

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

February 25, 2014

8:30 a.m.

WIB CONFERENCE ROOM

Members Present:

Mr. Bill Brasington
Captain Joanne Case
Ms. Betty Guzzo
Ms. Lisa Morris
Ms. Jennie Thomas
Ms. Martha Young

WIB Staff Present:

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

Members Absent:

Mr. Jim Cook
Mr. Chuck Ewart

Ms. Lisa Morris, Vice-Chair of the Funding Oversight Committee, called the meeting to order at 8:31 a.m.

Review of Year-To-Date Reports

The committee reviewed the year-to-date reports through January 31, 2014 beginning with Arbor, E&T, d/b/a ResCare Workforce Services (Arbor). Ms. Natalia Swanson noted that overall Arbor is still on track at a 54% rate of expenditure. She also stated that the Upstate Workforce Investment Board (Upstate WIB) had not received any reimbursement from the South Carolina Department of Employment and Workforce (SCDEW) for the Resource Sharing Agreement, which is still in negotiations.

The next report reviewed contained the Arbor Rapid Response Grants. Ms. Swanson reminded the committee that these grants, which are all training grants, were specific to businesses in the area that need funds. Any money that is not spent is sent back to SCDEW. It was noted that of the grants that had been closed, most of the funds were expended. There were no questions.

The committee then reviewed the Youth Grants, starting with USC Upstate ACHIEVE. Ms. Swanson stated that, as the program year nears end, both youth programs would be showing more expenditures on their Training and Work Experience line items. Ms. Betty Guzzo asked for clarification on the Medical Assistance line item. Ms. Swanson explained that this line item could assist with needs for eye glasses, mental health counseling, etc. She stated that the amounts designated were projections. If more funds were needed, the Youth Program would ask for modifications throughout the year.

With no further questions concerning the ACHIEVE reports, the committee reviewed the Spartanburg School District 6 report. Ms. Swanson noted that, because District 6 is an in-school program, the Work Experience line item is at a zero (0%) expenditure rate. Once it is summer, the participants will then be able to do work experiences.

The next report was the Upstate WIB Office year-to-date report. 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. Swanson stated that the Temp Help line item was at a 74.55% expenditure rate. She explained that one of the Temp staff members had been expected to go on County payroll, but the staff member requested to wait. Upstate WIB is requesting that \$33,000 be transferred from Salaries/Fringe/Indirect line items to the Temp Help line item.

Also, she noted that although the Dues-Professional and Professional Development line items were high, at the last Upstate WIB meeting, the Board approved the budget for new incentive funds, which included funds for Dues-Professional and Professional Development, as well as for the Special Projects line item.

Concerning the Office Supplies & Expense line item, she noted that the Upstate WIB was not asking for a modification at this time, but would be very mindful of the expenses for office supplies.

Committee Approval of WIB Office Modification Request

The committee moved on to the Modification Request starting with the Temp Help line item. The modification would address several line items: Ms. Swanson stated that as mentioned earlier, a transfer of \$33,000 from Salaries/Fringe/Indirect into the Temp Help line item was being requested. There was also a request to transfer \$1,000 from Advertising/Promo/Outreach to the Copier line item, as well as a request to transfer \$200 from Miscellaneous Equipment to Vehicle Manpower/Overhead, and \$500 from Miscellaneous Equipment to Vehicle Parts.

Last on the Modification Request was the Special Projects line item. Ms. Swanson stated that the Upstate WIB was requesting a transfer of \$3,000 from the Relocation Expenses line item, plus \$1,000 from Advertising/Promo/Outreach for a total of \$4,000 to support a project of updating the Union Community Indicators report. She explained that the Relocation Expenses was originally in the budget for moving expenses to the Evans Building, and that there were no longer going to be any more expenses related to the relocation.

Ms. Morris asked for a motion to approve all the WIB Office Modification requests. Ms. Martha Young made a motion to approve all items, and Ms. Betty Guzzo seconded the motion. With no abstentions, the motion carried.

Committee Approval of ResCare Modification Request

Ms. Swanson went on to present a modification request for Arbor's SC Works grant. There were two components to this request. First, the SC Works standards by the State require that Career Development Specialists are certified as Career Development Facilitators (CDF) and the funds were not available in the ResCare budget for that training. The funds are needed to send three (3) staff members for the training in Columbia. The request would increase the Professional Development line item by \$1,800.

The remaining requests were reductions to the budget as a result of both a need to reduce operating costs identified by Upstate WIB staff and also a request made by SCDEW to reduce overhead costs. At the last board meeting, the Upstate WIB Board approved to reduce Arbor's budget by \$200,000 in training to help meet costs as a result of SCDEW not moving in to the Evans Building. Since then, the state (SCDEW) approached the Upstate WIB and requested that overhead costs be cut in order to approve any additional Rapid Response funds. As a result of that request, Arbor presented the proposed budget reduction.

The details of this budget reduction were pointed out in the budget distributed (see attached). The total reduction to the budget is \$13,631.35.

Without further questions, Ms. Morris asked for a motion to accept the ResCare Modification Request. Ms. Martha Young made a motion to accept, and Ms. Betty Guzzo seconded the motion. With no abstentions the motion carried.

Other Business

Ms. Swanson introduced the newest member of the committee, Captain Joanne Case of the Salvation Army. With no further business, the meeting was adjourned at 9:00 a.m. The next Funding Oversight Committee meeting is scheduled for April 29, 2014.

Funding Oversight Committee Meeting

Date: February 25, 2014

Time: 8:30 a.m.

Location: Upstate WIB Conference Room

AGENDA

- I. Welcome Lisa Morris
- II. Review of Year-to-Date Reports Lisa Morris & Natalia Swanson
 - A. Arbor – Regular Formula Funds
 - B. Arbor – Special Grants
 - C. Youth Programs
 - D. WIB Office
- III. Committee Approval of WIB Office Modification Request Natalia Swanson
 - A. Temp Help: Transfer \$33,000 from Salaries/Fringe/Indirect to Temp Help
 - B. Copier Expense: Transfer \$1,000 from Advertising/Promo/Outreach to Copier
 - C. Vehicle Manpower/Overhead: Transfer \$200 from Miscellaneous Equipment
 - D. Vehicle Parts: Transfer \$500 from Miscellaneous Equipment
 - E. Special Projects: Transfer \$3,000 from Relocation Expenses plus \$1,000 from Advertising/Promo/Outreach (\$4,000 total) to support a project of updating the Union Community Indicators report.
- IV. Committee Approval of ResCare Modification Request Natalia Swanson
- V. Other Business Lisa Morris & Natalia Swanson

Adjournment

Next Meeting: Tuesday, April 29, 2014

PY13
ResCare Workforce Services

Current % 58%

Expense	TOTAL			
	thru January 31 Expenditures	Budget	Variance	% of Budget
Salaries	\$ 378,133.88	\$ 674,910.35	\$ 296,776.47	56.03%
Fringes	\$ 75,130.04	\$ 154,651.73	\$ 79,521.69	48.58%
Temp Help	\$ 6,450.00	\$ 12,480.00	\$ 6,030.00	51.68%
Dues/Professional	\$ 265.77	\$ 1,200.00	\$ 934.23	22.15%
Indirect Cost	\$ 53,855.35	\$ 104,703.72	\$ 50,848.37	51.44%
Profit	\$ 45,687.94	\$ 87,236.69	\$ 41,548.75	52.37%
Professional Development	\$ 50.00	\$ 1,000.00	\$ 950.00	5.0%
Travel Out-of-Town	\$ 1,508.18	\$ 2,794.00	\$ 1,285.82	53.98%
Mileage	\$ 5,292.37	\$ 13,000.00	\$ 7,707.63	40.71%
Office Supplies	\$ 8,697.98	\$ 20,660.00	\$ 11,962.02	42.1%
Printing Supplies/Copier	\$ 547.29	\$ 5,200.00	\$ 4,652.71	10.52%
Postage	\$ 180.40	\$ 3,200.00	\$ 3,019.60	5.64%
Telephone	\$ 10,202.96	\$ 26,162.52	\$ 15,959.56	39.0%
Rent	\$ 21,819.03	\$ 42,590.61	\$ 20,771.58	51.23%
Misc. & Facilities Cost (Insurance & Janitoria	\$ 7,158.91	\$ 25,431.85	\$ 18,272.94	28.15%
Utilities	\$ 8,835.07	\$ 13,983.12	\$ 5,148.05	63.18%
Contract/Consulting Services	\$ 497.14	\$ 6,770.00	\$ 6,272.86	7.34%
Advertising/Promotions	\$ 1,231.01	\$ 14,650.95	\$ 13,419.94	8.4%
Computers & Software	\$ -	\$ 4,000.00	\$ 4,000.00	0.0%
Misc. Equipment/Relocation	\$ 6,693.72	\$ 12,960.00	\$ 6,266.28	51.65%
Instructional Training	\$ 176,202.48	\$ 500,000.00	\$ 323,797.52	35.24%
Supportive Services	\$ 5,319.47	\$ 25,000.00	\$ 19,680.53	21.28%
Total Expense	\$ 813,758.99	\$ 1,752,585.54	\$ 938,826.55	46.43%
Non-WIA RSA Reimbursements	-	\$ (250,000.00)	\$ (250,000.00)	0.00%
Total WIA Expense	813,758.99	\$ 1,502,585.54	\$ 688,826.55	54.16%

PY13
Arbor Grants

	<u>thru January 2014</u> <u>Expenditures</u>	<u>Budget</u>	<u>Variance</u>	<u>% of</u> <u>Budget</u>
Arbor				
RAPID RESPONSE IWT #2 Santuc (7/31/2013) CLOSED	30,075.00	41,580.00	11,505.00	72.33%
RAPID RESPONSE IWT Tool Tech (6/30/2013) CLOSED	28,415.00	37,190.00	8,775.00	76.4%
RAPID RESPONSE IWT Green Rivers (6/30/2013) CLOSED	44,349.50	44,500.00	150.50	99.66%
RAPID RESPONSE IWT#12 Marchel (7/31/2013) CLOSED	26,250.00	28,900.00	2,650.00	90.83%
RAPID RESPONSE IWT#17 StarChem (11/30/2013) CLOSED	36,810.00	37,400.00	590.00	98.42%
RAPID RESPONSE CR Brands (12/31/2013) CLOSED	48,235.00	49,350.00	1,115.00	97.74%
RAPID RESPONSE IWT#26 IWG (2/28/2014)	22,800.00	40,725.00	17,925.00	55.99%
RAPID RESPONSE IWT#23 Carolina Cotton (11/30/2013)	27,840.00	52,650.00	24,810.00	52.88%
RAPID RESPONSE IWT#1 High Tech (9/30/2014)	12,900.00	63,390.00	50,490.00	20.35%
 Total Arbor Special Grants	 277,674.50	 395,685.00	 118,010.50	 70.18%

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

Date: 02/19/2014

Grant number: 13M903Q1-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:

Salaries (-\$5000): Reflects a line item decrease to meet budget reduction request (from \$674,910.35 down to \$669,910.35).

Fringes (-\$1800): Reflects a line item decrease to transfer to Professional Development for completion of state required Career Development Facilitator training for direct staff (from \$154,651.73 down to \$152,851.73).

Professional Development (+\$1800): Reflects a line item increase due to transfer from Fringes to permit direct staff completion of Career Development Facilitator training (from \$1000 up to \$2800).

Printing Supplies (-\$2000): Reflects a line item decrease to meet budget reduction request (from \$5200 down to \$3200).

Relocation (-\$4500): Reflects a line item decrease to meet budget reduction request (from \$12,960 down to \$8,460).

Indirect (-\$1162.65): Reflects a line item impact due to other line item reductions (from \$104,703.72 down to \$103,541.07).

Profit (-\$968.70): Reflects a line item impact due to other line item reductions (from \$87,236.69 down to \$86,267.99).

Reason for modification:

This budget modification is requested in light of the impact of the SCDEW RSA reduction.

For questions regarding this modification request, please contact:

NAME: Rochelle N. Brown
TITLE: Project Director
EMAIL: rbrown@scworksupstate.com

Youth Grant: Spartanburg School District 6

Expense	TOTAL				Current %	58%
	thru Jan. 31, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 145,036.00	\$ 300,589.46	\$ 155,553.46	48.25%		
Operating Expenses	\$ 47,621.00	\$ 83,173.68	\$ 35,552.68	57.25%		
Instructional Training	\$ 5,267.00	\$ 30,402.75	\$ 25,135.75	17.32%		
Work Readiness/Work Experience Stipends	\$ -	\$ 20,000.00	\$ 20,000.00	0.0%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 5,390.00	\$ 41,200.00	\$ 35,810.00	13.08%		
Total Expense	\$ 203,314.00	\$ 480,865.89	\$ 277,551.89	42.28%		

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

PY2013

Youth Grant: USC Upstate ACHIEVE

Expense	TOTAL				Current %	58%
	thru Jan. 31, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 141,785.57	\$ 269,026.55	\$ 127,240.98	52.7%		
Indirect Cost	\$ 13,398.12	\$ 22,762.16	\$ 9,364.04	58.86%		
Operating Expenses	\$ 20,456.68	\$ 39,500.72	\$ 19,044.04	51.79%		
Instructional Training	\$ 4,515.12	\$ 13,835.00	\$ 9,319.88	32.64%		
Work Readiness/Work Experience	\$ 3,990.00	\$ 8,977.50	\$ 4,987.50	44.44%		
Supportive Services: Transportation	\$ 6,313.43	\$ 16,711.00	\$ 10,397.57	37.78%		
Supportive Services: Medical Assistance	\$ -	\$ 750.00	\$ 750.00	0.0%		
Supportive Services: Child Care	\$ 2,160.00	\$ 2,250.00	\$ 90.00	96.0%		
Supportive Services: Other*	\$ 2,129.08	\$ 14,250.00	\$ 12,120.92	14.94%		
Total Expense	\$ 194,748.00	\$ 388,062.93	\$ 193,314.93	50.18%		

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

PY2013
WIB Office

	Current %		58%			
	thru January 31, 2014	Regular Formula Funds	Incentive Grant 12INC	Total Budget	Variance	% of Budget
	\$ 200,520.48	\$ 485,526.00		\$ 485,526.00	\$ 285,005.52	41.30%
	\$ 59,643.96	\$ 80,000.00		\$ 80,000.00	\$ 20,356.04	74.55%
	\$ 3,480.65	\$ 3,600.00		\$ 3,600.00	\$ 119.35	96.68%
	\$ 2,337.19	\$ 4,000.00		\$ 4,000.00	\$ 1,662.81	58.43%
	\$ 6,460.91	\$ 10,000.00		\$ 10,000.00	\$ 3,539.09	64.61%
	\$ 6,481.92	\$ 9,000.00		\$ 9,000.00	\$ 2,518.08	72.02%
	\$ 1,886.54	\$ 3,000.00		\$ 3,000.00	\$ 1,113.46	62.88%
	\$ 8,208.44	\$ 10,000.00	\$ 7,800.00	\$ 17,800.00	\$ 9,591.56	46.11%
	\$ 406.29	\$ 700.00		\$ 700.00	\$ 293.71	58.04%
	\$ 111.53	\$ 1,260.00		\$ 1,260.00	\$ 1,148.47	8.85%
	\$ 30,746.71	\$ 55,000.00		\$ 55,000.00	\$ 24,253.29	55.90%
	\$ 72,049.98	\$ 120,083.00		\$ 120,083.00	\$ 48,033.02	60.00%
	\$ 13,500.00	\$ 18,000.00		\$ 18,000.00	\$ 4,500.00	75.00%
	\$ 262.50	\$ 2,000.00		\$ 2,000.00	\$ 1,737.50	13.13%
	\$ 686.24	\$ 1,000.00		\$ 1,000.00	\$ 313.76	68.62%
	\$ 461.85	\$ 500.00		\$ 500.00	\$ 38.15	92.37%
	\$ 1,140.57	\$ 4,500.00		\$ 4,500.00	\$ 3,359.43	25.35%
	\$ 5,888.40	\$ 13,000.00		\$ 13,000.00	\$ 7,111.60	45.30%
	\$ 548.01	\$ 4,400.00		\$ 4,400.00	\$ 3,851.99	12.45%
	\$ 3,328.59	\$ 7,800.00	\$ 540.00	\$ 8,340.00	\$ 5,011.41	39.91%
	\$ -	\$ 3,000.00		\$ 3,000.00	\$ 3,000.00	0.00%
	\$ 32.38	\$ 6,133.00		\$ 6,133.00	\$ 6,100.62	0.53%
	\$ -	\$ 3,500.00		\$ 3,500.00	\$ 3,500.00	0.00%
	\$ 418,183.14	\$ 846,002.00	\$ 8,340.00	\$ 854,342.00	\$ 436,158.86	48.9%