



WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
November 9, 2023 @ 3pm
SC Works Clemson Comprehensive Center/ Zoom Conference Call

<u>Members Present</u>	Stephanie Collins	David Collins	
<u>Members Absent</u>	Dr. Galen DeHay	Melanie McLane	
<u>Staff Present:</u>	Jennifer Campbell Jennifer Kelly	Sharon Crite	Windy Graham
<u>Guests Present:</u>	Billy Hunter Karen Craven	JT Parnell	Jeff Snider

CALL TO ORDER & INTRODUCTIONS

Chair Stephanie Collins called the meeting to order at 3:01 pm. Chair Collins welcomed everyone in attendance. Mrs. Collins reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF MEETING MINUTES

Chair Collins stated that the meeting minutes from September 14, 2023, were emailed to the group and included in the meeting packet.

ACTION TAKEN: David Collins made a motion to accept the meeting minutes from March 30, 2023, as presented, seconded by Stephanie Collins. The motion carried unanimously.

PY2023 IN-HOUSE BUDGET

Executive Director Jennifer Kelly shared the in-house budget for PY2023, stating that the expenditure column reflected the pass-thru expenditures through September 30, 2023, and the in-house expenditures through October 31, 2023. Ms. Kelly noted the following:

- Salary, Fringe, and Indirect appear to be behind; however, the Assistant Director who started October 20, 2023, will help catch up with the percentage by the end of the program year.
- The SC Works Center costs include unbilled partner expenses but will even out as the year-end closes.
- Accounting Services appears to be ahead of schedule, but this is due to quarterly billing. The projected expenditure for the year is not projected to exceed the line item.

- Website hosting fees are slightly ahead of schedule as well; however, the annual billing of our website hosting fee of approximately \$2,850 was billed in October 2023.

Ms. Kelly stated that WorkLink received a new grant award from the State of \$176,863 for investment into the incumbent worker training program (\$50,000), occupational training (\$109,423), and the remainder for administrative costs. WorkLink also received the Notice of Funds Available (NFA) for Adult and Dislocated Worker funding for the remainder of PY2023 in early November.

ONGOING GRANTS

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards that were approved at the last Board meeting. The packet included the report on page 13. Ms. Kelly stated that all six grant awards have been executed, \$18,950 has been expended, and staff is working with the employers that were awarded a total of \$50,000 under the Engage, Build, Serve Grant to finalize training and billing.

Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from the Department of Employment and Workforce for \$73,500 to upskill their current workforce and has spent approximately \$27,195 of the grant award through October 31, 2023. This grant award is effective from June 1, 2023, to May 31, 2024. WorkLink will coordinate the grant on behalf of the State.

PY23 ECKERD GRANTS

Chair Collins called on Eckerd Connects to review the Adult/Dislocated Worker and Youth invoices. The following budget updates were provided through September 2023:

- Page 11 shows expenditures for the Adult Program budget expended at 11.6%.
- The Dislocated Worker Program budget as shown on page 9 is 7.5.0% expended.
- Page 10 shows the Adult Operator grant is 0.5% expended.
- Page 11 shows the Dislocated Worker Operator grant is 0.6% expended.
- Page 12 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 13 shows Adult Engage, Build, Serve Program grant is expended at 81.1%.
- Page 14 shows the Adult Engage, Build, Serve Operator grant is expended at 51.3%.
- Page 15 shows the Youth grant with PYC is expended at 17.4%. Ms. Karen Craven, Program Manager for Palmetto Youth Connections, drew attention to line item 6507 "Work Experience" and stated it was 0% expended.
- Page 16 shows the Youth Engage, Build, Serve grant is 38.7% expended, and 15.0% of the Work Experience stipends have been expended.

CY2024 MEETING DATES

The committee reviewed the potential meeting dates and agreed to move the meetings to Wednesday to accommodate the majority of committee members.

ACTION TAKEN: David Collins made a motion to approve the following as committee meeting dates for calendar year 2024: January 24, March 27, May 22, August 28, and October 30 as presented, seconded by Stephanie Collins. The motion carried unanimously.

ADJOURNMENT

With no other business, the meeting adjourned at 3:35 p.m.

Respectfully submitted by: Jennifer Kelly