

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**April 2, 2014 - Minutes**

**Martin Inn & Conference Center – Clemson University**

**Members Present:**

Trent Acker Richard Blackwell Ronnie Booth

David Bowers Kristi King-Brock Stan Brooks

Danny Brothers, Chair David Collins Jason Duncan

Robert Halfacre Grey Parks Terence Hassan

Pamela Smith Mike Wallace

**Members Absent:**

Elaine Bailey Karen Carter Stephanie Collins

Mike Crawford Mary Gaston Billy Gibson

Butch Harris Michael Keith Burriss Nelson

Ed Parris

**Staff Present:**

Ronnie Allen Sharon Crite Jennifer Kelly

Patty Manley Brandi Runion Renee Murdock

**Guest Present:**

Karen Craven Matt Fields Scott Ferguson

Dana Grant Ann Marie Baker Kal Kunkel

1. **Call to Order**

Chair Danny 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.

1. **Approval of Minutes**

The minutes from the February 26, 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: A motion was made by Mike Wallace to approve the minutes as submitted, second by Stan Brooks. The motion carried with a unanimous vote.**

1. **Committee Reports**
2. **Youth Council**
3. **PY’13 1st Quarter Youth Performance Report**

Kristi King-Brock referred to page 8 of the meeting packet for Board members review of Performance Goals for PY’13 and stated that performance measures are currently being met and/or exceeded.

1. **PY’13 Outreach Update**

Ms. King-Brock deferred to Karen Craven of Henkels & McCoy to provide an update on outreach efforts, materials and plans.

Ms. Craven began by stating Phase I of outreach was the placement of 6 billboards, 2 in each county, from November 2013 – January 2014 which unfortunately resulted in only 5 calls coming in to the Centers. Ms. Craven referred to page 10 and provided an update on Phase II of outreach stating procurement has been finalized with Print It for mailers, flyers and table tents with all items having the same theme and Phase III plans are for approximately 20,000 bag stuffers to be used at McDonalds restaurants, pump toppers & cooler lables to be placed at area convenience stores on the gas pumps and soda coolers adding they will continue with postings on FaceBook. Ms. Craven also stated staff is tracking the avenue of information from phone calls coming in to the Centers.

1. **Youth Career Connect (YCC) Grant Summary (Anderson 3,4,5)**

Ms. King-Brock referred to pages 11-13 which is a summary of the YCC Grant, which Anderson School Districts 3,4 & 5 have applied, for Board memebers review.

1. **Option to Serve In-School Youth (If YCC Grant is approved)**

Ms. King-Brock stated if the gant is approved, the focus will be on high school seniors with barriers. Ms. King-Brock referred to the Youth Statement of Work saying, as stated in the RFP, if funds allow, up to 20% of youth funds can be utilized for the option to serve in-school youth classified as seniors with multiple youth barriers and most in need being the priority. Ms. King Brock reminded the Board that the youth provider can offer WIA services with emphasis on work readiness skills, soft skills, and work experience as long as the school district is not also providing those services, stressing duplication of services was disallowed.

1. **Workforce Skills & Education Committee**

Committee Chair, Richard Blackwell provided an update from the March 31, 2014 WSEC meeting.

1. **Committee Update**

Mr. Blackwell referred to page 14 and provided a brief status update on the SC Works System stating WorkLink staff monitored the Henkels & McCoy grant during the week of March 24, 2014 and will have a full report at the next meeting.

Mr. Blackwell reported that staff is continuing to work on the OneStop Certification Standards and have been working with Clearwater to provide workshops in the SC Works Centers.

Mr. Blackwell also reported that the Workforce Skills & Education Committee had received training from Karen Craven on the WIA Program and Partcipants.

Mr. Blackwell reported there will be a budget modification request from Henkels & McCoy addressed in the Finance Committee update adding the Workforce Skills Education Committee reviewed this request and stated there will be no overall change to the budget; however, the line items will shift approximately 447,962 to the ITA College Tuition line item emphasizing this shift of funds will be needed for the upcoming summer semester.

Mr. Blackwell stated at the February Board meeting, the Board approved the Workforce Skills & Education Committee to use the incentive funds of $5,453 for outreach on behalf of the Sc Works Centers and of those funds, the committee approved that $2,881 be spent on mailers and magnets that were bundled into a Phase 1 approach proposed by the vendor, PrintIt!. These items will go out to approximately 2,056 employers in Anderson, Oconee, and Pickens counties, announcing our locations and services.

1. **SC Works Reports**

Mr. Blackwell reported that pages 17-22 of the meeting packet provide details from the SC Works Centers Reports stating all areas appear to be traking well and things are moving forward.

1. **Ad hoc Committee Members**

Mr. Blackwell referred to pages 23-24 which are applications presented for Board approval from Kelly Schumaker of Pickens County and Wayne Frady of Oconee County to serve as Ad hoc members to the WSEC.

**BOARD ACTION Taken: Motion from Workforce Skills & Education Committee to approve and accept the applications as presented to serve as Ad hoc members to the WSEC, seconded by Kristi King-Brock. Motion carried with a unanimous voice vote.**

1. **Business Partnerships Committee**

Committee Vice Chair, Trent Acker provided an update from the Business Partnerships Committee March 5, 2014 meeting.

1. **Committee Update**

Mr. Acker referred to page 25 of the meeting packet stating the committee has discussed the Business Engagement / Employer Services Metrics at the past few meetings and are continuing to await further instructions from the State for moving forward.

Mr. Acker reported there are currently 18 On-the-Job Training contracts in place with an increase from 38% to 51% in obligated funds. The increase is in part due to the OJT program being presented at area SHRM meetings in an effort to educate employers on the program.

Mr. Acker reported the Work Ready Communities Initiative website was visited for each county stating due to computer issues with the ACT system and the numbers reported, staff will be reaching out to area schools and Adult Ed. centers to confirm the numbers of WorkKeys tests have been administered. Mr. Acker added that overall our three counties are making progress in their efforts.

Mr. Acker provided a brief update on the RRIWT (Rapid Response Incumbent Worker Training) grants and stated Committee members received an education information overview of the RRIWT grant process to better understand these grants.

Mr. Acker reported on upcoming Hiring Events and informed Board members of the Upstate Veterans Job Fair to be held on May 23rd at the National Guard Armory in Anderson for Veterans and their spouses.

Ronnie Booth commented on a meeting he attended with the Chairman of the House Education Committee and 7 Superintendents from school districts on our service area regarding the End of Course or Exit Exams required for HS graduation. The superintendents clearly stated their intent to formerly request waivers to use Compass, WorkKeys &/or ACT in place of the EOC/Exit Exams currently required.

1. **Finance Committee**

Committee Vice Chair, David Collins deferred to Brandi Runion to provide Committee update.

1. **PY’13 Budget Overview:**
2. **WorkLink Grants**

Brandi Runion referred to pages 26-27 and provided a brief explanation of the expenditures recorded through February stating the following were a few items to note:

WorkLink has received payment in the amount of $32,972 from DEW which is the 1st quarter invoice for the Facilities line item, and stated we are awaiting payment in the amount of $25,160 for the 2nd quarter invoice which has been sent adding that the 3rd quarter invoice will not be sent until April.

Ms. Runion reported on the Travel line item stating WorkLink staff attended the annual SETA conference, March 9-12, 2014, and those expenses will hit in the March expenditures increasing the Travel line items, adding that Windy Graham will be attending training in Florida in May and Sharon Crite will be attending training in Atlanta in June stating both of these travel expenses will increase this line item as well.

Ms. Runion reported the Training line item is at 17% spent and stated procurement has been made for some Career Development, Team Building, Customer Service, & Resume Writing Training for staff that includes Adult/DW & Youth Staff so the Training line item will increase soon.

Ms. Runion reported she expects to begin receiving invoices soon so the Job Fair line item will increase. Also, invoices regarding outreach for the Job Fair will also be coming in.

1. **WIA Budget Overview**

Ms. Runion referred to pages 28-34 and provided an overview as follows:

Page 28 shows our Indirect Rate Analysis which is how we track the indirect expense that is paid to the Appalachian Council of Governments. Through February 2014, approximately $105,147 has been paid out of a budget of $146,000.

Page 29 is a the Incentive Grant in the amount of $5,453 which has been approved to be used for Outreach as reported in Workforce Skills Education Committee update.

Page 30 is an update on the RR IWT Grants with Palmetto Plating, Technology Solutions, Kroeger Marine, & Roylco, Inc. Ms. Runion stated she became aware of information while attending a Financial Workshop at the SETA Confernce which could prove to be beneficial for a company attempting to avoid a lay-off. A company should not be made to pay for training prior to receiving training funds from the grant. Ms. Runion has submitted the question to the State and is awaiting an answer from the state.

Page 31 of the packet is our DWT NEG Grant which was received from the State in the amount of $55,357 of which we sub-granted to Henkels & McCoy $52,733. Of the $26,050 allotted for training, H&M has obligated approximately $16,910 at this time due to the identification of current participants that can go under this grant. Ms. Runion reported that we did begin charging time to this grant in March so that will show up soon.

Page 32 shows the Make It in America Grant received from DOL which has been sub granted to Tri County Technical College, Greenville Technical College and Northeastern Technical College which includes expenditures totaling $41,670 from Tri-County and Greenville Technical Colleges. Ms. Runion added this is a 3 year grant so spending is just beginning.

Ms. Runion referred to page 33 which is a summary of the Adult/DW expenditures through February 2014 showing expenditures are currently at 52.43%. This puts them a somewhat behind the 67% mark which would be the recommend expenditure rate at 8 months. Ms. Runion added that she, Ronnie Allen, & Jennifer Kelly met with Kal Kunkel of Henkels & McCoy last Friday to discuss in which they identified some items that are spending slow that need to be moved into training so a modification will be addressed a little later.

Page 34 has been included for information showing Adult/DW & NEG obligations as well as OJT line items.

1. **Henkels & McCoy**
2. **Adult/DW Grant (Mod. #3 Vote)**

Ms. Runion referred to pages 35-40 which details the budget modification calling attention to the summary as outlined at the bottom of page 35. Ms. Runion explained the modification is basically a move of $47,962 from underspent lines items into the ITA College Tuition line item.

**BOARD ACTION Taken: Motion from Workforce Skills & Education Committeeand Finance Committee to approve the budget modification as presented, seconded by Richard Blackwell. Motion carried with a unanimous voice vote.**

1. **Youth Grant**

Ms. Runion referred to page 40 which is a summary the expenditures for the Youth grant through February 2014 showing expenditures are at 55.7%. Some items are underspent however, we are awaiting invoices so this is not a concern at this point.

1. **PY’14 Outlook**
2. **PY’14 Allocations Estimate**

Ms. Runion informed Board members that we have not received notification of when will will receive our PY’14 allocations information but we are estimating a 7% possible cut in funding.

1. **PY’14 Henkels & McCoy Netotiations Update**

Ms. Runion reported that both Budget Negotiation Teams have met and are working on putting the PY’14 budgets together. Additional meetings have been scheduled in an effort to have everything in place for the next Workforce Skills & Education Committee, Finance Committee, and Executive Committee meetings in May.

1. **May 28th Finance Meeting Rescheculed**

Ms. Runion reported that due to an Executive Committee meeting, the Finance Committee has been rescheduled for May 19, 2014 to finalize budgets.

1. **Other Business**
2. **Job Fair Report**

Ms. Runion provided an update on the March 20th Job Fair which was held at Tri County Technical College stating we had 65 employers that participated and approximately 450 jobseekers attend adding that surveys will be going out to employers soon.

1. **Scheduled visits to SC Works Centers**

Chair Brothers deferred to Patty Manley to provide information on visits to the Centers.

Ms. Manley stated following discussions with Center staff, the following days and time were suggested times that would be most beneficial for Board members to visit the Centers to see the services & workshops being offered as well as the participants being served:

Easley Center - Mondays – 9am – 11am

Honea Path Center - Tuesdays – 9am – 11:30am

Seneca Center - Wednesdays – 10am – Noon

Anderson Center - Wednesdays – 10am – Noon

Clemson Center - Anytime

Ms. Manley stated these dates & times can be sent via an invitation through the Outlook calendar as recurring events with Board members accepting only the occurrence date & time that best suits their calendar. By doing this we can hopefully avoid scheduling conflicts and would not be limiting Board members to one specific day of the month to visit a Center. Ms. Manley requested that Board members who preferred to receive these days and times via an email please communicate their preference.

Chair Brothers recognized Dana Grant as she has resigned her position with Henkels & McCoy to seek other opportunities and expressed thanks for all she has done for WorkLink.

Ronnie Allen informed Board members that a new Strategic Plan would need to be developed due to the changes that have been implemented in our service delivery,

1. **Adjournment**

With no further business to discuss, Chair Brooks called for a motion to adjourn meeting.

**BOARD ACTION Taken: Motion from Trent Acker to adjourn meeting, seconded by David Bowers. Motion carried with a unanimous voice vote.**

*Respectfully submitted by: Patty Manley, Office Manager*