



**WORKFORCE DEVELOPMENT BOARD  
Finance Committee Meeting Minutes  
August 28, 2024 at 3:00pm  
SC Works Clemson Comprehensive Center/ Zoom Conference Call**

**Members Present:** Stephanie Collins David Collins Dr. Galen DeHay  
Melanie McLane Burriss Nelson

**Members Absent:** Mike Wallace

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

**Guests Present:** Billy Hunter Jeff Snider Karen Craven

**CALL TO ORDER & INTRODUCTIONS**

Chair Stephanie Collins called the meeting to order at 3:03 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 May 22, 2024, were emailed to the group and included in the meeting packet.

**ACTION TAKEN: Dr. Galen DeHay made a motion to accept the meeting minutes from May 22, 2024, as presented, seconded by David Collins. The motion carried unanimously.**

**PY2023 Final & PY2024 IN-HOUSE BUDGET Review**

Executive Director Jennifer Kelly reviewed the final in-house budget for PY2023. We have closed four grants with 97.8% of funding was spent through the year. We achieved the Fund Utilization Rate for PY2023 in all three areas. The goal is 70% and we had Adult at 77%, DW at 76.33% and Youth at 79%. The Participant Cost rate goal is 30% and we exceeded this by reaching 45.2%. The Youth work experience goal is 20%. This was also exceeded by 28.83% spent in Formula funding and 33.23% spent in EBY funding.

Ms. Kelly also reviewed the PY2024 budget to date. The current funding is showing for the first quarter until the NFA is issued in late October. We applied for the INN State grant but were not awarded any of this funding. We were made aware that only one region was funded, and it is hopeful that this will be reallocated and opened again in December or January. WorkLink and Eckerd Staff are requesting to move \$175,000 from the Dislocated Worker Line Item to the Adult Line Item to be effective October 1, 2024.

**ACTION TAKEN: David Collins made a motion to accept the request to move \$175,000 from DW to Adult, as presented, seconded by Dr. Galen DeHay. The motion carried unanimously.**

### **Incumbent Worker Training (IWT)**

Jennifer Campbell, Assistant Director, reviewed the Incumbent Worker Training (IWT) Grant awards. Four IWT grants have been finalized. One has completed training, and the paperwork is in process. One remaining IWT training is active, but will be completed by the September 30 deadline.

Ms. Campbell stated there is a Rapid Response application under review by SCDEW at the moment.

### **PY2023 Final & PY2024 Eckerd Adult / DW Budget Review (Operator)**

Mr. Billy Hunter, Eckerd One Stop Operations Manager shared the following Adult & DW Operator budget updates:

- Page 14 shows the Adult Operator grant completed PY23 at 65.5 % expended.
- Successful completion of 2 Adult OJT Contracts in PY23
- Page 17 shows the PY24 Adult Operator grant is head of schedule with 9.7% expended.
- One OJT Contract has been written in PY24
- Page 15 shows the Dislocated Worker Operator completed PY23 at 69.7 % expended.
- Successful completion of 1 Dislocated Worker OJT Contract in PY23
- Page 18 shows the PY24 Dislocated WorkerOperator grant is head of schedule with 11.2% expended.

### **PY2023 Final & PY2024 Eckerd Adult / DW Budget Review (Program)**

Mr. Jeff Snider, Eckerd Career Services Manager, shared the following Adult & DW Program budget updates:

- Page 20 shows PY 23 expenditures for the Adult Program budget closed out at 93%.
- Page 21 shows PY 23 expenditures for the Dislocated Worker Program budget closed at 80.7 %.
- Page 22 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. There were \$89,427 in leveraged scholarships through Tri-County Technical College in PY23.
- Page 23 shows PY 24 Adult Program budget has expended 6.4%.
- Page 24 shows PY 24 Dislocated Worker Program budget has expended 11.1%.
- Page 25 shows the IET Program grant is expended at 16.9%. (This grant runs until Sept. 30, 2024)

### **PY2023 Final & PY2024 Eckerd Youth Budget Review**

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

- Page 27 shows the PY23 Youth grant with PYC expended 97.6% of their budget. With Line item 6507 “Work Experience” at 87.5% expended. Serving 25 youth in the work experience program.
- Page 28 shows the PY24 Youth grant with PYC expended 7.7%. With Line item 6507 “Work Experience” at 11.6% expended. 4 youth are actively participating in the work experience program.

### **Other Business**

Please note the WorkLink WDB Meeting will be held September 4 at the Madren Center at 1:00pm. The next Finance Committee Meeting will be held October 30, at 3:00pm.

### **ADJOURNMENT**

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

*Respectfully submitted by: Jennifer Campbell*