

**UPSTATE WORKFORCE INVESTMENT BOARD
FUNDING OVERSIGHT COMMITTEE MEETING**

November 4, 2014

8:30 a.m.

WIB CONFERENCE ROOM

Members Present

Mr. Bill Brasington
Mr. Jim Cook, Chair
Ms. Betty Guzzo
Ms. Jennie Thomas
Ms. Martha Young

WIB Staff Present

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Natalia Swanson

Members Absent

Ms. Liberty Canzater
Ms. Lisa Morris
Lieutenant Mark Rockwell

Mr. Jim Cook called the meeting to order at 8:38 a.m.

Review of Year-to-Date Budgets through September

Mr. Cook continued with the first item on the agenda, starting with a review of Arbor's SC Works Budget. Ms. Swanson stated that other than the Dues/Professional line item, their expenditures were on track for the first quarter. She explained that the Dues/Professional line item is usually higher at the beginning of the year because dues and memberships are usually paid at the beginning of the year. There were no additional questions.

The committee went on to review the Arbor Rapid Response grants report. Ms. Swanson explained that the report also included the On-the-Job (OJT) grant (13MOJTRR 04), which was a one year grant to fund a staff person to generate OJT contracts, as well as the Incumbent Worker Training (IWT) funds (14M903IWT01-UWIB). Mr. Cook inquired about the status of the IWT funds. Ms. Swanson informed the committee that an ad hoc committee (of which both Mr. Cook and Mr. Bill Brasington were a part) had reviewed all applications, the UWIB Executive Committee had voted on the recommendations from the ad hoc committee, and that SC Works Business Services Team members were working on executing the grant agreements with all the business recipients of funds. There were no additional questions or concerns.

Following the review, the committee turned to the Youth Program reports for both ACHIEVE and The YouthStop. Ms. Swanson stated that there were no irregularities with either program; she also stated that both programs tend to have higher instructional training and work experience expenditures as the program year progresses. The committee had no questions or concerns.

The final report reviewed was the Upstate WIB Office report. Ms. Swanson pointed out a couple of line items that were at higher percentages than a 25% expenditure (based on the end of the first quarter). She stated that, just as in the Arbor SC Works Budget, the Upstate WIB Office also generally has more expenses in the Dues-Professional line item at the beginning of the year. She also explained the reason for the higher percentage for Professional Development. Several staff members participate in a Leadership program for the year. These expenses are paid at the beginning of the year. Lastly, she

explained that the Computers/Software line item was at 59.1% spent due to a laptop being purchased to replace another old one. Mr. Cook asked about the two rent line items at the bottom of the report (Rent-Spartanburg [Evans Building] and Rent-Union SC Works). Ms. Swanson reminded the committee that at the last committee and board meetings, the board voted to put the remainder of the funds into the Arbor SC Works Budget, so that all expenditures past the first quarter would be paid directly through Arbor's Budget and not the Upstate WIB. Subsequently, the two line items mentioned were at an 100% expenditure rate. There were no further questions or concerns.

Committee Approval of Upstate WIB Office Modification Request

Mr. Cook continued with the next item on the agenda, and Ms. Swanson asked the committee to refer to the Upstate WIB Budget again. Ms. Swanson stated that there was a need for additional funds for a couple of projects. First, the Upstate WIB Office was making a request to add \$8,000 to the budget for an Economic/Manufacturing Summit. Ms. Ann Angermeier stated that the Upstate Workforce Futures Corporation had met and suggested that the Upstate WIB plan an Economic/Manufacturing Summit with the purpose of highlighting the work of the Upstate WIB to address the manufacturers' workforce needs, but also to introduce the idea of engaging businesses as partners to meet these needs. Ms. Angermeier pointed out that the Upstate WIB used to do employer events every year but has not done one in the last couple of years, due to budget constraints. However, with unobligated funds remaining this year, it was a good moment to plan and organize such an event.

Mr. Brasington made a motion to approve the modification request to add \$8,000 to Special Projects to carry out an Economic/Manufacturing Summit. Ms. Jennie Thomas seconded the motion. Ms. Angermeier stated that the summit would probably take place in the spring and asked if Mr. Cook would like to serve on the planning committee. He agreed to serve. There were no abstentions and the motion carried.

Ms. Swanson made a second request to add another \$6,000 to the Special Projects line item in order to carry out the request of the Upstate WIB Executive Committee to conduct a third-party review/assessment of the One Stop System. Ms. Swanson stated that the Upstate WIB had been obtaining quotes and realized that they would need additional funds to complete the task. Ms. Angermeier stated that the hope was to have the assessment done as soon as possible, and that the review would be of the system as a whole.

Ms. Martha Young made a motion to approve the modification request to add \$6,000 to Special Projects to complete a third-party assessment of the One Stop System. Ms. Betty Guzzo seconded the motion. There were no abstentions and the motion carried.

Lastly, Ms. Swanson stated that the program year was significant for the office due to the passing of the WIOA bill, which will take effect in July of 2015. With that upcoming change in mind, she made a request to add \$4,000 to the Professional Development line item, which would allow Upstate WIB team members, as well as any interested Upstate WIB Board members, to attend the National Association of Workforce Boards (NAWB) Forum in the spring, or to conduct any other WIOA training. The regulations for the new bill will be released prior to the Forum, and the Forum would be an important one to attend. Ms. Angermeier stated that she would inform the full Upstate WIB to see if there was interest from any member(s) in attending.

Ms. Thomas made a motion to approve the modification request to add \$4,000 to the Professional Development line item in order to attend NAWB or conduct other WIOA preparatory training. Ms. Young seconded the motion. There were no abstentions and the motion carried.

Committee Approval of ResCare Modification Request

Mr. Cook continued with the ResCare Modification Request. Ms. Brenda Connelly explained the request to the committee, referring to the Grant Modification Request Form in the committee's packet. The modification request included three main changes: a transfer request of 15.84% from Dislocated Worker to Adult funds; an increase to the salaries line item in order to add a Business Services Manager, a Union Center Manager, and a Union Part-Time Business Services Consultant; as well as a couple of other general operating line item changes (Mileage, Equipment Rental, and Consulting). The total budget increase was \$77,131.97 for a new grant budget totaling \$1,554,248.65. Ms. Angermeier stated that in addition to the center traffic being more heavily Adults versus Dislocated Workers, there had also been fewer lay-offs in the area, both of which necessitated the transfer of funds. She reminded the committee that such a transfer is usually done every year. Ms. Connelly explained that the staff member changes were twofold: to reinstate Ms. Johnnie-Lynn Crosby as the Business Services Manager, as well as to provide the much needed support to the Union SC Works Center. (The increase to the salaries line item also increased the fringes, indirect and management fee line items.) The additional line item increases to Mileage, Equipment Rental, and Contract/Consulting Services were explained in the document. Ms. Swanson stated that the \$77,131.97 increase to the budget would also be completed with unobligated funds.

Mr. Brasington asked how the increase in salaries by \$44,102.89 would cover the three staff team changes. Ms. Connelly explained that ResCare already had some funds that were not going to be used in the salaries line item, which would also be applied to these positions. Ms. Angermeier pointed out that one of the positions was part-time. There were no further questions.

Mr. Brasington made a motion to approve the ResCare modification request as presented, increasing the grant by \$77,131.97 and transferring 15.84% of Dislocated Worker funds to Adult funds. Ms. Young seconded the motion. With no abstentions the motion carried.

Other Business

Ms. Swanson stated that there was one additional request from the Upstate WIB for the committee. She stated that each year any local area can make a request to the South Carolina Department of Employment and Workforce (SCDEW) to transfer of up to 50% of funds from one funding stream to another. She requested authority from the committee to request transfers, as necessary, as the year progresses.

Ms. Young made a motion to grant the Upstate WIB authority to request any additional transfers from one funding stream to the other, as needed, for the program year. Mr. Brasington seconded the motion. There were no abstentions and the motion carried.

Ms. Angermeier reminded the committee that, as approved by the full Upstate WIB in the Strategic Plan, the office would be starting an outreach campaign for manufacturing. These funds would also be added to the budget.

With no further business, the meeting was adjourned at 9:18 a.m.

The next Funding Oversight Committee meeting is January 6, 2015.