

**UPSTATE WORKFORCE INVESTMENT BOARD
FUNDING OVERSIGHT COMMITTEE MEETING
January 8, 2013
9:00 a.m.
WIB CONFERENCE ROOM**

Members Present:

Mr. Bill Brasington
Mr. Jim Cook
Ms. Betty Guzzo
Ms Lisa Morris
Ms. Jennie Thomas
Mr. David Wall, Chairman

WIB Staff Present:

Ms. Ann Angermeier, Executive Director
Ms. Brenda Connelly, One Stop Services Coord.
Ms. Elaine Taylor, Finance Assistant
Ms. Natalia Valenzuela Associate Director
Ms. Dana Wood, Program & Project Manager

Members Absent:

Ms. Libbie Cheek
Mr. Michael Perry
Ms. Martha Young

Mr. David Wall, Chairman, called the Funding Oversight Committee Meeting to order at 9:05 a.m.

Review of Year-to-Date Reports

The Arbor E&T d/b/a/ Rescare Workforce Services regular formula funds through November were reviewed. Ms. Natalia Valenzuela asked if there were any questions concerning the budget report. Mr. Wall asked what percentage of the budget should have been expended by November. Ms. Valenzuela stated that the budget expenditures should be at 40 percent, and Mr. Wall replied that at 40.01 percent, expenditures seemed to be on track. Ms. Betty Guzzo mentioned that the Office Supplies line item was 65.41 percent expended already. Ms. Valenzuela explained that some of those charges were shared charges that would be reimbursed once the Resource Sharing Agreement (RSA) was settled. Mr. Wall clarified that the Professional Dues line item, which was at 100 percent expenditure, was because dues are mostly paid at the beginning of the year. Mr. Wall noted that the Telephone and Electric Line items were higher, but Ms. Valenzuela explained that those are also shared costs. Mr. Jim Cook asked if that meant that these items would be adjusted throughout the year as the Upstate WIB is reimbursed from the South Carolina Department of Employment and Workforce (SCDEW). Ms. Valenzuela affirmed that the line items would be adjusted.

Mr. Wall asked on the status of the RSA negotiations with SCDEW. Ms. Valenzuela answered that there was no additional progress with SCDEW and that the Upstate WIB was in communication with the Department of Labor (DOL) to mediate. Ms. Dana Wood stated that DOL received an email on December 18th and acknowledged receipt of her email, responding that they would be in touch soon. Ms. Wood felt that now that the holidays were over, DOL would communicate again shortly.

The Committee also reviewed the Arbor E&T d/b/a/ Rescare Workforce Services Rapid Response Grants. Mr. Wall asked if the dates showing on the reports were the dates by which the funds should have been used. Ms. Valenzuela affirmed, saying the dates were the end dates. She explained that she was still waiting on the

December reports, which may show additional expenditures, and Ms. Brenda Connelly explained that the Upstate WIB was waiting on modifications to some of the grants as well. These modifications would extend some of the end dates. Ms. Connelly explained that there are instances where the training is completed in one month, so the money would all be spent in that month. Mr. Wall asked if these modifications are something that comes before the Funding Oversight Committee or before the Upstate WIB Board. Ms. Dana Wood explained that SCDEW extends those requests and the modifications do not need Committee or full Upstate WIB Board approval. The Committee had granted the Upstate WIB staff authority to execute these grants at an earlier meeting.

Youth Grants

The Committee continued the review with the Youth Program grants. Mr. Wall questioned ACHIEVE's expenditure being at 18.45 percent. Ms. Valenzuela stated that she was still waiting on the December reports to know whether the salaries, as discussed in the last meeting, were showing on ACHIEVE's reports. The December reports should be out the following week.

WIB Office

Ms. Valenzuela noted that at the last meeting, the Committee requested that funds from different grants all be listed on the same report, and she explained that this had been done on the report. Mr. Wall asked what the 11INC and 11HPW stood for, and Ms. Ann Angermeier explained that 11INC was the Incentive Grant and 11HPW was for the High Performance award of \$25,000. Mr. Wall thanked Ms. Valenzuela for changing the report. Mr. Wall noticed that the Temporary Help line item was high. Ms. Valenzuela stated that the Temporary Help line item would be slowing down a lot because of two employees who were able to go on County Payroll. Mr. Bill Brasington asked if Ms. Valenzuela could also add what the ideal expenditures to date could be on the reports. Ms. Valenzuela agreed to do that for the next reports.

Committee Approval of Budget Change Requests

Ms. Valenzuela stated that there were some requests for changes to the Arbor E&T d/b/a/ Rescare Workforce Services Budget and the Upstate WIB office budget. She explained that Upstate WIB would like to add \$20,000 to the Arbor E&T d/b/a/ Rescare Workforce Services budget for Outreach and Promotion so that Arbor can do radio ads and billboard ads to help with recruitment when businesses need to do recruitment. The funds would be used as ResCare would like to use them, but only for Outreach and Promotion. Mr. Wall asked where this money would be coming from, and Ms. Valenzuela replied that it was money that was not obligated at the beginning of the year. Ms. Angermeier stated that when SC Works moves to the Evans Building, there would be a need for notices in the newspaper to let the public know of the move. Ms. Brenda Connelly added that the SC Works telephone numbers would change with the move to the Evans Building, and that would also need to be advertised.

Mr. Wall stated the need for a vote on adding \$20,000 to the Arbor E&T d/b/a/ Rescare Workforce Services Budget for Outreach and Promotion. Mr. Jim Cook made a motion to add the funds, and Ms. Jennie Thomas seconded the motion. There were no abstentions, and the vote carried.

Ms. Angermeier asked if there was money in Arbor E&T d/b/a/ Rescare Workforce Services's budget for all the changes that would be necessary to the letterhead and other items. Ms. Wood stated that she thought there were funds in the office supply budget. She also stated that business cards were ordered through SCDEW so they are at a reduced rate. However, Ms. Wood said that she would need to call SCDEW and ask if Arbor E&T d/b/a/ Rescare Workforce Services was required to use them for ordering business cards. She said that it might be better to order from a different company since they would be ordering in bulk.

The next request for change as shown on the agenda was for \$35,750 for IT charges related to the Evans Building move. However, Ms. Valenzuela stated that Ms. Wood had met with Ms. Rochelle Brown the day before and had informed Ms. Valenzuela that the numbers were different. Ms. Wood explained that total IT costs were estimated at \$65,490.70. All of these charges would be shared with SCDEW. She noted that the report handed out showed the total costs with other expected expenditures and also showed the WIA cost and SCDEW cost. The estimated costs for SCDEW for the move was about \$43,564.14 of the \$95,850.70 total cost (including the \$65,490.70 for IT costs) of the move while those for SC Works would be \$52,286.56. She noted the requests by Arbor E&T d/b/a/ Rescare Workforce Services for additional computers, computer tables, chairs, and signage. She said that WIA was able to get some cubicles for free from Extended Stay when they moved their corporate office. She said there could be other expenses as the move got closer.

Ms. Wood explained that the goal was to be in the new building by June 30, 2013, which is when the lease ends in the existing space. She noted that so far everything was on schedule, but it was important to go ahead and have the money moved in order to start paying for the necessary changes now.

Mr. Cook asked about the amount showing on the agenda which was \$35,750. Ms. Valenzuela replied that this amount changed at the last minute due to the meeting held the day before. She said that the actual amount was \$95,850.70. Mr. Wall said that part of that would be reimbursed by SCDEW. Ms. Angermeier stated that it had to be spent before they actually paid it back. She noted that the Upstate WIB might not get the money back until after June 30, 2013.

Mr. Wall asked if the vote needed was for the full \$95,850.70 or part of the amount. Ms. Angermeier explained that a vote was necessary for the full amount with the understanding that SCDEW would be paying back their share. She also stated that the Upstate WIB would require a signed agreement before SCDEW can move into the building.

Ms. Angermeier asked if ACHIEVE was going to move into the new Evans Building and Ms. Wood stated that there were still negotiations with ACHIEVE.

Mr. Bill Brasington made a motion to move the money into Arbor's budget, seconded by Mr. Jim Cook. With no abstentions, the motion carried.

The next request for change was to the WIB office budget. Ms. Valenzuela stated that this was just moving money between line items. She said that the Upstate WIB would like to move \$2,800 from the Mileage line item to the Van Usage line item. The Mileage line item was now only at a four percent expenditure but the Van Usage was already at 76 percent. She noted that Fleet Services had just informed the Upstate WIB that new tires would be needed soon on one of the vans. Mr. Wall remembered that, during the last meeting, the Committee discussed using the vans more instead of using personal vehicles.

Mr. Cook made a motion to accept moving \$2,800 from the Mileage Line item into the Van Usage line item. Mr. Brasington seconded the motion. With no abstentions the motion carried.

The next request for change was for moving \$6,167 within the 11INC03 grant, which was originally allocated for Henkels & McCoy, to be split evenly between both of the current Youth Programs (\$3,083.50 for each program), because the Henkels & McCoy program no longer exists. This money would be used for work experience and supportive services.

Ms. Jennie Thomas made a motion to move the incentive grant money. Mr. Brasington seconded the motion. With no abstentions, the motion carried.

With no further business, the meeting was adjourned at 9:30 a.m.

Funding Oversight Committee Meeting

Date: January 8, 2013

Time: 9:00 a.m.

Location: Upstate WIB Conference Room

AGENDA

- I. Welcome
David Wall
- II. Review of Year-to-Date Reports
David Wall & Natalia Valenzuela
 - A. Arbor – Regular Formula Funds
 - B. Arbor – Special Grants
 - C. Youth Programs
 - D. WIB Office
- III. Committee Approval of Budget Change Requests
Natalia Valenzuela
 - A. Arbor
 - a. Add up to \$20,000 for Outreach and Promotion
 - b. Add \$35,750 for IT charges to be incurred for the Evans Building move
 - B. WIB Office
 - a. Move \$2,800 from the Mileage line item to the Van Usage line item
 - b. Move \$6,167 from the 11Inc-03 grant, allocated to Henkels & McCoy, split evenly between both of the Youth Programs (\$3,083.50 each program)
- IV. Other Business
David Wall

Adjournment

Next Meeting: February 26, 2013

PY12
ResCare Workforce Services

Expense	TOTAL			
	thru NOVEMBER 2012 Expenditures	Budget	Variance	% of Budget
Salaries	305,190.34	769,853.00	464,662.66	39.64%
Fringes	69,703.60	205,790.00	136,086.40	33.87%
Temp Help	0.00	0.00	0.00	0.0%
Dues/Professional	600.00	600.00	0.00	100.0%
Mileage	4,147.76	8,500.00	4,352.24	48.8%
Professional Development	0.00	3,000.00	3,000.00	0.0%
Travel Out of Town	194.00	1,075.00	881.00	18.05%
Training	230,734.32	525,001.00	294,266.68	43.95%
Office Supplies	11,119.74	17,000.00	5,880.26	65.41%
Ad Promo	289.00	1,500.00	1,211.00	19.27%
Printing Supplies/Copier	2,171.29	6,500.00	4,328.71	33.4%
Postage	1,088.34	3,000.00	1,911.66	36.28%
Rent/Facilities Cost	49,597.63	139,592.00	89,994.37	35.53%
Consulting Services	922.12	6,300.00	5,377.88	14.64%
Telephone/Data	14,096.54	24,559.00	10,462.46	57.4%
Electric/Utilities	10,229.85	18,300.00	8,070.15	55.9%
Miscellaneous Expense	7,144.39	20,000.00	12,855.61	35.72%
Special Projects/Supportive Services	9,973.77	30,000.00	20,026.23	33.25%
Computers & Software	5.93	4,500.00	4,494.07	0.13%
Miscellaneous Equipment	0.00	0.00	0.00	0.0%
Indirect	48,698.35	125,713.00	77,014.65	38.74%
Profit	40,177.72	103,717.00	63,539.28	40.01%
Total Expense	806,084.69	2,014,500.00	1,208,415.31	40.01%
Non-WIA RSA Reimbursements		164,500.00	164,500.00	0
Total WIA Expense		1,850,000.00	1,850,000.00	0

PY12
Arbor Grants

Arbor	thru NOVEMBER 2012 Expenditures	Budget	Variance	% of Budget
OUT (CLOSED)	90,000.00	90,000.00	0.00	100.0%
RAPID RESPONSE IWT #2 Santuc (12/31/2012)	24,075.00	41,580.00	17,505.00	57.9%
RAPID RESPONSE IWT #04 SC Tool (12/31/2012)	22,182.78	41,580.00	19,397.22	53.35%
RAPID RESPONSE IWT #0 Tool Tech (12/31/2012)	0.00	32,490.00	32,490.00	0.0%
RAPID RESPONSE IWT #0 Advance Mfg. (3/31/2013)	0.00	25,300.00	25,300.00	0.0%
RAPID RESPONSE IWT #0 Green River Cabins (4/30/2013)	0.00	44,500.00	44,500.00	0.0%
TERESA - Financial Workshops (CLOSED)	7,220.00	7,600.00	380.00	95.0%
Total Arbor Special Grants	143,477.78	283,050.00	139,572.22	50.69%

py12

You' ants

		thru NOVEMBER 2012 Expenditures	Budget	Variance	% of Budget
Youth					
Spartanburg School District 6		\$ 149,097.00	\$ 491,181.00	\$ 342,084.00	30.35%
USC Upstate Achieve		\$ 69,244.00	\$ 375,361.00	\$ 306,117.00	18.45%
Total Youth WIA grants		\$ 218,341.00	\$ 866,542.00	\$ 648,201.00	25.2%

PY2012

V office

Expense	November 30, 2012	thru				Incentive		Total Budget	Variance	% of Budget
		Regular Formula Funds	Incentive Grant 11INC	Grant 11HPW						
Salaries/Fringe/Indirect	\$ 148,536.19	\$ 420,890.00						\$ 420,890.00	\$ 272,353.81	35.29%
Consumable Supplies/Office Supplies	\$ 3,274.65	\$ 5,000.00	\$ 6,000.00					\$ 11,000.00	\$ 7,725.35	29.77%
Communications/Telephone	\$ 5,220.81	\$ 4,000.00	\$ 9,000.00					\$ 13,000.00	\$ 7,779.19	40.16%
Postage	\$ 302.34	\$ 1,080.00	\$ 180.00					\$ 1,260.00	\$ 957.66	24.00%
Staff Travel/Mileage	\$ 160.13	\$ 3,000.00	\$ 900.00					\$ 3,900.00	\$ 3,739.87	4.11%
Miscellaneous/Misc Expense	\$ 2,097.24	\$ 2,400.00	\$ 13,600.00					\$ 16,000.00	\$ 13,902.76	13.11%
Professional Development	\$ 7,260.90	\$ 6,600.00	\$ 13,600.00					\$ 20,200.00	\$ 12,939.10	35.95%
Facilities Cost (Rent, utilities)/Rent	\$ 15,661.16	\$ 47,444.00						\$ 47,444.00	\$ 31,782.84	33.01%
Sponsorships, memberships/Dues-Professional	\$ 1,156.09	\$ 3,600.00	\$ 2,370.00					\$ 5,970.00	\$ 4,813.91	19.36%
Copier	\$ 1,730.51	\$ 3,000.00						\$ 3,000.00	\$ 1,269.49	57.68%
Temp Help	\$ 59,773.14	\$ 80,000.00		\$ 10,000.00				\$ 90,000.00	\$ 30,226.86	66.41%
Special Projects	\$ 2,776.00	\$ 12,160.00						\$ 12,160.00	\$ 9,384.00	22.83%
Van Usage/Vehicle Fuel	\$ 1,828.18	\$ 2,400.00						\$ 2,400.00	\$ 571.82	76.17%
Consulting Services	\$ 212.50	\$ 3,600.00						\$ 3,600.00	\$ 3,387.50	5.90%
Printing	\$ 60.00	\$ 700.00						\$ 700.00	\$ 640.00	8.57%
Non-expendable Equipment	\$ -			\$ 5,000.00				\$ 5,000.00	\$ 5,000.00	0.00%
Equipment Expense/Repair	\$ 85.00	\$ 1,200.00						\$ 1,200.00	\$ 1,115.00	7.08%
Outreach and Recruitment	\$ 2,500.00	\$ 22,100.00						\$ 22,100.00	\$ 19,600.00	11.31%
WorkKeys Assessments	\$ -	\$ 550.00						\$ 550.00	\$ 550.00	0.00%
ACHIEVE - Computer Lab	\$ 10,000.00			\$ 10,000.00				\$ 10,000.00	\$ -	100.00%
ACHIEVE - Work Experience & Supp. Services	\$ -	\$ 6,167.00						\$ 6,167.00	\$ 6,167.00	0.00%
District 6 - Work Experience & Supp. Services	\$ -	\$ 6,167.00						\$ 6,167.00	\$ 6,167.00	0.00%
Henkels & McCoy - Work Experience & Supp. Services	\$ -	\$ 6,167.00						\$ 6,167.00	\$ 6,167.00	0.00%
	\$ 262,634.84	\$ 595,874.00	\$ 88,001.00	\$ 25,000.00				\$ 708,875.00	\$ 446,240.16	37.0%

EVANS BUILDING MOVE

revised 1.7.2013

Description	Item	Quantity	Cost Per	Total	WIA Cost	DEW Cost	Shared Cost
General Move Expenses (movers, packing supplies, etc)	Move		see total	\$ 6,000.00	\$ 3,273.00	\$ 2,727.00	
Computer Lab Tables	Tables	6	\$ 250.00	\$ 1,500.00	\$ 818.25	\$ 681.75	
Additional Chairs (computer lab & resource room)	Chairs	12	\$ 80.00	\$ 960.00	\$ 523.68	\$ 436.32	
Resource Room Desks	Desk	40	\$ 200.00	\$ 8,000.00	\$ 4,364.00	\$ 3,636.00	
Phone Headsets for floor staff	Headsets	4	\$ 100.00	\$ 400.00	\$ 218.20	\$ 181.80	
Signage external & internal	Signs	n/a	n/a	\$ 2,500.00	\$ 1,363.75	\$ 1,136.25	
Additional Equipment (computers)	PC	20	\$ 550.00	\$ 11,000.00	\$ 6,000.50	\$ 4,999.50	
Data & Phone Lines/Wireless Access/Security Camera/Switches etc.	Data/Phone	1	\$ 65,490.70	\$ 65,490.70	\$35,725.18	\$29,765.52	
Total:				\$ 95,850.70	\$ 52,286.56	\$ 43,564.14	