

**SWAPTE
EXECUTIVE COMMITTEE MEETING
ALABAMA CAREER CENTER
OCTOBER 17, 2018**

Present:

Chairman Carol Statter

Stan Chavis

Clinton Johnson

Absent

Beth Hanks (Out of town)

Mike Hare (Out of the Country)

Ola Anise (Out of town)

John Clyde Riggs (Meeting conflict)

SWAPTE Staff & Career Center Managers:

Sydney Raine

Tammy Smith

Pam Ware

Lisa Thomas

Cindy Nelms

The meeting was called to order at 12:00 noon by Chairman Statter. Chairman Statter asked if we had a quorum and Mr. Raine replied "No" and said that we will have to take action at the WDB meeting on October 30, 2018. Chairman Statter called for a motion to approve the agenda, motion made by Stan Chavis and seconded by Clinton Johnson, and the agenda was unanimously approved.

Chairman Statter said that we would have to approve the 6/12/2018 minutes and other action items at our next Executive Committee meeting since we didn't have a quorum.

Finance

Lisa Thomas, V.P. Finance

Mrs. Thomas said that the Finance committee met on October 25, 2018 and approved the 4th quarter finance report.

Mrs. Thomas said that we should be at 100% of budget for Administration and Program since we are not she and Mr. Raine met on 10/16/2018 to discuss how to get the budgets up to 100%.

Administrative Summary Expenses				
	Budget 2017-18	Y-T-D Admin Expenses	Budget Variance	Y-T-D Percentage
Labor Cost	600,000	272,891	327,109	45.48%
Non Labor Cost	581,570	107,510	474,060	18.49%
Total	1,181,570	380,401	801,169	32.19%

As shown above, administrative costs as of June 30 were at 32.19% of budget projections with expenditures totaling \$380,401. Labor costs were at 45.48% of budget projections or \$272,891. Non labor costs for the year ended June 30 were \$107,510 or 18.49% of the annual budget.

Program Overhead				
	Budget 2017-18	Y-T-D Program Expenses	Budget Variance	Y-T-D Percentage
Labor Cost	650,000	392,005	\$ 257,995	60.31%
Non Labor Cost	1,652,212	1,355,766	295,776	82.06%
Total	\$ 2,302,212	\$ 1,747,771	\$ 553,771	75.92%

Program overhead expenses for the year totaled \$1,747,771. This amount is comprised of \$392,005 in labor costs and \$1,355,766 in non-labor costs. Total costs were 75.92% of budget projections for the year.

Transition Funding Agreement (Supplemental Grant \$30,000.00) this will be the last time that this grant will be reflected on any of our reports being that it is zero balance and was expended 5/01/2017 to 12/31/2017.

Our **incentive funding** was \$200,231.00 and our YTD expenses is \$28,743 and we have a balance of \$171,488.00 which the State gave us until October 12th to expend it will be reflected in the 1st and 2nd quarters.

Questions: Stan Chavis...what can we use the incentive funding on?

Answer: Mrs. Thomas and Mr. Raine replied that we can use it in Administrative & Program expenses such as (Salaries, Employee Bonuses, Equipment, Staff Training, Workshops, Adult, DLW, and Youth, etc.) as long as it is used within the law. We will be receiving another incentive sometime in November or the first of December 2018.

Program Activities Budget Summary (See below)

Below for your review is a summary of program expenditures by funding type:

Program Activities Budget Summary				
	Adult	Dislocated	Youth	Total
2017-2018	\$ 5,439,085	\$ 3,118,673	\$ 3,636,806	\$ 12,194,564
(-) Expenditures to Date	3,317,338	893,306	1,892,206	6,102,850
Budget balance	2,121,747	2,225,367	1,744,600	6,091,714
Unobligated balance before reserve	2,121,747	2,225,367	1,744,600	6,091,714
10% Reserve	212,175	222,537	174,460	609,171
Unobligated balance	\$ 1,909,572	\$ 2,002,831	\$ 1,570,140	\$ 5,482,542

As shown above, Adult expenditures through June 30 totaled \$3,317,338. This leaves a budget balance of \$2,121,747. Region 7 maintains a reserve of 10% which totals \$212,175. The unobligated balance is \$1,909,572.

Dislocated worker expenditures for the year ended June 30 totaled \$893,306 which leaves a balance of \$2,225,367. The 10% reserve is \$ 222,537. The budget balance is \$ 2,002,831.

Youth expenditures through the year totaled \$1,892,206 which left a budget balance of \$1,744,600. The 10% reserve is \$174,460. The budget balance is \$1,570,140.

The Finance committee approved us not carrying a 10% reserve going forth starting with next fiscal year July 1, 2018 since our funding went up and this will be reflected in our first quarter report.

Question: Mr. Chavis and Mr. Johnson asked why do we have a reserve and how long do we have to expend it?

Answer: Mr. Raine replied that we had a reserve just in case Congress didn't appropriate money timely but with the amount of money we are getting now there is no reason to have a reserve and we also have two years to expend the money.

Mrs. Thomas directed our attention to page 6 & 7 Carry Forward for Adult and DLW funds. Mrs. Thomas said that we should use carryforward funds first and we have until 6/30/2019 to expend them.

Adult Services Budget	Budget 2017-18	Dislocated Services Budget	Budget 2017-18
Program Revenue Carry Forward PY 16	1,356,652	Program Revenue Carry Forward (PY 16	1,129,751
Program Revenue CF Trans. from DW	994,178	Program Revenue CF Trans. To Adult	(994,178)

We have until June 30, 2020 to expend our regular funds below.

Adult Program Revenue (FY 2018) Oct 1st	2,692,631	DLW Program Revenue (FY 2018) Oct 1st	2,508,960
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Page 4 & 5 Administrative and Program Overhead (see below)

Administrative Overhead	for the Quarter ended June 30, 2018			
Description	Budget 2017-18	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Salaries, Taxes & Benefits	609,000	272,891	327,109	44.81%
Non Labor Cost	581,570	107,510	474,060	18.49%
Total Expenditures	1,190,570	380,401	810,169	31.94%

Program Overhead	for the Quarter ended June 30, 2018			
Description	Budget 2017-18	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Salaries, Taxes & Benefits	650,000	392,005	257,995	60.31%
Non Labor Cost	1,652,212	1,355,766	296,446	82.06%
Total Expenditures	2,302,212	1,747,771	554,441	75.92%

Question: Mr. Johnson...what is the \$100,000.00 Consultant Fee and the expenditure of \$4,690.00?

Answer: Mrs. Thomas...this is a budgeted line item that the board approved in case we required the services of a consultant. The \$4,690.00 was used to pay consultant fees to PayScale for the salary analysis of our staff. Mr. Johnson also said that he knew that we had stepped up our Marketing and Economic Development which is great for business.

Question: Mr. Johnson...if there was another area that could benefit from additional funding to help step up our efforts to expend our funding?

Answer: Mr. Raine...we will be talking about that under Marketing and Public Relations and we have a contract with PMGroup and that money falls under Marketing and Economic Development which these expenditures will fall under.

Mr. Raine said that we are going to be recommending to the Board that we transfer \$2,000,000.00 of DLW funds to Adult because all around the state there are problems expending these fund. We want to especially transfer the carryforward which will allow us to increase our services to Adults.

Question: Stan Chavis....who would fall under a DLW?

Answer: Mr. Raine...anyone who has lost their job no fault of their own. We have found that if these people have been laid off and was making good salaries then they are not interested in going to school but they are looking to go back to work. Mr. Chavis said so is it correct to say that if they opt out of going to school they could use OJT and Mr. Raine replied yes.

Question: Mr. Chavis...what is the difference between Marketing/ Economic Development and Marketing and Outreach.

Answer: Mr. Raine...there is no real difference it's just where you need the most funds but we can always transfer from Administration to Program if needed.

Mr. Raine said that we have been making the 2 year colleges aware of the financial assistance provided by our program but the numbers are still down. Our Bay Minette office just went to orientation at Coastal Alabama Community College (CACC) and they picked up about 60 something students for WIOA.

Question: Mr. Johnson...do we go to the senior days, etc. at the various schools?

Answer: Mrs. Ware...said that she goes to College and Career days as well as invite students here, etc.

Question: Mr. Chavis...would it make sense to have a staff person stationed at the college so that we can try and pick up some of the students?

Answer: Mr. Raine... said no not all the time but we will make sure that they are there in advance of a new semester starting.

Will approve finance report at 10/30/2018 WDB meeting in Grove Hill, AL.

Planning

Cindy Nelms – Planning and Contracts Report

Ms. Nelms said that we now have five standing committees Youth/ITA/OJT, Policy, Planning and Oversight, One Stop, Services for People with Disabilities, and Transportation Task Force.

Since the last board meeting the Youth/ITA/OJT committee didn't meet because there wasn't enough people available on the date we had tried to schedule a meeting. Ms. Nelms did provide us with updates on those subjects. She said that we have eight (8) youth programs in our region that have recently started operations and others are scheduled to start July 1, 2018. There is some impact in the youth arena that is similar to the adult arena. A lot of young people have been able to find employment and may not be available to participate in the GED prep program doing the day. Some youth may not be motivated enough to see that not having a GED is a barrier at present so the enrollment opportunities are down a little. Our providers can serve youth who are out of school if they already have their diploma if they have other barriers to success in turns of continuing post secondary or employment.

Ms. Nelms said that she and Mr. Raine went out to various counties within our region to make the County Commissioner's aware of what services are available in their areas for youth.

We are now able to write the cost of online training as long as the school has a brick and mortar building in the state of Alabama. These providers still need to submit their information to the State of Alabama to be added to the Eligible Training Provider List (ETPL).

OJT – Ms. Nelms said that she had just gotten back from a State Roundtable meeting and we can now adjust the length of our OJT training to start at 6 weeks instead of 11 weeks and the most we can do is 26 weeks. Ms. Nelms will be asking for a motion to approve us making this change at our board meeting on October 30, 2018.

Mrs. Statter said that Infirmary Health started a new training program for new graduates of nursing which she gave the information to Stephanie Shepard the Job Description and she wrote out the training plan and they have a specific orientation process. Mrs. Statter also said that she likes when the checks come in the mail and she carry them to accounting. She also said that she will be the spokes person for OJT to the business community.

Some of our contractors per Mr. Raine are attorneys, insurance companies, day cares, hospitals, auto part dealers, etc.

The State says that 75% of our funding has to be expended on Out-of-School Youth and 25% can be expended on In-School-Youth. We have one In-School program and that is the Work Experience which are the children with disabilities. We can currently serve youth 17 – 24 years of age because if you are out of school before the age of 17 you are breaking the law. We are legally able to serve 14 year olds – 24 year olds an out of school 14 year old is really not close to achieving any credential, probably can't get their GED within 1 year so the best things we can do for this young person is get them back in school.

Mr. Johnson said if we had a 18 year old that is out of school would we continue the process. Ms. Nelms said that we have ITAs available for 18 years and over except if they wanted to do

truck driving they will need to be at least 21 years old. If an out of school youth is interested in one of our ITA programs we can put them in one from a youth program.

Policy, Planning and Oversight committee was able to meet and we reviewed the fact that we made some changes to our assessment policy for those individuals coming into training we had been using the TABE test which is the Test of Adult Basic Education. Mr. Johnson asked if we were adequately assessing students that were already in school and then came to us for financial assistance? The discussion was if they are already successfully taking classes in college why are we needing to TABE test them? So we are now requesting a copy of the transcript in lieu of the TABE for these students.

We have also had the same rate of reimbursement for the cost of training for several years as tuition has gone up and we will be recommending a 25% increase for all programs at our WDB meeting on October 30, 2018. The new reimbursement will give the students an opportunity to finish school with little or no debt.

Also we were offered the opportunity to apply for an National Emergency Grant (NEG) to address the Opioids crisis. We would have had to demonstrate that the person was a dislocated worker as a result of the opioid epidemic and we would have been encouraged to train that person in Mental Health work so that they could become employed in the industry that is addressing the opioid crisis.

Ms. Nelms told us that she is working with United Way on a project called Bank on South Alabama which is in essence a project that tries to help people that are not connected with a bank to get a bank accounts Wells Fargo and Iberia Banks are two of the banks they can go to. We have been offered by Penny of UW to submit a grant of \$50,000.00 to expand our efforts in this arena where we will give any person who is receiving a paycheck or incentive check from any of our programs the opportunity to convert that to a direct deposit into an account that Bank on South Alabama will create and they will get a debit card, the cost of the account is \$5.00 per month, if they overdraft their account they wouldn't get an overdraft fee they will be given the opportunity to learn the skills of banking. We are looking at the possibilities of persuing this money and sharing the implementation with SAWDC, Josh Duplantis their new Executive Director who has a background in financial literacy.

Quarterly Performance we are meeting or exceeding all of our performance goals. We are expecting to get some guidance from the Department of Commerce related to the four year plan and we will be providing that plan when the guidance is generated.

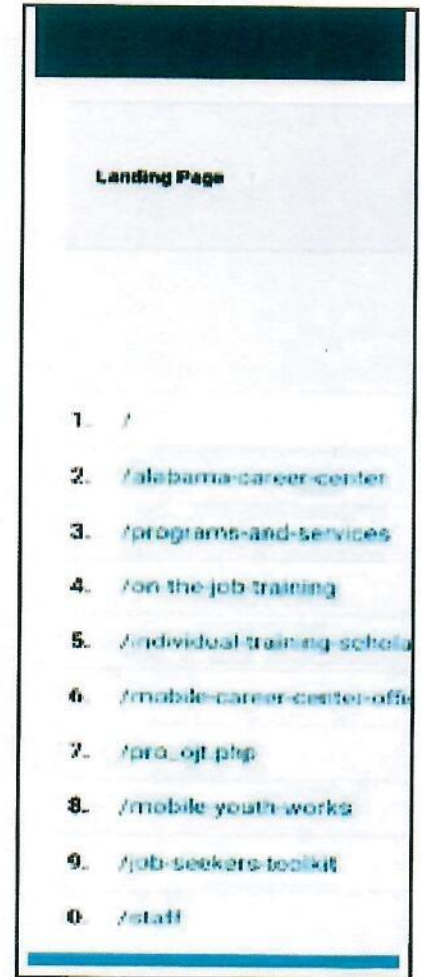
Transportation Task Force was created and have met twice to start discussions on what the barrier of transportation are for rural communities and resources there may be to address those issues.

At the inagural meeting everyone became a little more familiar with Regional Planning Councils, the Tombigbee Regional Planning oversees counties in the northen part of our region and there is a South Alabama Regaion Planning which oversees Mobile, Baldwin, and Escambia counties

between these two organizations they are the designated recipients of the Alabama Department of Transportation dollars that are earmarked for transportation for drivers and gas. Following the inaugural meeting we invited Mr. Wiley Brooks from the Alabama Department of Transportation to come and talk to the committee about further expandable resources or resources that are not currently being tapped that we could tap into and he said that there are additional dollars that could be brought to bare to address transportation related to job searches, etc.

Mr. Chavis said what about us purchasing vehicles with some of the money that we have left over. Mr. Raine said that John has some buses that we talked about. He also said that this discussion has been brought to the attention of the State to.

Cindy said that we are trying to figure out how to intergrate more than one type of person being on the same van such as senior citizen, medical, rehab, etc. and how to track whose on the van and the expenses. We are trying to learn from Tombigbee and South Alabama Regional Planning because transportation is a great big issue everywhere.



Pam Ware, Director of Marketing and Public Relations
Marketing Snapshot

The following reflects marketing and public relations activities for through June 30, 2018.

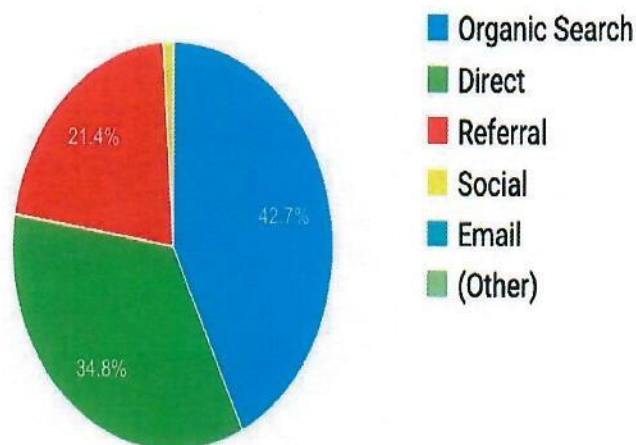
Website:

- New users 22,320
- Most visited pages: Career Center and Individual Training accounts

E-News: 780 New Subscribers



Top Channels



Social Media

Facebook subscribers and engagement have increased. Region 7 actively shares and supports information on programs and services being disseminated via their social media in order to increase reach.

Marketing Campaign:

SWAPTE contracted with PM Group to launch a marketing/advertising blitz to promote the training programs and services for Region 7.

Television, radio and social media campaigns are underway. A copy of the commercial can be found on our Facebook page.

Outreach:

Creating partnerships with businesses, schools, colleges and universities and non-profit organizations has been key to promoting our programs and services. Region 7 has participated in numerous job fairs, advisory boards and community events. Our presence ensures that job seekers will have access to information that leads to skills training and/or employment.

Region 7 participated in the following:

- Job and Career fairs
- Community Outreach
- SETA Conference, Memphis TN
- Regional Job Fair
- Project Homeless Connect
- Jr. Achievement
- Mobile Chamber Business Expo
- Mobile County High School Career Fair
- MCPSS Advisory Boards
- Career Center Tour – B.C. Rain FBLA
- Project Homeless Summit
- MCPSS Career Technical Job Fair
- 100 Black Men Career Center Tour/Job Readiness Workshop)
- Coastal Alabama Community College Job Fair
- South Alabama Regional Planning Commission Jobs Fair
- Camden Business Rally

President's Remarks

Sydney Raine

We had over 400 people to attend the SETA Conference, September 16 – 19, 2018 and we are in the process of finalizing our expenses.

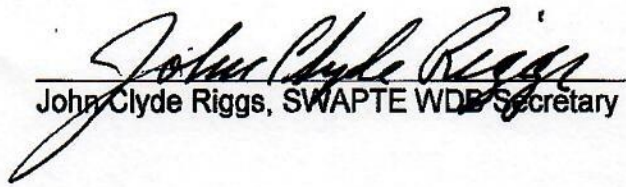
Dr. Whitley our monitor is scheduled to go out to G D Cooper to meet with Mr. K.C. Pang to see what's going on with the CEO and staff. We have \$150,000.00 to \$170,000.00 contract with this company and have referred over 300 OJT participants.

Old Business: We were having some issues with Dearborn Y and had our auditor Mr. Headrick to go out and review their financials but there were no major issues.

New Business: Mr. Raine said that we met or exceeded our performance goals and we should be receiving some additional money in November.

Meeting adjourned at 1:25 p.m.

Date: _____
APPROVED By: SWAPTE WDBEC


John Clyde Riggs, SWAPTE WDBEC Secretary