

**SOUTHWEST ALABAMA PARTNERSHIP  
FOR TRAINING AND EMPLOYMENT, INC.  
SENIOR CENTER  
GROVE HILL, AL  
OCTOBER 30, 2018**

**Attachment #1**

<u>Present:</u>		
<b>CHAIRMAN CAROL STATTER</b>		
<b>MIKE HARE</b>	<b>BRINDA BARRETT</b>	<b>LISA BLACK</b>
<b>SHAWN HARRISON</b>	<b>K.C. PANG</b>	<b>JOHN CLYDE RIGGS</b>
<b>ADAM BOYKINS</b>	<b>JOHN MOSES</b>	<b>RON MITCHELL</b>
<b>CAROLYN AKERS</b>	<b>WALLACE DAVIS</b>	<b>RICKEY RHODES</b>
<b>VIRGINIA GUY</b>	<b>BETH HANKS</b>	<b>DAN BARBER</b>
<b>GABE PECK</b>	<b>CHARLES PHARR</b>	
<b>STEPHANIE STREETER</b>	<b>STEVE ANDERSON</b>	
<u>Proxies:</u>		
JUDY MITCHELL (GABE PECK)	STAN CHAVIS (STEPHANIE STREETER)	
PATTY HUGHSTON (VIRGINIA GUY)	CLINTON JOHNSON (CHARLES PHARR)	
	OLA ANISE	
<u>Absent members due to conflicts (per emails and or verbal conversations)</u>		
Atherine Davis	Mark Burnett	Rick Lambert
Anthony Rogers	Jacque James	
Dr. Reginald Sykes	Sandra Koblas	

<u>Guest</u>		
Linda Grant (CACC)	Jan Dame	Danny Cheek
Jennifer Foley		

<u>SWAPTE Staff &amp; Career Center Managers:</u>		
Sydney Raine	Cindy Nelms	Lisa Thomas
Tammy Smith	Pam Ware	<b>Vivian Havel</b>
<b>Shirley Salter</b>	<b>Beverly Walker</b>	<b>Derrick Turner</b>
<b>Hal Clement</b>	<b>Laura Bethea</b>	

The meeting was called to order at 3:00 p.m. by Chairman Statter. Chairman Statter asked if we had a quorum and Mr. Raine replied "Yes". After establishing a quorum Chairman Statter called for a motion to approve the agenda, a motion was made by John Clyde Riggs; and seconded by Rickey Rhodes, and the agenda was unanimously approved.

Chairman Statter then called for a motion to approve the minutes from 6/27/2018; motion was made by Beth Hanks; and seconded by Wallace Davis, and the board unanimously approved the minutes.

**Finance Report 4th Quarter (See attachment 2 below)**

**Lisa Thomas**

Mrs. Thomas said that we should be at 100% of budget but we are only at 32.19% for administrative and 75.92% for program. Mrs. Thomas said we should be getting closer now that we know how much our new money is.

**Transitional funding**

We will no longer be reporting on the transitional funds that we received because they have all been expended.

**Incentive funding**

We had a budget of \$200,231.00 and YTD expenses of \$28,743.00 which left a balance of \$171,488.00 which we were giving to October 2018 to expend and as of today we have a zero balance.

**Reserve**

Since our funding has been increased we are not going to hold a 10% reserve any longer but if we see a need in the future we will go back to the finance committee for their approval.

**Unobligated Money**

The Finance Committee was concerned with the amount of unobligated money. Mr. Raine said that with unemployment so low people are not taking advantage of our program. He did talk about some strategies to help us expend the money such as increasing our marketing, going to the schools at orientation, and putting up billboards, etc.

**Carryforward**

All carryforward money should be expended by June 30, 2019, dislocated worker and adult can be transferred between each other. We have 2 years to expend the money but we focus on carryforward first then our new money. Mr. Raine said that we have never had to send money back and that we are talking with ADOL on other ways to expend the money.

Our youth provider contracts have been increased and they are doing a good job of expending their funds.

Chairman Statter called for a motion to approve the finance report; motion made by Wallace Davis; and seconded by Virginia Guy, and the board unanimously approved the report.





**TO:** Sydney Raine, President  
**FROM:** Lisa Thomas, Vice President Finance  
**RE:** Financial Update  
**DATE:** September 11, 2018

For your review, I have prepared the financial statements of SWAPTÉ, (Region 7) for the quarter ended June 30, 2018. June represents the final quarter of our fiscal year which began on July 1, 2017. We should be operating at 100% of budget projections.

### **Administration**

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

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**

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

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.

**Miscellaneous**

	Supplemental Grants		
	Budget	P-T-D Exp	Balance
Transition Funding Agreement 05/01/2017 to 12/31/2017	30,000	30,000	-

	Incentive		
	Budget	Y-T-D Expense	Balance
PY 16 Incentive-Adult	12,203	-	12,203
PY 16 Incentive-Youth	100,716	28,743	71,973
FY 17 Incentive-Adult	87,312	-	87,312
<b>Total \$</b>	<b>200,231</b>	<b>\$ 28,743</b>	<b>\$ 171,488</b>

Region 7 was awarded a Transitional Supplemental Grant in the amount of \$30,000. As of Dec 31, 2017 expenses totaled \$30,000. This left a balance of \$0 as this grant 12/31/2017.

Mobile Works was awarded incentive funds for the budget year 2016-2017. Please note the state has granted these funds to be transferred to Region 7 and to be used before 10-12-18 in which we have a plan in place for this action to be reflected in 1<sup>st</sup> Qtr reports beginning July 01,2018. Incentive funding has a balance of \$ 171,488 as of 06/30/2018.

**Program Summary**

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
<b>Unobligated balance \$</b>	<b>1,909,572</b>	<b>\$ 2,002,831</b>	<b>\$ 1,570,140</b>	<b>\$ 5,482,542</b>

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.

Attachment #2

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.

***Conclusion***

While this narrative includes a summary of activities through June 30, 2018, detailed expenditures are attached to this report.



SWAPTE

ATTACHMENT 2

Financial Report

Administrative Overhead

for the Quarter ended June 30, 2018

Description	Budget 2017-18	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Salaries, Taxes & Benefits	600,000	272,891	327,109	45.48%
<b>Net Labor Cost</b>	<b>600,000</b>	<b>272,891</b>	<b>327,109</b>	<b>45.48%</b>
Audit Expense	30,000	19,750	10,250	65.83%
Computer Maintenance, Supplies, Softw:	30,000	13,671	16,329	45.57%
Council Expense	10,000	2,379	7,621	23.79%
Equipment, Rental	3,500	2,226	1,274	63.60%
Equipment, Service and Repair	6,000	1,237	4,763	20.62%
Facilities Rent	30,000	11,697	18,303	38.99%
Insurance, Directors and Officers	7,050	1,029	6,021	14.60%
Insurance, Errors & Omissions	3,360	625	2,735	18.59%
Insurance, General Liability	1,000	-	1,000	0.00%
Legal Expense	10,000	-	10,000	0.00%
Office and Expendable Supplies	10,000	10,000	-	100.00%
Office equipment	3,000	614	2,386	20.47%
Depreciation expense	2,000	-	2,000	0.00%
Postage, Shipping, & Delivery	2,000	542	1,458	27.10%
Subscriptions and Memberships	4,500	1,129	3,371	25.10%
Telephone and Internet	30,000	10,847	19,153	36.16%
Training and Workshops	50,000	735	49,265	1.47%
Travel-Local Mileage	1,000	765	235	76.46%
Travel-Out of Area-Staff	40,000	16,139	23,861	40.35%
Marketing/Economic Development	97,000	-	97,000	0.00%
Monitor	60,000	1,079	58,921	1.80%
Staff Support	50,000	7,522	42,478	15.04%
Consultant Fee	100,000	4,690	95,310	4.69%
Archive Record Storage	1,160	835	325	71.96%
<b>Non Labor Cost</b>	<b>581,570</b>	<b>107,510</b>	<b>474,060</b>	<b>18.49%</b>
<b>Total Expenditures</b>	<b>1,181,570</b>	<b>380,401</b>	<b>801,169</b>	<b>32.19%</b>

**SWAPTE**  
**Financial Report**  
**for the Quarter ended June 30, 2018**

ATTACHMENT 2

Program Overhead				
Description	Budget 2017-18	Y-T-D Expenditures	Remaining Balance	Percentage Expended
Salaries, Taxes & Benefits	650,000	392,005	257,995	60.31%
Labor Costs	650,000	392,005	257,995	60.31%
Computer Maintenance, Supplies, Softw	20,000	14,274	5,726	71.37%
Equipment, Rental	5,000	3,380	1,620	67.60%
Equipment, Service and Repair	7,500	268	7,232	3.57%
Facilities Rent	60,000	22,705	37,295	37.84%
Insurance, Errors & Omissions	3,500	-	3,500	0.00%
Insurance, General Liability	1,000	624	376	62.45%
Insurance-Participant	1,300	-	1,300	0.00%
Interest Expense (Income)	(30)	-	(700)	0.00%
Legal Expense	2,500	1,541	959	61.64%
Marketing and Outreach	50,000	10,551	39,449	21.10%
Basic Education and Testing Supplies	1,400	201	1,199	14.35%
Office and Expendable Supplies	10,000	7,171	2,829	71.71%
Printing	5,000	-	5,000	0.00%
Postage, Shipping, & Delivery	2,500	-	2,500	0.00%
Travel-Local Mileage	5,000	3,649	1,351	72.98%
Travel-Out of Area	15,000	12,516	2,484	83.44%
Staff Training	10,000	4,845	5,155	48.45%
Archive Record Storage	1,000	1,039	(39)	103.91%
ADOL Invoice	1,451,542	1,273,001	178,541	87.70%
Non Labor Cost	1,652,212	1,355,766	295,776	82.06%
<b>Total Expenditures</b>	<b>2,302,212</b>	<b>1,747,771</b>	<b>553,771</b>	<b>75.92%</b>

**SWAPTE**  
**Financial Report**  
**for the Quarter ended June 30, 2018**

ATTACHMENT 2

Adult Services Budget	<b>Budget</b>	
	<b>2017-18</b>	
Program Revenue Carry Forward PY 16	1,356,652	
Program Revenue CF Trans. from DW	994,178	
Program Revenue PY 17	395,624	
Program Revenue (FY 2018) Oct 1st	2,692,631	
<b>Total Revenue Available</b>	<b>\$ 5,439,085</b>	

	<b>Budget 2017-18</b>	<b>Y-T-D</b>
Program Cost Distribution from Operations		1,202,038
Individual Training Accounts	2,000,000	1,810,453
OJT Program	500,000	304,848
<b>Expenditures to Date</b>		<b>3,317,338.34</b>
<b>Balance of Funds</b>		<b>\$ 2,121,746</b>

Dislocated Services Budget	<b>Budget</b>	
	<b>2017-18</b>	
Program Revenue Carry Forward (PY 16)	1,129,751	
Program Revenue CF Trans. To Adult	(994,178)	
Program Revenue (PY-2017)	474,140	
Program Revenue (FY 2018) Oct 1st	2,508,960	
<b>Total Revenue Available</b>	<b>\$ 3,118,673</b>	

	<b>Budget</b>	<b>Y-T-D</b>
	<b>2017-18</b>	<b>Expense</b>
Program Cost Distribution from Operations		754,890
Individual Training Accounts	100,000	58,788
Incumbent Worker	10,000	-
OJT Program	75,000	79,628
<b>Expenditures to Date</b>		<b>893,305.53</b>
<b>Balance of Funds</b>		<b>2,225,367</b>



**SWAPTE**  
**Financial Report**  
for the Quarter ended June 30, 2018

ATTACHMENT 2

<b>Youth Services Budget</b>	<b>Budget</b>	
	<b>2017-18</b>	
Program Revenue Carry Forward PY 16	526,999	
Program Revenue (PY 2017)	3,109,807	
<b>Total Revenue Available</b>	<b>3,636,806</b>	
Year to Date Contract Expense	1,053,634	
Program Cost Distribution from Operations	838,573	
<b>Total Expenditures</b>	<b>1,892,206.46</b>	
<b>Budget Balance</b>	<b>1,744,600</b>	

<b>Contracts Approved:</b>	<b>Budget</b>	<b>Y-T-D Expenditures</b>	<b>Remaining Balance</b>	<b>Percentage Expended</b>
Dearborn Street YMCA	279,438	199,797	79,642	71%
Dynamic Education Systems	513,840	416,650	97,190	81%
Goodwill Easter Seals	195,795	170,392	25,403	87%
Family Guidance	71,776	18,278	53,497	25%
Reid State Tech College	210,827	141,062	69,765	67%
Auburn University Hope Place	96,183	88,617	7,566	92%
Alabama Dept of Rehab Services (4/1/17)	75,000	18,838	56,162	25%
<b>Total Funds</b>	<b>1,442,858.96</b>	<b>1,053,633.67</b>	<b>389,225</b>	<b>73%</b>
In School Youth Services	-	-	-	0%
Out of School Youth Services	1,442,858.96	1,053,633.67	389,225	73%
Total Contract Amount	1,442,859	1,053,634	389,225	73%
Program Expenses (ITA/OJT)	200,000	35,667	164,333	18%
Percentage In School	0%	0.00%	0.00%	
Percentage Out of School	100%	100.00%	100.00%	

## **Committee Reports**

### **Youth, ITA, OJT, Planning and Oversight**

**Cindy Nelms**

#### **Youth**

Ms. Nelms said that we have 5 standing committees and we have created a transportation task force to look at transportation needs in our region.

We are proud to say that we now have 9 youth programs and of which 8 are now enrolling participants. All of the youth programs are doing outreach to make sure that we identify those youth that are interested and meet our eligibility requirements.

Mr. Raine and some of the staff from each of our youth programs attended County Commission meetings over the past quarter to make each county aware of our youth programs and the resources we are investing. Our current slate of youth programs represents also \$3,000,000.00 in investments to services to youth ages 17-24 and we also presented checks at these meetings.

#### **ITA**

We are currently focused on the Eligible Training Provider List (ETPL) which is a function of the State. We have to make sure that the providers are meeting the high demand high wages in our areas. We don't want to send people to training and there are no jobs when they complete.

We have been giving the green light to underwrite training courses that are provided online as long as the school providing the training has a brick and mortar building in the State of Alabama and it can be 100% virtual but it has to be on the ETPL for us to be able to sponsor the training.



Proposed change/increase in ITA rates		
	Current	New
<b>Category 1:</b>		
• Reimbursement up to:	\$3,500	\$4,375
• Training Length: 13 Weeks or Less		
• Certificate, License or Skills-Specific Credential		
<b>Category 2:</b>		
• Reimbursement up to:	\$6,500	\$8,125
• Training Length: 12 Months or Less		
• Technically Advanced Short-Term Training is allowed		
• Certificate, License or Skills-Specific Credential		
<b>Category 3:</b>		
• Reimbursement up to:	\$8,000	\$10,000
• Training Length: Greater than 12 Months, Less than 17 Months		
• Advanced Certificate, Degree or License		
• LPN is a Specified Inclusion		
<b>Category 4:</b>		
• Reimbursement up to:	\$12,000	\$15,000
• Training Length: Greater than 17 months, Less than 24 Months		
• Associate In Applied Science or Advanced Technical Certificate		
Supplies, Books, Tools, etc. are included in the total. If the ITA costs exceed the total, the balance is the students responsibility		
Training programs are reviewed for their relationship to one of the areas listed below when funding decisions are made:		
Maritime		
Aviation		
Transportation/Materials Handling		
Healthcare		
Technology		
Manufacturing		
Construction		

### **OJT**

We are working really hard to match up companies that are hiring with individuals coming into the Career Centers seeking employment. So one of the ideas we had was to move more money into that project by bringing a motion to the board to revise the duration of training required for an On-the-Job Training contracts from a minimum of eleven weeks to a minimum of six weeks. Chairman Statter called for a motion; motion was made by Ron Mitchell; and seconded by Stevie Anderson, and the board unanimously approved the decrease to six weeks.

### **Planning and Oversight**

The committee met and the focus was on the issue of how we can help more students benefit from training since colleges, and training providers have gone up on their tuition. Ms. Nelms asked for board approval to increase the rate of reimbursement dollars. We also discussed the student loan debt and Alabama is at the top. Chairman Statter called for a motion to accept the rate increase of reimbursement dollars; a motion was made by Ron Mitchell; and seconded by Wallace Davis and the board unanimously approved the reimbursement rate increase.





**REGION 7**  
**JULY 1, 2018 – SEPTEMBER 30, 2018**

	<b>JULY</b>	<b>AUG</b>	<b>SEPT</b>
Number of New WIOA Participants Served in Reporting Month	<b>70</b>	<b>219</b>	<b>87</b>
Number of New WIOA Adults	<b>53</b>	<b>172</b>	<b>62</b>
Number of New WIOA DLW	<b>2</b>	<b>2</b>	<b>5</b>
Number of New Youth	<b>15</b>	<b>45</b>	<b>20</b>
Total Number of WIOA Participants Served to Date	<b>*468</b>	<b>687</b>	<b>774</b>
Number of Participants Enrolled in an ITA	<b>306</b>	<b>348</b>	<b>370</b>
Number of Youth Enrolled in a Youth Provider Program	<b>38</b>	<b>75</b>	<b>93</b>
Number of Participants Who Successfully Ended an ITA	<b>17</b>	<b>66</b>	<b>7</b>
Number of Participants Who Services Ended	<b>57</b>	<b>91</b>	<b>16</b>
Number of New OJT Contracts	<b>16</b>	<b>29</b>	<b>18</b>
Number of New OJT Participants	<b>20</b>	<b>29</b>	<b>20</b>
Total Obligated Funds for OJT	<b>148,959.00</b>	<b>335,061.00</b>	<b>256,153.00</b>

## **MARKETING & PUBLIC RELATIONS**

### **PAMELA WARE**

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

#### **Website:**

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

#### **Social Media:**

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

#### **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.

Mr. Raine said that we are doing more to market our program and billboards are going up in all the 9 counties.

## **OLD BUSINESS**

SETA Conference Spring 2018: The conference was held here in Mobile from September 16 – 19, 2018 and we had over 400 delegates to attend and due to the weather North Caroline and South Caroline presence was slim to none. Mr. Raine also asked the board to continue to remember those affected by the storm.

## **NEW BUSINESS**

Mr. Raine explained to the board that we needed 3 new staff people one for OJT because Mobile is a large territory, one for Data Entry because our staff member Connie Isler will be retiring this year, and an Administrative Assistant for Case Management. Mr. Raine then asked for a motion to approve these 3 new positions, motion was made by Stevie Anderson; and seconded by John Moses, and the board unanimously approved the new positions.

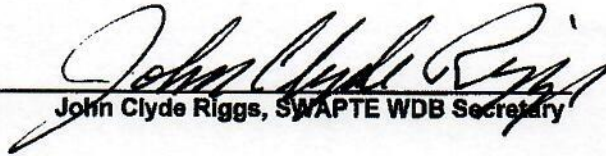
Ms. Nelms and Mrs. Barrett said that SAWDC is promoting OJT as well as they are working closely with the Chamber to get the word out.



Mr. Moses also said that the automotive industry needs to be tapped because there are a lot of individuals retiring. Mr. Moses said that he is currently the President of the Mobile New Car & Truck Association and he will check to see if they will invite us to one of their meetings.

Mr. Raine said that our OJT department will be doing some Chats and Chews very soon and asked that board members with business please take advantage.

Date: \_\_\_\_\_  
APPROVED By: SWAPTE WDB

  
John Clyde Riggs, SWAPTE WDB Secretary