



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
March 31, 2022**

SC Works Clemson Comprehensive Center/ Zoom Conference Call

Members Present

Grayson Kelly Melanie McLane Mike Wallace

Members Absent

David Collins Stephanie Collins

Staff Present:

Trent Acker Windy Graham Sharon Crite Jennifer Kelly

Guest Present:

Karen Craven JT Parnell Billy Hunter Kal Kunkel

CALL TO ORDER & INTRODUCTIONS

Mr. Trent Acker called the meeting to order at 3:01 pm.

Vice Chair Mike Wallace welcomed everyone in attendance. Mr. Wallace reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF 10-28-2021 MEETING MINUTES

Mr. Wallace 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 Melanie McLane. The motion carried unanimously.

PY'21 BUDGET OVERVIEW

Adult/DW Program, Operator

Eckerd staff provided the following budget updates through February 2022:

- Page 5 shows expenditures for the Adult Program budget expended at 68.2%.
- The Dislocated Worker Program budget as shown on page 6 is 46.2% expended.
- Page 7 shows the Resiliency grant expenditures that was awarded to Eckerd effective December 1; however, expenditures were not scheduled to begin until February 1. This grant reflects 6.8% expended. Mr. Billy Hunter, One Stop Operator, stated that the operating expenses through March 2022 are closer to 61% expended.
- Page 8 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. Mr. Parnell reviewed the vouchers approved, vouchers paid, and ITA obligations for each grant budget.
- Page 11 shows the Adult Operator budget expenses through January 2022, which is expended at 50.7%. This budget as well as the DW Operator budget will closeout and remaining funding will be used in PY2022 grant awards to Eckerd. The Resiliency Grant will cover the remaining expenditures for the One Stop Operator through the end of PY2021.
- The DW Operator budget listed on page 12 shows expenses through January 2022, reflecting 60.0% expended.

Adult/DW Program Budget Modification

Mr. Kal Kunkel, Eckerd Connects, reviewed the proposed budget modification on page 9, stating that the following changes were being requested:

- Decrease to salary costs (\$16,378.92) along with associated fringe (\$7,515.22), and indirect costs (\$2,896.31). One Career Coach's remaining salary, fringe, and indirect costs for the period of February through June 2022 will be supplemented by the Resiliency Grant.
- Decrease to Operating costs (\$341.78). The remaining amounts within the Operating category were adjusted between line items to reflect anticipated and current expenditures.
- Increase to Training costs (\$74,775). Eckerd plans to serve an additional 34 participants with the increase in training costs.
- Decrease to Supportive Services (\$2,175). Dislocated Worker is expending slower than anticipated and were moved to Training; the remaining cost within the Supportive Services category were shifted to appropriate line items.
- Increase to General Liability (\$274.45).
- Overall, the grant amount increased by \$45,742.23, bringing the new grant award from \$740,000 to \$785,742.

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

Youth

Karen Craven, PYC staff, provided the following budget updates through February 2022:

- Youth budget on page 13 was expended at 58.0%. The Work Experience line reflects 41.6% expended. Ms. Craven noted that through March 2022, \$22,959.60 had been spent bringing this line item to 69.0%.
- The Youth Restoration Grant on page 14, primarily spent on participant costs, was expended at 64.3%. The work experience line item is 132.6% expended, and a budget modification request will be presented in this committee meeting to correct the over expenditure.
- The Youth Resiliency Grant on page 15 was awarded to Eckerd effective December 1, 2021 and will cover the cost of one staff member through the remainder of PY2021 and the first few months of PY2022. It is expended at 16.2%.

Ms. Craven stated that there have been 28 students placed in Work Experience opportunities, of which 12 have remained employed. There have been 12 students placed in advanced training, 3 of which are in i-Best and 9 in various types of occupational training.

Youth Program Budget Modification

Mr. Kal Kunkel, Eckerd Connects, reviewed the proposed youth budget modification on page 16. The summary sheet reflects the Restoration funding, PY2021 formula grant modification, and the Resiliency Grant. Overall, the total amount available between all three fund streams remains \$600,000. This modification will allow shifts between the three fund streams to align with expenditures and allow for additional carryover of formula funds into PY2022 (difference reflected in comparing PY21 Formula Budget Mod 1 to PY21 Formula Budget Mod 2).

ACTION TAKEN: Melanie McLane made a motion to accept the Youth program budget modification as presented, seconded by Grayson Kelly. The motion carried unanimously.

Resiliency Grants

Mr. Acker stated WorkLink was able to request resiliency funds from state discretionary money in Fall 2020. Mr. Acker reviewed the request form on page 12. WorkLink requested \$297,200 in Adult/DW funding and \$81,461 in Youth funding. Salaries, fringe, and indirect costs will be charged from the resiliency grant fund stream. The additional funds from the original contract will be spent enhancing customer services, such as supportive services or training support items. More funds will be available for carryover in the next program year. The full form can be reviewed on pages 12-16.

ONGOING GRANTS

20IWT01, Rapid Response IWT, OJT Grants

Mr. Acker directed committee members to the IWT report in the packet on page 17. There are currently 15 companies that have been awarded IWT funds from 20IWT01. Many of these grants will be closing out soon. WorkLink staff is working to collect final invoices.

Rapid Response IWT

There is currently one existing Rapid Response IWT agreement with BorgWarner. The summary is reflected on page 18. This grant is scheduled to close this month once the final payment is sent to Borg Warner. That final payment should equal approximately \$98,000.

On-the-Job Training

There are also 4 existing OJT agreements with Imperial Die Casting, and one new one with BASF that will be added. The summary can be reviewed on page 21.

Re-entry Grant

Mr. Acker reviewed the Re-entry Grant on page 19 of the packet. The Re-entry Grant aimed to help individuals who have a criminal background that has been a hindrance to employment for them. The grant was 61% expended. This grant will closeout March 31, 2022.

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 are 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 is one position in Anderson and Clemson, and two positions in Seneca. It is currently 98.36% expended. This grant will closeout after all remaining charges have been applied on the administrative side.

OTHER BUSINESS

Ms. Kelly reviewed the available dashboard options for committee and board members and planning purposes.

ADJOURNMENT

With no other business, the meeting adjourned at 3:47 p.m.

Respectfully submitted by: Meredith Durham