

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

October 29, 2013

8:30 a.m.

WIB CONFERENCE ROOM

Members Present:

Mr. Jim Cook, Chair
Ms. Lisa Morris

WIB Staff Present:

Ms. Brenda Connelly
Ms. Elaine Stephens
Ms. Natalia Valenzuela

Members Absent:

Mr. Bill Brasington
Ms. Betty Guzzo
Mr. Michael Perry
Ms. Jennie Thomas
Ms. Martha Young

Mr. Jim Cook, Chairman, called the Funding Oversight Committee meeting to order at 8:31 a.m.

The minutes from the last meeting were approved. Ms. Natalia Valenzuela stated that committee meeting minutes are not required to be approved by the committee. She said that the minutes are usually sent to the chairperson electronically for approval, and then the Upstate Workforce Investment Board (Upstate WIB) Executive Director gives final approval for the minutes to be posted to the Upstate Workforce Investment Board (Upstate WIB) website. Mr. Cook agreed that the minutes would be approved by the committee chair in the future.

Review of Year-To-Date Reports

The committee reviewed the year-to-date reports through September 30, 2013, beginning with Arbor, E&T, d/b/a ResCare Workforce Services (Arbor). Ms. Valenzuela stated that the Arbor budget was approximately twenty five percent (25%) expended. Mr. Cook noted that the Postage and Utilities line items were slightly over the projected amounts for this part of the program year. Ms. Brenda Connelly explained that utilities for the Evans Building are being included in the rent; therefore, there would not be many more charges to this line item. Ms. Valenzuela added that Arbor planned to modify their budget at the January 2014 board meeting, and there would be line adjustments made at this time.

The next item on the agenda was the Arbor Rapid Response Grants reports. Mr. Cook asked about the purpose of the rapid response grants. Ms. Connelly explained that they are layoff aversion grants for companies that are in danger of closing. She further explained that companies contacted the South Carolina Department of Employment and Workforce (SCDEW) to request rapid response assistance. SCDEW has a contract with the South Carolina Manufacturing Extension Partnership (SCMEP) who assesses the training needs of those companies. Ms. Johnnie Lynn Crosby then reviews and approves these assessments; SCDEW has the final approval for issuing rapid response funds.

The youth budgets were discussed next; Ms. Valenzuela stated that the low percentage in the Work Experience line item was due to the fact that most work experiences take place in the summer months. There were no further questions on the youth grants.

The Upstate WIB office budget was discussed; there were no questions or concerns regarding this document.

Committee Approval of Budget Change Requests

Ms. Valenzuela noted that there was an error in the original Upstate WIB budget, which omitted the Temp Help line item. The Salaries/Fringe line item, totaling \$565,526, includes \$80,000 which should have gone into a Temp Help line item. Ms. Valenzuela stated that the Upstate WIB requests that the Temp Help line item be added to the budget, and the Salaries/Fringe line item be reduced by \$80,000, which would then be added to the Temp Help line item. Ms. Lisa Morris motioned that \$80,000 be moved from the Salaries/Fringe line item and be placed into the Temp Help line item. Mr. Cook seconded the motion. With no abstentions, the motion carried.

Ms. Valenzuela reported that last year the Rent-Union SC Works line item was added to the Upstate WIB budget because Spartanburg County signed a lease with Union County for the From Building in Union. She further explained that Spartanburg County signed a lease with Spartanburg Community College for rent at the Evans Building, where SC Works Spartanburg is now located. She added that the Upstate WIB would like to add \$120,083 to the Upstate WIB budget for the rent at the Evans Building for nine months, plus a one month security deposit of \$12,008.33. The Rent line item in the Arbor budget would then be reduced by a total of \$126,074.97, which includes 12 months of rent for the Union Center at \$1,500 per month and nine months of rent for the Spartanburg center at \$12,008.33 per month. The reduction would also reduce the Arbor budget's Indirect (10.11%) and Profit (7.65%) line items for these expenditures. Mr. Cook made a motion to approve the above budget changes. Ms. Morris seconded the motion. With no abstentions, the motion carried.

Ms. Valenzuela stated that last year the committee and full board approved \$79,000 in relocation costs for Arbor's move to the Evans Building, which included the purchases of wiring, phone headsets and computers. She explained that a portion of these funds, totaling \$11,400, was not used. She said that Arbor only needs \$3,000 of those funds. The Upstate WIB is asking to add \$3,000 to the Relocation Line item in the Upstate WIB budget. Mr. Cook made a motion to approve the request and Ms. Morris seconded the motion. With no abstentions, the motion carried.

Ms. Valenzuela asked that the committee grant, as they did last year, blanket approval for the Upstate WIB to have the authority to issue rapid response grants directly to Arbor. Ms. Morris made a motion to approve this request and Mr. Cook seconded the motion. With no abstentions, the motion carried.

Ms. Valenzuela gave an update on October fund transfers. She explained that \$87,863 from the dislocated worker funding stream was transferred to the adult funding stream, and an additional \$29,360 was requested from the state for the dislocated worker funding stream for the duration of the government shutdown. The fund transfer, as well as the additional dislocated worker fund request, were approved by the SCDEW.

With no further business, the meeting was adjourned at 8:55 a.m.

The next Funding Oversight Committee meeting is scheduled for January 7, 2014.

Funding Oversight Committee Meeting

Date: October 29, 2013

Time: 8:30 a.m.

Location: Upstate WIB Conference Room

AGENDA

- I. Welcome Jim Cook
- II. Review of Year-to-Date Reports Jim Cook & 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. WIB Office
 - a. Salaries and Temp Help: Move \$80,000 from the Salaries/Fringe/Indirect line item to Temp Help.
 - b. Rent Spartanburg Evans Building (SC Works): Add \$120,083.30 to the budget for SC Works' rent at the Evans Building for nine months, plus a one-month deposit (\$12,008.33/month)
 - c. Relocation Expenses (Evans Building): Add \$3,000 to the budget for relocation expenses remaining to be done this program year. (Expenses include phone headsets and additional equipment/computers.)
 - B. ResCare
 - a. Reduce the Rent line item by a total of \$126,074.97 (reduction includes 12 months of rent in Union at \$1,500/month and nine months of rent in Spartanburg at \$12,008.33/month). This reduction will also reduce the budget's Indirect (10.11% rate) and Profit (7.65% rate) line items.
- IV. Other Business Jim Cook & Natalia Valenzuela
 - A. Approval for Rapid Response grants received in PY13
 - B. Update on October transfers and additional requests due to government shutdown

Adjournment

Next Meeting: Tuesday, January 7, 2014

PY13
ResCare Workforce Services

Expense	TOTAL				Current %	25%
	thru September 30 Expenditures		Budget		Variance	% of Budget
Salaries	\$	178,770.17	\$	674,910.35	\$ 496,140.18	26.49%
Fringes	\$	34,981.93	\$	154,651.73	\$ 119,669.80	22.62%
Temp Help	\$	273.90	\$	12,480.00	\$ 12,206.10	2.19%
Dues/Professional	\$	201.57	\$	1,200.00	\$ 998.43	16.8%
Indirect Cost	\$	28,736.16	\$	117,449.90	\$ 88,713.74	24.47%
Profit	\$	23,942.30	\$	97,856.51	\$ 73,914.21	24.47%
Professional Development	\$	50.00	\$	1,000.00	\$ 950.00	5.0%
Travel Out-of-Town	\$	500.98	\$	2,794.00	\$ 2,293.02	17.93%
Mileage	\$	2,688.72	\$	13,000.00	\$ 10,311.28	20.68%
Office Supplies	\$	4,536.58	\$	20,660.00	\$ 16,123.42	21.96%
Printing Supplies/Copier	\$	744.69	\$	5,200.00	\$ 4,455.31	14.32%
Postage	\$	1,260.56	\$	3,200.00	\$ 1,939.44	39.39%
Telephone	\$	6,054.49	\$	26,162.52	\$ 20,108.03	23.14%
Rent	\$	38,131.15	\$	168,665.58	\$ 130,534.43	22.61%
Misc. & Facilities Cost (Insurance & Janitoria	\$	4,110.77	\$	25,431.85	\$ 21,321.08	16.16%
Utilities	\$	8,731.66	\$	13,983.12	\$ 5,251.46	62.44%
Contract/Consulting Services	\$	241.53	\$	6,770.00	\$ 6,528.47	3.57%
Advertising/Promotions	\$	1,106.01	\$	14,650.95	\$ 13,544.94	7.55%
Computers & Software	\$	-	\$	4,000.00	\$ 4,000.00	0.0%
Misc. Equipment/Relocation	\$	971.73	\$	12,960.00	\$ 11,988.27	7.5%
Instructional Training	\$	70,896.16	\$	500,000.00	\$ 429,103.84	14.18%
Supportive Services	\$	1,897.05	\$	25,000.00	\$ 23,102.95	7.59%
Total Expense	\$	408,828.11	\$	1,902,026.51	\$ 1,493,198.40	21.49%
Non-WIA RSA Reimbursements		-	\$	(250,000.00)	\$ (250,000.00)	0.00%
Total WIA Expense		408,828.11	\$	1,652,026.51	\$ 1,243,198.40	24.75%

PY13
Arbor Grants

	<u>thru September</u> <u>2013 Expenditures</u>	<u>Budget</u>	<u>Variance</u>	<u>% of 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 (9/30/2013)	30,750.00	37,400.00	6,650.00	82.22%
RAPID RESPONSE CR Brands (12/31/2013)	33,395.00	49,350.00	15,955.00	67.67%
RAPID RESPONSE IWT#26 IWG (2/28/2014)	0.00	40,725.00	40,725.00	0.0%
RAPID RESPONSE IWT#23 Carolina Cotton (11/30/2013)	5,040.00	52,650.00	47,610.00	9.57%
 Total Arbor Special Grants	 198,274.50	 332,295.00	 134,020.50	 59.67%

Youth Grant: Spartanburg School District 6

Expense	TOTAL				Current %	25%
	thru September 30 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 61,464.00	\$ 300,589.46	\$ 239,125.46	20.45%		
Operating Expenses	\$ 23,391.00	\$ 83,173.68	\$ 59,782.68	28.12%		
Instructional Training	\$ -	\$ 30,402.75	\$ 30,402.75	0.0%		
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*	\$ 369.00	\$ 41,200.00	\$ 40,831.00	0.9%		
Total Expense	\$ 85,224.00	\$ 480,865.89	\$ 395,641.89	17.72%		

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

Youth Grant: USC Upstate ACHIEVE

Expense	TOTAL				Current %	25%
	thru September 30 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 12,314.23	\$ 269,026.55	\$ 256,712.32	4.58%		
Indirect Cost	\$ 1,174.61	\$ 22,762.16	\$ 21,587.55	5.16%		
Operating Expenses	\$ 7,051.33	\$ 39,500.72	\$ 32,449.39	17.85%		
Instructional Training	\$ 1,451.00	\$ 13,835.00	\$ 12,384.00	10.49%		
Work Readiness/Work Experience	\$ 498.75	\$ 8,977.50	\$ 8,478.75	5.56%		
Supportive Services: Transportation	\$ 1,449.08	\$ 16,711.00	\$ 15,261.92	8.67%		
Supportive Services: Medical Assistance	\$ -	\$ 750.00	\$ 750.00	0.0%		
Supportive Services: Child Care	\$ -	\$ 2,250.00	\$ 2,250.00	0.0%		
Supportive Services: Other*	\$ 278.00	\$ 14,250.00	\$ 13,972.00	1.95%		
Total Expense	\$ 24,217.00	\$ 388,062.93	\$ 363,845.93	6.24%		

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

PY '13
WIB Office

	thru	September 30, 2013	Regular Formula Funds	Incentive Grant 12INC	Total Budget	Variance	Current %	25%
Expense								
Salaries/Fringe/Indirect (includes Temp Help)		\$ 107,931.92	\$ 565,526.00		\$ 565,526.00	\$ 457,594.08		19.09%
Dues-Professional		\$ 586.00	\$ 3,600.00	\$ -	\$ 3,600.00	\$ 3,014.00		16.28%
Mileage		\$ 1,405.97	\$ 4,000.00	\$ -	\$ 4,000.00	\$ 2,594.03		35.15%
Professional Development		\$ 2,838.97	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 7,161.03		28.39%
Office Supplies & Expense		\$ 2,847.42	\$ 9,000.00	\$ -	\$ 9,000.00	\$ 6,152.58		31.64%
Copier Expense		\$ 307.86	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,692.14		10.26%
Advertising/Promotional/Outreach		\$ 1,286.00	\$ 10,000.00	\$ 7,800.00	\$ 17,800.00	\$ 16,514.00		7.22%
Printing		\$ 196.46	\$ 700.00		\$ 700.00	\$ 503.54		28.07%
Postage		\$ 198.11	\$ 1,260.00	\$ -	\$ 1,260.00	\$ 1,061.89		15.72%
Rent-Spartanburg		\$ 11,153.54	\$ 55,000.00	\$ -	\$ 55,000.00	\$ 43,846.46		20.28%
Rent-Union SC Works		\$ -	\$ 18,000.00	\$ -	\$ 18,000.00	\$ 18,000.00		0.00%
Consulting Services		\$ 213.50	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,786.50		10.68%
Vehicle Manpower/Overhead		\$ 140.29	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 859.71		14.03%
Vehicle Parts		\$ 80.24	\$ 500.00		\$ 500.00	\$ 419.76		16.05%
Vehicle - Fuel, Oil, Lub		\$ 702.68	\$ 4,500.00		\$ 4,500.00	\$ 3,797.32		15.62%
Telephone/Fax		\$ 2,713.27	\$ 13,000.00		\$ 13,000.00	\$ 10,286.73		20.87%
Miscellaneous Expense		\$ 645.80	\$ 4,400.00		\$ 4,400.00	\$ 3,754.20		14.68%
Special Projects		\$ 1,157.78	\$ 7,800.00	\$ 540.00	\$ 8,340.00	\$ 7,182.22		13.88%
Computers/Software		\$ 816.00	\$ 6,133.00		\$ 6,133.00	\$ 5,317.00		13.31%
Miscellaneous Equipment		\$ 465.00	\$ 3,500.00		\$ 3,500.00	\$ 3,035.00		13.29%
		\$ 135,686.81	\$ 722,919.00	\$ 8,340.00	\$ 731,259.00	\$ 595,572.19		18.6%