UPSTATE WORKFORCE INVESTMENT BOARD
FUNDING OVERSIGHT COMMITTEE MEETING
September 5, 2013
8:30 a.m.
WIB CONFERENCE ROOM

Members Present:
Mr. Jim Cook, Chair
Ms. Lisa Morris
Ms. Jennie Thomas

WIB Staff Present:
Ms. Brenda Connelly
Ms. Elaine Stephens
Ms. Dana Wood

Members Absent:
Mr. Bill Brasington
Ms. Betty Guzzo
Mr. Michael Perry
Ms. Martha Young

Mr. Jim Cook, Chairman, called the Funding Oversight Committee meeting to order at 8:30 a.m.

Committee Review of Program Year 2012 Budget

The Committee reviewed the Program Year 2012 (PY12) budgets, beginning with the Upstate Workforce Investment Board (Upstate WIB) year ending budget. Mr. Cook noted that there were no line items over budget. Ms. Dana Wood also noted that the year ended with over $130,000 in carryover funds, which can be used for Program Year 2013 (PY13).

Mr. Cook asked if the committee would have any action items to present to full board at the September 16th meeting. Ms. Wood explained that a summary would be created which would outline topics to be discussed at the meeting. There were no other questions concerning the Upstate WIB budget.

The youth year end budgets were discussed next. It was noted that there were also youth carryover funds totaling over $57,000 to be used in PY13. Mr. Cook asked if that was a normal pattern. Ms. Wood stated that it was always a goal to have carryover funds to supplement current year funds.

The Arbor E&T, d/b/a ResCare Workforce Services (Arbor) budget was discussed. Ms. Brenda Connelly stated that Ms. Ann Angermeier had some concerns regarding the Special Projects/Supportive Services and the Training line items. Ms. Angermeier was concerned that the supportive service line item had only a sixty-four percent (64%) expenditure rate and that the training line item had only a sixty-five percent (65%) expenditure rate. Ms. Connelly explained that Ms. Angermeier was concerned that the Salaries and Fringes expenditure rate was much higher. Ms. Connelly noted that the Upstate WIB requested some additional funds at the end of last program year, which impacted that percentile rate. She does agree, however, that the expenditure rates were low and should be addressed. Ms. Connelly further explained that during PY12 Arbor was required to spend seventy eight percent (78%) of their overall funds. It was also required that forty-two percent (42%) of their participants enter training. Both requirements were met. Ms. Connelly added that Ms. Angermeier would like to require that Arbor spend ninety percent (90%) of their training and supportive services funds during PY13. Mr. Jim Cook asked if this requirement needed to be an action item from the Funding Oversight Committee to the full board. Ms. Wood stated that this would not require board action. She explained the Upstate WIB taff would take the necessary steps to add this requirement to the Statement of Work, depending on the committee's decision.

Ms. Jennie Thomas asked if Arbor requested the additional funds, mentioned earlier. Ms. Wood explained that the Upstate WIB requested the funds from the South Carolina Department of Employment and Workforce, knowing that the PY13 budget would be decreased. She added that this request is made each year. Ms. Connelly stated that the Upstate VIB plans to request additional funds earlier in PY13. She also mentioned that Arbor has implemented a new training plan that reduces available training options, due to increased state performance measures.

Mr. Cook requested committee approval to include a ninety percent (90%) expenditure rate for the training and supportive services line items within Arbor's budget. With no abstentions, the committee approved the request. There were no further discussions on the Arbor grant.

Committee Review of Program Year 2013 Budget

The committee reviewed the PY13 year to date budgets. Once reviewed, there were no questions or comments regarding any of the budgets.

It was noted that there had been no invoices received from the youth programs for July, therefore, there was no activity added to the youth reports.

With no further business, the meeting was adjourned at 9:00 a.m.

The next Funding Oversight Committee meeting is scheduled for October 29, 2013.

Funding Oversight Committee Meeting
Date: September 5, 2013
Time: 8:30 a.m.
Location: Upstate WIB Conference Room

AGENDA

I. Committee Review of Program Year 2012 Budgets
   a. Upstate WIB
   b. Youth Programs
   c. Arbor

II. Committee Review of Program Year 2013 Year-to-Date Budgets
   a. Upstate WIB
   b. Youth Programs

III. Rapid Response Funds

IV. Other Business

Adjournment

Next Meeting: October 29, 2013

PY12
ResCare Workforce Services

Expense								
			TOTAL				Current %	100%
	thru June 30 Expenditures		Budget		Variance		% of Budget	
Salaries	$	716,617.01	$	741,360.49	$	24,743.48	96.66%	
Fringes	$	162,117.41	$	186,144.98	$	24,027.57	87.09%	
Temp Help	$	-	$	-	$	-	0.0%	
Dues/Professional	$	1,175.47	$	2,300.00	$	1,124.53	51.11%	
Mileage	$	11,126.79	$	15,000.00	$	3,873.21	74.18%	
Professional Development	$	-	$	3,000.00	$	3,000.00	0.0%	
Travel Out of Town	$	2,649.26	$	4,300.00	$	1,650.74	61.61%	
Training	$	466,132.23	$	706,370.18	$	240,237.95	65.99%	
Office Supplies	$	19,744.34	$	21,000.00	$	1,255.66	94.02%	
Ad Promo	$	10,159.42	$	24,356.04	$	14,196.62	41.71%	
Printing Supplies/Copier	$	4,834.79	$	6,500.00	$	1,665.21	74.38%	
Postage	$	3,688.73	$	3,903.30	$	214.58	94.5%	
Rent/Facilities Cost	$	142,312.64	$	145,235.20	$	2,922.56	97.99%	
Consulting Services	$	4,140.75	$	6,300.00	$	2,159.25	65.73%	
Telephone/Data	$	28,778.20	$	31,819.00	$	3,040.80	90.44%	
Electric/Utilities	$	26,051.86	$	29,236.67	$	3,184.82	89.11%	
Miscellaneous Expense	$	23,255.49	$	24,533.34	$	1,277.85	94.79%	
Special Projects/Supportive Services	$	21,158.16	$	33,000.00	$	11,841.84	64.12%	
Computers & Software	$	4,306.99	$	4,500.00	$	193.01	95.71%	
Relocation Costs/Miscellaneous Equipment	$	-	$	12,960.00	$	12,960.00	0.0%	
Indirect	$	118,015.43	$	129,022.29	$	11,006.86	91.47%	
Profit	$	98,684.62	$	106,447.56	$	7,762.94	92.71%	
Total Expense	$	1,864,949.58	$	2,237,289.05	$	372,339.47	83.36%	
Non-WIA RSA Reimbursements		(133,733.37)	$	(367,990.74)	$	(234,257.37)	36.34%	
Total WIA Expense		1,731,216.21	$	1,869,298.31	$	138,082.10	92.61%	

PY12

Arbor Grants

Arbor	thru June 2013 Expenditures	Budget	Variance	% of Budget
OJT (CLOSED)	90,000.00	90,000.00	0.00	100.0%
RAPID RESPONSE IWT #2 Santuc (7/31/2013)	24,075.00	41,580.00	17,505.00	57.9%
RAPID RESPONSE IWT #04 SC Tool (12/31/2012) (CLOSEE	39,587.78	41,126.00	1,538.22	96.26%
RAPID RESPONSE IWT #03 Tool Tech (6/30/2013)	28,415.00	37,190.00	8,775.00	76.4%
RAPID RESPONSE IWT #08 Advance Mfg. (3/31/2013)	24,667.75	25,300.00	632.25	97.5%
RAPID RESPONSE IWT #07 Green River Cabins (6/30/2013	44,349.50	44,500.00	150.50	99.66%
11RRA03 - Financial Workshops (CLOSED)	7,220.00	7,600.00	380.00	95.0%
RAPID RESPONSE IWT #1 A. Berger, Inc. (3/31/2013)	23,887.50	24,400.00	512.50	97.9%
RAPID RESPONSE IWT#12 Marchel Industries (7/31/2013)	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)	13,770.00	49,350.00	35,580.00	27.9%
Total Arbor Special Grants	352,972.53	427,346.00	74,373.47	82.6%

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Youth Grants

Current % 100%

Youth	thru June 30 Expenditures	Budget	Variance	% of Budget
Spartanburg School District 6*	$ 448,381.00	$ 491,181.00	$ 42,800.00	91.29%
USC Upstate Achieve*	$ 361,158.00	$ 375,361.00	$ 14,203.00	96.22%
Total Youth WIA grants	$ 809,539.00	$ 866,542.00	$ 57,003.00	93.42%

**Both Spartanburg School District 6 and USC Upstate ACHIEVE had $9,250 each in another grant (11INC03) that could be used for their program. Their total expenditures listed on this spreadsheet are their yearly expenditure amounts minus $9,250.*

PY' ?

WIB Office

Expense	thru June 30, 2013	Regular Formula Funds	Incentive Grant 11INC	Incentive Grant 11HPW	Total Budget	Variance (Current %)	% of Budget (100%)
Salaries/Fringe/Indirect	$ 316,559.68	$ 400,890.00			$ 400,890.00	$ 84,330.32	78.96%
Consumable Supplies/Office Supplies	$ 8,132.99	$ 5,000.00	$ 6,000.00		$ 11,000.00	$ 2,867.01	73.94%
Communications/Telephone	$ 10,158.32	$ 4,000.00	$ 9,000.00		$ 13,000.00	$ 2,841.68	78.14%
Postage	$ 443.29	$ 1,080.00	$ 180.00		$ 1,260.00	$ 816.71	35.18%
Staff Travel/Mileage	$ 3,316.39	$ 2,500.00	$ 900.00		$ 3,400.00	$ 83.61	97.54%
Miscellaneous/Misc Expense	$ 1,603.69	$ 2,400.00	$ 500.00		$ 2,900.00	$ 1,296.31	55.30%
Professional Development	$ 13,744.00	$ 6,600.00	$ 13,600.00		$ 20,200.00	$ 6,456.00	68.04%
Facilities Cost (Rent, utilities)/Rent [1]	$ 46,846.35	$ 47,444.00			$ 47,444.00	$ 597.65	98.74%
Sponsorships, memberships/Dues-Professional	$ 4,792.49	$ 2,600.00	$ 2,370.00		$ 4,970.00	$ 177.51	96.43%
Copier	$ 2,798.57	$ 3,000.00			$ 3,000.00	$ 201.43	93.29%
Temp Help	$ 106,598.32	$ 100,000.00	$ 5,135.00	$ 10,000.00	$ 115,135.00	$ 8,536.68	92.59%
Special Projects	$ 82,397.68	$ 89,051.00	$ 11,600.00		$ 100,651.00	$ 18,253.32	81.86%
Van Usage/Vehicle Fuel	$ 5,302.52	$ 4,400.00	$ 2,000.00		$ 6,400.00	$ 1,097.48	82.85%
Consulting Services	$ 265.00	$ 3,100.00			$ 3,100.00	$ 2,835.00	8.55%
Printing	$ 369.57	$ 700.00			$ 700.00	$ 330.43	52.80%
Non-expendable Equipment	$ 5,000.00			$ 5,000.00	$ 5,000.00	$ -	100.00%
Equipment Expense/Repair	$ 2,200.00		$ 2,200.00		$ 2,200.00	$ -	100.00%
Outreach and Recruitment	$ 15,464.77		$ 15,465.00		$ 15,465.00	$ 0.23	100.00%
WorkKeys Assessments	$ 550.00		$ 550.00		$ 550.00	$ -	100.00%
ACHIEVE - Computer Lab	$ 10,000.00			$ 10,000.00	$ 10,000.00	$ -	100.00%
ACHIEVE - Work Experience & Supp. Services	$ 9,250.00		$ 9,250.00		$ 9,250.00	$ -	100.00%
District 6 - Work Experience & Supp. Services	$ 9,250.00		$ 9,250.00		$ 9,250.00	$ -	100.00%
	$ 655,043.63	**$ 672,765.00**	**$ 88,000.00**	**$ 25,000.00**	**$ 785,765.00**	**$ 130,721.37**	**83.4%**

PY? ?

WIB Office

Expense	thru July 31, 2013	Regular Formula Funds	Incentive Grant 11INC	Total Budget	Variance	% of Budget
					Current %	8%
Salaries/Fringe/Indirect (includes Temp Help)	$ 4,792.83	$ 565,526.00		$ 565,526.00	$ 560,733.17	0.85%
Dues-Professional	$ 50.00	$ 3,600.00	$ -	$ 3,600.00	$ 3,550.00	1.39%
Mileage	$ -	$ 4,000.00	$ -	$ 4,000.00	$ 4,000.00	0.00%
Professional Development	$ 639.00	$ 10,000.00	$ -	$ 10,000.00	$ 9,361.00	6.39%
Office Supplies & Expense	$ 378.54	$ 9,000.00	$ -	$ 9,000.00	$ 8,621.46	4.21%
Copier Expense	$ 227.52	$ 3,000.00	$ -	$ 3,000.00	$ 2,772.48	7.58%
Advertising/Promotional/Outreach	$ -	$ 10,000.00	$ -	$ 10,000.00	$ 10,000.00	0.00%
Printing	$ -	$ 700.00		$ 700.00	$ 700.00	0.00%
Postage	$ 5.00	$ 1,260.00	$ -	$ 1,260.00	$ 1,255.00	0.40%
Rent-Spartanburg	$ 3,838.54	$ 55,000.00	$ -	$ 55,000.00	$ 51,161.46	6.98%
Rent-Union SC Works	$ -	$ 18,000.00	$ -	$ 18,000.00	$ 18,000.00	0.00%
Consulting Services	$ -	$ 2,000.00	$ -	$ 2,000.00	$ 2,000.00	0.00%
Vehicle Manpower/Overhead	$ -	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	0.00%
Vehicle Parts	$ -	$ 500.00		$ 500.00	$ 500.00	0.00%
Vehicle - Fuel, Oil, Lub	$ -	$ 4,500.00		$ 4,500.00	$ 4,500.00	0.00%
Telephone/Fax	$ 1,137.72	$ 13,000.00		$ 13,000.00	$ 11,862.28	8.75%
Miscellaneous Expense	$ 125.00	$ 4,400.00		$ 4,400.00	$ 4,275.00	2.84%
Special Projects	$ 295.45	$ 7,800.00		$ 7,800.00	$ 7,504.55	3.79%
Computers/Software	$ -	$ 6,133.00		$ 6,133.00	$ 6,133.00	0.00%
Miscellaneous Equipment	$ -	$ 3,500.00		$ 3,500.00	$ 3,500.00	0.00%
	$ 11,489.60	$ 722,919.00	$ -	$ 722,919.00	$ 711,429.40	1.6%

PY' '3

USC Upstate ACHIEVE

Expense	TOTAL			Current % 8%
	thru July 31 Expenditures	Budget	Variance	% of Budget
Salaries and Fringe Benefits	$ -	$ 269,026.55	$ 269,026.55	0.0%
Indirect Cost	$ -	$ 22,762.16	$ 22,762.16	0.0%
Consumable Supplies	$ -	$ 3,500.88	$ 3,500.88	0.0%
Communications	$ -	$ 4,999.92	$ 4,999.92	0.0%
Postage	$ -	$ 99.96	$ 99.96	0.0%
Staff Travel/Professional Deve	$ -	$ 2,499.96	$ 2,499.96	0.0%
Premises Rent	$ -	$ 24,000.00	$ 24,000.00	0.0%
Advertising/Printing	$ -	$ 2,000.00	$ 2,000.00	0.0%
Janitorial	$ -	$ 1,800.00	$ 1,800.00	0.0%
Janitorial Supplies	$ -	$ 300.00	$ 300.00	0.0%
Service Agreement	$ -	$ 300.00	$ 300.00	0.0%
Instructional Training	$ -	$ 13,835.00	$ 13,835.00	0.0%
Work Readiness/Work Experience	$ -	$ 8,977.50	$ 8,977.50	0.0%
Supportive Services: Transportation	$ -	$ 16,711.00	$ 16,711.00	0.0%
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*	$ -	$ 14,250.00	$ 14,250.00	0.0%
Total Expense	$ -	$ 388,062.93	$ 388,062.93	0.0%

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

P'

Youth Grants

Dist.

Expense	thru July 31 Expenditures	TOTAL Budget	Variance	% of Budget
			Current %	8%
Salaries & Fringe Benefits	$ -	$ 300,589.46	$ 300,589.46	0.0%
Consumable Supplies	$ -	$ 3,637.68	$ 3,637.68	0.0%
Communications	$ -	$ 6,000.00	$ 6,000.00	0.0%
Postage	$ -	$ 204.00	$ 204.00	0.0%
Staff Travel (mileage)	$ -	$ 1,008.00	$ 1,008.00	0.0%
Premises Rent	$ -	$ 46,800.00	$ 46,800.00	0.0%
Fire and Security	$ -	$ 1,416.00	$ 1,416.00	0.0%
Utilities	$ -	$ 9,000.00	$ 9,000.00	0.0%
Expendable Equipment	$ -	$ 108.00	$ 108.00	0.0%
Advertising/Printing	$ -	$ 492.00	$ 492.00	0.0%
Janitorial	$ -	$ 6,504.00	$ 6,504.00	0.0%
Building Maintenance	$ -	$ 2,004.00	$ 2,004.00	0.0%
Professional Development	$ -	$ 6,000.00	$ 6,000.00	0.0%
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*	$ -	$ 41,200.00	$ 41,200.00	0.0%
Total Expense	$ -	$ 480,865.89	$ 480,865.89	0.0%

**Supportive Services: Other includes Field Trips/Student Lunch & Learn Workshops; Incentives (including laptops); Work Clothing; Student Fees (lunch, uniforms, etc.); Snacks*

PY13

Arbor Grants

Arbor	thru June 2013 Expenditures	Budget	Variance	% of Budget
RAPID RESPONSE IWT #2 Santuc (7/31/2013)	24,075.00	41,580.00	17,505.00	57.9%
RAPID RESPONSE IWT#12 Marchel Industries (7/31/2013)	26,250.00	28,900.00	2,650.00	90.83%
RAPID RESPONSE IWT#17 StarChem (9/30/2013) New mod	30,750.00	37,400.00	6,650.00	82.22%
RAPID RESPONSE CR Brands (12/31/2013)	13,770.00	49,350.00	35,580.00	27.9%
Total Arbor Special Grants	94,845.00	157,230.00	62,385.00	60.32%

PY13

ResCare Workforce Services

		TOTAL		
			Current %	8%
Expense	thru July 31 Expenditures	Budget	Variance	% of Budget
Salaries	$ 65,506.06	$ 687,390.35	$ 621,884.29	9.53%
Fringes	$ 12,942.06	$ 154,651.73	$ 141,709.67	8.37%
Temp Help	$ -	$ -	$ -	0.0%
Dues/Professional	$ 82.80	$ 1,200.00	$ 1,117.20	6.9%
Indirect Cost	$ 10,073.73	$ 114,658.44	$ 104,584.71	8.79%
Profit	$ 8,393.19	$ 95,530.72	$ 87,137.53	8.79%
Professional Development	$ -	$ 1,000.00	$ 1,000.00	0.0%
Travel Out-of-Town	$ -	$ 2,794.00	$ 2,794.00	0.0%
Mileage	$ 507.60	$ 13,000.00	$ 12,492.40	3.9%
Office Supplies	$ 1,465.47	$ 19,460.00	$ 17,994.53	7.53%
Copier Supplies	$ -	$ -	$ -	0.0%
Printing Supplies	$ 50.23	$ 5,200.00	$ 5,149.77	0.97%
Postage	$ 464.83	$ 3,200.00	$ 2,735.17	14.53%
Telephone	$ 1,610.92	$ 26,162.52	$ 24,551.60	6.16%
Rent	$ 12,362.82	$ 168,665.58	$ 156,302.76	7.33%
Misc. & Facilities Cost	$ 1,091.18	$ 13,983.12	$ 12,891.94	7.8%
Utilities	$ 2,458.30	$ 25,431.85	$ 22,973.55	9.67%
Contract/Consulting Services	$ 123.93	$ 6,770.00	$ 6,646.07	1.83%
Advertising/Promotions	$ 975.00	$ 1,200.00	$ 225.00	81.25%
Computers & Software	$ -	$ 4,000.00	$ 4,000.00	0.0%
Misc. Equipment/Relocation	$ -	$ -	$ -	0.0%
Client Handling Fee	$ -	$ -	$ -	0.0%
Instructional Training	$ 7,044.90	$ 500,000.00	$ 492,955.10	0.0%
Training Supplies	$ -	$ -	$ -	0.0%
Supportive Svcs: Transportation	$ 1,512.05	$ 25,000.00	$ 23,487.95	0.0%
Supportive Svcs: Child Care	$ -	$ -	$ -	0.0%
Supportive Svcs: Other Emergency	$ -	$ -	$ -	0.0%
Total Expense	$ 126,665.07	$ 1,869,298.31	$ 1,742,633.24	6.78%
Non-WIA Resource Sharing - RELOCATION	$ -	$ -	$ -	0.0%
Non-WIA RSA Reimbursements	-	$ -	$ -	0.00%
Total WIA Expense	126,665.07	$ 1,869,298.31	$ 1,742,633.24	6.78%