



WORKFORCE DEVELOPMENT BOARD

Executive Committee

March 8, 2024 at 9:00 a.m.

Conference Call Information:

<https://us02web.zoom.us/j/6436419262?pwd=Vm9zNTB2ZDNYU3ZWZno1ZlM2QVBqdz09>

Meeting ID: 643 641 9262

Dial: 1-646-558-8656

Passcode: 29631

AGENDA

- | | | |
|------|---|------------------------------------|
| I. | Call to Order/Introductions | Mike Wallace, Board Chair |
| II. | Executive Committee Meeting Minutes (12.13.2023)* | Chair Wallace |
| III. | Engage Build Serve (EBA) Grant Award Modification* | Jennifer Kelly, Executive Director |
| | A. EBA Program Services* | Renee Alexander, Eckerd Connects |
| | B. EBA Operator Services* | |
| IV. | Youth Grant Award Modifications | |
| | A. Formula Funding* | |
| | B. EBY Program Services* | |
| V. | Other Business | Chair Wallace |
| VI. | Adjourn | |

UPCOMING MEETINGS:

WorkLink WDB Meeting, April 3, 2024 @ 1pm
Madren Center (Lunch at Noon)

Conference Call Option Available



**WORKFORCE DEVELOPMENT BOARD
Executive Committee Meeting Minutes
December 13, 2023 @ 1:00 pm
via Zoom/ Clemson SC Works Comprehensive Center**

Members Present

Mike Wallace, Chair
Galen DeHay

Jeromy Arnett
Teri Gilstrap

Shonna Williams

Tyler James

Members Absent

Melanie McLane

Staff Present:

Jennifer Kelly

Jennifer Campbell

Welcome

Chair Mike Wallace welcomed everyone to the conference call at 1:00 pm.

Approval of Meeting Minutes (9/8/2023)

The minutes from the September 8, 2023 meeting were emailed to committee members for review. Chair Wallace called for any corrections or amendments to the minutes.

ACTION TAKEN: Galen DeHay made a motion to approve the minutes as presented, second by Tyler James. The motion carried with a unanimous voice vote.

Incumbent Worker Training Grant Applications

Ms. Jenifer Kelly, Executive Director, reviewed the recommendations by the IWT Committee for funding of \$42,160.00 distributed to five companies through the PY'23 IET grant. WorkLink received \$50,000 in IWT funding through the PY'23 IET grant to be used by September 30, 2024.

ACTION TAKEN: Galen DeHay made a second to accept the IWT Committee recommendation to approve IWT funding as presented. The motion carried with a unanimous voice vote.

Adult/Dislocated Worker Policies

Policy Update- Re-Enrollment Policy

Ms. Kelly presented a request by Eckerd WDS Staff to make a change in the Re-Enrollment Policy. In the past, participants were required to wait until the end of the fourth quarter after exit before being allowed to re-enroll. The proposed change would allow participants to re-enroll after the third quarter of follow-up, but only after they have provided their employment and credentialing information for the

fourth quarter. This was presented to the One Stop Operations Committee and approved as a recommendation.

ACTION TAKEN: Gaylen Dehay made a second to accept the One Stop Operations Committee recommendation to approve Re-Enrollment Policy Change as presented. The motion was carried with a unanimous voice vote.

Policy Update- Programs of Study

Ms. Kelly shared that programs offered by approved eligible training providers are being denied due to not meeting the self-sufficiency wage. An example given was the nursing assistant certification which shows a starting wage of \$12.14/hr up to \$18.55/hr with a median pay of \$14.97. However, since the WorkLink area self-sufficiency wage of \$12.47 is not being met by the lowest wage, this certification has been denied. The request is to base certification approval on the median wage instead of the lowest amount possible. This was presented to the One Stop Operations Committee and approved as a recommendation.

ACTION TAKEN: Jeromy Arnett made a second to accept the One Stop Operations Committee recommendation to approve the change to the programs of study approval process as presented. The motion carried with a unanimous voice vote.

Eckerd Transition in Upper Savannah

Ms. Kelly shared that Eckerd WDS has pulled out from serving Upper Savannah WDB. This does not impact their service with WorkLink. JT Parnell, Eckerd program manager, who was working with both WorkLink and Upper Savannah, has resigned and accepted a position elsewhere. His remaining salary will impact the budget in both operations and programs. Eckerd would like to use these funds to bring on Kimberly Smith as a part-time career coach in Anderson. This will be presented as part of an upcoming budget modification.

The Executive Director for Upper Savannah has resigned. With this development, Eckerd and Upper Savannah are in negotiations to reinstate their contract.

CY2024 Board & Committee Meeting Schedule

Ms. Kelly presented the proposed Board and Committee meeting schedule for the 2024 calendar year.

ACTION TAKEN: Galen DeHay made a motion to approve the meeting schedule as presented, second by Teri Gilstrap. The motion carried with a unanimous voice vote.

Other Business

No other business was shared.

Adjourn

Chair Wallace adjourned the meeting with no further business at 1:22 pm.

EBS Grant Budget

WorkLink Level EBA Grant Mod

Item	Description	Mod 1	Adult/DW Mod 2	Difference
In-House Admin				
Total Administrative Costs		41,125.00	41,125.00	-
In-House Program				
D. Operating Expenses				
Subscriptions, Memberships, Outreach and Travel will all be supplemented with regular funding	Training	2,943.00	3,408.00	465
	Travel	117.00	117.00	-
	Websites, Memberships	6,520.00	6,846.00	326
	Supplies	5,619.00	4,828.00	(791)
		15,199.00	15,199.00	-
E. Incumbent Worker Training	Tactical Medical Solutions	17,849.00	17,849.00	-
	Sargent Metal Fabricators	250.00	250.00	-
	Sealevel Systems	6,300.00	6,300.00	-
	United Tool and Mold	6,200.00	6,200.00	-
	Reliable Automatic Sprinkler	6,200.00	6,200.00	-
	Greenfield Industries	4,989.00	4,989.00	-
	Undesignated	8,212.00	-	(8,212)
		50,000.00	41,788.00	(8,212)

Sub Tier Program				
F. Eckerd				
Salary & Fringe	Program	29,949.00	29,949.00	-
Operating	Program	286.00	286.00	-
Indirect	Program	3,578.00	3,578.00	-
Training Services	Program		-	-
Supportive Services	Program		-	-
Salary & Fringe	Operator	42,196.00	42,196.00	-
Operating	Operator	2,959.00	2,959.00	-
Indirect	Operator	7,325.00	7,325.00	-
		86,293.00	86,293.00	-
G. PY2023 OS Operator & Bus Services				
Salary & Fringe	Operator	61,183.00	60,175.00	(1,008)
Operating	Operator	12,777.00	12,777.00	-
Indirect	Operator	10,059.00	7,295.00	(2,764)
		84,019.00	80,247.00	(3,772)
H. PY2023 WIOA Program				
Salary & Fringe	Program	85,201.00	83,750.00	(1,451)
Operating	Program	4,872.00	5,059.00	187
Indirect	Program	12,250.00	8,881.00	(3,369)
Training Services	Program	34,091.00	50,708.00	16,617
Supportive Services	Program			-
		136,414.00	148,398.00	11,984
Total Sub-tier Program		306,726.00	314,938.00	8,212
Total Program Costs		371,925.00	371,925.00	-
Total Grant Award (Admin + Program)		413,050.00	413,050.00	-

Note: \$8,212 will be reallocated within the IET grant to companies receiving IWT funding giving them additional time to meet expenditure requirements by the September 30, 2024 deadline. A budget modification to Adult/DW formula budgets and the IET grants are forthcoming.

WorkLink Budget Comparison EBA Program

		PY23 Budget Mod #1	Change	PY23 Proposed Budget Mod #2	NOTES
Slot Level					
Staff Costs					
Sub-Total of Staff Costs		\$ 64,595.48	\$ (1,212.71)	\$ 63,382.78	
Fringe Benefits	Rate				
FICA	7.31%	\$ 4,941.55	\$ (310.21)	\$ 4,631.34	
Unemployment	0.69%	\$ 448.29	\$ (8.46)	\$ 439.83	
Workers Compensation	0.10%	\$ 64.60	\$ (1.25)	\$ 63.35	
Pension	1.75%	\$ 1,130.42	\$ (19.81)	\$ 1,110.61	
Health/month/FTE	21.35%	\$ 13,449.99	\$ 84.84	\$ 13,534.84	
Other Health Benefits	0.93%	\$ 570.61	\$ 17.00	\$ 587.61	
Sub-Total Fringe:	32.13%	\$ 20,605.46	\$ (237.89)	\$ 20,367.58	
Operating Costs					
Local Mileage	6105	\$ -	\$ -	\$ -	
Non-Local Mileage/Travel	6110- 6130	\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 135.00	\$ 9.87	\$ 144.87	
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 1,750.00	\$ (0.90)	\$ 1,749.10	
Postage	6005	\$ -	\$ 20.08	\$ 20.08	
Staff Computers	6085		\$ -		
Software Licenses	6095	\$ -	\$ -	\$ -	
Facility Costs	6185		\$ -		
Wide Area Network Costs	6265	\$ -	\$ -	\$ -	
Staff Cell Phones	6270	\$ 1,350.00	\$ 157.85	\$ 1,507.85	
Copy/Print	6730	\$ -	\$ -	\$ -	
Participant Outreach	6735	\$ -	\$ -	\$ -	
Sub-Total Operating		\$ 3,235.00	\$ 186.90	\$ 3,421.90	
Training		0	0	0	
Client Tuition	6530	\$ 34,091.17	\$ 16,615.92	\$ 50,707.09	
Sub-Total Training		\$ 34,091.17	\$ 16,615.92	\$ 50,707.09	
Supportive Services		0	0	0	
Sub-Total of Supportive Services		\$ -	\$ -	\$ -	
Sub-Total of Contract Costs		\$ 122,527.11	\$ 15,352.23	\$ 137,879.34	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.60%	\$ 12,249.92	\$ (3,368.99)	\$ 8,880.92	
General Liability (Eckerd)	1.20%	\$ 1,636.97	\$ 0.00	\$ 1,636.97	
Sub-Total of Indirect & Fees		\$ 13,886.88	\$ (3,368.99)	\$ 10,517.89	
Total Budget Costs		\$ 136,414.00	\$ 11,983.24	\$ 148,397.23	

WorkLink OneStop Budget EBA Operator

		PY23 Mod #1	Change	PY23 Mod #1	NOTES
Slot Level					
Staff Costs					
Sub-Total of Staff Costs		\$ 47,383.00	\$ (152.71)	\$ 47,230.29	
Fringe Benefits	Rate				
FICA	7.65%	\$ 3,624.80	\$ (93.45)	\$ 3,531.35	
Unemployment	0.69%	\$ 328.84	\$ (1.03)	\$ 327.81	
Workers Compensation	0.10%	\$ 47.38	\$ (0.11)	\$ 47.27	
Pension	1.75%	\$ 829.20	\$ (4.08)	\$ 825.12	
Health/month/FTE	16.61%	\$ 8,604.99	\$ (759.56)	\$ 7,845.44	
Other Health Benefits	0.78%	\$ 365.06	\$ 2.78	\$ 367.84	
Sub-Total Fringe:	27.58%	\$ 13,800.28	\$ (855.45)	\$ 12,944.83	
Operating Costs					
Local Mileage	6105	\$ 1,558.00	\$ -	\$ 1,558.00	
Non-Local Mileage/Travel		\$ -	\$ -	\$ -	
Staff Background Checks	5100	\$ 295.00	\$ -	\$ 295.00	
Staff Training Registration Costs	5110	\$ -	\$ -	\$ -	
Consumable Supplies	6000	\$ 1,185.16	\$ -	\$ 1,185.16	
Postage	6005	\$ -	\$ -	\$ -	
Staff Computers	6085	\$ 1,400.00	\$ -	\$ 1,400.00	
Software Licenses	6095	\$ 1,625.00	\$ -	\$ 1,625.00	
Facility Costs	6185		\$ -		
Wide Area Network Costs	6265		\$ -		
Staff Cell Phones	6270	\$ 750.00	\$ -	\$ 750.00	
Copy/Print	6730	\$ 1,750.00	\$ -	\$ 1,750.00	
Participant Outreach	6735	\$ 2,000.00	\$ -	\$ 2,000.00	
Dues	6750	\$ 1,205.72	\$ -	\$ 1,205.72	
Sub-Total Operating		\$ 11,768.88	\$ -	\$ 11,768.88	
Training					
Sub-Total Training		\$ -	\$ -	\$ -	
Supportive Services					
Sub-Total of Supportive Services		\$ -	\$ -	\$ -	
Sub-Total of Contract Costs		\$ 72,952.16	\$ (1,008.17)	\$ 71,943.99	
Indirect Cost & Fees					
Indirect Cost (MTDC)	10.00%	\$ 10,058.61	\$ (2,763.36)	\$ 7,295.25	federally approved at 13.60%
General Liability (Eckerd)	1.20%	\$ 1,008.23	\$ -	\$ 1,008.23	
Sub-Total of Indirect & Fees		\$ 11,066.84	\$ (2,763.36)	\$ 8,303.48	
		\$ 84,019.00	\$ (3,771.53)	\$ 80,247.47	

WorkLink Youth Formula Budget Comparison

		PY23 Budget Mod #1	Change	PY23 Proposed Budget Mod #2	NOTES
Staff Costs					
Sub-Total of Staff Costs		213,445.45	0.00	213,445.45	
Fringe Benefits	Rate				
FICA	7.65%	16,328.58	0.00	16,328.58	
Unemployment Insurance	0.69%	1,481.31	0.00	1,481.31	
Workers Comp.	0.10%	213.45	0.00	213.45	
Ret. / Pension	1.75%	3,735.30	0.00	3,735.30	
Health Insurance	15.05%	32,114.39	0.00	32,114.39	
Other Health Benefits	0.93%	1,974.93	0.00	1,974.93	
Sub-Total Fringe:	26.16%	55,847.95	0.00	55,847.95	
Operating Costs					
Facility Costs	6185	7,200.00	0.00	7,200.00	
Non-Expendable Equipment	6080	0.00	0.00	0.00	
Wide Area Network Costs	6265	1,200.00	0.00	1,200.00	
Postage	6005	1,026.50	0.00	1,026.50	
Staff Cell Phones	6270	4,013.19	0.00	4,013.19	
Local Mileage	6105	3,000.00	0.00	3,000.00	
Non-Local Mileage/Travel			0.00		
Consummable Supplies	6000	0.00	0.00	0.00	
Copy/Print	6730	1,000.00	0.00	1,000.00	
Software Licenses	6095	4,295.19	0.00	4,295.19	
Staff Training Registration Costs	5110	0.00	0.00	0.00	
Staff Background Checks	5100	285.49	0.00	285.49	
Sub-Total Operating		22,020.37	0.00	22,020.37	
Training					
Work Experience Stipends	6507	29,428.94	2,525.45	31,954.39	
Participant Verification	6516	2,250.00	0.00	2,250.00	
Tuition Cost (Adult Education)	6520	11,200.00	0.00	11,200.00	
Credential Exam Fees	6525	12,500.00	0.00	12,500.00	
Individual Training Accounts	6530	500.00	(500.00)	0.00	moved to WEX Stipends 6507
Instructional Supplies Books	6590	1,000.00	(1,000.00)	0.00	moved to WEX Stipends 6507
Participant Graduation Fees	6595	1,045.00	0.00	1,045.00	
Sub-Total Training		57,923.94	1,025.45	58,949.39	
Supportive Services					
Childcare	6660	0.00	0.00	0.00	
Transportation	6485	25,000.00	0.00	25,000.00	
Client Incentives	6585	0.00	0.00	0.00	
Client Training Support Materials (Supplies & Books)	6546	700.00	(700.00)	0.00	moved to WEX Stipends 6507
Client Emergency Asst. & Expungements	6596	325.45	(325.45)	0.00	moved to WEX Stipends 6507
Sub-Total of Supportive Services		26,025.45	(1,025.45)	25,000.00	
Sub-Total of Contract Costs		375,263.15	0.00	375,263.15	
Indirect Cost & Fees					
Indirect Cost (MTDC)	13.60%	39,773.16	0.00	39,773.16	
General Liability (Eckerd)	1.20%	5,040.93	0.00	5,040.93	
Sub-Total of Indirect & Fees		44,814.08	0.00	44,814.08	
		420,077.24	0.00	420,077.24	

WorkLink EBY Budget Comparison

		PY23 Budget Mod #2	Change	PY23 Proposed Budget Mod #3	NOTES
Slot Level					
Staff Costs					
Sub-Total of Staff Costs		\$ 39,938.15	\$ (1,333.41)	\$ 38,604.74	
Fringe Benefits	Rate				
FICA	7.61%	\$ 3,055.27	\$ (115.69)	\$ 2,939.58	
Unemployment	0.69%	\$ 277.17	\$ (9.27)	\$ 267.90	
Workers Compensation	0.10%	\$ 39.94	\$ (1.39)	\$ 38.55	
Pension	1.75%	\$ 798.76	\$ (123.19)	\$ 675.57	
Health/month/FTE	0.66%	\$ -	\$ 253.66	\$ 253.66	
Other Health Benefits	0.65%	\$ 254.02	\$ (4.12)	\$ 249.90	
Sub-Total Fringe:	11.46%	\$ 4,425.16	\$ (0.00)	\$ 4,425.16	
Operating Costs					
Local Mileage	6105		\$ -	\$ -	
Non-Local Mileage/Travel	6110-6130		\$ -	\$ -	
Staff Background Checks	5100		\$ -	\$ -	
Staff Training Registration Costs	5110		\$ -	\$ -	
Consumable Supplies	6000	\$ 1,483.05	\$ (0.23)	\$ 1,482.82	
Postage	6005		\$ -	\$ -	
Staff Computers	6085		\$ -		
Software Licenses	6095		\$ -	\$ -	
Facility Costs	6185		\$ -		
Wide Area Network Costs	6265		\$ -	\$ -	
Staff Cell Phones	6270		\$ -	\$ -	
Copy/Print	6730		\$ -	\$ -	
Participant Outreach	6735		\$ -	\$ -	
Sub-Total Operating		\$ 1,483.05	\$ (0.23)	\$ 1,482.82	
Training		0	0	0	
Work Experience Stipends	6507	\$ 9,036.76	\$ 1,467.00	\$ 10,503.76	
Sub-Total Training		\$ 9,036.76	\$ 1,467.00	\$ 10,503.76	
Supportive Services		0	0	0	
Sub-Total of Supportive Services		\$ -	\$ -	\$ -	
Sub-Total of Contract Costs		\$ 54,883.12	\$ 133.36	\$ 55,016.48	
Indirect Cost & Fees					
Indirect Cost (MTDC)	10.00%	\$ 4,626.00	\$ (133.36)	\$ 4,492.64	
General Liability (Eckerd)	1.20%	\$ 413.64	\$ 0.00	\$ 413.64	
Sub-Total of Indirect & Fees		\$ 5,039.64	\$ (133.36)	\$ 4,906.28	
Total Budget Costs		\$ 59,922.76	\$ (0.00)	\$ 59,922.76	