



**WORKFORCE INVESTMENT BOARD  
BOARD MEETING**

**June 6, 2011 - Minutes**

**Conference Room – Madren Center – Clemson University**

**Members Present:**

Trent Acker  
Jim Alexander  
Stan Brooks  
Danny Brothers  
David Collins

Stephanie Collins  
Danny Fahey  
Dr. Mary Gaston  
Russ Karpick  
Kristi King-Brock

Joseph McElveen, III  
Lawrence Nichols  
Ed Parris

**Members Absent:**

Dr. Ronnie Booth  
Hugh Foster  
Billy Gibson

Teri Gilstrap  
Butch Harris  
Bob Oppermann

Steve West

**Partners/Guests Present:**

Todd Bennington  
Karen Craven  
Debra Giordano  
Dana Grant  
Amanda Hamby

Karen Hamrick  
Emily Hawkins  
Abby Linden  
Christina McCurry-Cobb  
Dr. Lisa McWherter

Rick Murphy  
Renee Murdock  
Carol Watts

**Staff Present:**

Sharon Crite  
Mary Harris

Jennifer Kelly  
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. She gave a statement of remembrance for Jose Garcia. She recognized the Board members that are rotating off of the Board. Introductions were made around the room.

**II. Approval of Minutes**

The minutes from the March 9<sup>th</sup>, 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: Jim Alexander made a motion to approve the minutes as submitted, second by Stan Brooks. The motion carried with a unanimous voice vote.**

### **III. Committee Reports**

#### **A.) Marketing**

##### **i. 2-1-1 Update**

Brandi Runion referred the board members present to page 13 of the packet provided. She stated that the committee had invited representatives from area United Way offices to discuss outreach for the 2-1-1 System. As an online database and free information helpline, 2-1-1 is a vital resource to the worklink area of Anderson, Oconee, and Pickens counties. WorkLink is currently working to update the database and has secured five large billboards to promote the service for up to six months, at a total cost of \$3,000.

##### **ii. Job Fairs**

Brandi Runion stated that the results from the employer survey were in, ending March 22<sup>nd</sup>, 2011 Job Fair was a success. She stated that WorkLink posted 50 organizations and that there were more than 900 jobseekers in attendance. Employers stated that they estimated having received an average of 69 resumes at each booth, interviewing an average of seven people on site and making a total of 17 provisional job offers. In the month following the event, 54 firm job offers were made, and employers estimate hiring a total of 122 individuals who attended the event. She stated that work link received very good or excellent ratings on the registration process and the overall impression of the job fair, and employers appreciated the early admission for JobReady job seekers.

Chair Collins thanked all those that had a chance to make it out to the job fair and helped in the process. She stated that as an employer that was in attendance, it was a very good turnout and she heard nothing but positive reviews from other employers.

##### **iii. Website Update**

Brandi Runion stated that visits to our website increased in the past quarter due in part to the Job Fair outreach. She stated that from January 1 through March 31, we received 6,344 visitors with 20,508 pages viewed. These numbers were up 91% from the job fair time period the previous year.

##### **iv. OneStop Rebranding**

Brandi Runion stated that the marketing committee had reviewed the outreach budget for PY 2011 and the proposed rebranding expenses and are awaiting more information on the design and funding from SCDEW.

## **B.) Workforce Skills & Education**

### **i. Corrective Action Plan Recommendation**

Dr. Mary Gaston referred the Board to page 15 of the packet provided. She stated that the CAP Ad-Hoc Committee met on May 31<sup>st</sup> to review ResCare Workforce Services. She reviewed what this committee was tasked with doing. She stated that the ResCare Workforce Services second quarter monitoring was conducted December 6- 10, 2010. WorkLink WIB staff issued the official second quarter monitoring to Arbor in early January. Their response to the report was due February 11, 2011. She stated that their response did not indicate a resolution to repeated findings; therefore, the first step in the sanctions and rewards policy was taken. A corrective action plan letter was mailed out on February 16, 2011 requiring the following deficiencies to be addressed: Enrollment numbers, certification numbers, Memorandum of Understanding, and ITA database. Dr. Mary Gaston stated that all corrective action plan items are to be resolved by no later than May 15, 2011.

The Corrective Action Plan Ad-Hoc Committee comprised of board members and the Workforce Skills and Education Committee reviewed the items for successful completion. The committee voted to extend the corrective action plan through June 30, 2011; then place ResCare on a 90-day probationary period beginning July 1, 2011. She stated that their progress will be reviewed in 30-day intervals (30 days, 60 days, 90 days). She stated that particular attention should be given to national support, follow up services, expenditure levels, and the resolution of the corrective action plan items.

Dr. Mary Gaston stated that the Workforce Skills and Education Committee was unable to meet because a quorum was not present to make recommendations on ResCare's budget or DW ARRA Expenditures.

### **ii. Incentive Training Recommendation: Email Vote**

Dr. Mary Gaston stated that an e-mail vote was sent out on May 31<sup>st</sup>. She stated that the incentive grant states that 25% of our total award will be based on our success in accomplishing the following "Through professional consultation or documented research, establish 3 to 5 high growth for high demand industries/occupations in your LWIA in which to target training for WIA participants."

Jennifer Kelly explained that based on research she compiled using 14 research sources the following five high growth, high demand industries were determined.

- Manufacturing/ Advanced Materials
- Medical/BioSciences
- Transportation, Logistics, Distribution
- Construction/Energy
- Computer Technology/Information Services

Jennifer Kelly stated that the committee voted in favor of recommending to the board that training for program year 2011 be directed to these five high-growth, high-demand industries in the work link region.

**BOARD ACTION TAKEN: Workforce Skills and Education Committee made a motion to approve the five high-growth, high-demand industries for the WorkLink region; second by Russ Karpick. The motion carried with a unanimous voice vote.**

Kristi King-Brock stated that at this point the Youth Council has major reservations about these five categories, due to the limiting of Youth because of things such as age, experience, etc.

### **C.) Business Partnerships Committee**

#### **i. WorkKeys PY2011**

Lawrence Nichols referred the board members to pages 18-19 of the packet provided. He covered the recommendation by the finance committee to not fund a WorkKeys position through a contract. He stated that an ad hoc committee would be created to come up with options for how workkeys could be administered and continue to be used on a large scale in the tri-county area.

#### **ii. IWT**

Lawrence Nichols stated that we were just informed that IWT will not be funded. However, the state is investigating other methods of funding.

#### **iii. WorkLink Business Survey**

Lawrence Nichols stated that worklink is pursuing incentive money from the state. These dollars typically have fewer restraints associated with them than regular allocations that we receive from DOL. He stated that in order to be eligible to receive these funds, we have to fulfill certain criteria that is laid out by the state. He stated that in pursuit of these funds, worklink surveyed employers in the Tri-County region to determine hiring needs for the future.

#### **iv. On-the-Job Training**

Chair Collins stated that the executive committee had reviewed bids for OJT, she stated that the Executive Committee recommended rejecting all bids at this time and allowing WorkLink to evaluate and operate the program from in-house during the program year 2011.

### **D.) Youth Council Committee**

#### **i. Parent of Youth Membership Application**

Kristi King-Brock referred board members to page 20 of the packet provided. She stated that in order to be compliance with state standards, the addition of a parent of an eligible youth was necessary. She stated that Sharon Crite had worked hard to find this applicant.

**BOARD ACTION TAKEN: Youth Council made a motion to approve the application of Katerina O'Kelley to become a member of Youth Council, serving in the role of a parent of an eligible youth; second by Lawrence Nichols. The motion carried with a unanimous voice vote.**

#### **ii. Youth Performance**

Kristi King-Brock referred board members to page 21 of the packet provided. She stated that all youth measures are being met or exceeded and that this was the first time this had occurred in the WorkLink WIB. She acknowledged the efforts of PYC and Sharon Crite for putting in the time and efforts necessary to reach these goals.

#### **iii. PYC Request for Modification**

Dana Grant referred board members to pages 22-23 of the packet provided. She stated that in their proposed budget they had not allotted enough money for postage, especially with gas prices on the rise. She stated that they are not requesting additional funds, but to move \$1000 from participant supplies to postage as shown with highlights on page 23.

**BOARD ACTION TAKEN: Youth Council made a motion to approve PYC Budget Modification for PY 2011, by moving \$1,000 from Participant Supplies to Postage; second by Stan Brooks. The motion carried with a unanimous voice vote.**

#### **iv. PYC Budget Negotiations**

Kristi King Brock stated that the youth budget had seen a cut of 40% from prior years and were expecting that trend to continue. She stated that despite the cuts, we have seen positive results. She referred board members to page 45 of the packet provided. She covered the difference in cost of funding a Gateway to College participant versus funding a PYC participant. She stated that it is 10 times more expensive to fund the Gateway to College participant. She referred board members to page 46 of the packet provided and the decision to fund only five new participants for Gateway to College this year, but reassured board members that current participants would not be cut out. She stated that anyone already in the program, has a commitment from us and will be seen through to completion.

Lawrence Nichols asked what the total number of participants will be if adding only five new participants this year. Kristi King-Brock answered that the total would be 25 and pointed out that PY2010 saw 40 participants, but in this contract that number has been reduced to 25. Sharon Crite reiterated that all participants already in the program will be held over and we are committed to making sure that they don't get cut off.

**v. 2-1-1 Project Update & Project Staff**

Mary Harris referred board members to pages 24-28 of the packet provided. She reviewed the three phases of the 2-1-1 Project.

Kristi 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- which is currently underway.

**E.) Finance Committee- David Collins**

David Collins referred the Board to pages 29-36 of the packet to review the Finance section of the provided information.

David Collins explained that the following items were approved at the March 11 Executive Committee that related to Finance:

1. Voted to allow PYC to prepare their PY'11 budget to include \$120,000 of unobligated Program Youth funds.
2. Voted to allow WorkLink to transfer 35% of the PY'10 Formula DW funds to Formula Adult
3. Voted to allow ResCare to transfer funds from their Intensive and Eligibility DW grants to the Adult grants.

**i. SCDEW ARRA WorkKeys Budget Modification Request**

David Collins referred the board members page 30 of the packet provided. He stated that SCDEW requested a modification to their ARRA WorkKeys grant to shift line items and requested an additional \$5,708 in ARRA DW funds in order to cover expenses through the end of the grant June 30, 2011.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget modification request for the SCDEW ARRA WorkKeys® Grant Modification Request to**

shift line items in the Adult grant as presented as well as increasing the DW grant by \$5,708.; second by Kristi King-Brock. The motion carried with a unanimous voice vote.

**ii. Draft Allocations**

David Collins referred board members to pages 31 and 32 of the packet provided. He stated that two draft allocations had been received from the State for PY'11 funds. He stated that the budget has been prepared based on the "worst case scenario" (on page 31) as we have been told by the State that this is the least amount of money that we will receive. He also stated that the numbers for Youth are final and that if we receive the lower amount now, we are still eligible for IWT and Incentive funds later. He referred board members to page 32 and stated that if the higher amount is received, the State will not issue IWT and Incentive funds.

**iii. ResCare PY '10 & PY '11**

**a.) ResCare PY '10 Summary**

David Collins referred board members to page 33 of the packet provided, he stated that this page shows ResCare's Expenditures through April 2011. He stated that the staff is paying close attention to the ARRA Expenditures as this grant ends June 30, 2011 with the State.

**b.) ResCare De-obligation of ARRA DW Funds**

David Collins stated that page 34 shows a projection prepared by ResCare of their estimated expenditures through June 30 for ARRA Adult and DW. They are estimating that they will underspend the ARRA DW grant by \$165,000.

David Collins stated that with the estimated amount underspent, Finance Committee voted to deobligate \$140,000 from ResCare's ARRA DW grant to be used by the WIB for a Labor Market Analysis & reclassification of expenses coded to formula funds in the first quarter of the Program Year. Finance Committee also voted to modify ResCare's ARRA DW grant to use \$20,000 for the purchase of OneStop On-the-go laptops to be used primarily for Rapid Response. He stated that these decisions come forward as motions from Finance Committee to the Board.

**BOARD ACTION TAKEN: Finance Committee made a motion to de-obligate \$140,000 from the ResCare ARRA DW grant to be used by the WIB for a Labor Market analysis and reclassification of funds as well as approving \$20,000 in the ARRA DW grant to purchase OneStop On-the-Go laptops to be used primarily for Rapid Response; seconded by Stan Brooks. The motion carried with a three opposing votes.**

**c.) ResCare PY '11 Budget**

David Collins referred Board members to pages 35-42 of the packet provided. He stated that these pages are documents relating to ResCare's PY'11 budget.

He said that page 35 shows the approved Eligibility Budget and that page 36 shows their approved Intensive budget.

David Collins stated that page 37 shows a summary of both budgets as compared to PY'10. He pointed out that four (4) staff positions as well as Supportive services have been funded for three (3) months due to budget cuts. He stated that these positions as well as supportive services will be fully funded when carryover money is allocated at the October board meeting.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the ResCare PY'11 budget, which includes funding four (4) positions for three (3) months as well as Supportive Services for three (3) months which will be fully funded with the carryover budget presented to Finance in September; second by Joe McElveen III. The motion carried with a unanimous voice vote.**

**iv. PYC PY '10 & PY '11**

**a.) PYC PY '10 Summary**

David Collins referred board members to page 43 of the packet provided. He stated that this page shows a summary of PYC expenditures through April 2011. He stated that this grant is on target for 90% to be spent by June 30, 2011.

**b.) PYC PY '11 Budget**

David Collins referred board members to pages 44-46 of the packet provided. He stated that these pages show the PYC PY'11 budget that has been approved by Finance. He stated that PYC has had a Program Manager resign and that Dana Grant informed them that they will not be filling this position in PY'11.

Dana Grant pointed out that PYC has also reduced their numbers to 170 for PYC and 25 Gateway to College.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the PYC PY'11 budget; second by Melvin Martin. The motion carried with a unanimous voice vote.**

**v. WorkLink PY '10 & PY '11**

**a.) PY '10 Summary**

David Collins referred board members to page 47 of the packet provided. He stated that this page shows WorkLink Pass-thru and In-house expenditures through April 2011.

**b.) Budget Request- ARRA State Reserve for VOIP**

David Collins stated that WorkLink has received a grant from SCDEW for \$58,864 to pay for VOIP in the Anderson, Seneca, & Liberty OneStop Centers.



**BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget request to add \$58,864 to pay for VOIP in the Anderson, Seneca, & Liberty OneStop Centers; second by Melvin Martin. The motion carried with a unanimous voice vote.**

**c.) PY '11 Budget**

David Collins referred board members to page 51 of the packet provided. He stated that this page shows WorkLink Pass-thru and In-house budget for PY'11.

Brandi Runion pointed out that, all budgets have been created based on the "Worst Case Scenario" of allocations from the State. She stated that the Finance Committee approved a 20% transfer of Program DW funds to Program Adult to cover Adult expenses. She stated that the PY'11 budget includes staffing for the new Executive Director as well as the two unfilled positions at this time. She stated that the Job Fair has not been included in this budget due to cuts, but will be added when the carryover funds are allocated.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve a 20% transfer of Program DW funds to Program Adult to cover Adult expenses; second by Jim Alexander. The motion carried with a unanimous voice vote.**

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the PY'11 budget as presented which includes staffing for Executive Director, Business Services, & Marketing positions; second by Lawrence Nichols. The motion carried with a unanimous voice vote.**

**IV. Strategic Plan Update**

Chair Collins referred board members to pages 55-62 of the packet provided. She pointed out that completed actions have been crossed through, while those in progress had been highlighted.

Chair Collins stated that outreach grants have been put on hold.

Chair Collins reviewed again that ResCare had been placed on a 90 day probationary period.

Chair Collins referred to the 2-1-1 updates as another point of emphasis.

**V. LWIB Standards & OneStop Certification**

Jennifer Kelly stated that OneStop Certification is a two-year process, she reminded board members of the process included with certification. She also reviewed the seven items that were being covered on the April 21 LWIB Standards Review. She stated that we are still waiting for the results of that process. She stated that no final word had been given but that all updates from Columbia to this point had been good.

## **VI. Steering Committee Update**

Chair Collins stated that the last update she had received was that the information was in the hands of the accountant and the attorney for the process.

## **VII. Other Business**

Chair Collins stated that there are currently two open seats on the board for Anderson County and that she would like for any recommendations or referrals to be passed along to staff or herself.

Chair Collins pointed out that two positions are currently vacant due to the departure of Amy Jessee and Jimmy Pennell. She stated that it will be the new Executive Director's decision to determine what to do about those openings.

Chair Collins stated that the SCDEW Area Regional Director interviews would be starting the next day and that they were hoping for a quick turnaround in getting a person in place.

Deb Giordano asked for a few moments to address the Board as public comment. She reviewed the first year of Rescare's services for this area. She gave her opinions about why certain challenges were affecting the performance and timeline in reaching set goals. She asked for continued support and partnership in the upcoming year.

## **VIII. Adjournment**

With no further business to discuss, meeting was adjourned.

*Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant*