



Connecting Companies & Employees

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

January 12, 2011 - Minutes

Conference Room – Madren Center – Clemson University

Members Present:

Jim Alexander
Ronnie Booth
Danny Brothers
Stephanie Collins
Billy Gibson

Teri Gilstrap
Russ Karpick
Kristi King-Brock
Melvin Martin
Joseph McElveen, III

Lawrence Nichols
Ed Parris
Shae Rozakos

Members Absent:

Stan Brooks
David Collins
Danny Fahey
Ray Farley

Hugh Foster
Jose Garcia
Mary Gaston
Butch Harris

Bob Oppermann
Steve West

Partners/Guests Present:

Reg Dexter
Dana Grant

Kal Kunkel
Rick Murphy

Staff Present:

Nita Colman
Sharon Crite

Amy Jessee
Jimmy Pennell

Crayton Pruitt
Brandi Runion

I. Call to Order

Chair Stephanie Collins called the meeting to order and announced the meeting was being recorded for processing of minutes. A quorum was present to conduct the business of the Board.

II. Approval of Minutes

The minutes from the October 13th, 2010 meeting were e-mailed with the meeting notice, included in the meeting packet, and posted on the website for review. Chair Collins called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Russ Karpick made a motion to approve the minutes as submitted, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

III. Update on Operational Structure

Chair Collins referred the Board to pages 10-26 of the packet provided. She explained that at the 12/08/10 Executive Committee meeting it was decided to not change anything in regards to Operational Structure at this time and that all allowable contracts will be extended except for OJT. She stated that there will be an RFP for OJT. She stated that the process to make WorkLink a legal entity is still moving forward. Nita Colman updated that approximately 18 contracts would be going away due to ARRA funds running out.

IV. Committee Reports

A.) Marketing

i. Job Fair

Shae Rozakos referred the Board to page 27 of the packet provided and announced that the job fair would take place on Tuesday, March 22, 2011 at the Anderson Recreation Center. She also announced that a Job Fair would be held in Honea Path at Watkins Center on February 10th and a Veterans' job fair would be held on February 11th.

ii. Annual Report

S. Rozakos announced that the annual report had been delayed by weather but that it would be in shortly and distributed to Board members. Partners, and elected officials.

Amy Jessee stated that the provided 2-1-1 bookmarks had been made by United Way and would be distributed in promotion of the database of a service referral system. She also stated that the Board Member cards with the elevator speech on the back were being provided to them.

iii. Website Report

S. Rozakos reported that worklinkweb.com had received just over 15,000 visitors since its launch.

iv. OneStop Video Project

S. Rozakos reported that they had eight videos completed by the Clemson University students to use in promotion of the OneStops.

A. Jessee showed the Board three videos. The local employers and high school drop-outs videos were the products of the Clemson University students. The third video was provided by Henkels and McCoy to promote outreach for the youth programs provided by PYC.

B.) Workforce Skills & Education

N. Colman referred the Board to pages 28-29 of the packet provided. She informed the Board that Daniel Bjork, WorkKeys Coordinator, is currently compiling WorkKeys scores from all testing sites in the three-county region and investigating database options in order to match participants with employers. She also stated that Jimmy Pennell drafted a letter to local businesses to request support for WorkKeys.

N. Colman stated that Arbor E&T had presented their soft skills curriculum to the Workforce Skills and Education Committee. The committee requested an example of a certificate for participants to receive upon completion of the soft skills training.

N. Colman informed the Board that Amy Jessee will begin working on a WorkKeys recognition sign that businesses can post at their workplace.

N. Colman stated that the Workforce and Education Skills Committee had also reviewed the goals for PY2010: GED attainment 924, WorkKeys certificates 4,527. She stated that A. Jessee is also researching grant opportunities to fund GEDs and WorkKeys testing in the WorkLink region.

N. Colman stated that Anderson University submitted to be added to the Eligible Training Provider List at the last Board meeting but it had been tabled until we know what programs of study were being submitted to be placed on the list. Anderson University submitted five programs that are not on the state's list of in demand occupations.

Dr. Booth pointed out that degrees shouldn't be funded and legislative audit council made it clear.

T. Gilstrap pointed out that not all areas use the ETPL the same way, so it needs to continue to be looked at.

BOARD ACTION TAKEN: The Workforce Skills & Education Committee made a motion to the Board that Anderson University not be added to the Eligible Training Provider List, because the programs of study were not in demand occupations, second by Lawrence Nichols. The motion carried with one opposing vote.

Status Update on Arbor

N. Colman referred the Board to page 29 of the packet provided and reviewed the Intensive Services Update.

N. Colman reviewed the numbers for Enrolled, Trained, and Budget and informed the Board that the 2nd Quarter monitoring report had been issued to Arbor.

In the first quarter, there were 22 observations and seven findings.

In the second quarter, there were four observations and five findings.

After a discussion of the progress that Arbor has made, the Board requested a six-month report be provided to them from all service providers. The report should directly address their requirements in the statement of work. They are to provide if they have met the requirements and if not what their plans are to meet them. They are also to address budget and client flow projections.

J. Alexander pointed out that the first part of the program year success for Arbor's contracts could be skewed due to Board and the transition.

E. Parris asked how this report request is different from the monitoring report. Dr. Booth stated he wants comparison to their past numbers.

N. Colman stated that OneStop On-the-Go could go out more frequently if the Board chooses to direct them to do so.

C). Business Partnerships Committee – Lawrence Nichols- Chair

i. Marketability

Lawrence Nichols stated that the definition of marketability was continuing to be examined carefully by the Committee. He stated that the Committee feels that it is extremely important to have a solid definition in order to continue with the processes that are tasked to be completed. He stated that they intend to work with the Workforce and Education Skills Committee on this topic.

ii. OJT RFP

Jim Alexander asked how much the Board can expect to receive for the next fiscal year to use for OJT. N. Colman replied the amount was not yet determined, J. Pennell stated that \$129,000 and \$88,000 was committed last year and expect the same this year.

J. Alexander stated concern in obligating the amount of money if we don't have it. J. Pennell stated that the RFP has wording to allow an out depending on budget and needs.

Dr. Booth inquired whether an RFQ should be sent out first. He stated that an RFQ could help find out who is qualified to do this. Dr. Booth asked how long it would take to do one. J. Pennell stated that if an RFQ is sent out that it has to be out by the end of February.

T. Gilstrap stated that the Board is not bound to a timeline of SCDEW to do a new OJT contract. The Board can make its own timetable. N. Colman stated that OJT services must be maintained because of our OJT NEG.

Dr. Booth asked how long NEG would last. J. Pennell stated through next year.

J. Alexander asked if an RFQ and RFP should be done at same time. L. Nichols stated he did not believe so. J. Pennell stated that there is a part of the RFP that asks for resumes of any applicant, so it serves as a hybrid of the two.

Dr. Booth asked historically how many have we served a year. J. Pennell stated 120.

Dr. Booth asked if the Board should make a goal. J. Pennell stated that in the past this is how things have been determined of how many are served.

K. King-Brock commented that OneStop On-the-Go used to go to AIM once a week and it has decreased to once a month. She said if money is available, she would like for it to start up again for all former areas visited.

L. Nichols stated that the Business Partnerships Committee is putting out an exploratory RFP for OJT and that the Committee is expecting to have results by the end of March 2011.

BOARD ACTION TAKEN: The Business Partnerships Committee proposed approval of the OJT RFP; second by Ed Parris. The motion carried with unanimous voice vote.

iii. WorkKeys

L. Nichols stated that a WorkKeys recommendation would be made during the Finance Committee section.

D). Youth Council Committee – Kristi King-Brock, Chair

Kristi King-Brock referred the Board to pages 30-58 of the packet provided which showed the Youth Council Strategic Plan. She reviewed the highlighted points of change in the Strategic Plan.

K. King-Brock then referred the Board to page 59 which showed the listing for the job opening for the temporary part-time position for working on the 2-1-1 database.

BOARD ACTION TAKEN: The Youth Council proposed approval of the changes made to the Youth Council Strategic Plan; second by Russ Karpick. The motion carried with unanimous voice vote.

K. King-Brock referred the Board to page 60 of the packet provided to review the application of Janice Walpole to join the Youth Council.

BOARD ACTION TAKEN: The Youth Council proposed approval of the acceptance of application by Janice Walpole to join the Youth Council; the motion was second by Melvin Martin. The motion carried with unanimous voice vote.

K. King-Brock referred the Board to page 61 of the packet provided to review the PYC Update on numbers.

E). Finance Committee- Brandi Runion

Brandi Runion referred the Board to pages 62-67 of the packet to review the WorkLink PY 2010 Budget Chart, Arbor Grants Chart, and the Henkels & McCoy Grants Chart. She pointed out that on page 62 there were three amendments to be voted upon.

BOARD ACTION TAKEN: The Executive Committee proposed approval of Amendment #1 to increase unemployment expense for claims in November for a former employee. The motion carried with unanimous voice vote.

BOARD ACTION TAKEN: The Executive Committee proposed approval of Amendment #2 to increase salaries/indirect cost to hire a temporary part-time employee to be paid from ARRA Youth Carryover. The motion carried with unanimous voice vote.

BOARD ACTION TAKEN: The Executive Committee proposed approval of Amendment #3 to increase salaries and IT Support related to the time and equipment associated in gaining access to the Appalachian Council of Governements' accounting database. The motion carried with unanimous voice vote.

B. Runion referred the Board to the changes to Travel Reimbursement for Supportive Services on page 63.

BOARD ACTION TAKEN: The Executive Committee proposed approval of changes to Supportive Services-Travel Reimbursement. The motion carried with unanimous voice vote.

B. Runion referred the Board to review pages 64-65 which showed budget obligations as of November 30, 2010.

N. Colman gave an update and shared that B. Runion had finally gained access to the ACOG accounting system.

B. Runion referred the Board to review page 66 which showed the Arbor expenditures through November 2010. The State Reserve grant has been extended through March 2011. She pointed out that ARRA dollars must be spent by June 30, 2011.

B. Runion referred the Board to review page 67 which showed PYC Expenditures through November 2010.

V. Transition Update

N. Colman gave a review of the State's transition plans for OneStops and referred the Board to pages 69-70, which is a request for an extension for deadline to make a decision on the location of facilities. The request is to extend deadline to March 31, 2010.

N. Colman reviewed page 68. The Board will be provided recommendations at the March Board meeting.

J. Alexander stated he thinks we should tell SCDEW we are not going to move and not going to pay.

Dr. Booth stated that N. Colman should talk to Bill Sandifer, state representative.

N. Colman asked the Board if they want to prioritize what Arbor should be doing in reference to OneStop On-the-Go and other services. She asked if the Board wants staff out and about more in the community or working in the office? She reiterated that it is a decision to be made by the Board.

Dr. Booth stated he thinks the process being conducted by WorkLink to look at options is the right thing.

S. Rozakos suggested that a letter should be sent to SCDEW requesting the Department of Labor's response to the transition issues for OneStops. The response should be reviewed by our own attorney.

BOARD ACTION TAKEN: Shae Rozakos made a motion to send a letter to SCDEW requesting the Department of Labor's response, so a lawyer can review; motion second by Ed Parris. The motion carried with unanimous voice vote.

VI. LWIB Standards Review

N. Colman referred the Board members to pages 71-89 of the packet provided. She stated that the LWIB review would be April 21, 2011. She also pointed out that the timeline of the process was on page 71 and that the review would start with interviews of Board members. She stated that the standards listed that have asterisks by them are standards that are required by law. She said that her understanding of this process is that the first time the review is done to teach the LWIB how the process works and to assist us, if needed, to get into compliance.

VII. Board Strategic Plan

N. Colman gave an update on the Strategic Plan. She stated that the Youth Council has updated their plan. Other committees need to get their portion of the strategic plan updated and complete.

VIII. Other Business

Chair Collins stated that the SCDEW Area Regional Director position was reposted. It closed at beginning of week. She also announced that the Executive Director Report was included as the last two pages of the packet provided.

Chair Collins asked if any other suggestions or ideas come up to let N. Colman or the appropriate Committee know.

Chair Collins asked the Board about closing the OneStops today early to allow for travel in the hazardous conditions. Requested time of an hour early @ 4PM per OneStop Operator.

J. Alexander and Dr. Booth stated that they do not feel that is the Board's place to make that decision; it's an operational decision.

N. Colman stated that the Board needed to vote on whether or not to make funds available to allow Danny Fahey to attend the SC Workforce Symposium.

BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the funds needed to pay for Danny Fahey to attend the SC Symposium; motion seconded by Melvin Martin. The motion carried with unanimous voice vote.

IX. Adjournment

With no further business to discuss, meeting was adjourned.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant