



**WORKFORCE DEVELOPMENT BOARD
Finance Committee Meeting Minutes
January 24, 2024 @ 3pm**

SC Works Clemson Comprehensive Center/ Zoom Conference Call

<u>Members Present</u>	Stephanie Collins	David Collins	Melanie McLane
	Dr. Galen DeHay	Mike Wallace	
<u>Members Absent</u>	None		
<u>Staff Present:</u>	Jennifer Kelly	Sharon Crite	Windy Graham
<u>Guests Present:</u>	Billy Hunter	Jeff Snider	Karen Craven
	Renee Alexander		

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 November 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 November 14, 2023, as presented, seconded by Mike Wallace. 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 December 31, 2023, and the in-house expenditures through December 31, 2023. Ms. Kelly noted the following:

- Service Provider expenditures are tracking as expected at 37.8%. This does include undesignated funds that will be carried over for next year.
- WorkLink in-house expenditures are currently on track at 41.6% with Memberships, Dues, & Professional Fees and Website Hosting being ahead due to their invoice cycles and Postage and Printing falling below what was expected.

- The 23IET grant is also listed. This funding must be used by September 30, 2024. Eckerd has been allocated \$25,000 for scholarships in PY23.

Expenditure Status

Ms. Kelly stated the Fund Utilization Rate was low in 2022. We identified that being short staffed and the processing procedure of SC Works Center Costs contributed to not meeting these goals. We are now fully staffed and closely tracking the expenditures. A correction plan was created to ensure this doesn't take place again and the explanation was submitted as requested.

We are required to use 20% of the grants towards participant costs for Adult/DW, which we are currently exceeding at 37.38%, and for Youth Work Experience, which is also exceeding at 33.23%.

Incumbent Worker Training (IWT)

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards. One invoice is still outstanding with the Engage, Build, Serve Grant to finalize training and billing. There were remaining funding of \$8,212 to be utilized before March 31, 2024. There are five companies who were awarded \$55,142 funding through the EBA carryover and IET grant. Four of the companies' contracts are fully executed and the last one is in process.

Ms. Kelly stated that Sulzer Processing Pumps Rapid Response IWT grant has expended \$37,195 of the \$73,500. Sulzer has requested an extension from the Department of Employment and Workforce to complete the needed training. WorkLink will continue to 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 December 2023:

- Page 12 shows the Adult Operator grant is 12.2% expended.
- Page 12 shows OJT is at 5% expended. A third participant has recently been added.
- Page 14 shows the Adult Engage, Build, Serve Operator grant is expended at 86.6%.
- Page 15 shows expenditures for the Adult Program budget expended at 43.7%.
- Page 16 shows the Dislocated Worker Program budget is expended at 30.6%.
- Page 17 shows the Adult Engage, Build, Serve Program grant is expended at 96.2%.
- Page 18 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. There has been \$64,134 in Leveraged Scholarships through Tri-County Technical College

PY '23 Budget Modification #2 for Adult/ DW Program & Operator

Ms. Renee Alexander reviewed the proposed budget modifications listed on pages 19-23. The adjustments are to account for staff who are no longer with Eckerd and to realign line items as to how they are expected to be better spent. The Operator Grant will be reduced by \$6,782 and moved to the Program grant for additional training. Other Program line items were also realigned to increase training for a total of \$11,063, while keeping the overall budget the same.

ACTION TAKEN: Mike Wallace made a motion to accept the PY '23 Budget Modification #2 for Adult/DW Program & Operator, as presented, seconded by David Collins. The motion carried unanimously.

Youth Budget Review

Ms. Karen Craven, Program Manager for Palmetto Youth Connections, shared the following update for the Eckerd Youth Budget Review.

- Page 24 shows the Youth grant with PYC is expended at 42.6%. With Line item 6507 “Work Experience” at 38.1% expended.
- Page 25 shows the Youth Engage, Build, Serve grant is 91.1% expended, and 100% of the Work Experience stipends have been expended.

Other Business

Please note the WorkLink WDB Meeting will be held February 7 at the Madren Center at 1:00pm. The next Finance Committee Meeting will be held March 27, at 3:00pm.

ADJOURNMENT

With no other business, the meeting was adjourned at 3:31 p.m.

Respectfully submitted by: Jennifer Campbell