page 13 shows the participant flow. Ms. Alexander stated career coaches will serve an average of 135 clients per career coach.

ACTION TAKEN: Mike Wallace made a motion to approve Adult/DW Modification #1 as recommended, seconded by David Collins. The motion carried unanimously.

Youth

Ms. Craven stated that the Youth budget was expended at 23.1% as of September 2020. Ms. Craven called attention to the Work Experience line item and stated that line item was 52% expended as of September 2020, which equates to 672 hours of work experience. Ms. Craven

stated that no dollars have been spent in line item 6530, which is the Individual Training Accounts. There are currently 11 students in training.

Youth Budget Modification #1

The Youth Budget Modification #1 has been approved by the Executive committee, but was included in the committee packet for information. Mr. Acker stated that the Youth budget comparison shows the amounts that were decreased from the traditional Youth grant and added from the Restoration Grant funds.

In-house Budget

Mr. Trent Acker reviewed the in-house budget. Mr. Acker stated that the Restoration Grant, DWG, and IWT grants have been added into the in-house budget summary sheet. The additional grants will take away time that would have otherwise been charged to the traditional grants. Mr. Acker reviewed the in-house budget and stated there was nothing remarkable to present to the committee so far.

ONGOING GRANTS

PY18, Rapid Response IWT Grants

Mr. Acker directed committee members to the IWT reports in the packet. 18IWT01-02 has been extended through December 2020. Several companies with existing contracts were unable to complete their trainings on time, due to COVID. The remaining companies will be granted an extension to expend funds. The IWT ad-hoc committee has approved 9 new IWT agreements that will be added to 18IWT01-02. There is currently 1 Rapid Response IWT agreement with Champion Aerospace, with no expenditures so far.

ADJOURNMENT

With no other business, meeting adjourned at 3:39 p.m.

Respectfully submitted by: Meredith Durham