



**Southwest Arkansas Workforce Development Board Meeting
August 29, 2016
SWAPDD - 10:00 a.m.**

AGENDA

Call to Order		Becky Ives, Chairman
Agenda Item 1	* Minutes of May 17, 2016	Becky Ives, Chairman
Agenda Item 2	*Report from Staff	Gina Frederick, Staff
Agenda Item 3	*Report from Chairman	Becky Ives, Chairman
Agenda Item 4	*SWAWDB Budget	Tracy Chapple, Staff
Agenda Item 5	*Demand Occupations List 1. Additions	Gina Frederick, Staff
Agenda Item 6	*Sector Strategies Discussion	Tracy Chapple, Staff
Agenda Item 7	*Workforce Issues - Discussion	James Lee Silliman. OPED
Agenda Item 8	*Report from Adult Ed *Report from Title I Provider 1. Financial Report/Title I Budget	Barbara Hamilton, Adult Ed Patrick Carter, SWAPDD Shane Bennett, SWAPDD
Agenda Item 9	*Election of Officers	Gina Frederick, Staff
Agenda Item 10	*Open Discussion	Becky Ives, Chairman
Adjournment		

**For Consideration of the
Southwest Arkansas Workforce Development Board**

August 29, 2016

AGENDA ITEM 1 – ACTION: Minutes of the May 17, 2016 Full Board Meeting

RECOMMENDATION: It is recommended that the SWAWDB approve the minutes of the 05/17/16 full board meeting.

INFORMATION/RATIONALE: Minutes of the meeting are attached.

Southwest Arkansas Workforce Development Board
May 17, 2016 – 1:30 p.m.
SWAPDD, Inc. – Magnolia, AR

Members Present: Delois Kitchens, Joshua Taylor, John Mack, Claudia Griffin, Jelyn Wynn, Tammy Waters, Tracie Lee, James Lee Silliman, Barbara Hamilton, James Baine, Julie Roberson, Rory Gulick, George Chitwood

In absence of Chairman Becky Ives, Claudia Griffin, Vice Chair called the Southwest Arkansas Workforce Development Board meeting to order and declared a quorum at approximately 1:35 p.m.

Minutes of February 9, 2016 Meeting:

The minutes from the February 9, 2016 meeting were reviewed. James Baine moved to approve the minutes as written. Joshua Taylor seconded the motion and it passed.

Report from Staff:

Gina Frederick reported the following:

- Monitoring Training – hosted by The U.S. Department of Labor and the Arkansas Department of Workforce Services on March 8-9, 2016. There were 3 different tracks – Board Staff, Program, and Financial.
- Local Board Training – Fifteen SWAWDB members were in attendance. The following topics were discussed: Local Plan Development, Strategic vs. Tactical Action, and High Impact Workforce Boards. At the end of the training, each local board got together to discuss and to come up with 3 things they agreed to do as a board. The three things that our Board agreed on was:
 1. Continue the Partner meetings (held on July 21-22, 2015, February 3, 2016. The next one is scheduled for May 23-24, 2016 – Statewide Partners’s Meeting in Hot Springs.
 2. Expand the partner meetings to include the two year colleges, business and industry, chambers of commerce to help with identifying “sectors”
 3. Identify Sectors.
- Local Plan Guidance – Guidance has not been received from the State, but it has been promised to be ready any day now.
- Election of Officers at next meeting – WIOA Law requires that officers are elected on an annual basis. Officers will be elected at the next SWAWDB meeting.

Committee Reports:

Claudia Griffin reported that the Executive Committee met at 11:00 to review/discuss the following in detail:

- Monitoring Reports for PY12/13, PY14, and PY15.
- Finance Report
- Procurement of One-Stop Operator
- Performance
- Enrollments

Monitoring Report:

Tracy Chapple stated that the unresolved finding (Financial Finding #3) in the PY12/13 Monitoring Report has been resolved. After meeting with the State and supplying additional information for the depreciation of the vehicle, the amount of the disallowed cost was reduced from \$6,480 to \$3,936.78. He explained that the wording on the finding was a little confusing, and that the only issue with the finding was inadequate documentation. Charging depreciation to the grant is an allowable charge and the process was done correctly. The total amount of disallowed costs on the PY12/13 report is \$10,726.35.

Gina Frederick stated that the responses to the PY14 report had been submitted and were available for review in the handout. PY15 monitoring was done during the week of May 9-13th. There are not any major issues expected in the report. Discussion followed.

Procurement of One-Stop Operator:

Tracy Chapple explained that the State has requested the local areas to have a plan in place for procuring the One-Stop Operator by June 30, 2017. Tracie Lee asked if a single Operator could cover all 12 counties. Discussion followed. A tentative timeline was discussed. Claudia Griffin stated that the Executive Committee recommends the following timeline. The motion passed:

- Issue RFQ (Request for Qualifications) – by January 20, 2017
- Responses due by February 24, 2017
- Selection Committee meet by March 15, 2017
- Full Board review/approve/recommend to CEO's by April 28, 2017
- CEO's review/approve by May 31, 2017
- Contract in place by June 30, 2017

Claudia Griffin also stated that the Executive Committee recommends that the One-Stop Committee take the lead in developing the RFQ and in the selection of the One-Stop Operator. The motion passed.

It was also discussed that if a consortium responds to the RFQ, a Memorandum of Understanding between the entities should be included.

Financial Report:

Shane Bennett reviewed the Finance Report. She stated that there are plenty of funds available to enroll new participants in all funding streams. Discussion followed. She also stated that SWAPDD seems to be on track in spending the remaining PY14 funds by June 30, 2016. SWAPDD will have one year to spend the PY15 funds of \$1.3 M that expires June 30, 2017. Discussion followed.

Report from Title I Provider:

Patrick Carter discussed the outreach efforts that SWAPDD has made and new enrollments since the last meeting. Discussion followed. Claudia Griffin stated that SWAPDD has improved greatly in this area. Patrick stated that Southwest is currently meeting 4 out of the 9 performance measures and that the staff are working diligently on determining why all measures are not being met. The Summer

Youth Program will begin June 6, 2016 and will end August 7, 2016. He also gave an update on PROMISE and the ASP Grant.

Report of Chairperson:

Claudia Griffin stated that if there are any members of the Board that are not serving on a committee and would like to or would like to change which committee they are serving on, to let Gina Frederick know.

Open Discussion:

Charlie Clark stated that SWAWDB members Becky Ives and Julie Roberson have been recommended to the Governor to serve on the AWDB.

Jelyn Wynn from Albemarle Corporation was introduced as the newest SWAWDB member.

A Doodle Survey will be sent the SWAWDB members to determine the date/time of the next full board meeting.

Adjournment:

There being no further business to discuss, the SWAWDB meeting was adjourned at approximately 2:30 p.m.

Becky Ives, Chairman

Date

**For Consideration of the
Southwest Arkansas Workforce Development Board**

August 29, 2016

AGENDA ITEM 4 – ACTION: SWAWDB PY2016 Budget

RECOMMENDATION: It is recommended that the SWAWDB approve the PY16 Budget.

INFORMATION/RATIONALE: Attached.

SOUTHWEST ARKANSAS WORKFORCE DEVELOPMENT BOARD

PY 2016

July 1, 2016 to June 30, 2018

ALLOCATION

Adult Award:	75,891.00	PY	FY	
Career Services			88,691.55	
Transitional Jobs			14,781.93	
Work Experience			44,345.78	
Training Services		38,301.90	147,819.25	
Other Program Activities		28,000.00	164,444.29	
WAPDD Program		2,000.00	8,000.00	
Adult Program Sub-Total		68,301.90	468,082.80	
	SWAPDD Admin	6,589.10	21,509.20	
	WAPDD Admin	500.00	25,500.00	
	SWAWDB Admin	500.00	5,000.00	
Adult Admin Sub-Total		7,589.10	52,009.20	
		75,891.00	520,092.00	595,983.00
DLW Award:	49,858.00	PY	FY	
Training Services		14,872.20	82,484.95	
Work Experience		15,000.00	15,862.49	
Transitional Jobs			7,931.25	
Career Services		7,000.00	52,346.22	
Other Program Activities		6,000.00	72,459.19	
WAPDD Program		2,000.00	8,000.00	
DLW Program Sub-Total		44,872.20	239,084.10	
	SWAPDD Admin	3,985.80	3,064.90	
	WAPDD Admin	500.00	18,500.00	
	WAWIB Admin	500.00	5,000.00	
DLW Admin Sub-Total		4,985.80	26,564.90	
		49,858.00	265,649.00	315,507.00

Youth Award:	635,657.00	PY
Other Training IN		0.00
Other Training Out		50,000.00
Work Experience IN		71,511.75
Work Experience Out		164,534.25
Other Program Related Expense		71,511.00
Other Program Related Expense		206,534.30
WAPDD Program IN		
WAPDD Program OUT		8,000.00
Youth Total Program		572,091.30
WAPDD Admin		25,000.00
SWAWDB Admin		5,000.00
SWAPDD Admin		33,565.70
Youth Total	Youth Total Admin	63,565.70
Youth Total Program and Admin		635,657.00

635,657.00

	PY 2015	PY 2016	Difference
Adult	541,230.00	0.00	541,230.00
DLW	407,447.00	0.00	407,447.00
Youth	555,047.00	635,657.00	80,610.00

1,547,147.00

For Consideration of the Southwest Arkansas Workforce Development Board

August 29, 2016

AGENDA ITEM 5: Demand Occupations List - Additions

RECOMMENDATION: It is recommended that the SWAWDB approve the addition of the following programs to Southwest's Demand Occupations List:

- General Technology CIP Code #47.0399
- Industrial Technology Mechatronics CIP Code #15.0612

INFORMATION/RATIONALE: Local areas have the option of adding up to 5 demand occupations for their area.

The AAS in General Technology along with four emphasis tracks within the General Technology degree: mechanical maintenance, automated & robotic engineering, supply chain management, and welding process specialist. This degree allows you the flexibility to design a program of technical coursework that meets your current or future employment needs. The AAS is a two-year program directed toward individuals employed in business or industry. Thirty (30) hours of credit may be transferred from another accredited institution, special program course work provided by SAU Tech, and selected work experience in business and industry. All four emphasis track areas prepare you to enter the workforce as specialized technicians to work at various levels in a manufacturing setting to provide the support and management needed to keep machines and production operations running smoothly. In addition, all four tracks transfer into the Bachelor of Science in Engineering Physics: Industrial Technology Option degree at SAU.

A list of the industries includes: Lockheed Martin, Aerojet Rocketdyne, Spectra Technologies, Raytheon, and Esterline.

The Industrial Technology Mechatronics program was designed by the advisory committee to meet industry requirements. Successful completion will equip students with the technical skills necessary to maintain, repair, troubleshoot, and manage modern maintenance programs in industrial plants, warehouses, hospitals, schools, and government buildings. Specific topics of coverage will include fluid power and controls, gear and belt-drive systems, electric motors and control systems, programmable logic controls and process control. Coursework completed is applicable to the Associate of Applied Science degree in General Technology.

A list of industries includes: Martin Ltd., Georgia Pacific, Clean Harbors, El Dorado Chemical, Lion Oil, and Chemtura.

**For Consideration of the
Southwest Arkansas Workforce Development Board**

August 29, 2016

AGENDA ITEM 8 – ACTION: Report from Adult Ed
 Report from Title I Adult, DLW, Youth

INFORMATION/RATIONALE: For Title I Adult, DLW, Youth – Financial Report/Budget and Performance Report is attached for your review.

Program Year 2016
Fiscal Year Ending June 30, 2017

This budget is updated as needed for program changes and other management decisions.

	Adult Regular			DLW Regular			Youth Regular			Promise	Total Workforce	Admin	Total Budget
	Adult Regular	DLW Regular	Youth Regular	DLW Regular	Youth Regular	DLW Regular	Youth Regular	Youth Regular					
Carryover, Expires 6/30/17	314,818	218,296	421,857	218,296	421,857	218,296	421,857	421,857	244,202	1,199,173	26,241	1,225,414	
PY16 Awards (PY16 and FY17)	525,385	272,956	564,091	272,956	564,091	272,956	564,091	564,091	-	1,362,432	69,715	1,432,147	
	840,203	491,252	985,948	491,252	985,948	491,252	985,948	985,948	244,202	2,561,605	95,956	2,657,561	
Salaries & Fringe Benefits	191,089	94,890	179,549	94,890	179,549	94,890	179,549	179,549	57,978	523,506	15,066	538,572	
Advertising	788	391	979	391	979	391	979	979	500	2,658	-	2,658	
Contract labor	365	181	454	181	454	181	454	454	-	1,000	-	1,000	
Depreciation	5,627	2,794	6,994	2,794	6,994	2,794	6,994	6,994	3,688	19,103	500	19,603	
Indirect Costs	27,474	20,087	24,364	20,087	24,364	20,087	24,364	24,364	13,951	85,877	43,719	129,596	
Insurance	249	123	309	123	309	123	309	309	456	1,137	50	1,187	
Meetings	-	-	-	-	-	-	-	-	4,500	4,500	-	4,500	
Occupancy	16,513	8,200	20,526	8,200	20,526	8,200	20,526	20,526	500	45,740	10	45,750	
Office expenses	1,375	683	1,710	683	1,710	683	1,710	1,710	750	4,518	1,200	5,718	
Professional Fees	-	-	-	-	-	-	-	-	2,451	2,451	20,020	22,472	
Repairs and Maint	3,732	1,853	4,639	1,853	4,639	1,853	4,639	4,639	559	10,784	20	10,804	
Supplies	3,467	1,722	4,310	1,722	4,310	1,722	4,310	4,310	531	10,030	50	10,080	
Travel and training	12,071	5,994	15,005	5,994	15,005	5,994	15,005	15,005	2,968	36,038	500	36,538	
Total Operating Expenses	262,751	136,920	258,839	136,920	258,839	136,920	258,839	258,839	88,832	747,343	81,135	828,478	
Direct Client Expenses	472,375	299,741	614,291	299,741	614,291	299,741	614,291	614,291	145,831	1,532,237	-	1,532,237	
Total Expenses	735,126	436,661	873,130	436,661	873,130	436,661	873,130	873,130	234,663	2,279,580	81,135	2,360,715	
Budgeted Carryover	105,077	54,591	112,818	54,591	112,818	54,591	112,818	112,818	9,539	282,025	14,821	296,846	

% of Operating 35.74% 31.36% 29.64%

Average	32.25%	< 50% is goal
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Budget is derived from first deciding on a total budget for each line item.
Then Budgeted Operating expenses are allocated (Adult, DLW, Youth) based on a % of Salary.
The formula for salaries, fringe and indirect refer to the Salary Spreadsheet.
The formula for all other expenses is "Total Budget minus Admin times Operating %"

WIOA Direct Expenses Budget 2016-2017

	25% ISY	75% OSY	Total
	-	184,287	184,287
	-	30,715	30,715
	151,000	223,718	374,718
	-	6,143	6,143
	-	-	-
	2,800	3,343	6,143
	-	12,286	12,286
	153,800	460,491	614,291
	25.0%	75.0%	100.0%

	Adult	DLW	Youth
Training Expenses	236,188	155,865	184,287
Transportation	70,856	29,974	30,715
Work Experience	70,856	29,974	374,718
Transitional Jobs	23,619	14,987	-
Child Care	9,448	5,995	6,143
Needs Related Payments	56,685	59,948	-
Incentive	-	-	6,143
Other Supportive Services	4,724	2,997	12,286
Total Direct Budget	472,375	299,741	614,291
Total Budgeted	472,375	299,741	614,291
2015-2016 Actual			
Training Expenses	246,890	28,068	27,050
Transportation	26,104	3,850	3,419
Work Experience	52,394	36	124,672
Child Care	1,500	-	-
Needs Related Payments	55,338	-	-
Incentive	-	-	600
Other Supportive Services	3,222	-	404
Total Direct Expenses	385,448	31,954	156,145

WIOA Management Summary
July 1, 2016 to June 30, 2017

Prepared by Shane Bennett on 8/22/2016

Current state of finances:

	Participants									
	PY2016 funding	-20% Budgeted Carryover	+ Prior Year Carryover	= Current Year Budget	Actual Costs	Projected Operating costs left to spend this year	CY Obligations left to spend on current participants	Number served this year	Number served last year	Funding available for new participants or additional funding requests
Adult	525,385	(105,077)	314,818	735,126	26,012	242,403	431,860	42	132	35,000
DLW	272,956	(54,591)	218,296	436,661	3,526	127,975	56,523	4	12	249,000
Youth	564,091	(112,818)	421,857	873,130	32,648	244,194	182,712	28	72	414,000

Current year goals:

	Current Year Available Funding	PY2016 Annual enrollment goals	PY2016 new enrollments (includes enrollment through date report was prepared)	PY2016 remaining enrollment goal	Available \$\$ per new enrollee (if too high, you need to increase goal, if too low, you need to reduce goal)
Adult	35,000	35	23	12	2,917
DLW	249,000	25	2	23	10,826
Youth	414,000	55	5	50	8,280

OSY Expenditure Rate	
PY14 OSY Final	45.4%
PY15 OSY	57.7%

4.9% ↑

Looking ahead:

	Budgeted carryover	Additional carryover if nothing changes	Total Projected carryover to PY2016	PY2017 Participant Obligations	PY2018 Participant Obligations	PY2019 Participant Obligations	Unobligated funding
Adult	105,077	35,000	140,077	9,259	-	-	130,818
DLW	54,591	249,000	303,591	-	-	-	303,591
Youth	112,818	414,000	526,818	20,950	-	-	505,868

New Enrollments	Adult	DLW	Youth	Total
July	10	-	2	12
August	13	2	3	18
September	-	-	-	-
October	-	-	-	-
November	-	-	-	-
December	-	-	-	-
January	-	-	-	-
February	-	-	-	-
March	-	-	-	-
April	-	-	-	-
May	-	-	-	-
June	-	-	-	-
Total	23	2	5	30

Southwest Arkansas Local WIOA Funding for Program Year 2016 from July 1, 2016 to June 30, 2017
as of End of the 1st Month of the Program Year - June 30, 2017

	Prior Year	Jul	Year to Date	Annual Budget	Budget Variance	In House Estimates		Monthly Averages			
						Based on trends, future plans and current enrollment		Actual	Budgeted	(Over)/Under Variance	
	\$	%	\$	%	\$	%	\$	%			
Adult Funds-Program											
Carryover FY16		314,818	314,818	42.8%			191,090	27.3%	16,400	15,900	(500)
PY16 Award		67,302	67,302	9.2%			788	0.1%	-	100	100
FY17 Award		-	458,083	62.3%			365	0.1%	-	-	-
20% Carryover		-	(105,077)	-14.3%			5,627	0.8%	400	500	100
Total Available Funding			735,126	100.0%			27,474	3.9%	-	2,300	2,300
Salaries and fringe benefits	157,961	24.5%	16,434	63.2%	191,090	26.0%	(174,656)		16,400	15,900	(500)
Advertising	334	0.1%	-	-	788	0.1%	(788)		-	100	100
Contract labor	-	0.0%	-	-	365	0.0%	(365)		-	-	-
Depreciation and equipment	6,363	1.0%	400	1.5%	5,627	0.8%	(5,227)		400	500	100
Indirect costs	27,963	4.3%	-	-	27,474	3.7%	(27,474)		-	2,300	2,300
Insurance	1,241	0.2%	11	0.0%	249	0.0%	(238)		-	-	-
Meetings	-	0.0%	-	-	-	-	-		-	-	-
Occupancy costs	19,228	3.0%	1,889	7.3%	16,513	2.2%	(14,624)		1,900	1,400	(500)
Office expenses	2,344	0.4%	655	2.5%	1,375	0.2%	(720)		700	100	(600)
Professional fees	-	0.0%	145	0.6%	-	-	145		100	-	(100)
Repairs and maintenance	3,737	0.6%	441	1.7%	3,732	0.5%	(3,291)		400	300	(100)
Supplies	3,378	0.5%	53	0.2%	3,467	0.5%	(3,414)		100	300	200
Travel and training	8,795	1.4%	322	1.2%	12,071	1.6%	(11,749)		300	1,000	700
Operating Expenses	231,344	35.8%	20,348	78.2%	262,751	35.7%	(242,403)		20,300	21,900	1,600
Training expenses	265,732	41.1%	(702)	-2.7%	236,188	32.1%	(236,890)		(700)	19,700	20,400
Transportation	28,330	4.4%	1,758	6.8%	70,856	9.6%	(69,098)		1,800	5,900	4,100
Work experience	57,176	8.9%	3,609	13.9%	70,856	9.6%	(67,247)		3,600	5,900	2,300
Transitional Jobs	-	0.0%	-	-	23,619	3.2%	(23,619)		-	2,000	2,000
Childcare	1,820	0.3%	320	1.2%	9,448	1.3%	(9,128)		300	800	500
Needs related payments	57,615	8.9%	679	2.6%	56,685	7.7%	(56,006)		700	4,700	4,000
Other supportive services	3,788	0.6%	-	-	4,724	0.6%	(4,224)		-	400	400
Participant Expenses	414,461	64.2%	5,663	21.8%	472,376	64.3%	(466,713)		5,700	39,400	33,700
Total Expenses	645,805	100.0%	26,012	100.0%	26,012	100.0%	(709,115)		26,000	61,300	35,300
Total Remaining Funds			709,114	96.5%							

Southwest Arkansas Local WIOA Funding for Program Year 2016 from July 1, 2016 to June 30, 2017
as of End of the 1st Month of the Program Year -June 30, 2017

	Prior Year	Jul 2016	Year to Date	Annual Budget	Budget Variance	In House Estimates		Monthly Averages					
						Based on trends, future plans and current enrollment		Actual	Budgeted	Variance	(Over)/Under		
						\$	%					\$	%
Dislocated Worker-Program													
Carryover FY16		218,296	218,296	218,296	50.0%	218,296	50.0%	5,500	7,900	2,400			
FY16 Award		43,872	43,872	43,872	10.0%	43,872	10.0%	-	-	-			
FY17 Award		-	229,084	229,084	52.5%	229,084	52.5%	-	-	-			
Less 20% Carryover		-	(54,591)	(54,591)	-12.5%	(54,591)	-12.5%	-	-	-			
Total Available Funding			436,661	436,661	100.0%	436,661	100.0%						
Salaries and fringe benefits	75,542	5,538	5,538	94,890	(89,352)	94,890	50.5%	5,500	7,900	2,400			
Advertising	202	-	-	391	(391)	412	0.2%	-	-	-			
Contract labor	-	-	-	181	(181)	181	0.1%	-	-	-			
Depreciation and equipment	3,891	121	121	2,795	(2,674)	2,795	1.5%	100	200	100			
Indirect costs	13,800	70	70	20,087	(20,017)	20,087	10.7%	100	1,700	1,600			
Insurance	866	2	2	123	(121)	123	0.1%	-	-	-			
Meetings	-	-	-	-	-	-	-	-	-	-			
Occupancy costs	11,437	295	295	8,200	(7,906)	8,200	4.4%	300	700	400			
Office expenses	1,119	2,715	2,715	683	2,032	683	0.4%	2,700	100	(2,600)			
Professional fees	-	22	22	-	22	-	-	-	-	-			
Repairs and maintenance	2,391	68	68	1,853	(1,785)	1,853	1.0%	100	200	100			
Supplies	2,185	8	8	1,722	(1,714)	1,722	0.9%	-	100	100			
Travel and training	5,497	127	127	5,995	(5,868)	5,995	3.2%	100	500	400			
Operating Expenses	116,929	8,966	8,966	136,920	(127,954)	136,941	72.8%	8,900	11,400	2,500			
Training expenses	31,191	(6,147)	(6,147)	155,865	(162,012)	23,489	12.5%	(6,100)	13,000	19,100			
Transportation	3,850	-	-	29,974	(29,974)	1,849	1.0%	-	2,500	2,500			
Work experience	1,056	706	706	29,974	(29,268)	12,820	6.8%	700	2,500	1,800			
Transitional Jobs	-	-	-	14,987	(14,987)	12,821	6.8%	-	1,200	1,200			
Childcare	-	-	-	5,995	(5,995)	-	-	-	500	500			
Needs related payments	-	-	-	59,948	(59,948)	-	-	-	5,000	5,000			
Other supportive services	-	-	-	2,997	(2,997)	103	0.1%	-	200	200			
Participant Expenses	36,097	(5,441)	(5,441)	299,740	(305,181)	51,082	27.2%	(5,400)	24,900	30,300			
Total Expenses	153,027	3,526	3,526	436,660	(433,134)	188,023	100.0%	3,500	36,300	32,800			
Total Remaining Funds			433,135		99.2%								

Southwest Arkansas Local WIOA Funding for Program Year 2016 from July 1, 2016 to June 30, 2017
as of End of the 1st Month of the Program Year - June 30, 2017

	Prior Year \$	Jul 2016	Year to Date \$	Annual Budget \$	Budget Variance	In House Estimates		Monthly Averages					
						Based on trends, future plans and current enrollment \$	%	Actual	Budgeted	(Over)/Under Variance			
Youth Funds-Program													
Carryover PY15		421,857	421,857	421,857	48%	(168,434)	179,549	39.1%	11,100	15,000	3,900		
PY16 Award		564,091	564,091	564,091	64.6%	(979)	1,030	0.2%	-	100	100		
Less 20% Carryover			(112,818)	(112,818)	-12.9%	(454)	454	0.1%	-	-	-		
Total Available Funding			873,130	873,130	100.0%								
Salaries and fringe benefits	140,576	11,115	11,115	179,549	20.6%	(68,434)	179,549	39.1%	11,100	15,000	3,900		
Advertising	1,003	-	-	979	0.1%	(979)	1,030	0.2%	-	100	100		
Contract labor	-	-	-	454	0.1%	(454)	454	0.1%	-	-	-		
Depreciation and equipment	7,000	297	297	6,995	0.8%	(6,698)	6,994	1.5%	300	600	300		
Indirect costs	26,120	55	55	24,364	2.8%	(24,309)	24,364	5.3%	100	2,000	1,900		
Insurance	619	14	14	309	0.0%	(295)	309	0.1%	-	-	-		
Meetings	-	-	-	-	-	-	-	-	-	-	-		
Occupancy costs	23,003	1,707	1,707	20,526	2.4%	(18,819)	20,526	4.5%	1,700	1,700	-		
Office expenses	2,200	614	614	1,710	0.2%	(1,096)	1,710	0.4%	600	100	(500)		
Professional fees	-	132	132	-	-	132	-	-	100	-	(100)		
Repairs and maintenance	4,991	403	403	4,639	0.5%	(4,236)	4,639	1.0%	400	400	-		
Supplies	4,037	49	49	4,310	0.5%	(4,261)	4,310	0.9%	-	400	400		
Travel and training	9,656	310	310	15,005	1.7%	(14,695)	15,005	3.3%	300	1,300	1,000		
Operating Expenses	219,206	14,696	14,696	258,840	29.6%	(244,144)	258,890	56.3%	14,600	21,600	7,000		
Training expenses	29,252	(5,737)	(5,737)	184,287	21.1%	(190,024)	15,212	3.3%	(5,700)	15,400	21,100		
Transportation	3,579	-	-	30,715	3.5%	(30,715)	853	0.2%	-	2,600	2,600		
Work experience	143,748	23,690	23,690	374,718	42.9%	(351,028)	181,380	39.5%	23,700	31,200	7,500		
Childcare	-	-	-	6,143	0.7%	(6,143)	-	-	-	500	500		
Incentive	660	-	-	6,143	0.7%	(6,143)	2,834	0.6%	-	500	500		
Other supportive services	404	-	-	12,286	1.4%	(12,286)	386	0.1%	-	1,000	1,000		
Participant Expenses	177,643	17,953	17,953	614,292	70.4%	(596,339)	200,665	43.7%	18,000	51,200	33,200		
Total Expenses	396,849	32,648	32,648	873,132	100.0%	(840,484)	459,555	100.0%	32,600	72,800	40,200		
Total Remaining Funds			840,482		96.3%								

WIA Monthly Performance Report for PY16

22-Aug

Adult Program	1-Aug	8-Aug	15-Aug	22-Aug
Entered Employment Rate	90.0	90.0	90.0	90.0
Entered Employment Rate Goal	84.0	84.0	84.0	84.0
Variance	6.0	6.0	6.0	6.0
Retention Rate	88.0	88.0	88.0	88.0
Retention Rate Goal	88.0	88.0	88.0	88.0
Variance	0.0	0.0	0.0	0.0
Average Earnings	12181.7	12181.7	12181.7	12181.7
Average Earnings Goal	13080.0	13080.0	13080.0	13080.0
Variance	(898.3)	(898.3)	(898.3)	(898.3)
DLW Program				
Entered Employment Rate	90.0	90.0	90.0	90.0
Entered Employment Rate Goal	88.0	88.0	88.0	88.0
Variance	2.0	2.0	2.0	2.0
Retention Rate	95.2	95.2	95.2	95.2
Retention Rate Goal	93.0	93.0	93.0	93.0
Variance	2.2	2.2	2.2	2.2
Average Earnings	18820.2	18820.2	18820.2	18820.2
Average Earnings Goal	14114.0	14114.0	14114.0	14114.0
Variance	4706.2	4706.2	4706.2	4706.2
Youth Program				
Placement in Employment or Education	82.3	82.6	82.6	82.6
Placement in Employment or Education Goal	81.7	81.7	81.7	81.7
Variance	0.6	0.9	0.9	0.9
Attainment of a Degree or Certificate	88.5	88.5	88.5	88.5
Attainment of a Degree or Certificate Goal	81.5	81.5	81.5	81.5
Variance	7.0	7.0	7.0	7.0
Literacy or Numeracy Gains	71.4	71.4	71.4	71.4
Literacy or Numeracy Gains Goal	72.0	72.0	72.0	72.0
Variance	(0.6)	(0.6)	(0.6)	(0.6)
Goals Met/Exceeded	7	7	7	7
Goals Not Met	2	2	2	2

**For Consideration of the
Southwest Arkansas Workforce Development Board**

August 29, 2016

AGENDA ITEM 9: Election of Officers

INFORMATION/RATIONALE: The State's "Certification of Local Workforce Development Boards" Policy requires that local boards elect a chairperson annually from among the private sector business representatives.

Current Officers:

Becky Ives, Lockheed Martin – Chairman

Claudia Griffin, G&B Enterprises – Vice Chairman