

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

March 3, 2015

8:30 a.m.

WIB CONFERENCE ROOM

Members Present:

Mr. Jim Cook, Chair
Mr. Bill Brasington
Ms. Liberty Canzater
Ms. Jennie Thomas

Members Absent:

Ms. Betty Guzzo
Ms. Lisa Morris
Lieutenant Mark Rockwell
Ms. Martha Young

Staff Present:

Ms. Brenda Connelly
Ms. Natalia Swanson
Ms. Kara Tanenbaum

Mr. Jim Cook called the meeting to order at 8:33 a.m.

Review of Year-to-Date Budgets through January 31, 2015

Arbor SC Works: The SC Works budget is on track with nothing significant to report. Ms. Natalia Swanson explained that a budget modification request for the Arbor SC Works budget would be discussed later on in the agenda. Mr. Bill Brasington asked if there was a concern in spending training dollars. Ms. Brenda Connelly explained that while the current amount reflected funds that were spent, they have obligated funds, which they do not pay the training provider fully up front, but in increments. There is a 90% expenditure requirement in their contract. There were no additional questions or concerns.

Arbor Rapid Response: The report included Rapid Response, OJT Developer and IWT (Incumbent Worker Training) grants. Ms. Swanson reminded the Committee that it is not a requirement to spend all of the funds in the Rapid Response grants, as it depends on what training the employers actually complete. There were no additional questions.

ACHIEVE: Ms. Swanson reported that there were no irregularities with the program budget. She gave an explanation as to why indirect costs were slightly over the projected amount for the year, which was inquired at the last meeting; the expenses depend on when certain line items hit the accounting ledger, but it would even out in the end. There were no additional questions.

YouthStop: Ms. Swanson reported that expenditures were on track and there appeared to be nothing out of the ordinary. Mr. Brasington clarified that Work Readiness/Work Experience Stipends were low, as students are still in school and therefore the program will not utilize funds until school concludes for summer break. There were no additional questions or concerns.

WIB Office: Ms. Swanson reminded the Committee that the Upstate WIB received \$1,911 in incentive grant funds and the Committee approved all of the funds to be designated for Professional Development at the last meeting. Ms. Swanson also pointed out that there was a \$6,000 expenditure under the Special Projects line-item, used for a third-party OneStop System monitoring. Lastly, she also noted that under the Rent-Spartanburg line item, these fees are paid one month ahead so the line item is higher than where it would be if only seven months (through January 31) had been paid.

Committee Approval of Proposed Budget Modification for WIB Office Budget

The Committee reviewed the proposed budget modifications for the WIB Office Budget:

- Add \$1,000 of unobligated funds to the Outreach line item that will help cover costs of both the annual report and outreach items for the remainder of the year.

Mr. Brasington made a motion to approve the modification request as presented. Ms. Jennie Thomas seconded the motion. There were no abstentions and the motion carried.

- Decrease the Vehicle Fuel line item by \$500 due to projections showing less need for these funds and increasing the Vehicle Manpower/Overhead by \$500 to cover any needed maintenance.

Ms. Jennie Thomas made a motion to approve the modification request as presented. Ms. Liberty Canzater seconded the motion. There were no abstentions and the motion carried.

Committee Approval of Arbor SC Works Modification Request

Mr. Cook continued with the Arbor SC Works Modification Request. Ms. Brenda Connelly explained the request to the Committee, referring to the Grant Modification Request Form in the agenda packet. The modification request reflects an anticipated need to cover RSA costs from the Gaffney location in addition to funds to make necessary software upgrades to computers and computer purchases, as well as funds to meet increased transportation supportive services. The modification also combines the part-time Spartanburg and Gaffney Career Consultant positions into one full-time position serving both areas.

- Salaries: Decreasing by \$7,400.
- Fringe: Decreasing by \$20,000.
- Dues, Prof Fees and Subscriptions: Increasing by \$100.
- Postage: Increasing by \$400.
- Telephone: Increasing by \$12,000.
- Utilities: Increasing by \$6,000.
- Contract & Consulting: Decreasing by \$6,000.
- Computers & Software: Increasing by \$7,400.
- Management Fee/Profit: Decreasing by \$45.77.
- Support Services: Increasing by \$7,500.
- Indirect: Decreasing by \$786.

Mr. Brasington asked if any of the fees were already paid to the Department of Employment and Workforce and Ms. Connelly explained that to date nothing was paid; these were **anticipated** costs and no funds would be exchanged until an RSA contract is signed.

Ms. Liberty Canzater made a motion to approve the Arbor SC Works modification request as presented. Ms. Jennie Thomas seconded the motion. With no abstentions, the motion carried.

Other Business

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

The next Funding Oversight Committee meeting will take place on April 28, 2015.

Funding Oversight Committee Meeting

Date: March 3, 2015

Time: 8:30 a.m.

Location: Upstate WIB Conference Room

AGENDA

- I. Welcome Jim Cook
- II. Review of Year-to-Date Budgets (through 1/31/2015) Jim Cook & Natalia Swanson
 - A. Youth Programs
 - B. Arbor – Regular Formula Funds
 - C. Arbor – Rapid Response Grants
 - D. WIB Office
- III. WIB Office Modification Request Natalia Swanson
 - A. Outreach: Adding \$1,000 of unobligated funds to the budget for the annual report and additional outreach items for the remainder of the program year.
 - B. Van Usage (Fuel): Reduce by \$500
 - C. Van Usage (Manpower/Overhead): Increase by \$500
- IV. ResCare Modification Request Brenda Connelly
(See attached)
- V. Other Business Jim Cook & Natalia Swanson

Adjournment

Next Meeting: Tuesday, April 28, 2015

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

Date: 02/26/2015

Grant number: 14M903Q1-UWIB – Modification #4

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 (-\$7,400.00): Reflects a line item decrease from \$579,903.08 to \$572,503.08 due to reduced expenditure projections.

Fringe (-\$20,000.00): Reflects a line item decrease from \$134,710.14 to \$114,710.14 due to reduced expenditure projections

Dues, Prof Fees & Subscriptions (+\$100.00): Reflects a line item increase from \$800.00 to \$900.00 due to increased subscription costs.

Postage (+\$400.00): Reflects a line item increase from \$1,000.00 to \$1,400.00 due to postal mail box and mail delivery fees.

Telephone (+\$12,000.00): Reflects a line item increase from \$28,000.00 to \$40,000.00 due to anticipated RSA expenses and IT/Telephone transition costs for the Gaffney location.

Utilities (+\$6,000.00): Reflects line item impact from \$15,582.00 to \$21,582.00 to allow for anticipated RSA utilities billing from DEW for the Gaffney location.

Contract & Consulting (-\$6,000.00): Reduction in line item from \$13,495.84 to \$7,495.84 due to reduction in expenditure projections.

Computers & Software (+\$7,400.00): Reflects line item increase from \$4,600.00 to \$12,000.00 to cover anticipated software upgrades for project computers and purchases of additional computers. Windows XP no longer supported by Microsoft and computers will be upgraded to IE7/8.

Support Services (+\$7,500.00): Reflects increase from \$24,000.00 to \$31,500.00 to provide additional client support.

Indirect (-\$786.00): Reflects line item impact due to shift of funds from Fringe to Support Services.

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru January 31, 2015 Expenditures	Budget	Variance	% of Budget
Rapid Response IWT #13-01 CLOSED	\$ 63,060.00	\$ 63,390.00	\$ 330.00	99.48%
Rapid Response IWT #13-02 CLOSED	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 20,388.78	\$ 77,181.30	\$ 56,792.52	26.42%
14M903IWT01-UWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
14RRIWT07 (9/14/15)	\$ 9,800.00	\$ 65,320.00	\$ 55,520.00	15.0%
			\$ -	#DIV/0!
Total Expense	\$ 104,873.78	\$ 430,126.30	\$ 325,252.52	24.38%

PY14

USC Upstate ACHIEVE

Expense	thru January 31, 2015 Expenditures	TOTAL		Current %	58%
		Budget	Variance		
Salaries and Fringe Benefits	\$ 153,512.40	\$ 270,385.16	\$ 116,872.76		56.78%
Indirect Cost	\$ 13,208.15	\$ 22,548.62	\$ 9,340.47		58.58%
Operating Expenses	\$ 9,039.86	\$ 36,124.80	\$ 27,084.94		25.02%
Instructional Training	\$ 5,415.27	\$ 19,006.42	\$ 13,591.15		28.49%
Work Readiness/Work Experience	\$ 2,399.92	\$ 8,986.63	\$ 6,586.71		26.71%
Supportive Services: Transportation	\$ 4,962.02	\$ 17,111.30	\$ 12,149.28		29.0%
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00		0.0%
Supportive Services: Other*	\$ 3,663.26	\$ 12,900.00	\$ 9,236.74		28.4%
Total Expense	\$ 192,200.88	\$ 390,062.93	\$ 197,862.05		49.27%

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

PY14
The YouthStop

Expense	TOTAL				Current %	58%
	thru January 31, 2015 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 162,931.37	\$ 300,581.77	\$ 137,650.40	54.21%		
Operating Expenses	\$ 47,342.19	\$ 83,173.88	\$ 35,831.69	56.92%		
Instructional Training	\$ 3,482.03	\$ 32,402.40	\$ 28,920.37	10.75%		
Work Readiness/Work Experience Stipends	\$ 247.26	\$ 20,000.00	\$ 19,752.74	1.24%		
Supportive Svcs: Transportation	\$ 128.00	\$ 5,500.00	\$ 5,372.00	2.33%		
Supportive Svcs: Other*	\$ 5,744.37	\$ 41,200.00	\$ 35,455.63	13.94%		
Total Expense	\$ 219,875.22	\$ 482,858.05	\$ 262,982.83	45.54%		

Summer

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

PY14
WIB Office

Expense	thru January 31, 2015	Regular Formula Funds	Incentive Grant 13INC	Incentive Grant 14INC	Total Budget	Variance	% of Budget	Current %
								58%
Salaries/Fringe/Indirect	\$ 244,734.59	\$ 498,325.00			\$ 498,325.00	\$ 253,590.41	49.11%	
Temp Help	\$ 44,204.50	\$ 87,699.00			\$ 87,699.00	\$ 43,494.50	50.40%	
Dues-Professional	\$ 5,868.52	\$ 3,600.00	\$ 2,645.00		\$ 6,245.00	\$ 376.48	93.97%	
Mileage	\$ 2,048.20	\$ 4,000.00			\$ 4,000.00	\$ 1,951.80	51.21%	
Professional Development	\$ 12,131.32	\$ 14,000.00	\$ 2,645.00	\$ 1,911.00	\$ 18,556.00	\$ 6,424.68	65.38%	
Office Supplies & Expense	\$ 5,035.48	\$ 9,000.00			\$ 9,000.00	\$ 3,964.52	55.95%	
Copier Expense	\$ 2,150.81	\$ 4,000.00			\$ 4,000.00	\$ 1,849.19	53.77%	
Advertising/Promotional/Outreach	\$ 4,160.12	\$ 10,500.00			\$ 10,500.00	\$ 6,339.88	39.62%	
Printing	\$ 442.46	\$ 900.00			\$ 900.00	\$ 457.54	49.16%	
Postage	\$ 284.44	\$ 800.00			\$ 800.00	\$ 515.56	35.56%	
Rent-Spartanburg **	\$ 31,012.52	\$ 50,035.00			\$ 50,035.00	\$ 19,022.48	61.98%	
Consulting Services	\$ 1,614.78	\$ 3,650.00			\$ 3,650.00	\$ 2,035.22	44.24%	
Vehicle Manpower/Overhead	\$ 724.23	\$ 1,200.00			\$ 1,200.00	\$ 475.77	60.35%	
Vehicle Parts	\$ 283.35	\$ 1,000.00			\$ 1,000.00	\$ 716.65	28.34%	
Vehicle - Fuel, Oil, Lub	\$ 836.70	\$ 3,500.00			\$ 3,500.00	\$ 2,663.30	23.91%	
Telephone/Fax	\$ 6,671.37	\$ 14,400.00			\$ 14,400.00	\$ 7,728.63	46.33%	
Miscellaneous Expense	\$ 1,144.33	\$ 4,400.00			\$ 4,400.00	\$ 3,255.67	26.01%	
Special Projects *	\$ 782.33	\$ 19,400.00	\$ 600.00		\$ 20,000.00	\$ 19,217.67	3.91%	
Computers/Software	\$ 2,533.60	\$ 3,500.00			\$ 3,500.00	\$ 966.40	72.39%	
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00			\$ 1,000.00	\$ 976.75	2.33%	
TOTAL UWIB OFFICE	\$ 366,686.90	\$ 734,909.00	\$ 5,890.00	\$ 1,911.00	\$ 742,710.00	\$ 376,023.10	49.37%	
Rent-Spartanburg (Evans Building)	\$ 33,358.62	\$ 39,300.00			\$ 39,300.00	\$ 5,941.38	84.88%	
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00			\$ 2,250.00	\$ -	100.00%	
TOTAL RENT FOR SC WORKS	\$ 35,608.62	\$ 41,550.00			\$ 41,550.00	\$ 5,941.38	85.70%	
	\$ 402,295.52	\$ 776,459.00	\$ 5,890.00	\$ 1,911.00	\$ 784,260.00	\$ 381,964.48	51.3%	

*Special Projects: As of January 31, only 3.91% of funds had been used. However, in February, the Upstate WIB incurred an expense of \$6,000 for the third party review/monitoring of the OneStop system. A majority of the other funds are obligated for the manufacturing forum to be held later this program year.

** Rent-Spartanburg: Includes rent for the month of February (paid one month in advance).

Expense	TOTAL				Current %	58%
	thru January 31, 2015 Expenditures	Budget (Mod 2)	Variance	% of Budget		
Salaries	\$ 242,337.50	\$ 579,903.08	\$ 337,565.58	41.79%		
Fringes	\$ 40,240.78	\$ 134,710.14	\$ 94,469.36	29.87%		
Temp Help	\$ -	\$ -	\$ -	#DIV/0!		
Dues/Professional	\$ 501.56	\$ 800.00	\$ 298.44	62.7%		
Mileage	\$ 6,939.61	\$ 16,704.48	\$ 9,764.87	41.54%		
Professional Development	\$ 100.00	\$ 3,000.00	\$ 2,900.00	3.33%		
Travel Out-of-Town	\$ 130.02	\$ 2,700.00	\$ 2,569.98	4.82%		
Training	\$ 127,903.42	\$ 346,500.00	\$ 218,596.58	36.91%		
Office Supplies	\$ 7,127.50	\$ 12,000.00	\$ 4,872.50	59.4%		
Outreach	\$ 7,183.91	\$ 20,000.00	\$ 12,816.09	35.92%		
Printing Supplies/Copier	\$ 679.14	\$ 2,500.00	\$ 1,820.86	27.17%		
Postage	\$ 581.75	\$ 1,000.00	\$ 418.25	58.18%		
Rent/Facilities Cost	\$ 41,550.00	\$ 136,650.00	\$ 95,100.00	30.41%		
Equipment Rental	\$ 2,582.16	\$ 5,300.00	\$ 2,717.84	48.72%		
Contracting/Consulting Svcs	\$ 1,277.62	\$ 18,495.84	\$ 17,218.22	6.91%		
Telephone & Data	\$ 7,061.78	\$ 23,000.00	\$ 15,938.22	30.7%		
Electric/Utilities	\$ 5,019.39	\$ 15,582.00	\$ 10,562.61	32.21%		
Bldg/Equipment M&R-Insurance-Janitorial	\$ 5,417.98	\$ 17,474.36	\$ 12,056.38	31.01%		
Supportive Services	\$ 10,860.00	\$ 24,000.00	\$ 13,140.00	45.25%		
Computers & Software	\$ -	\$ 4,600.00	\$ 4,600.00	0.0%		
Indirect	\$ 38,642.99	\$ 104,215.21	\$ 65,572.22	37.08%		
Management Fee (Profit)	\$ 39,146.25	\$ 85,113.54	\$ 45,967.29	45.99%		
Total Expense	\$ 585,283.36	\$ 1,554,248.65	\$ 968,965.29	37.66%		
Non-WIA RSA Reimbursements	\$ -	\$ -	\$ -	0.00%		
Total WIA Expense	\$ 585,283.36	\$ 1,554,248.65	\$ 968,965.29	37.66%		

Management Fee (-\$45.77): Reflects line item impact due to overall decrease in contract value resulting from decrease in indirect charges.

Reason for modification:

This budget modification is requested to indicate movement of funds to cover anticipated RSA costs from the Gaffney location, to make necessary software upgrades for project computers and computer purchases and to meet increased transportation support needs. Additionally, recommending the combination of the part-time Spartanburg and Gaffney Career Consultant positions into one full-time position serving both areas.

For questions regarding this modification request, please contact:

NAME: Douglas J. Stephenson
TITLE: Project Director
EMAIL: douglas.stephenson@rescare.com
PHONE: 864-764-1976

SUBMIT COMPLETED FORM TO:
UPSTATE WIB ONESTOP SERVICES COORDINATOR

******DO NOT WRITE BELOW THIS SECTION******

WIB Director: _____
Signature Date

- ☐ Approval to begin modification process
☐ Disapproved

Requires Approval/Disapproval by WIB Board: (to be determined by Upstate WIB Executive Director)

- ☐ YES
☐ NO

Funding Oversight Committee: _____
Meeting Date or Poll Date

- ☐ Approved
☐ Not Approved
☐ N/A

Upstate WIB Board:

Board Meeting Date or Poll Date

- ☐ Approved
- ☐ Not Approved
- ☐ N/A

WIB Director:

Signature

Date

- ☐ Grant modification(s) may begin immediately
- ☐ Executed Modification needed to proceed with requested grant modification

FORMULA SUMMARY	PY14			MOD 4 PROPOSED BY ARBOR		
	MOD 4					
(WHOLE DOLLARS)	Budget		Proposed Modification	Modified Budget	% Diff	Explanation for Modification
Administration:						
Salaries	\$579,903.08		-\$7,400.00	\$572,503.08	-1.28%	Line item reduction due to reduced expenditure projection
Fringes	\$134,710.14		-\$20,000.00	\$114,710.14	-14.85%	Line item reduction due to reduced expenditure projection
Temp Labor	\$0.00		\$0.00	\$0.00	0.00%	
Dues,Prof fees, Subscriptions	\$800.00		\$100.00	\$900.00	0.00%	Line item increase due to increased subscription costs
Indirect Cost	\$103,586.41		-\$786.00	\$102,800.41	-0.76%	Line item reduction due to other line item impacts
Management Fee	\$90,551.00		-\$45.77	\$90,505.23	-0.05%	Line item reduction due to lower total contract value
Operating Expenses:						
Professional Development	\$3,000.00		\$0.00	\$3,000.00	0.00%	
Travel-Out of Town	\$2,700.00		\$0.00	\$2,700.00	0.00%	
Mileage	\$16,704.48		\$0.00	\$16,704.48	0.00%	
Office Supplies	\$12,000.00		\$0.00	\$12,000.00	0.00%	
Copier Supplies	\$0.00		\$0.00	\$0.00	0.00%	
Printing Supplies	\$2,500.00		\$0.00	\$2,500.00	0.00%	
Postage	\$1,000.00		\$400.00	\$1,400.00	40.00%	Line item increase due to postal mail box and mail delivery fees
Telephone	\$28,000.00		\$12,000.00	\$40,000.00	42.86%	Expected costs of RSA in Gaffney for phones/IT
Rent	\$136,650.00		\$0.00	\$136,650.00	0.00%	
Equipment Rental	\$5,300.00		\$0.00	\$5,300.00	0.00%	
Misc & Facilities Costs	\$17,474.36		\$0.00	\$17,474.36	0.00%	
Utilities	\$15,582.00		\$6,000.00	\$21,582.00	38.51%	Line item increase to allow for projected Gaffney RSA expenses
Contract/ Consulting Services	\$13,495.84		-\$6,000.00	\$7,495.84	-44.46%	Line item reduction due to reduced expenditure projection
Outreach	\$14,000.00		\$0.00	\$14,000.00	0.00%	
Computers & Software	\$4,600.00		\$7,400.00	\$12,000.00	160.87%	Line item increase for additional computer replacements and related software expenses
Relocation	\$0.00		\$0.00	\$0.00	0.00%	
Training Expenses:						
Instructional Training	\$446,500.00		\$0.00	\$446,500.00	0.00%	
Training supplies	\$0.00		\$0.00	\$0.00	0.00%	
Supportive Services:						
Transportation-Special Projects	\$24,000.00		\$7,500.00	\$31,500.00	0.00%	Line item increase to provide additional client support
Child Care	\$0.00		\$0.00	\$0.00	0.00%	
Other Emergency Support	\$0.00		\$0.00	\$0.00	0.00%	
Total	\$1,653,057.31			\$1,652,225.54		
Non-WIA Resource Sharing Reimbursements - Relocation	\$0.00			\$0.00		
Total WIA GRANT COST	\$1,653,057.31			\$1,652,225.54		

Title	Mod 4 Budget	Adult Mod 4 66.73%	DW Mod 4 33.27%
Salaries	\$ 572,503.08	\$ 382,012.41	\$ 190,490.67
Fringes	\$ 114,710.14	\$ 76,542.29	\$ 38,167.85
Temp Labor	\$ -	\$ -	\$ -
Dues, Prof fees, Subscriptions	\$ 900.00	\$ 600.54	\$ 299.46
Mileage	\$ 16,704.48	\$ 11,146.35	\$ 5,558.13
Professional Development	\$ 3,000.00	\$ 2,001.80	\$ 998.20
Travel - Out of Town	\$ 2,700.00	\$ 1,801.62	\$ 898.38
Training	\$ 446,500.00	\$ 297,934.72	\$ 148,565.28
Office Supplies	\$ 12,000.00	\$ 8,007.20	\$ 3,992.80
Outreach	\$ 14,000.00	\$ 9,341.74	\$ 4,658.26
Printing Supplies	\$ 2,500.00	\$ 1,668.17	\$ 831.83
Postage	\$ 1,400.00	\$ 934.17	\$ 465.83
Rent	\$ 136,650.00	\$ 91,182.04	\$ 45,467.96
Equipment Rental	\$ 5,300.00	\$ 3,536.52	\$ 1,763.48
Contract/ Consulting Services	\$ 7,495.84	\$ 5,001.73	\$ 2,494.11
Telephone	\$ 40,000.00	\$ 26,690.68	\$ 13,309.32
Utilities	\$ 21,582.00	\$ 14,400.96	\$ 7,181.04
Misc & Facilities Costs	\$ 17,474.36	\$ 11,660.06	\$ 5,814.30
Supportive Services	\$ 31,500.00	\$ 21,018.91	\$ 10,481.09
Computers & Software	\$ 12,000.00	\$ 8,007.20	\$ 3,992.80
Relocation	\$ -	\$ -	\$ -
Indirect	\$ 102,800.41	\$ 68,595.32	\$ 34,205.09
Profit	\$ 90,505.23	\$ 60,391.15	\$ 30,114.08
	\$ 1,652,225.54	\$ 1,102,475.58	\$ 549,749.96
	\$ -		
	\$ 1,652,225.54	\$ 1,102,475.58	\$ 549,749.96