



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
May 26, 2022**

SC Works Clemson Comprehensive Center/ Zoom Conference Call

Members Present

Grayson Kelly David Collins Stephanie Collins

Members Absent

Mike Wallace

Staff Present:

Trent Acker Windy Graham Sharon Crite Jennifer Kelly

Guest Present:

Karen Craven JT Parnell Billy Hunter Renee Alexander

CALL TO ORDER & INTRODUCTIONS

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

Chair Stephanie Collins welcomed everyone in attendance. Mrs. Collins reminded everyone the meeting was being recorded for the processing of minutes.

APPROVAL OF 3-31-2022 MEETING MINUTES

Chair 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 David Collins. The motion carried unanimously.

PY'21 BUDGET OVERVIEW

Adult/DW Program, Operator

Eckerd staff provided the following budget updates through April 2022:

- Page 6 shows expenditures for the Adult Program budget expended at 76.3%.
- The Dislocated Worker Program budget as shown on page 7 is 63.2% 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 9 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 20.5% expended.

Adult/DW Operator and Program Budgets

ACTION TAKEN: Grayson Kelly made a motion to approve the Adult/DW program budgets as presented, seconded by Stephanie Collins. The motion carried unanimously.

Ms. Renee Alexander reviewed the budget comparison for the Adult and DW Program Budget, which can be seen on pages 11-12. The budget for PY2022 is \$667,000, which is a combination of Resiliency and formula funding. Page 13 showed the anticipated number of participants, which is 412, to be served in PY2022.

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

Youth

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

- Youth budget on page 14 was expended at 79.6%. The Work Experience line reflects 73% expended. Thirty-one youth have been placed in work experience in PY21.
- The Youth Restoration Grant on page 15, primarily spent on participant costs, was expended at 88.9%.
- The Youth Resiliency Grant on page 16 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 32.9%.

Youth Program Budgets

Ms. Renee Alexander reviewed the Youth Program budget comparison on pages 17-18. The budget total will be \$562,928.80 from formula funding. When combined with Resiliency funding, the overall budget will remain right around \$600,000.

ACTION TAKEN: Grayson Kelly made a motion to accept the Youth program budget proposal as presented, seconded by David Collins. The motion carried unanimously.

In-house Budget

Mr. Acker referred to page 19 and reviewed the in-house budget expenses through April 2022. The Salaries, Fringe, and Indirect line item is lower than anticipated due to a pay period and staff change. The SC Works Facility Costs line item is slightly over due to pending reimbursements from partners. The overall in-house budget is spending under the total anticipated amount for the year.

PY2022 Allocation Comparison

MOU/IFA Budget-Anderson Center

Ms. Jennifer Kelly reviewed the proposed PY2022 MOU/IFA budget for the SC Works centers. \$5,000 was added to the Anderson SC Works Center line item. For PY22, a reduction of \$11,324 for a total of \$207,941 for the year is proposed. WIOA's portion is highlighted in blue on page 20.

ACTION TAKEN: David Collins made a motion to accept the PY2022 MOU/IFA budget as presented, seconded by Grayson Kelly. The motion carried unanimously.

ONGOING GRANTS

20IWT01, Rapid Response IWT, OJT Grants

Mr. Acker directed committee members to the IWT report in the packet on page 21. 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.

On-the-Job Training

There are also 4 existing OJT agreements with Imperial Die Casting and BASF and one new one with Daedalus Industrial that will be added. The summary can be reviewed on page 22.

ADJOURNMENT

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

Respectfully submitted by: Meredith Durham