

**UPSTATE WORKFORCE INVESTMENT BOARD  
FUNDING OVERSIGHT COMMITTEE MEETING  
JANUARY 6, 2015  
8:30 a.m.  
WIB CONFERENCE ROOM**

**Members Present:**

Mr. Jim Cook, Chair  
Mr. Bill Brasington  
Ms. Betty Guzzo  
Lieutenant Mark Rockwell  
Ms. Jennie Thomas

**Members Absent:**

Ms. Liberty Canzater  
Ms. Lisa Morris  
Ms. Martha Young

**Staff Present:**

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

Mr. Jim Cook called the meeting to order at 8:37 a.m. and announced that Cherokee is now a Certified Work-Ready Community. He thanked Ms. Dana Wood, who was very instrumental in the process.

**Review of Year-to-Date Budgets through November**

Ms. Natalia Swanson pointed out that all of the budgets were expenditures reflected through the end of November, as Spartanburg County Finance had not yet sent the salaries for December.

**YouthStop Budget:** Expenditures were on track and there appeared to be nothing out of the ordinary. Work Readiness/Work Experience Stipends were low, as students are still in school and therefore the program will not utilize funds until school concludes for Summer break. Support Services included incentives (such as laptops) to reflect the large budgeted amount. There were no additional questions.

**ACHIEVE:** Ms. Swanson reported that there were no irregularities with the program. Mr. Bill Brasington inquired as to why indirect cost was over-budget, which Ms. Swanson explained that this included a portion of their salaries but some general operations are charged to the line item as well. She will inquire further and report back to the Committee. There were no additional questions.

**Arbor SC Works Upstate and Rapid Response:** The SC Works Upstate budget is on track and with no irregularities. There were two grants under Rapid Response that are closed. The report also included the On-the-Job (OJT) grant, which is a one year grant to fund a staff person to generate OJT contracts, as well as the Incumbent Worker Training (IWT) funds. Both of these grants had not utilized the funds available thus far. There were no additional questions or concerns.

Ms. Ann Angermeier expressed a need to secure more Rapid Response grants. Mr. Cook recommended a local business and Lt. Mark Rockwell inquired how we obtain big businesses here. Mr. Cook explained that the process starts at the Department of Commerce, and trickles down to economic developers in the State.

**WIB Office:** Ms. Swanson explained the reason for the higher percentage for Professional Dues is because these membership expenditures are paid at the beginning of the year. She also noted that under the Rent-Spartanburg (Evans Building) line item, there is now a variance of \$5,941.38. ACHIEVE reimbursed the WIB

Office for their portion of the rent for the first quarter. The funds will remain in this line item, unless there is a need in another line item to have those funds transferred.

#### **Committee Approval of Program Year 2013 Incentive Funds**

The PY 2013 Incentive Policy awarded Performance at 25% and Program Enhancement at 75%. \$25,000 was designated towards the Performance category and distributed amongst all 12 LWIAs based on each area's fair share. The Upstate WIB obtained \$1,911.00 for having met most of the performance goals. The Upstate WIB Office is requesting to designate the full amount of the funds (\$1,911.00) for Professional Development, such as the NAWB, SC Symposium, etc.

**Mr. Brasington made a motion to approve the request to designate \$1,911.00 for Professional Development. Ms. Jennie Thomas 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 agenda packet. The modification request included three main changes: addition of Training funds (\$100,000), reduction of Outreach to support UWIB Outreach efforts, and anticipated need for increased communication costs in Gaffney.

Mr. Brasington asked why the Management Fee contracted value would increase. Ms. Connelly explained that this was because of a general increase to the ResCare budget. There were no further questions.

**Mr. Brasington made a motion to approve the ResCare modification request as presented. Ms. Betty Guzzo seconded the motion. With no abstentions, the motion carried.**

#### **Other Business**

Ms. Angermeier reported that she met with Mr. Roger Ferrell of Cherokee County and Ms. Beth Smith regarding the incubator project. She expressed excitement for the work happening in Cherokee County.

With no further business, the meeting was adjourned at 9:37 a.m.

The next Funding Oversight Committee meeting will take place on March 3, 2015.

**Funding Oversight Committee Meeting**

**Date: January 6, 2015**

**Time: 8:30 a.m.**

**Location: Upstate WIB Conference Room**

**AGENDA**

- I. Welcome Jim Cook
- II. Review of Year-to-Date Budgets (through 11/30/2014) Jim Cook & Natalia Swanson
  - A. Youth Programs
  - B. Arbor – Regular Formula Funds
  - C. Arbor – Rapid Response Grants
  - D. WIB Office
- III. Committee Approval of Program Year '13 Incentive Funds Natalia Swanson
  - A. Professional Development:
    - a. \$1,911 (full amount of funds) designated for NAWB, SC Symposium, etc.
- IV. ResCare Modification Request Brenda Connelly  
(See attached)
- V. Other Business Jim Cook & Natalia Swanson

Adjournment

Next Meeting: Tuesday, March 3, 2015

PY14  
The YouthStop

Expense	TOTAL				Current %	42%
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 111,417.84	\$ 300,581.77	\$ 189,163.93	37.07%		
Operating Expenses	\$ 35,530.68	\$ 83,173.88	\$ 47,643.20	42.72%		
Instructional Training	\$ 3,297.62	\$ 32,402.40	\$ 29,104.78	10.18%		
Work Readiness/Work Experience Stipends	\$ 236.38	\$ 20,000.00	\$ 19,763.62	1.18%		
Supportive Svcs: Transportation	\$ 128.00	\$ 5,500.00	\$ 5,372.00	2.33%		
Supportive Svcs: Other*	\$ 3,617.20	\$ 41,200.00	\$ 37,582.80	8.78%		
Total Expense	\$ 154,227.72	\$ 482,858.05	\$ 328,630.33	31.94%		

\*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch, uniforms, etc.); snacks



PY14  
USC Upstate ACHIEVE

Expense	TOTAL			
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget
Salaries and Fringe Benefits	\$ 109,660.08	\$ 270,385.16	\$ 160,725.08	40.56%
Indirect Cost	\$ 10,186.65	\$ 22,548.62	\$ 12,361.97	45.18%
Operating Expenses	\$ 7,606.50	\$ 36,124.80	\$ 28,518.30	21.06%
Instructional Training	\$ 3,154.53	\$ 19,006.42	\$ 15,851.89	16.6%
Work Readiness/Work Experience	\$ 1,199.96	\$ 8,986.63	\$ 7,786.67	13.35%
Supportive Services: Transportation	\$ 3,056.01	\$ 17,111.30	\$ 14,055.29	17.86%
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%
Supportive Services: Other*	\$ 2,678.27	\$ 12,900.00	\$ 10,221.73	20.76%
<b>Total Expense</b>	<b>\$ 137,542.00</b>	<b>\$ 390,062.93</b>	<b>\$ 252,520.93</b>	<b>35.26%</b>

\*Supportive Services: Other includes Medical Assistance, Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work Experience Attire/Laptops)

PY14  
Arbor: SC Works Upstate

Current % 42%

Expense	TOTAL			
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget
Salaries	\$ 190,943.94	\$ 579,903.08	\$ 388,959.14	32.93%
Fringes	\$ 32,091.32	\$ 134,710.14	\$ 102,618.82	23.82%
Temp Help	\$ -	\$ -	\$ -	#DIV/0!
Dues/Professional	\$ 501.56	\$ 800.00	\$ 298.44	62.7%
Mileage	\$ 5,776.03	\$ 16,704.48	\$ 10,928.45	34.58%
Professional Development	\$ 100.00	\$ 3,000.00	\$ 2,900.00	3.33%
Travel Out-of-Town	\$ 130.02	\$ 2,700.00	\$ 2,569.98	4.82%
Training	\$ 123,338.07	\$ 346,500.00	\$ 223,161.93	35.6%
Office Supplies	\$ 6,450.46	\$ 12,000.00	\$ 5,549.54	53.75%
Outreach	\$ 3,455.75	\$ 20,000.00	\$ 16,544.25	17.28%
Printing Supplies/Copier	\$ 569.65	\$ 2,500.00	\$ 1,930.35	22.79%
Postage	\$ 512.91	\$ 1,000.00	\$ 487.09	51.29%
Rent/Facilities Cost	\$ 26,200.00	\$ 136,650.00	\$ 110,450.00	19.17%
Equipment Rental	\$ 2,151.80	\$ 5,300.00	\$ 3,148.20	40.6%
Contracting/Consulting Svcs	\$ 1,129.04	\$ 18,495.84	\$ 17,366.80	6.1%
Telephone & Data	\$ 5,850.39	\$ 23,000.00	\$ 17,149.61	25.44%
Electric/Utilities	\$ 4,233.94	\$ 15,582.00	\$ 11,348.06	27.17%
Bldg/Equipment M&R-Insurance-Janitorial	\$ 4,669.69	\$ 17,474.36	\$ 12,804.67	26.72%
Supportive Services	\$ 7,950.00	\$ 24,000.00	\$ 16,050.00	33.13%
Computers & Software	\$ -	\$ 4,600.00	\$ 4,600.00	0.0%
Indirect	\$ 29,843.54	\$ 104,215.21	\$ 74,371.67	28.64%
Management Fee (Profit)	\$ 31,485.04	\$ 85,113.54	\$ 53,628.50	36.99%
<b>Total Expense</b>	<b>\$ 477,383.15</b>	<b>\$ 1,554,248.65</b>	<b>\$ 1,076,865.50</b>	<b>30.71%</b>
<b>Non-WIA RSA Reimbursements</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total WIA Expense</b>	<b>\$ 477,383.15</b>	<b>\$ 1,554,248.65</b>	<b>\$ 1,076,865.50</b>	<b>30.71%</b>

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru November 30, 2014 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 CLOSED	\$ 63,060.00	\$ 63,390.00	\$ 330.00	99.48%
Rapid Response IWT #13-02 CLOSED	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 15,003.84	\$ 77,181.30	\$ 62,177.46	19.44%
14M903IWT01-UWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
14RRIWT07 (9/14/15)	\$ -	\$ 65,320.00	\$ -	
Total Expense	\$ 89,688.84	\$ 430,126.30	\$ 340,437.46	#DIV/0! 20.85%

PY14  
WIB Office

	Current %					42%
	thru	Regular	Incentive	Total Budget	Variance	% of Budget
	November 30, 2014	Formula Funds	Grant 13INC			
Expense						
Salaries/Fringe/Indirect	\$ 173,545.29	\$ 498,325.00		\$ 498,325.00	\$ 324,779.71	34.83%
Temp Help	\$ 33,879.80	\$ 87,699.00		\$ 87,699.00	\$ 53,819.20	38.63%
Dues-Professional	\$ 5,028.15	\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 1,216.85	80.51%
Mileage	\$ 1,128.96	\$ 4,000.00		\$ 4,000.00	\$ 2,871.04	28.22%
Professional Development	\$ 8,800.13	\$ 14,000.00	\$ 2,645.00	\$ 16,645.00	\$ 7,844.87	52.87%
Office Supplies & Expense	\$ 2,596.98	\$ 9,000.00		\$ 9,000.00	\$ 6,403.02	28.86%
Copier Expense	\$ 1,534.79	\$ 4,000.00		\$ 4,000.00	\$ 2,465.21	38.37%
Advertising/Promotional/Outreach	\$ 2,799.99	\$ 10,500.00		\$ 10,500.00	\$ 7,700.01	26.67%
Printing	\$ 233.20	\$ 900.00		\$ 900.00	\$ 666.80	25.91%
Postage	\$ 209.14	\$ 800.00		\$ 800.00	\$ 590.86	26.14%
Rent-Spartanburg	\$ 23,258.64	\$ 50,035.00		\$ 50,035.00	\$ 26,776.36	46.48%
Consulting Services	\$ 1,644.36	\$ 3,650.00		\$ 3,650.00	\$ 2,005.64	45.05%
Vehicle Manpower/Overhead	\$ 548.75	\$ 1,200.00		\$ 1,200.00	\$ 651.25	45.73%
Vehicle Parts	\$ 283.35	\$ 1,000.00		\$ 1,000.00	\$ 716.65	28.34%
Vehicle - Fuel, Oil, Lub	\$ 735.55	\$ 3,500.00		\$ 3,500.00	\$ 2,764.45	21.02%
Telephone/Fax	\$ 4,074.50	\$ 14,400.00		\$ 14,400.00	\$ 10,325.50	28.30%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00		\$ 4,400.00	\$ 4,192.58	4.71%
Special Projects	\$ 763.94	\$ 19,400.00	\$ 600.00	\$ 20,000.00	\$ 19,236.06	3.82%
Computers/Software	\$ 2,533.60	\$ 3,500.00		\$ 3,500.00	\$ 966.40	72.39%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00		\$ 1,000.00	\$ 976.75	2.33%
TOTAL UWIB OFFICE	\$ 263,829.79	\$ 734,909.00	\$ 5,890.00	\$ 740,799.00	\$ 476,969.21	35.61%
Rent-Spartanburg (Evans Building)	\$ 33,358.62	\$ 39,300.00		\$ 39,300.00	\$ 5,941.38	84.88%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00		\$ 2,250.00	\$ -	100.00%
TOTAL RENT FOR SC WORKS	\$ 35,608.62	\$ 41,550.00		\$ 41,550.00	\$ 5,941.38	85.70%
	\$ 299,438.41	\$ 776,459.00	\$ 5,890.00	\$ 782,349.00	\$ 482,910.59	38.3%



### PY '13 Incentive Policy Potential Awards vs Actual

	Fair Share %	Potential Award	Potential GED Attainment Award (75%)	Potential Performance Award (25%)	Actual GED Attainment Award	Actual Performance Award	Original Policy Awarded	Total
Local Area	7.02%	\$7,020	\$5,265	\$1,755	\$0	\$1,404	\$1,404	
Worklink	6.21%	\$6,210	\$4,658	\$1,553	\$0	\$1,366	\$1,366	
Upper Savannah	8.31%	\$8,310	\$6,233	\$2,078	\$0	\$1,911	\$1,911	
Upstate	7.84%	\$7,840	\$5,880	\$1,960	\$0	\$1,568	\$1,568	
Greenville	12.54%	\$12,540	\$9,405	\$3,135	\$0	\$2,759	\$2,759	
Midlands	11.50%	\$11,500	\$8,625	\$2,875	\$0	\$2,875	\$2,875	
Trident	9.99%	\$9,990	\$7,493	\$2,498	\$0	\$2,498	\$2,498	
Pee Dee	9.54%	\$9,540	\$7,155	\$2,385	\$7,155	\$2,194	\$9,349	
Lower Savannah	8.28%	\$8,280	\$6,210	\$2,070	\$0	\$2,070	\$2,070	
Catawba	5.08%	\$5,080	\$3,810	\$1,270	\$3,810	\$1,270	\$5,080	
Santee-Lynches	9.21%	\$9,210	\$6,908	\$2,303	\$6,908	\$2,303	\$9,211	
Waccamaw	4.48%	\$4,480	\$3,360	\$1,120	\$3,360	\$762	\$4,122	
Lowcountry	100.00%	\$100,000	\$75,000	\$25,000	\$21,233	\$22,979	\$44,212	

<b>Total Awarded from Original Incentive Policy:</b>	<b>\$44,212</b>
<b>% of \$100k Awarded</b>	<b>44.21%</b>

The PY 2013 Incentive Policy awarded Performance at 25% and Program Enhancement at 75%. The Performance category is based on meeting 90% of negotiated levels for each of the nine performance measures. The Program Enhancement category is based on achieving a 25% increase (over PY '12) in the number of GED credentials received by WIA Adult and Dislocated Worker participants during the program year. Under this policy structure, any remaining funds from the \$100k will go unearned. LWIAs earn incentives based on their fair share which is based on the WIA allocation formula.

\*4 LWIAs met the GED goal with \$21,233 total being distributed based on each of the areas' fair share of the \$75,000.

\*\$25,000 is put towards the Performance category and distributed amongst all 12 LWIAs based on each area's fair share.

**SC WORKS UPSTATE  
GRANT MODIFICATION REQUEST FORM**  
(If necessary, use more than one form)

**Date:** 01/02/2015

**Grant number:** 14M903Q1-UWIB – Modification #3

**Change(s) requested (note which section(s) of the original grant are to be changed, then state the new wording to reflect those changes):**

**Changes Requested:**

**Training** (+\$100,000.00): Reflects a line item increase from \$346,500.00 to \$446,500.00 due to increased UWIB funding to support training needs.

**Outreach** (-\$6,000.00): Reflects a line item decrease from \$20,000.00 to \$14,000.00 due to UWIB request to support larger UWIB outreach efforts.

**Telephone** (+\$5,000.00): Reflects a line item increase from \$23,000.00 to \$28,000.00 due to prospective impact of telephone system transition related to DEW IT transition in Gaffney.

**Contract/Consulting Services** (-\$5,000.00): Reflects line item impact from \$18,495.84 to \$13,495.84 to move the expected reduction in anticipated consulting costs to the Telephone line item.

**Indirect** (-628.80): Reflects line item impact due to decrease in Outreach.

**Management Fee** (+5,437.46): Reflects line item impact due to overall increase in contract value.

**Reason for modification:**

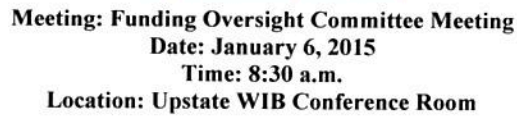
This budget modification is requested to indicate addition of Training funds (as directed, \$65,000.00 added to Adult and \$35,000.00 added to Dislocated Worker Training Line item funding streams), reduction of Outreach to support UWIB Outreach efforts, and address anticipated need for increased communication costs in Gaffney.

**For questions regarding this modification request, please contact:**

NAME: Douglas J. Stephenson  
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