

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**April 08, 2015 - Minutes**

**Seminar Room 1 - Martin Inn & Conference Center – Clemson University**

**Members Present:**

Amanda Hamby Brooke Dobbins Burriss Nelson

Butch Harris Danny Brothers David Bowers

Doug Newton Ed Parris Jason Duncan

Jeff Trahan Pamela Smith Patrick Pruitt

Ray Farley Richard Blackwell Robert Halfacre

Ronnie Booth Stephanie Collins

**Members Absent:**

Billy Gibson David Collins Elaine Bailey

Kristi King-Brock Mary Gaston Michael Keith

Mike Crawford Mike Wallace Terence Hassan

**Staff Present:**

Trent Acker Patty Manley Brandi Runion

Jennifer Kelly Sharon Crite Windy Graham

**Guest Present:**

Karen Craven Steve Riddle AnnMarie Baker Mat Fields Kal Kunkel Amanda Lucas

Karen Hamrick Terry Cobb Kristy Billingsby

Elizabeth Edwards JT Parnell

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 everyone in attendance and introductions were made by all.

1. **Approval of Minutes**

The minutes from the Februray 11, 2015 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 Robert Halfacre. The motion carried with a unanimous voice vote.**

1. **Special Presentation**

Chair Brothers recognized Terry Cobb, WIA participant from Oconee County and presented Mr. Cobb with the State WIA Alumni Award from SC DEW. Mr. Cobb was unable to attend the SC DEW Symposium in February to receive the award due to inclement weather. Elizabeth Edwards, Regional Director for Congressman Jeff Duncan was also in attendance with a presentation for Mr. Cobb from Congressman Duncan.

Chair Brothers deferred to Pat Pruitt to provide a report on Cheryl Stanton’s recent visit to the WorkLink area offices on 4/7/15. Mr. Pruitt stated Ms. Stanton was able to obtain several success stories from our Career Development Specialists to report back to Senator Alexander and Daryl Scott.

Trent Acker provided a brief introduction to marketing video clip that Tri County Technical College has put together which highlights a prior and successful PYC participant Stormie Moore, currently a Nurse Superviser at Harbin Health Care. The video was played for Board members to view Ms. Moore share her story of success via the PYC program.

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

Mr. Acker referred to page 9 and provided a very brief overview for the Board on our Strategic Plan process stating all Focus Group meetings have been conducted adding Chip Bently with the ACOG will be presenting more information later in the meeting from the outcomes of those meetings. Mr. Acker stated this will be the opportunity for Board members to determine which of the outcomes you wish to delegate to Committees for discussions and develop action items on.

Mr. Acker referred to page 10 which lists the meetings and events he and staff have attended on behalf of the Board since the last Board meeting.

1. **WIOA Update**
2. **Local Area Designation Process**

Mr. Acker referred to pages 11-15 and provided an update of the local area designation stating our next steps are to file a Petition with the Governor through the SWIB in early May. As of 4/7/15 all three County Councils have approved the Resolution and Consortium Agreement and signed the required documentation.

Mr. Acker stated we should receive notice of designation from the Governor by 6/30/15 and once that is received a new Board will be determined by the County Council Chairs. Mr. Acker noted as an item for the Board’s consideration is the encactment of WIOA is 7/1/15 however, our next scheduled Board meeting is not until 9/9/15 so the Board will need to have an organizational meeting in order to adopt By-Laws, elect officers, and conduct other Board business as necessary.

Mr. Acker referred to 16-19 which is a GEG Grant stating this is an in initiative of the State to boost and raise awareness in the state for GED’s. Mr. Acker reported we have already started the application process in our area along with Dr. Mary Gaston and will keep the Board apprised.

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

Chair Brothers reported from the Executive Committee meeting on 4/7/15 as information stating the Committee agreed to delay the posting of the Business Services position until there is a better understanding of our budget circumstances for the next program year and new WIOA law.

1. **Youth Council**

Robert Halfacre reported from the 3/2/15 Youth Council meeting on behalf of Kristi King-Brock.

1. **PY’14 2nd Qtr. Youth Performance**

Robert Halfacre deferred to Karen Craven to provide report. Ms. Craven referred to page 21 stating PYC is meeting &/or exceeding in all performance measures thanks to staff and participants.

Mr. Acker called attention to page 20, which is information the SWIB had requested that Scott Ferguson put together in terms of what allocations look like in the past. The one area which shows a large decrease is DW which is understandable since the economy is better and the unemployment rate is at a lower rate.

1. **2015 Youth Request for Proposal**
2. **Bidder Selection/Notification\***

Mr. Halfacre reported the Youth RFP Committee had met and brings a recommendation to the Board for consideration based on the outcomes of the RFP process.

**BOARD ACTION TAKEN: Motion from the Youth RFP Committee for Board approval to enter into PY’15 Youth Grant award negotiations with Henkels & McCoy for the Youth Program with the intent to have Palmetto Youth Connections to be the Youth Provider for PY’15 with two years possible extension, seconded by Ed Parris. The motion carried with a unanimous vote.**

1. **Budget Negotiations Team\***

Mr. Halfacre reported the Youth RFP Committee brings a recommendation to the Board for consideration to appoint Robert Halfacre, Elaine Bailey, and Krist King-Brock to the PY’15 Youth Budget Negotiations Committee.

**BOARD ACTION TAKEN: Motion from the Youth RFP Committee for Board appoint the following board members to the Youth Budget Negotiations Committee for the PY’15 Youth Program Grant: Robert Halfacre, Elaine Bailey, & Kristi King-Brock, seconded by Brooke Dobson. The motion carried with a unanimous vote.**

1. **Workforce Skills & Education Committee**

Richard Blackwell referred to page 22 and provided a brief update from the 3/18/15 Workforce Skills & Education Committee meeting.

As a reminder with the enactment of WIOA 7/1/15, there will be some restructuring of our Committees in an effort to come in line with the SWIB requirements to have a Youth Committee, OneStop Operations Committee, and a the formation of a Disabilities Committee. The Finance Committee will remain as is.

Mr. Blackwell provided a brief Operator update:

* The Job Fair was a success and Mr. Blackwell expressed thanks to everyone involved for their participation in helping to make the event a successful one.
* 40 new Laptops have been purchased, due to a Technology Grant from the State, and are being used in the Resource Rooms in Clemson, Anderson, Seneca, & Easley Centers.
* Mr. Riddle provided an update on the number of participants through February at 274 with an average wage of $14-$15 per hour.
* Total number of OJT contracts across the three counties are 23.

Mr. Blackwell referred to pages 24-28 stating Brandi Runion will be providing a financial update later in the meeting but added that all things are tracking and trending very well according to these reports.

1. **Request For Proposals**

Mr. Blackwell reported the Adult/DW, Operator, OJT RFP Committee brings two recommendations to the Board for consideration based on the outcomes of the RFP process.

**BOARD ACTION TAKEN: The Operator, Adult Dislocated Worker Program, and OJT Coordination RFP Committee makes a motion to enter into grant award negotiations with Henkels and McCoy for the Operator and Adult Dislocated Worker Program with the intent to have Henkels and McCoy be the sole provider of these services for PY’15 with two years possible extension, seconded by Ronnie Booth. The motion carried with a unanimous vote.**

**BOARD ACTION TAKEN: The Operator, Adult Dislocated Worker Program, and OJT Coordination RFP Committee makes a motion for Board approval to bring On-the-Job Training Coordination in-house for PY’15. The Executive Committee will establish appropriate staffing levels and OJT contract amounts, and will work in collaboration with the Adult/DW Funding Negotiations Committee to determine how much of remaining funding will supplement the Operator and Adult/DW Program grant amounts. Motion seconded by Ronnie Booth.**

Discussion followed with Mr. Acker providing an explanation stating the RFP Committee reviewed the responses received during the RFP period and determined the response did not meet the 70% aggregate score. In conjunction, a specific ruling was received from the State stating the business engagement portion of the OJT Program can be performed by LWIB staff. The intent is to be as cost effective as possible to ensure contract amounts for OJT would be at the highest level achievable under the current allotment, and the balance of funding will be put back in to the Adult/DW Operator contract as the Budget Negotiation Committee and Board see fit. The Business Services Representative or another staff person, already factored into the budget, will be performing these tasks. The OJT line item is part of the training budget meaning there will be a designated amount as determined by the Negotiation Committee and Executive Committee and staffing based on the Executive Commttee recommendation.

**The motion and second was read again, Chair Brothers responded calling for a vote. The motion carried with a unanimous vote.**

Mr. Blackwell reported the RFP Committee brings a recommendation for Board consideration to appoint the following Board members to the Negotiations Committee for the PY’15 Operator and Adult/DW Program.

**BOARD ACTION TAKEN: The Operator, Adult Dislocated Worker Program, and OJT Coordination RFP Committee makes a motion to appoint the following members to the Negotiations Committee for the Operator and Adult Dislocated Worker Program grant awards (which will include budgets, statements of work, and customers served numbers): Richard Blackwell, Burriss Nelson, Amanda Hamby, and Ed Parris, seconded by Doug Newton. The motion carried with a unanimous vote.**

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

Mr. Parris referred to page 29 and provided an update from the Business Partnerships Committee’s 3/5/15 meeting beginning with OJT stating $7,607.07 of OJT funds had to be de-obligated due to several companies dismissing participants due to attendance issues however, those companies involved provided positive feedback for the OJT program as a whole.

Mr. Parris reported on an update received on the Work Ready Communities Initiative stating counties now have through June 2015 to achieve national and state certification goals and the SCWRC Soft Skills requirement can now be met based on the number of WorkKeys Talent assesments given vs. the number of NCRC Plus’ earned. Mr. Parris also reported that Anderson and Pickens Counties were both two of the first industrialized counties in the state to earn Certified Work Ready status adding that Oconee County is at 90%.

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

* Alfmeier Fredrichs & Rath & Roylco in Anderson County both have trainings in progress
* Ulbrich Specialty Wire in Oconee County has already completed their first module of training.
* Kroeger Marine Construction in Oconee County was scheduled to end 2/27/15, an extension was applied for but was denied so it is in the process of being closed out.

Mr. Parris reported on the locally funded IWT grant that we received in the amount of $70,189.00 stating all companies have been communicated with numerous times and reminded that all of their IWT trainings must be completed by April 30, 2015.

Mr. Parris reported the Committee was informed of the decision and vote by the Board to merge the Business Partnerships Committee and the Workforce Skills and Education Committee to form the OneStop Operations Committee effective 7/1/15.

Mr. Parris ended by noting staff from WorkLink, DEW and Henkels & McCoy participated in 8 Hiring Events since the last Board meeting.

1. **Finance Committee**
2. **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 Grants**

Ms. Runion referred to page 30 and provided an overview of the In-House budget to date stating we have currently expended 61% through February 2015. There were a few items Ms. Runion noted as follows:

* We will invoice DEW approximately $27,000 for their share of 3rd Qtr. Expenditures for Facilities
* Travel & Training will increase to 53% once accruals for the SETA conference are processed in March. There are additional trainings that will arise due to WIOA and the CFR regulations that staff will be attending.
* Strategic Plan is nearing an end and we will be paying the ACOG for their share once it is finalized.
* Printing will increase to 60% once accruals are are paid. The bulk of printing is paid quarterly for copies.
* Website Hosting & Renewal Fees will increase after accruals are paid along with edits that will be submitted in June due to WIOA regulations.
* We are continuing to receive invoices for payment for the Job Fair that occurred in March.
* IT/Maintenance & Support is low due to our computers running well and no support being needed.
* Outreach line item was put on hold somewhat as we worked to couple with the Job Fair for dual outreach efforts to advertise the Job Fair as well as the services provided at the Centers.

Ms. Runion referred to page 31 and provided an update on the Fund Utilization Rate through February 2015 stating we are ahead of our goal to spend at least 70% by 6/30/15 in all 3 fund streams. Page 31 also shows the Indirect Rate Anaylsis which is the Indirect Cost that has been paid to the ACOG for the services they provide to us.

1. **Henkels & McCoy**
2. **Adult & DW Grant – Mod #4\***

Ms. Runion referred to page 32 and reported that the expenditures through February in the Adult stream are at 60.88% out of a goal of 60% and the DW is at 48.60% out of a goal of 60%. Ms. Runion reported the DW expenditures will decrease in March to transfer some participants who have been identified for the DWT NEG grant. Ms. Runion also reported the expenditure rate for Transportation is at 99.82% and stated there is a modification request included on pages 33-34 to make the following transfers:

* $1,482 from Childcare line item
* $1,515 from Training Support Materials line item
* $7,000 from Tuition line item
* Add above $9,997 to the Transportation line item in the Adult funding stream only

Jennifer Kelly stated if the funds are not transferred to the Transportation line item in the Adult fund stream, the concern is the participants depending on those funds will not be able to continue attending classes and will have to drop-out thereby impacting performance negatively.

Ms Runion referred to page 35 which is the Obligations Report as of 3/30/15 explaining that if $7,000 is taken from the Adult Tuition lin item, there will be $12,206.12 remaining to be obligated and per the report received on Monday, 4/6/15, there is currently $14,168.62 remaining. This modification will decrease that amount to $7,168.62 to be obligated by.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve modification #4 as presented to transfer funds from Training, Childcare, and Training Support Materials line items into the Adult fund stream Transportation line item, seconded by Amanda Hamby. Motion carried with a unanimous voice vote.**

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

Ms. Runion referred to the DWT NEG on page 36 that is sub granted to Henkels & McCoy stating the expenditure rate is currently at 50.37% , however there are some OJT payments and several DW participants that will transfer and occur in March.

1. **13RROJT01 – Rapid Response On the Job Training Grant**

Ms. Runion referred to page 37 which shows the RR OJT also sub granted to Henkels & McCoy reporting it had been noted that the Staff Travel line item needs additional funds. Ms. Runion stated Henkels & McCoy is looking at line items such as Consumable Supplies, Communications, and Staff Computer Leases to move the funds from.

1. **Youth Grant**

Ms. Runion referred to pages 38 which shows the Youth Grant through February 2015 stating they are on target to meet the 93% expenditure rate by 6/30/15.

1. **Ongoing Grants & Funds**

Ms. Runion referred to page 39-41 and provided a brief financial update on each of the grants as follows:

* Rapid Response Incumbent Worker Training Grants on page 39
* Kroeger Marine in Oconee County has ended, the State denied their request for an extension. Their total expenditures were $35,100, however at close out $12,400 had to be de obligated back to the State.
* Roylco in Anderson County currently has expenditures of $42,525 with a balance of $13,750 to spend by 04/30/15 which is when their grant ends. They are working to get their final training scheduled before that date.
* Alfmeier, Fredrichs & Rath has an end date of 7/31/15.
* Ulbrich in Oconee County has completed one training and submitted a reimbursement request for $7,550 with an end date of 12/30/15.
* 14IWT01

Page 40 shows the 10 companies awarded the Local IWT Grant funds which ends 06/30/15. Ms. Runion reported we are in constant contact with company representatives attempting to ensure their trainings are completed by the end of their grant dates.

* 14INC01

This Incentive Grant is ongoing through 06/30/16. The funds related to ADA upgrades will be paid out of the Insurance Reimbursement prior to being paid out of this grant.

* Make It In America Grant (MiiA)

Ms. Runion reminded Board members this is a grant from DOL that ends 09/30/16. Monitoring was just completed by DOL and Ms. Runion and Ms. Kelly will begin monitoring with the participating Technical Colleges in late April and May.

1. **Insurance Reimbursement from Flood**

Ms. Runion referred to page 42 which shows the Insurance Reimbursement amount received from damages from the May 2014 flood and deferred to Mr. Acker to provide an update on the ADA upgrades.

Mr. Acker stated the front egress and one of the restrooms on the SC Works hallway have been assessed and measured by the building owner to bring in compliance with ADA regulations. Mr. Acker will continue to keep Board members apprised as progress is made on these upgrades.

At this time Chair Brothers thanked all guests for attending and excused them from the meeting.

1. **Strategic Plan**
2. **Focus Group Reports**

Mr. Acker introduced Chip Bentley with the ACOG to the Board stating the Mr. Bentley would provide an overview of the Focus Group Draft Summary which contains the responses from the meetings conducted between January – March with Partners, Businesses, Economic Development agencies, Educators, etc. in our area. Mr. Acker noted this was the opportune time for Board members to comment on the outcomes as well as to concurrently begin the process of assigning the items to Committees for further consideration as the ACOG continues to work on the completion of the Plan.

Mr. Bentley reported some highlights of the overarching items from the nine meetings included:

* Lack of Soft Skills
* Lack of Life Skills
* Transportation Barriers
* WorkKeys – the value was acknowledged but the use of WorkKeys varied broadly
* Better coordination between businesses and schools – i.e. put additional programs in place
* Marketing of all programs/services in our service area needs improvement

Mr. Bentley requested feedback and comments from the Board and staff be communicated to either him or Donna Kazia to assist as they continue to compile information for putting together a Strategic Plan that best suits our needs.

Mr. Acker offered for Board members to take time to read and review the report then communicate any questions and/or comments to staff and allow staff to communicate those on to Mr. Bentley and Ms. Kazia. Mr. Acker further stated the Board could proceed to review the Summary and begin assigning some of these major items to Committees today or at the Boards direction staff would continue to review and make suggestions at upcoming Committee meetings.

Chair Brothers called for discussion recommending the Board take the Summary and create “Lists” and assign to appropriate to Committee as it relates to our overall mission and goal as an organization adding this needs to be done in the next 4-6 weeks. Several Board members requested a more formalized timeline for the next steps process and stressed that the Board use caution and not adopt “blanket” statements when creating our lists and action plans. Additional discussion followed in regards to including other partners, i.e. readySC™, Apprentichship Carolina™, SC Vocational Rehabilitation, and others, to our meetings and discussions.

**BOARD ACTION TAKEN: Motion from Richard Blackwell charging staff with creating an action plan around the Summary Statements inside the Focus Group Results to begin tackling the issue of workforce development, seconded by Ed Parris.**

Mr. Acker stated in an effort to completely understand our role as staff, our job as staff to the Board in this matter is to carry out the plans as required by the Board regarding these issues. Mr. Acker further stated he has concerns with the term action plan as it relates to what we’re doing, as it to the tools that we’re giving you to formulize. We do not want to presume to know what the Board wishes, our job is to carry out the guidance of the Board as it relates to these items adding we’re not meant to be the policy makers, we’re meant to be the staff that carries out what the Board desires us to do.

Chair Brothers recommended the possibility of the Business Partnerships Committee working with staff to assign objectives to Committees based on the Summary and bring back to the Board at the next meeting. Chair Brothers inquired is it the Board’s duty to map out the three County Workforce Development plan of the overarching items.

Discussion followed with Butch Harris reminding Board members that County Council Chairs met 4 to 5 years ago on several occasions and unanimously agreed that WorkLink is to be the overall coordinator in our three county region for workforce development with the Economic Developers being the liasions for the County Council Chairs. Mr. Harris stated that he, Stephanie Collins and Ronnie Booth participated in those meetings with the County Council Chairs adding the By-Laws were re-written at that time as well.

**Mr. Blackwell removed the previous motion from the table.**

**BOARD ACTION TAKEN: Motion from Richard Blackwell to task the Business Partnerships Committee, the three Economic Developers, and Butch Harris to take the Summary Statements inside the Focus Group Results and bring a recommendation for next steps to the Board’s June 10, 2015 meeting, seconded by Jason Duncan.**

Discussion followed with Mr. Acker stating there are items above and beyond Youth and other items that need the input of all Committees including the Finance Committee, therefore he recommends allowing all Committees touch the appropriate parts and pieces of the Summary and not limit it initially to just this Committee and these individuals.

Chair Brothers also recommended amending the motion to include staff on just this piece.

**Motion amended as follows:**

**BOARD ACTION TAKEN: Motion from Richard Blackwell to create an ad hoc Committee consisting of the Business Partnerships Committee, the three Economic Developers, Butch Harris and staff to dissect the Focus Group Summary by categorizing with the end result to assign to Committees subsequent to discovery with the recommendations to be presented to the Board at the June 10th meeting, seconded by Jason Duncan. Motion carried with a unanimous voice vote.**

1. **Other Business**
2. Ms. Runion reported this year’s annual Job Fair was held Thursday, March 19, 2015 @ TCTC’s Student Center and was a successful event. There were 50 employers and staffing agencies with viable jobs present and close to 300 job seekers and high school seniors attending. A survey will be going out soon and we hope to have feedback from those surveys to report at the next meeting.
3. **Adjournment**

With no further business to discuss the meeting was adjourned at 2:37pm.

*Respectfully submitted by: Patty Manley, Office Manager*