



**WORKFORCE DEVELOPMENT BOARD  
Finance Committee Meeting Minutes  
September 14, 2023 @ 3pm**

**SC Works Clemson Comprehensive Center/ Zoom Conference Call**

**Members Present**      Stephanie Collins                      David Collins                      Mike Wallace

**Members Absent**      Dr. Galen DeHay

**Staff Present:**              Sharon Crite                      Windy Graham                      Jennifer Kelly

**Guests Present:**          Billy Hunter                      JT Parnell                      Jeff Snider  
   Karen Craven                      Renee Alexander

**CALL TO ORDER & INTRODUCTIONS**

Chair Stephanie Collins called the meeting to order at 3:01pm. Chair Collins welcomed everyone in attendance. Chair 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 May 25, 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 May 25, 2023 as presented, seconded by Mike Wallace. The motion carried unanimously.**

**PY23 ALLOCATIONS**

Chair Collins called on Executive Director Jennifer Kelly to review the PY2023 Allocations for WIOA funding. Ms. Kelly reviewed page 6 of the Finance Committee packet, stating that WorkLink received \$440,694 in Adult, \$418,653 in Dislocated Worker, and \$543,954 in Youth, which equals \$1,403,301 total. Overall, this is flat funded for PY2023 with a decrease of only \$21,343, or 1% cut.

**PY22 & PY23 IN-HOUSE BUDGET OVERVIEW**

Ms. Kelly reviewed the PY2022 in-house budget through June 30, 2023 found on page 7 of the Finance Committee packet. Ms. Kelly noted that the Adult and Dislocated Worker funding did not meet the fund utilization requirement of 70% by June 30 in part due to the previous director’s and MOU costs reflected

in the budget. Ms. Kelly stated that we did achieve the Participant Cost Rate of 35.01%, the Youth Funding Rate of 88.75%, and the obligation rates of all three fund streams of 80%.

Ms. Kelly reviewed the PY2023 in-house budget through August 31, 2023 found on page 11 of the Finance Committee packet. She drew the committee's attention to the undesignated funds and noted that this amount has diminished significantly from the previous year. She will be watching this closely and looking at other grant funding to supplement the Board budget for PY2023.

Ms. Kelly requested to transfer \$200,000 from Dislocated Worker Funding to Adult for PY2023 allocations beginning October 1, 2023.

**ACTION TAKEN: David Collins made a motion to transfer \$200,000 from Dislocated Worker to Adult as presented, seconded by Mike Wallace. The motion carried unanimously.**

### **Rapid Response IWT**

Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from the Department of Employment and Workforce in the amount of \$73,500 to upskill their current workforce. This grant award is effective June 1, 2023 to May 31, 2024. Ms. Kelly stated that \$27,195 had been reimbursed for training at Sulzer as of August 31, 2023.

### **IWT**

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards that were approved at the June Board meeting. The packet included the report on page 12. Ms. Kelly stated that four of the six companies have finalized their training and have received reimbursement as of August 31, 2023. The remaining two companies have until December 31, 2023 to finalize their training and submit the paperwork for reimbursement.

### **Eckerd Budgets**

Chair Collins called on Eckerd Connects to review the Adult/Dislocated Worker and Youth invoices. The following budget updates were provided for PY2022 the Adult and Dislocated Worker Grants through June 30, 2023:

- Page 14 shows expenditures for the Adult Program budget expended at 97%.
- The Dislocated Worker Program budget as shown on page 15 is 91.3% expended.
- Page 16 shows the Adult Resiliency grant is 99.3% expended. Mr. JT Parnell, Eckerd Connects Area Manager, stated that this grant closed out on April 30, 2023.
- Page 17 shows Adult Engage, Build, Serve Program grant is expended at 93%.

The following budget updates were provided for PY2023 the Adult and Dislocated Worker Grants through August 31, 2023:

- Page 18 shows expenditures for the Adult Program budget expended at 9.1%.

- The Dislocated Worker Program budget as shown on page 19 is 2.0% expended.
- Page 20 shows Adult Engage, Build, Serve Program grant is expended at 45.9%.
- Page 21 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 20 shows expenditures for the Adult Operator budget expended at 36.1%.
- The Dislocated Worker Operator budget as shown on page 22 is 0.2% expended.

The following budget updates were provided for PY2022 the Youth Grants through June 30, 2023:

- Page 25 shows the Youth grant with PYC is expended at 95.2%. Ms. Karen Craven, Program Manager for Palmetto Youth Connections, drew attention to line item 6507 “Work Experience” and stated it was 100% expended.
- Page 26 shows the Engage, Build, Serve Youth Program grant expenditures expended at 89.5%. Ms. Noted line item 6507 “Work Experience” was 100% expended.

The following budget updates were provided for PY2023 the Youth Grants through August 31, 2023:

- Page 27 shows the Youth grant with PYC is expended at 10.7%.
- Page 28 shows the Engage, Build, Serve Youth Program grant expenditures expended at 28.4%. Ms. Crave noted line item 6507 “Work Experience” was 11.2% expended.

### **OTHER**

Ms. Kelly stated that a Board survey would be going out very soon to the board members to determine whether meeting details were still in line with Board member availability and encouraged members to participate.

Ms. Kelly gave a brief update on the Assistant Director search, stating that an offer had been made and hoped to have this person starting in October.

### **ADJOURNMENT**

With no other business, the meeting adjourned at 3:50 p.m.

*Respectfully submitted by: Jennifer Kelly*