



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
January 28, 2021**

SC Works Clemson Comprehensive Center/ Zoom Conference Call

Members Present

Grayson Kelly David Collins Mike Wallace Stephanie Collins

Staff Present:

Trent Acker Windy Graham Meredith Durham

Guest Present:

JT Parnell Karen Craven Karen Hamrick Renee Alexander
Matt Fields

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 10-29-2020 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: Grayson Kelly made a motion to approve the minutes as submitted, seconded by Mike Wallace. The motion carried unanimously.

PY'20 BUDGET OVERVIEW

Adult/DW Program, Operator

Eckerd staff provided the following budget updates through December 2020:

- Page 5 shows expenditures for the Adult Program budget expended at 50.5%.
- The Dislocated Worker Program budget as shown on page 6 is 42.0% expended. Mr. Parnell stated that the Rapid Response grant, listed on page 8 is expended at 63.5%.
- The State Restoration Grant budget as shown on page 9 is 18.2% expended. This grant did not start until November 1, 2020.
- Page 10 shows the Budget Disbursement Report, which is a reflection of budgets related to participant costs. Mr. Parnell reviewed the vouchers approved, vouchers paid, and ITA obligations. Ms. Renee Alexander added that the regular Dislocated Worker funds and the Rapid Response funds are included in the WIOA Dislocated Worker box.
- Page 6 shows the Adult Operator budget, which is expended at 39.9%.
- The DW Operator budget listed on page 7 is 39.1% expended. Mr. Matt Fields added that Eckerd is working on a plan to make up the 10% deficit, and a modification should be presented at the next Finance committee meeting.

Youth

Ms. Craven stated that the Youth budget was expended at 50.1% as of December 2020. The Youth Restoration Grant was expended at 33.0% expended at the end of December 2020. Ms. Craven called attention to the Work Experience line item and stated that line item was 47.2% expended as of January 2021. Ms. Craven stated that no dollars have been spent in line item 6530, which is the Individual Training Accounts. Students have been able to utilize scholarships and other funding sources. There are currently 11 students in training and 7 students in post-secondary.

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. Mr. Acker stated two line items with annual payments are greater than 50% because of when bills are due. Mr. Acker stated that it is 46% expended.

ONGOING GRANTS

PY18, Rapid Response IWT Grants

Mr. Acker directed committee members to the IWT reports in the packet. 18IWT01-02 just ended in December 2020 and was listed on page 13 in the packet. Several companies with existing contracts were unable to complete their trainings on time, due to COVID. There is currently 1 existing Rapid Response IWT agreement with Champion Aerospace, with \$11,250 expended so far. There is a new Rapid Response IWT agreement with era-contact.

Work Experience Pilot

Mr. Acker pointed to page 15 and discussed the Work Experience Pilot Program. This program is a work experience opportunity for up to 25 2019-2020 high school graduates that could potentially turn into employment. The criteria are that they would not qualify for the traditional Youth program, they are not employed, and not in training. The goal of the program is 5 weeks of onsite work experience. Participants are being recruited.

Re-entry Grant

Mr. Acker reviewed the Re-entry Grant on page 16 of the packet. The Re-entry Grant will help individuals who have a criminal background that has been a hindrance to employment for them. The Re-entry Navigator position has been filled and she will begin working with participants for this grant. Currently, she does not have access to detention centers as planned due to COVID. She is currently receiving partner referrals for the program. Reverse referrals can also be received from employers.

DWG

WorkLink was awarded a COVID-19 DWG grant, which is a disaster employment grant. In typical circumstances, this grant is awarded after a natural disaster; however this grant is due to the impact of COVID-19. Individuals will be hired to assist with COVID-19 related job duties, like light janitorial services, checking in customers using COVID-19 guidelines, and additional duties as needed. There will be one position in Anderson and Clemson, and two positions in Seneca.

OTHER BUSINESS

Adult/DW Dashboard

Mr. Acker stated that Ms. Jennifer Kelly has been working to create a more consolidated dashboard for Adult/DW services and data that are provided in the current reports. The OneStop Operations Committee will have a couple of members serve as part of a test group to provide feedback on the new dashboard report. Mr. Acker asked Finance Committee members to consider being a part of the group.

ADJOURNMENT

With no other business, meeting adjourned at 3:41 p.m.

Respectfully submitted by: Meredith Durham