

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

May 5, 2015

8:30 a.m.

BTC Conference Room

Members Present:

Mr. Jim Cook, Chair
Ms. Betty Guzzo

Members Absent:

Ms. Betty Guzzo
Ms. Libby Canzantor
Ms. Lisa Morris
Lieutenant Mark Rockwell
Ms. Jennie Thomas
Ms. Martha Young

Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms Kara Tanenbaum
Ms. Shannon Wilkins
Ms. Dana Wood

Mr. Jim Cook called the meeting to order at 8:35 a.m.

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

Arbor SC Works: The SC Works budget is on track with nothing significant to report. There were no additional questions or concerns.

Arbor Rapid Response: The report included Rapid Response, OJT Developer and IWT (Incumbent Worker Training) grants. Ms. Kara Tanenbaum pointed out that there were several new Rapid Response grants in the past two months. There were no additional questions.

ACHIEVE: Ms. Tanenbaum reported that expenditures were on track and there appeared to be nothing out of the ordinary. There were no additional questions.

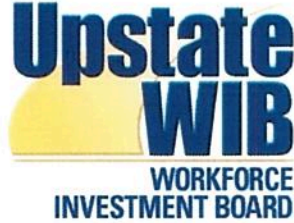
YouthStop: Ms. Shannon Wilkins reported that the Program and Planning Committee and the Upstate Youth Alliance will recommend a few proposed budget modifications to the USC Upstate ACHIEVE grant at the upcoming WIB meeting. There were no additional questions or concerns.

WIB Office: **The WIB budget is on track with nothing significant to report.** Ms. Tanenbaum 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.

PY15 Budgeting

- Ms. Ann Angermeier reported to the Committee that the NFA for PY15 has not arrived to date; once received, she will configure the new budget based on this year's budget as a framework and contingent on any line-item cuts. Ms. Angermeier will then email the budget to the Committee for review.
- The committee agreed to meet thirty minutes prior to the Board meeting if needed to approve the 2015 budget (if the allocations are known). If the NFA has not arrived by the Board meeting date, then the Funding Oversight Committee will call a special meeting to review the PY15 budget.

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



Funding Oversight Committee Meeting

Date: May 5, 2015

Time: 8:30 a.m.

Location: BTC Conference Room

AGENDA

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|------|--|------------------------------------|
| I. | Welcome | Mr. Jim Cook |
| II. | Review of Year-to-Date Budgets (through 3/31/2015) | Mr. Jim Cook
Ms. Kara Tanenbaum |
| | A. Youth Programs | |
| | B. Arbor – Regular Formula Funds | |
| | C. Arbor – Rapid Response Grants | |
| | D. WIB Office | |
| III. | PY15 Budgeting | Ms. Ann Angermeier |

Adjournment

PY14
USC Upstate ACHIEVE

Expense	TOTAL				Current %	75%
	thru March 31, 2015 Expenditures	Budget	Variance	% of Budget		
Salaries and Fringe Benefits	\$ 196,643.65	\$ 270,385.16	\$ 73,741.51	72.73%		
Indirect Cost	\$ 16,950.83	\$ 22,548.62	\$ 5,597.79	75.17%		
Operating Expenses	\$ 11,683.17	\$ 36,124.80	\$ 24,441.63	32.34%		
Instructional Training	\$ 12,349.78	\$ 19,006.42	\$ 6,656.64	64.98%		
Work Readiness/Work Experience	\$ 2,999.90	\$ 8,986.63	\$ 5,986.73	33.38%		
Supportive Services: Transportation	\$ 9,949.32	\$ 17,111.30	\$ 7,161.98	58.14%		
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00	0.0%		
Supportive Services: Other*	\$ 4,072.18	\$ 12,900.00	\$ 8,827.82	31.57%		
Total Expense	\$ 254,648.83	\$ 390,062.93	\$ 135,414.10	65.28%		

*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			
	thru March 31, 2015 Expenditures	Budget	Variance	% of Budget
Salaries & Fringe Benefits	\$ 214,727.67	\$ 300,581.77	\$ 85,854.10	71.44%
Operating Expenses	\$ 61,536.62	\$ 83,173.88	\$ 21,637.26	73.99%
Instructional Training	\$ 12,262.30	\$ 32,402.40	\$ 20,140.10	37.84%
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*	\$ 6,403.07	\$ 41,200.00	\$ 34,796.93	15.54%
Total Expense	\$ 295,304.92	\$ 482,858.05	\$ 187,553.13	61.16%

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

PY14
Arbor: SC Works Upstate

Expense	TOTAL			
	thru March 31, 2015 Expenditures	Budget (Mod 4)	Variance	% of Budget
Salaries	\$ 394,514.91	\$ 572,503.08	\$ 177,988.17	68.91%
Fringes	\$ 71,690.37	\$ 114,710.14	\$ 43,019.77	62.5%
Temp Help	\$ -	\$ -	\$ -	
Dues/Professional	\$ 736.42	\$ 900.00	\$ 163.58	81.82%
Mileage	\$ 10,921.52	\$ 16,704.48	\$ 5,782.96	65.38%
Professional Development	\$ 394.43	\$ 3,000.00	\$ 2,605.57	13.15%
Travel Out-of-Town	\$ 1,548.80	\$ 2,700.00	\$ 1,151.20	57.36%
Training	\$ 260,826.64	\$ 446,500.00	\$ 185,673.36	58.42%
Office Supplies	\$ 9,147.63	\$ 12,000.00	\$ 2,852.37	76.23%
Outreach	\$ 12,169.20	\$ 14,000.00	\$ 1,830.80	86.92%
Printing Supplies/Copier	\$ 864.80	\$ 2,500.00	\$ 1,635.20	34.59%
Postage	\$ 954.31	\$ 1,400.00	\$ 445.69	68.17%
Rent/Facilities Cost	\$ 83,100.00	\$ 136,650.00	\$ 53,550.00	60.81%
Equipment Rental	\$ 3,873.24	\$ 5,300.00	\$ 1,426.76	73.08%
Contracting/Consulting Svcs	\$ 4,109.68	\$ 7,495.84	\$ 3,386.16	54.83%
Telephone & Data	\$ 10,961.71	\$ 40,000.00	\$ 29,038.29	27.4%
Electric/Utilities	\$ 8,034.54	\$ 21,582.00	\$ 13,547.46	37.23%
Bldg/Equipment M&R-Insurance-Janitorial	\$ 10,624.84	\$ 17,474.36	\$ 6,849.52	60.8%
Supportive Services	\$ 16,510.00	\$ 31,500.00	\$ 14,990.00	52.41%
Computers & Software	\$ 3,788.60	\$ 12,000.00	\$ 8,211.40	31.57%
Indirect	\$ 65,755.20	\$ 102,800.41	\$ 37,045.21	63.96%
Management Fee (Profit)	\$ 64,304.88	\$ 90,505.23	\$ 26,200.35	71.05%
Total Expense	\$ 1,034,831.72	\$ 1,652,225.54	\$ 617,393.82	62.63%
Non-WIA RSA Reimbursements	\$ -	\$ -	\$ -	0.00%
Total WIA Expense	\$ 1,034,831.72	\$ 1,652,225.54	\$ 617,393.82	62.63%

PY14

Arbor: Rapid Response Grants

Grant	TOTAL			
	thru March 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%
State Reserve Technology #14TEC03 (3/31/15)	\$ 12,974.85	\$ 13,900		93.34%
Rapid Response IWT #14RR04 (1/31/16)	\$ -	\$ 45,850.00		0.0%
Rapid Response IWT #14RR16 (1/31/16)	\$ -	\$ 60,950.00		0.0%
Rapid Response IWT #14RR01 (8/31/15)	\$ 9,650.00	\$ 56,085.00	\$ 46,435.00	17.21%
Rapid Response IWT #14RR18 (3/1/16)	\$ -	\$ 42,950.00		0.0%
Rapid Response IWT #14RR17 (3/28/16)	\$ -	\$ 78,445.00		0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 37,714.68	\$ 77,181.30	\$ 39,466.62	48.87%
14M903IWT01-UWIB (6/30/15)	\$ 17,553.63	\$ 83,050.00	\$ 65,496.37	21.14%
14RRIWT07 (9/14/15)	\$ 9,800.00	\$ 65,320.00	\$ 55,520.00	15.0%
Total Expense	\$ 162,378.16	\$ 672,221.30	\$ 509,843.14	24.16%

PY14
WIB Office

	thru March 31, 2015	Regular Formula Funds	Incentive Grant 13INC	Incentive Grant 14INC	Total Budget	Variance	Current %	75%
Expense								
Salaries/Fringe/Indirect	\$ 313,378.97	\$ 498,325.00			\$ 498,325.00	\$ 184,946.03		62.89%
Temp Help	\$ 54,432.65	\$ 87,699.00			\$ 87,699.00	\$ 33,266.35		62.07%
Dues-Professional	\$ 6,231.52	\$ 3,600.00	\$ 2,645.00		\$ 6,245.00	\$ 13.48		99.78%
Mileage	\$ 2,964.14	\$ 4,000.00			\$ 4,000.00	\$ 1,035.86		74.10%
Professional Development	\$ 14,571.74	\$ 14,000.00	\$ 2,645.00	\$ 1,911.00	\$ 18,556.00	\$ 3,984.26		78.53%
Office Supplies & Expense	\$ 6,767.41	\$ 9,000.00			\$ 9,000.00	\$ 2,232.59		75.19%
Copier Expense	\$ 2,636.26	\$ 4,000.00			\$ 4,000.00	\$ 1,363.74		65.91%
Advertising/Promotional/Outreach	\$ 6,660.12	\$ 47,700.70			\$ 47,700.70	\$ 41,040.58		13.96%
Printing	\$ 442.46	\$ 900.00			\$ 900.00	\$ 457.54		49.16%
Postage	\$ 319.55	\$ 800.00			\$ 800.00	\$ 480.45		39.94%
Rent-Spartanburg **	\$ 34,889.45	\$ 50,035.00			\$ 50,035.00	\$ 15,145.55		69.73%
Consulting Services	\$ 2,002.74	\$ 3,650.00			\$ 3,650.00	\$ 1,647.26		54.87%
Vehicle Manpower/Overhead	\$ 941.60	\$ 1,700.00			\$ 1,700.00	\$ 758.40		55.39%
Vehicle Parts	\$ 305.23	\$ 1,000.00			\$ 1,000.00	\$ 694.77		30.52%
Vehicle - Fuel, Oil, Lub	\$ 882.03	\$ 3,000.00			\$ 3,000.00	\$ 2,117.97		29.40%
Telephone/Fax	\$ 7,664.31	\$ 14,400.00			\$ 14,400.00	\$ 6,735.69		53.22%
Miscellaneous Expense	\$ 2,115.84	\$ 4,400.00			\$ 4,400.00	\$ 2,284.16		48.09%
Special Projects *	\$ 7,215.69	\$ 19,400.00	\$ 600.00		\$ 20,000.00	\$ 12,784.31		36.08%
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	\$ 466,978.56	\$ 772,109.70	\$ 5,890.00	\$ 1,911.00	\$ 779,910.70	\$ 312,932.14		59.88%
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%
	\$ 502,587.18	\$ 813,659.70	\$ 5,890.00	\$ 1,911.00	\$ 821,460.70	\$ 318,873.52		61.2%