

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**February 11, 2015 - Minutes**

**Board Room - Martin Inn & Conference Center – Clemson University**

**Members Present:**

Amanda Hamby Brooke Dobbins Danny Brothers David Collins Ed Parris Mike Wallace Patrick Pruitt Stephanie Collins Billy Gibson Doug Newton Mary Gaston Robert Halfacre

Ray Farley

**Members Absent:**

Elaine Bailey Jason Duncan Michael Keith

Mike Crawford Pamela Smith Richard Blackwell

Terence Hassan Kristi King-Brock Burriss Nelson

Butch Harris David Bowers Jeff Trahan

Ronnie Booth

**Staff Present:**

Trent Acker Patty Manley Brandi Runion

Jennifer Kelly Sharon Crite Renee Murdock

Windy Graham

**Guest Present:**

Karen Craven Steve Riddle AnnMarie Baker Renee Alexander Kal Kunkel Russell Johnson

1. **Call to Order**

Chair Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board and stated the meeting was being recorded for processing of minutes. Chair Brothers welcomed new Board member Pat Pruitt, SC DEW Regional Manager, who is filling the seat vacated by Grey Parks. Chair brothers welcomed everyone in attendance and introductions were made by all.

1. **Approval of Minutes**

The minutes from the October 29, 2014 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Doug Newton made a motion to approve the minutes as submitted, second by Mike Wallace. The motion carried with a unanimous voice vote.**

1. **Director’s Report**
2. **Strategic Plan**

Trent Acker referred to page 9 which shows the variety of training events, webinars, meetings, etc. he and WorkLink staff attend on behalf of the Board on a monthly basis to give the Board a picture of what staff is involved in.

Mr. Acker provided a brief update on the status Strategic Plan acknowledging and extending appreciation for Board members participation in the Focus Group meetings. Mr. Acker reported Donna Kazia with the ACOG met with the Youth, Education, Service Providers/Partners, Economic Development, Anderson Businesses, and Oconee Businesses Focus Groups to date with the final group, Pickens Businesses, scheduled for February 17th. Mr. Acker stated he will keep the Board apprised as the Strategic Plan process progresses and will advise of next steps for the Board.

1. **Local Area Designation Application**

Mr. Acker referred to pages 16-17 and provided a brief explanation of the local area designation application process stating as a result of the new WIOA legislation, each local area will be required to submit an application for Initial Designation as a Workforce Development Area. Mr. Acker stated staff will be working both internally and with the county council chairs to complete the process which is due to be submitted by May 2015 adding he will keep the Board apprised of the status.

1. **Success Stories**

Mr. Acker deferred to Karen Craven of Palmetto Youth Connections and Steve Riddle of Henkels & McCoy who provided summaries of a participant in the PYC Program participant and a WIA Program participant, both of whom had great success with our programs.

Mr. Acker also referred to the small handout added to the Board packet which is information on the SC Workforce Investment Board Partnership Symposium scheduled for February 25-27 stating that one of our WIA participants will be receiving an award from the SWIB along with two local businesses from Pickens County who will be receiving PWAP awards in the Small Company category and one in the Large Company category.

1. **Committee Reports**
2. **Executive Committee**
3. **Executive Committee Actions**

Chair Brothers reported the Executive Committee had voted to approve and proceed with several items in previous meetings as follows:

* 11/6/14 - Voted to allow Training requests for occupations not considered to be one of the 5 industry clusters approved by the Board reviewed by Henkels & McCoy and WorkLink staff and ultimately submitted to the WorkLink Executive Director for approval.
* 11/12/14 - Voted to allow closure of Satellite Centers on November 22, 2014 from 12 – 1pm for all staff to participate in Thanksgiving luncheon.
* 12/3/14 – The following three Items were voted on:
  + Voted to approve closing WorkLink offices to coincide with ACOG’s additional holidays for 2015.
  + Voted to approve using funds received from insurance claim for HVAC replacement and mini-split for IT room.
  + Voted to approve Executive Board member, Burriss Nelson to attend the SC WIB Partnership Symposium in February 2015.
* 12/12/14 - Voted to allow WorkLink Director the authority to enroll participant into WIA services for the purpose of directing them to into an OJT contract. In addition, future situations which involve the possibility of serving clients which do not meet the current board criteria of being residents of the WorkLink Service Area or dislocated from a company located in the WorkLink Service Area will be evaluated on a case-by-case basis with the ultimate decision to serve the client (or not) to be made by the WorkLink Executive Director.
* 1/28/15 - Voted to approve Modification #3 in Henkels & McCoy Adult/DW Grant – details of mod #3 to be provided in Finance Committee update.

David Collins recommended the Board look further into the additional holidays the ACOG grants to its employees and make this permanent for WorkLink staff as well since they are essentially ACOG employees. Chair Brothers noted this could be addressed by the Executive Committee.

1. **WIOA Committee Structure**

Mr. Acker reported from the January 28, 2015 Executive Committee meeting referring to pages 15-17 of the meeting packet which are the instructions and criteria for establishing Local workforce Development Boards and the additional requirements for each local workforce development area regarding the three standing committees for Disabilities, OneStop Operations, and Youth.

**BOARD ACTION TAKEN: Chair Brothers made a motion as a recommendation from the Executive Committee to merge the Business Partnerships Committee and Workforce Skills & Education Committee to form the OneStop Operations Committee without losing sight of the activities and business of each Committee to, second by Ed Parris. The motion carried with a unanimous voice vote.**

1. **Youth Council**

Sharon Crite provided report for Youth Council in Kristi King-Brock’s absence.

1. **2014 AOP BIS Actual Award Paid**

Ms. Crite referred to page 18 which shows the actual award amount paid out for the 2014 Anderson Oconee Pickens Business & Industry Showcase event.

1. **PY’14 1st Qtr. Youth Performance**

Ms. Crite referred to page 19 as information stating PYC is meeting and/or exceeding performance goals at this time.

Mr. Acker requested Board members compare our area’s goals to other areas and commended WorkLink and PYC staff on their efforts.

1. **2015 Youth RFP Events & Dates**

Ms. Crite referred to page 20 as information only adding the initial Youth RFP meeting was held 02/10/15 with everything getting off to a good start.

1. **Zip Codes/County Service Area (AOP)\***

Ms. Crite referred to page 21 and deferred to Mr.Acker to provide report.

Mr. Acker explained that each participant in the PYC and WIA programs must go through an application process in the SC Works Online System (SCWOS) which validates the participant's eligibility for WIA funding. Mr. Acker stated that the Board has set the precedent that WorkLink will only serve those that either live or last worked in Anderson, Oconee, or Pickens Counties; however, there is nothing that prohibits us from serving residents from other counties. Staff has recently discovered that those living on the borders of the counties may be classified in SCWOS as residents in Anderson, Oconee, or Pickens Counties; however, they are actually residents of a bordering county. Although not a frequent occurrence, this issue raised a question regarding how to handle these situations.

Mr. Acker requested the Board consider a motion to allow SCWOS to determine the county of residence for each WIA applicant with the caveat that the actual county of residence be notified that we will serve that participant in the WorkLink region for both Youth Program and the Adult/DW Program.

**BOARD ACTION TAKEN: Motion from Youth Council as a recommendation for Board approval to allow SCWOS to determine the county of residence for each WIA applicant with the caveat that the actual county of residence be notified that we will serve that participant in the WorkLink region, seconded by Brooke Dobbins. The motion carried with a unanimous voice vote.**

1. **Workforce Skills & Education Committee**

Jennifer Kelly provided the report for the WSEC in Richard Blackwell’s absence.

1. **Request For Proposals**

Jennifer Kelly provided a status update stating the Adult, DW, and Operator RFP was released on February 5, 2015 with proposals due back March 19, 2015. Ms. Kelly stated WIOA regulations are not finalized so the RFP contains all appropriate verbiage and disclaimers. Ms. Kelly also stated the Workforce Skills and Education Committee will have a recommendation regarding the RFP to the Board at the April 8, 2015 meeting.

Ms. Kelly reported that Dr. Mary Gaston had provided a Committee education piece on the new GED that is now being used.

1. **Outreach Update**

Ms. Kelly reported from the most recent Outreach Committee meeting which was held February 10, 2015 stating she and Matt Fields have provided samples on the table for Board members. Ms. Kelly reported outreach accomplishments to date are as follows:

* Movie theater ad is running through May 2015.
* Radio ads for businesses are also currently running and will wrap up in the next couple of weeks.
* Posters with take away cards are being distributed to our partners.
* Pens with stylus are being given out & Notepads for employers are being given out.

Ms. Kelly further reported the Outreach Committee is entering the second phase and plan a joint effort with Job Fair outreach as a focal point to help attract customers and participants into the Centers for assistance in preparation for the Job Fair hoping they will learn more about other services we offer while there.

Ms. Kelly provided an update on area layoffs:

* + - K-Mart in Easley closed on January 18, 2015. Rapid Response events have already occurred with staff serving those coming into the Centers.
    - Covidien – additional layoffs planned for June and September of this year. Rapid Response will occur nearer to the time of the layoff events. We will be collaborating with Trade to make sure services are delivered through WIA/WIOA and TAA in a seamless manner.

1. **Usage Reports**

Ms. Kelly stated Usage Reports can be seen in the packet on pages 25-29, along with some success stories from the Career Coaches on pages 30-32. Ms. Kelly reported that enrollments as of December 31, 2014 for the Adult/DW program are 293 out of 228 planned adding we are ahead of the goal by 65 participants which puts Henkels & McCoy at 61% of the total goal for the year in the Adult/DW program. Ms. Kelly referred back to the Performance Chart on page 19 of the Youth Council Section pointing out that the Adult/DW program is currently meeting and/or exceeding all of their performance goals.

Ms. Kelly reported from a meeting regarding MOA funding levels, stating based on the current levels, the funding will remain the same for all four Adult Ed Centers stating Dr. Mary Gaston is aware of this.

Ms. Kelly further reported following discussions and decisions from both the Business Partnerships Committee and the Workforce Skills & Education Committee regarding OJT funding being bound by county fair share, remaining available OJT funds will now be opened up to companies on a first come, first serve basis as of March 1, 2015.

Ms. Kelly informed Board members that in-house monitoring of the Adult/DW program was completed on Monday, February 9, 2015 and a report is due out to Henkels no later than March 19, 2015.

Chair Brothers acknowledged Ray Farley, Director Alliance Pickens, and Pickens County’s recent recognition by the State upon becoming a WorkReady Certified Community.

1. **Business Partnerships Committee**
2. **Committee Update**

Mr. Parris provided an update on the Business Partnership Committee starting with a report on OJT.

Mr. Parris reported the WorkReady Communities Initiative website was accessed and data reviewed within the employer section of the SC Works Centers Usage Report for each of our counties. Mr. Parris noted that both Anderson County and Pickens County were recently recognized as having been designated WorkReady Certified Communities adding these were two of the first industrialized counties to become certified. Mr. Parris also reported that Oconee County is very close at 89%.

Mr. Parris provided an update on the Rapid Response IWT grants stating we currently have the following ongoing grants:

* Alfmeier Fredrichs & Rath in Anderson County
* Roylco in Anderson County
* Kroeger Marine Construction in Oconee County
* Ulbrich Specialty Wire in Oconee County.

Mr. Parris also provided an update on the locally funded IWT grant that we received in the amount of $70,189.00 stating currently only one company that has completed and been reimbursed for a portion of their trainings; all companies have been contacted and asked for an update on their scheduled trainings; most of the trainings have at least been scheduled; all companies have been reminded that all of their IWT trainings must be completed by April 30, 2015.

Mr. Parris reported the Committee discussed the restructuring of our committees that may be required as of July 1, 2015 under the new legislation.

Mr. Parris provided an update on the following recent and upcoming Hiring Events:

1. February 6, 2015 – Anderson County monthly hiring event at TCTC Anderson Campus (94 job seekers and 8 employers).
2. February 20, 2015 - Oconee County monthly hiring event at Gignilliat Center in Seneca.
3. March 19, 2015 – WorkLink 2015 Job Fair at TCTC Pendleton Campus in the Student Center.
4. **Finance Committee**
5. **PY’14 Budget Overview**

Stephanie Collins reported there was a great deal of financial information to cover and deferred to Brandi Runion to provide financial update.

1. **WorkLink Formula Grants**

Ms. Runion referred to page 34 and provided an overview of the In-House budget to date stating we have currently expended 46% out of a goal of 49%.

1. **Henkels & McCoy**
2. **Adult & DW Grant – Mod #2 & Mod #3**

Ms. Runion referred to pages 35-38 and reported that Trent Acker as Executive Director was able to approve Modification #2 due to the amount being less than 10% of the overall category amount stating Henkels & McCoy is realigning some staffing positions and therefore requesting to facilitate the restructuring of staff. Ms. Runion added this modification does not change overall budget amount, the Staff & Fringe Line Item reduction of $12,789.95 is being moved to College and 5Vocational Tuition Line item.

Ms. Runion referred to pages 39-44 and stated Modification #3 was voted at the January 28, 2015 Executive Committee Meeting as noted above and deferred to Kal Kunkel to provide an explanation of the details. Mr. Kunkel reported there is no overall change in the budget amount stating this modification request is to increase Training funds by moving funds from Staff Salaries & Fringe, Operating Costs, On-the-Job Training categories and a 2% transfer from Dislocated Worker funds to the Adult funds and referred to pages 40-41 for the category and line item change details.

1. **13DWT01 – Dislocated Worker National Emergency Grant**

Ms. Runion referred to page 46 which is the DWTNEG that is sub granted to Henkels & McCoy stating the restrictions have loosened somewhat and we are in the process of identifying participants that we can move into this grant.

1. **Youth Grant – Mod#2\***

Ms. Runion referred to pages 47-51 and deferred to Mr. Kunkel who provided a brief synopsis of the request for this modification stating that the overall grant amount would stay the same however, there is a need to shift some funds into categories and line items where funds are needed based on current service needs. This modification also includes a request to add an additional Workforce Development Specialist to begin in April 2015 in preparation of upcoming changes with the implementation of WIOA along with decreasing funds from fringe for a health insurance reduction.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve the Youth Modification #2 request from Henkels & McCoy to move funds from line items into Tuition as well as Staff Costs for an additional Workforce Development Specialist to begin in April 2015, seconded by Pat Pruitt. The motion carried with a unanimous voice vote**.

1. **Ongoing Grants**

Ms. Runion referred to page 52-56 and provided a brief financial update on each of the grants as follows:

* 13INC01 – This grant was approved and used for outreach for $5,453, has been 100% expended and closed out as of January 2015.
* 13RROJT01 – This is the grant SC DEW provided that has in turn been sub-granted to Henkels & McCoy for OJT.
* 13R995H1 – This is the grant that has been sub-granted to Henkels & McCoy to pay for the OJT Contract Writer’s salary /fringe/indirect, consumables, supplies, etc.
* 13RRIWT13 – Rapid Response IWT grant to Kroeger Marine Construction which is scheduled to be closed out on 02/27/15. We are in the process of applying for an extension due to a training taking longer than anticipated.
* 13RRIWT15 – RRIWT grant to Roylco, Inc. which currently has trainings on-going.
* 13RRIWT19 – RRIWT grant to Alfmeier, Fredrichs, & Rath which also has trainings currently on-going.
* 14RRIWT11 – New RRIWT grant to Ulbrich Specialty Wire just in the beginning stages.
* 14IWT01 – Local Incumbent Worker Training Grant. This chart shows a breakdown of the companies the funds were awarded to. The balance shown of $1,125 is due to one of the companies reducing their grant due to the training provider not being able to come on site for training. Renee Murdock and Richard Blackwell are looking to see if these funds can be awarded to another company.
* 14TEC01 – State Reserve Technology Grant for upgrades to our centers which was used for computers. We ordered 40 laptops and we are in the process of getting them installed
* Make It in America (MiiA) Grant which is a pass-through grant received from DOL with quarterly conference calls. Expenditures are going well. Mr. Acker reported this grant is more of a collaborative grant however, the local WIB staff have put a great deal of time and effort into this grant adding that DOL will be monitoring first week of March.
* 14INC01 – PY’14 Incentive Grant received by the State which is a performance measures incentive grant. Ms. Runion provided a brief background on the measures for this grant reporting the State had $100,000 to award across all 12 of the Regions which was based on the percentage each Region increased their GED output.

1. **SWIB Incentive Grants**

Ms. Runion referred again to page 56, the new Incentive Grant in the amount of $1,404, and deferred to Mr. Acker who provided explanation of ADA needs as acknowledged on the ADA monitoring report received from SCDEW.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve the 14INC01 Incentive Grant of $1,404 to be used for ADA upgrades as related to the ADA Monitoring report received by SCDEW, seconded by Ed Parris. Motion carried with a unanimous voice vote.**

1. **Insurance Reimbursement from Flood\***

Ms. Runion referred again to page 56 which also shows the Insurance Reimbursement amount received from damages from the May 2014 flood.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve the remaining funds of $4,142.41 to be used for ADA upgrades as related to the ADA Monitoring report received by SCDEW, seconded by Ray Farley. Motion carried with a unanimous voice vote.**

1. **Board Education**
2. **SucceedSC**

Mr. Acker referred to the handouts and spoke about a new program, SucceedSC, which Governor Haley is driving for South Carolina and for workforce development. Mr. Acker provided an overview via a power point presentation on SucceedSC and its three components; readySC™, Ticket to Tech, and EvolveSC.

1. **Other Business**

Ms. Runion reported this year’s annual Job Fair will be held Thursday, March 19, 2015 @ TCTC’s Student Center. We are limited in space this year so we’re forced to limit event to 50 employers with viable job openings. Information will be forthcoming.

Mr. Acker stated the September Board meeting is scheduled for September 9, 2015 and wanted to take a poll of members to see if this would be in conflict with schedules, given this is two day following the Labor Day holiday, to give cause to move the meeting to a different date. There were no conflicts noted or stated, the meeting will remain scheduled for September 9, 2015.

1. **Adjournment**

With no further business to discuss the meeting was adjourned.

*Respectfully submitted by: Patty Manley, Office Manager*