

Program and Planning Committee Meeting Minutes

Date of Meeting: November 25, 2014
Time of Meeting: 4:00 p.m.
Place of Meeting: Conference Call

Attendance

Mr. Doug Bryson
Ms. Carolyn Rutherford Harris
Ms. Ulrike Schmidt

Absent

Mr. Christopher Hendrix
Ms. Theresa Perry

WIB Staff

Ms. Shannon Wilkins

The Program and Planning Committee met via conference call, which was called to order at 4:02 p.m. by Ms. Shannon Wilkins. Ms. Wilkins reminded the committee that she previously sent the budget modification for review, and informed the committee that they would have the ability to ask questions throughout the meeting. The following item was voted on:

- Budget modification for the ACHIEVE program

The ACHIEVE Program's original PY14 budget was approved before they were aware of plans to co-locate. Since their first modification, the Premises Rent line item was further reduced, and communications cost greatly decreased.

The Premises Rent line item decreased an additional \$886.69. This decrease caused Indirect Cost to decrease \$74.84. ACHIEVE requested to move the excess of funds from Premises Rent and Indirect Cost, totaling \$961.53, to the Other Training Expenses line item, increasing it from \$4,366.42 to \$5,326.95, which would allow ACHIEVE to increase funds for the training of participants.

ACHIEVE's internet and phones are now included in Premises Rent, which led to a surplus of funds in the Communications line item. The Communications line item decreased \$3,049.00. ACHIEVE requested to move \$1,526.00 from Communications to Staff Travel and Professional Development, \$600.00 from Communications to Advertising/ Printing and \$923.00 from Communications to GED Fees. The reallocation of these monies will fund more marketing materials, conferences for staff to learn about WIOA, and cover the increase in the cost of GED testing (including retakes).

Ms. Ulrike Schmidt questioned the need of the participants to retake the GED. Ms. Wilkins explained that Ms. Helen Merriweather, Director of the ACHIEVE Program, informed the Upstate Youth Alliance that the new GED test was more difficult, which caused more students to have to retake different portions of the test. With no further discussion, Mr. Doug Bryson made a motion to approve the budget; the motion was seconded by Ms. Carolyn Harris. With no abstentions, the budget was approved.

Ms. Wilkins informed the committee that the budget modification would be presented at the next Youth Alliance Meeting as a recommendation from the Program and Planning Committee. Upon approval from the Youth Alliance, the budget modification would be submitted during the next Upstate Workforce Investment Board meeting for vote. With no further discussion, the meeting was adjourned at 4:16 p.m.