

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

May 6, 2014

8:30 a.m.

WIB CONFERENCE ROOM

Members Present:

Captain Joanne Case
Mr. Jim Cook, Chair
Ms. Betty Guzzo
Ms. Jennie Thomas
Ms. Martha Young

WIB Staff Present:

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

Members Absent:

Mr. Bill Brasington
Mr. Chuck Ewart
Ms. Lisa Morris

Mr. Jim Cook called the meeting to order at 8:39 a.m.

Review of Year-To-Date Reports

The committee reviewed the year-to-date reports through February 28, 2014 for Arbor, E&T, d/b/a ResCare Workforce Services (Arbor). Ms. Natalia Swanson explained that Arbor's March invoice had not been received yet due to the transition of their accounting person. They currently have a regional accounting person helping with their budget until a permanent accounting person is hired. There were no concerns.

The next report reviewed was the Arbor Rapid Response Grants. Ms. Swanson noted that several rapid response grants were closed, and only three were open currently.

The committee then reviewed the Youth Grants with expenditures through March 31, 2014 starting with Spartanburg School District 6. Ms. Swanson stated that the Work Readiness/Work Experience Stipends and Supportive Services: Transportation line items were at a zero percent expenditure rate because work experiences for the in-school participants will not start until the summer.

With no further questions concerning the District 6 reports, the committee reviewed the USC Upstate ACHIEVE report. There were no questions with the expenditures.

The next report reviewed was the Upstate WIB Office year-to-date report with expenditures through March 31, 2014. Ms. Swanson explained that a WIB Office modification would be discussed later in the meeting and some of the line items would be addressed in that discussion. Ms. Angermeier stated a concern with including the rent line items for the Evans Building and the Union Building since both were SC Works facilities. Leaving them in the budget will make the administrative expenditures appear high, when in fact the expenditure is a program expenditure. She has asked Ms. Swanson to separate those two line items to the bottom of the reports.

The discussion moved to the Upstate WIB Office Modification Request. Ms. Swanson stated that the Vehicle Manpower/Overhead and the Vehicle Parts line item expenditure rates were up because tires were replaced for one of the vans. As a precaution, the Upstate WIB staff is requesting a transfer of \$500 from the Vehicle Fuel line item to the Vehicle Manpower/Overhead line item, as well as an additional transfer of \$500 from Vehicle Fuel to Vehicle Parts.

Ms. Swanson further stated that Upstate WIB is requesting a transfer of \$700 from the Postage line item to the Printing line item order to get the Annual Report printed this year.

Ms. Jennie Thomas made a motion to approve the transfer of \$500 from the Vehicle Fuel line item to the Vehicle Manpower/Overhead line item. Ms. Betty Guzzo seconded the motion, and the motion carried with no abstentions.

Ms. Thomas made a motion to approve the transfer of \$500 from the Vehicle Fuel line item to the Vehicle Parts line item. Ms. Guzzo seconded the motion, and the motion carried with no abstentions.

Ms. Guzzo made a motion to transfer \$700 from the Postage line item to the Printing line item. Ms. Martha Young seconded the motion, and the motion carried with no abstentions.

Committee Approval of ResCare Modification Request

Ms. Brenda Connelly stated that Arbor was asked to reduce their budget by \$13,631.35 due to the lack of a signed Resource Sharing Agreement (RSA) with SC DEW and the need to increase Adult Instructional Training. Ms. Connelly explained that additionally some salary and fringe monies were freed up after Ms. Rochelle Brown was promoted and no longer serves as the Project Director at SC Works. Also, with the project's accountant leaving and one business services person leaving, that helped to free up additional salary and fringe money. These funds, as well as a couple of line item changes allowed Arbor to put \$69,650 back into the Adult Training line item. These were the changes presented for approval.

A motion was made by Ms. Young to accept the approval of the Arbor Modification, and was seconded by Ms. Guzzo. The motion carried with no abstentions.

Approval of Budgets for Program Year 2014

Ms. Swanson presented the Program Year 2014 (PY14) budgets for the Upstate WIB. She stated that the goal was to stay as close as possible to the same amount as the budget last year. She also pointed out that the rent line items for SC Works had been listed on the bottom of the report to separate from the rest of the budget. The committee went through the report one line item at a time.

Ms. Young made a motion to present the PY14 budget to the next Upstate WIB Board for approval. Ms. Thomas seconded the motion, and the motion carried with no abstentions.

Ms. Swanson explained that Arbor was the only vendor that had applied for the One-Stop Operator Request for Proposal. However, because the Funding Oversight Committee had to approve a budget for this program, WIB staff had requested Arbor to submit one even though Arbor had not yet formally been approved as provider. This decision would be made at the upcoming board meeting. The full board will first vote on the SC Works provider. If Arbor is approved, then the Funding Oversight would present the proposed budget for approval.

With that explanation, Ms. Swanson presented the Arbor-SC Works budget for PY14. **Ms. Young made a motion to approve the Arbor PY14 budget, and Ms. Thomas seconded the motion. The motion carried with no abstentions.**

With no further business, the meeting was adjourned at 9:20 a.m.

The next Funding Oversight Committee meeting is to be determined at a later date.