



**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

**March 9, 2011 - Minutes
Conference Room – Madren Center – Clemson University**

Members Present:

Jim Alexander
Stan Brooks
Danny Brothers
David Collins
Stephanie Collins

Danny Fahey
Mary Gaston
Teri Gilstrap
Russ Karpick
Kristi King-Brock

Joseph McElveen, III
Lawrence Nichols
Bob Oppermann
Shae Rozakos

Members Absent:

Ronnie Booth
Ray Farley
Hugh Foster

Jose Garcia
Billy Gibson
Butch Harris

Melvin Martin
Ed Parris
Steve West

Partners/Guests Present:

Trent Acker
Bill Burdet
Jennifer Campbell
Karen Craven
Shari Gibson
Debra Giordano
Dana Grant

Amanda Hamby
Karen Hamrick
Emily Hawkins
Joanne Johnson
Elsie Kelly
Kal Kunkel
Abby Linden

Ron Mattox
Christina McCurry-Cobb
Lisa McWherter
Rick Murphy
Renee Murdock
Nancy Thompson

Staff Present:

Sharon Crite
Windy Graham
Mary Harris

Amy Jessee
Jennifer Kelly
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. Introductions were made around the room.

II. Approval of Minutes

The minutes from the January 12th, 2011 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. Presentation of Awards

Amy Jessee presented Small Business of the Year Award to Tri-Tech USA.

Amy Jessee presented Stephanie Collins with the Volunteer of the Year Award.

Chair Collins recognized Amy Jessee for her role in stepping up to fill the Interim Director position for WorkLink with the departing of Nita Colman.

IV. Update on Operational Structure

Chair Collins stated that the Executive Committee had voted to keep all three of the OneStops and the WorkLink office in the current locations. She stated that the OneStops in Anderson, Liberty, and Seneca would be renting the buildings that they are currently housed in from SCDEW for an annual rate of 2% of the initial cost of the facility. She stated that the WorkLink office would remain in Clemson University's Center for Applied Technology (CAT Building) and would add a third storage unit at Tiger Paw Storage in Pendleton, SC, to use for file storage.

Chair Collins stated that the Executive Committee would like for members of the Board to keep on the lookout for buildings that might be options for relocating OneStops or the WorkLink office in the future.

Chair Collins explained that the Executive Committee had also voted to approve budgeting \$30,000 for an unarmed security guard at the Anderson OneStop and had charged the WorkLink staff with completing the procurement for Operations/Maintenance and IT services. She stated that the Board would need to ratify the decisions of staying in the current locations as well as the procuring of a security guard.

Chair Collins stated that the first item would be the vote on locations of the three OneStops and the WorkLink office.

BOARD ACTION TAKEN: Executive Committee made a motion to approve staying in the current locations for the Anderson, Liberty, and Seneca OneStops; and to remain in the current location for the WorkLink office with the addition of a third storage unit. The motion carried with a unanimous voice vote.

Chair Collins stated that the next vote would be on the budgeting of \$30,000 for an unarmed security guard at the Anderson OneStop.

Russ Karpick asked why the decision had been made to just include the Anderson OneStop for a security guard. Chair Collins stated that in the Executive Committee meeting that Arbor staff had stated the need for security in Anderson was greater than that of the other two locations. She stated that the reasoning included the higher traffic seen at the Anderson location, the physical location itself being in a higher risk area than the other two locations, and the higher number of incidents that would benefit from the placement of a security guard at the Anderson location.

Teri Gilstrap asked if SCDEW would be sharing in the cost of the security guard at the Anderson location.

BOARD ACTION TAKEN: Executive Committee made a motion to approve the budgeting of \$30,000 for an unarmed security guard at the Anderson OneStop. The motion carried with a voice vote of 12 in approval and 2 in opposition.

V. Committee Reports

A.) Marketing – Shae Rozakos, Chair

i. Job Fairs

Shae Rozakos referred the Board to page 14 of the packet provided. She announced that the job fair would take place on Tuesday, March 22, 2011 at the Anderson Recreation Center.

Shae Rozakos stated that the Job Fairs that were held in Honea Path at Watkins Center on February 10th and a Veterans' Job Fair was held on February 11th were great successes.

Shae Rozakos stated that nearly 300 people attended the February 10th Job Fair at the Watkins Community Center, including 215 job seekers, 25 employers, service agencies, and volunteers.

ii. Soft Skills Certificate & Board Commitment

Shae Rozakos referred the Board to page 15 of the packet provided. She stated that the proprietary certificate of completion shown is the one that the Marketing Committee had created and approved for participants to be awarded with to show completion of VantEDGE Employment Curriculum. She stated that it was to be voted on by the Board.

Kristi King-Brock asked if the certification is recognized by the state. Amy Jessee stated that it was not.

Teri Gilstrap asked if they were going to be able to use the VantEDGE Employment Curriculum for just Youth or if it was going to be used for both Youth and Adults. Amy Jessee clarified that it is more so a certificate for presenting to employers.

Teri Gilstrap cautioned the Board about not having one set curriculum, for both Adults and Youth. Amy Jessee stated that the Workforce Skills and Education Committee had reviewed the certificate before the Marketing Committee and that they had also approved the certificate for use.

Teri stated she thinks that there should be a universal certificate that is recognized by the state instead of a proprietary certificate.

Bob Oppermann stated he was not sure that it is a good idea to have just one. He stated that since the Adult and Youth curriculums are not the same that there should be a separate certificate for each.

Stephanie asked if this certificate could be considered for state approval. Deb Giordano stated that they could ask but that it was not likely something that would be approved because there was not a performance measure for this. Kristi King-Brock stated that the performance measure fell on the Youth side and that Adult did not have a performance measure for this.

BOARD ACTION TAKEN: Marketing Committee made a motion to approve the use of the VantEDGE Employment Curriculum Certificate as submitted, second by David Collins. The motion carried with a unanimous voice vote.

Teri stated this Board needs to put efforts in the future to put something that you can put your hands on.

iii. Website Contract Extension

Shae Rozakos reported that worklinkweb.com website contract was at its end and that the Marketing Committee was pleased with the results they had received and had decided they would like to extend the contract for the company that was currently under contract, Art/Design. She stated that this would be done in the Finance Committee section.

B.) Workforce Skills & Education - Jose Garcia, Chair

i. Strategic Planning

Jennifer Kelly referred the Board to pages 16-17 of the packet provided.

Change consortium operator to just operator.

Move Goal to BPC, due to better fit

SEE SHEET FROM PACKET

ii. Point by point review of monitoring

Database

Corrective region plan

Performance measures referred to on pg 18-19

- Down
- iii. Calendar
 - 6 month status report
 - Teri asked if Board has a way to track ITAs.
 - Jennifer stated we rely on Arbor
 - Stephanie reviewed Move & Meetings scheduled
 - Stephanie also referred Board to pg 37 and WorkLink staff
 - Had follow Ed through with those items

C.) Business Partnerships Committee – Lawrence Nichols, Chair

i.

Lawrence referred Board to pg 23-24.

Reviewed OJT RFP & OJT update.

Also can look at pg 39 & referred to WorkKeys

*Lawrence recoup our costs” Gonna look at how to proceed to balance how money is spent

Jimmy stated it was directly proportional to amounts given to them.

ii. ETPL see handout in packet

iii.

iv. Pg 24 Amy stated that OneStop cert standards for Regional Economic Development

BOARD ACTION TAKEN: Business Partnerships Committee made a motion to approve the appointment of Jimmy Pennell as the Business Services Point of Contact; second by Bob Oppermann. The motion carried with a unanimous voice vote.

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

i. Palmetto Youth Connections Summer Program

Dana Grant gave presentation on Summer Youth Employment Program

Palmetto Youth Works Summer 2010 ARRA Presentation

Karen

79 served/24 gained employment

75 was goal to serve

78 work readiness

SEE PRESENTATION

12,528.85 hours worked

Jennifer

Work readiness classes

Success Stories

ii. 2-I-I Project Update & Project Staff

K. King-Brock gave an overview of the 2-1-1 project and stated that it was in the process of being updated to be used by the call center for referring people to services in the area that could be utilized.

Kristi King-Brock introduced Mary Harris as the newest member of WorkLink and explained that she was the staff member that was brought aboard to gather and update the database being used for 2-1-1.

Kristi King-Brock explained that there are three phases to the project.

Phase 1. There are 266 community and faith based organizations in the current database and that approximately 60% of them need updating.

Phase 2. To add agencies that are not already involved with 2-1-1. She explained that this phase brings up challenges in finding the agencies that are willing to provide assistance to the public. Many of them are churches or neighborhood agencies that have a target audience and are not wanting to be listed in a database for public use.

Phase 3. Marketing

Teri Gilstrap asked if it is just youth or going to add adult services available to this database.

Kristi King-Brock referred to creation of "Community Tracker" which is a similar database that could have information for the agencies that did not want to be in 2-1-1, but could be referred to an person that fit into their particular target audience that may not already know that the services were available to them.

iii. New Member Applications

K. King-Brock referred the Board to page 25 of the packet provided to review the application of Amy Miller to join the Youth Council.

BOARD ACTION TAKEN: The Youth Council proposed approval of the acceptance of application by Amy Miller to join the Youth Council; the motion was second by Teri Gilstrap. The motion carried with unanimous voice vote.

iv. Strategic Plan

Kristi King-Brock referred the Board to pages 26-27 of the packet provided which showed the Youth Council Strategic Plan. She stated that the modifications to the Youth Strategic Plan were highlighted.

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

Danny Fahey stated that he hoped the Committees would communicate when it came to ideas or uses for WorkKeys and Soft Skills in the continued effort to improve their use.

E.) Finance Committee- David Collins

David Collins referred the Board to pages 29-36 of the packet to review the

i. David referred to pg 32-34

*Finance/Kristi

Mary Abstains

ii. pg. 30

*Finance/Jim

Mary Abstains

iii. In-House Budget pg. 31

Kristi wanted to see if any extra money can be used to fund a youth budget for a (?)

*Finance/Executive

Unanimous

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.

VI. Service Provider Standard Reports

Service Providers pg. 27-37

Amy stated it was included in packet.

Please let us know if you want to see anything else included

VII. LWIB Standards Review

A. Amy referred to pg 40-43

Reviewed 7 standards

Referred to pg 42-43 for New proposed Board members

B. Strategic plan-Amy pg 44-51

*Collective Recommendations

Unanimous

C. Self assessment

Amy told Board about 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.

(?)

Stephanie re-emphasized how important LWIB standards review and announce that members may be called to participate.

VIII. OneStop Certification Timeline

Amy pg. 52

IX. Steering Committee Update & NAWB Update

Chair Collins stated that the steering committee is still planning on WorkLink becoming Legal Entity

501(c)(3)

CPA

Attorney in place

NAWB Update

Asked Board members to leverage resources and ask representatives to fight for continuous funds.

X. Other Business

Executive Director position posting

Chair Collins stated that the SCDEW Area Regional Director position was delayed in the hiring process and that the scheduled date to have someone in that position had been moved from the first of April to sometime later in the month of April.

SCDEW monitoring report

Jim Alexander announced Sept 20-22 expecting 5,500 students come through for 3 country showcase.

Pre-event on night of 20th

21st 8-8 Wednesday

22nd 8-3 Thursday

XI. Adjournment

With no further business to discuss, meeting was adjourned.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant