

Program and Planning Committee Meeting Minutes

Date of Meeting: May 5, 2014
Time of Meeting: 3:30 p.m.
Place of Meeting: Upstate WIB Conference Room

Attendance

Ms. Carolyn Harris
Mr. Christopher Hendrix
Ms. Theresa Perry
Ms. Ulrike Schmidt

Absent

Mr. Doug Bryson

Guest

Ms. Kathy Bell
Ms. Helen Merriweather

WIB Staff

Ms. Natalia Swanson
Ms. Shannon Wilkins

The Program and Planning Committee was called to order at 3:42 p.m. by Ms. Shannon Wilkins. Ms. Wilkins informed the committee that they would have the opportunity review each item before voting and would have the ability to ask questions throughout the meeting. Ms. Wilkins stated that Ms. Kathy Bell and Ms. Helen Merriweather were in attendance to answer any questions the committee might have. The following items were voted on:

- Budget Modification for The YouthStop,
- Budget modification for the ACHIEVE program,
- Estimated PY14 budget for The YouthStop, and
- Estimated PY14 budget for the ACHIEVE Program.

The YouthStop requested a modification to increase the Non-Expendable Equipment line item from \$0 to \$4,700 by decreasing the Professional Development line item from \$6,000 to \$2,000 and the Building and Maintenance line item from \$2,004 to \$1,304. These changes were necessary to fund the purchase of office equipment and office technology. All funds were transferred within the operating expenses budget and did not affect the instructional training or supportive services budgets. Ms. Theresa Perry asked for clarification concerning the decrease to the Building and Maintenance line item. Ms. Bell explained that \$2,000 is budgeted for building and maintenance each year, per The YouthStop's lease agreement which states that The YouthStop is responsible for paying for maintenance up to \$2,000/year. Ms. Natalia Swanson confirmed all the amounts to be moved from each line item. Ms. Wilkins asked if there was any further discussion; there was none. Ms. Perry made a motion to approve the modification; the motion was seconded by Ms. Carolyn Harris. With no abstentions, the modification was approved.

The ACHIEVE program requested a modification to decrease the Moving Expenses line item from \$1,800 to \$0 in order to increase the following line items:

- Consumable Supplies from \$4,475.04 to \$4,700.04, which is an increase of \$225,
- Staff Travel & Professional Development from \$0 to \$1,400, which is an increase of \$1,400, and
- Janitorial Supplies from \$24.96 to \$199.96 which is an increase of \$175.

ACHIEVE also requested to decrease the Field Trips/ Workshops line item from \$1,750 to \$1,654 in order to increase the GED Fees line item from \$3,350 to \$3,446, which is an increase of \$96. Ms. Wilkins asked if there were any questions. There was no discussion. Ms. Perry made a motion to approve the modification; the motion was seconded by Ms. Carolyn Harris. With no abstentions, the modification was approved.

Ms. Wilkins gave a synopsis of The YouthStop's estimated budget for PY14, and asked Ms. Bell if there was anything she would like to include. Ms. Bell stated that there have been some staff changes that affected the allocation of funds in different line items of the Salaries and Fringe portion of next year's grant, but the changes did not affect the overall amount. Ms. Bell also stated that there may be a 2.5% increase in Fringe Benefits next program year, but it is not included in the estimated grant because it has not been approved by the state. Without any other discussion a motion was made to approve the budget by Ms. Ulrike Schmidt and seconded by Mr. Chris Hendrix. With no abstentions the budget was approved.

Lastly, Ms. Wilkins explained the ACHIEVE program's estimated budget for PY14. Ms. Perry questioned the difference between the allocation of the funds in ACHIEVE's grant for PY13 and PY14. Ms. Helen Merriweather explained the difference, which was attributed to a rounding error in the initial grant last year and a decrease in PY14 Operating Expenses. Ms. Perry asked if there was an increase in staff salaries. Ms. Merriweather explained that there were no increases, but if there are any in the future, USC Upstate would absorb the cost. Ms. Schmidt questioned the decrease in the Professional Development line item. Ms. Merriweather explained that the decrease was necessary to cover the cost of the increase of fringe benefits. Ms. Wilkins asked if there was any further discussion; there was none. Ms. Schmidt made a motion to approve the budget; the motion was seconded by Mr. Hendrix. With no abstentions, the budget was approved.

Ms. Wilkins informed the committee that a poll vote would be done and each item would be presented as a recommendation from the Program and Planning Committee to the Upstate Youth Alliance. Upon approval from the Youth Alliance, the items would be submitted during the next Upstate Workforce Investment Board meeting. With no further discussion, the meeting was adjourned at 4:13 p.m.