

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**August 28, 2013 - Minutes**

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

**Members Present:**

Trent Acker Danny Brothers David Collins

David Bowers Stephanie Collins Jason Duncan

Billy Gibson Robert Halfacre Terrance Hassan

Michael Keith Mike Wallace

**Members Absent:**

Stan Brooks, Chair Elaine Bailey Richard Blackwell

Ronnie Booth Kristi King-Brock Mike Crawford

Mary Gaston Butch Harris Michael Keith

Melvin Martin Burriss Nelson Ed Parris

Mike Roneker Pamela Smith

**Staff Present:**

Ronnie Allen Sharon Crite Jennifer Kelly

Patty Manley Brandi Runion Windy Graham

Renee Murdock

**Guest Present:**

Dana Grant Kal Kunkel Karen Craven

Sandra McGee Scott Ferguson Jennifer Campbell

Allison Richardson Ann Marie Baker

1. **Call to Order**

Vice Chair Danny Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board and the meeting was being recorded for processing of minutes. Introductions were made by all in attendance and Vice Chair Brothers welcomed Renee Murdock to WorkLink as the new Business Services Representative..

1. **Approval of Minutes**

The minutes from the June 26, 2013 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Brothers called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: A motion was made to approve the minutes as submitted by Mike Wallace, second by Billy Gibson. The motion carried with a unanimous vote.**

1. **SC Works WorkLink Transition Plan Update/Progress**

Ronnie Allen provided an update on the progress of the transition stating the Satellite locations in Seneca, Easley & Honea Path are operational and that the Comprehensive Center will be open & operational on Tuesday, September 3, 2013. Mr. Allen further stated we have a target date of October 1, 2013 for the QuickJobs Development Center at Anderson Tri-County to be operational.

1. **2013-2017 Workforce Investment Area Five Year Local Plan**

Vice Chair Brothers stated the Local Plan had been uploaded to the website and information emailed to Board members during the month for review. Vice Chair Brothers called for any discussion regarding the Plan.

Sandra McGee stated on behalf of Ronnie Booth that one observation he had made was that some of the dates seemed to be out of sync and that if objectives from previous years were listed that the results should also be listed.

Mr. Allen responded stating with the implementation of a new model of service delivery, it is required and requested by SCDEW that all LWIBs submit a complete and full five-year plan for 2013 – 2017.  WorkLink has not submitted a full plan since the year 2000; however, there have been plan modifications done and submitted each year. The full Plan includes all previous years plan modifications  including the new service delivery model that was approved by the Board in June 2013.  All elements of the full plan have been approved by the Board over the past several years and includes. This Plan is a roll-up of all the previous years modifications and could explain why the dates seem to be out of sync as observed.

Modifications and comments for the Plan are due to Jennifer Kelly or Ronnie Allen by Noon on Friday, August 30, 2013.

**BOARD ACTION Taken: David Collins made a motion to accept the 2013-2017 Workforce Investment Area Five Year Plan as written with the addition of modifications submitted by 8/30/13, seconded by Stephanie Collins. The motion carried with a unanimous vote.**

1. **Committee Reports**
2. **Youth Council**

Robert Halfacre provided an update for the Youth Council in the absence of the Chair, Kristi King-Brock.

1. **Youth Incentive Funds – In School WorkKeys**

M. Halfacre referred to page 8 of the meeting packet and gave a brief breakdown of the In-School WorkKeys Testing/Youth Incentive Funds for area schools..

1. **Youth Council Outreach Committee**

Mr. Halfacre referred to page 9 of the meeting packet stating this is a list of the Youth Council Outreach Committee members. This committee will focus more on outreach especially with the transitional events and new service delivery model.

1. **2013 AOP BIS Event**

Mr. Halfacre referred to pages 10-11, The Anderson Oconee Pickens Business & Industry Showcase Event. Mr. Halfacre deferred to Brandi Runion to provide further updates. Ms. Runion stated the Event is scheduled for October 2-3, 2013 at Clemson University’s Littlejohn Coliseum and asked that any Board members wishing to visit the Showcase please let her know. Clemson University has upped security regarding visitors to their campus and will need a list of names of any person planning to attend. Ms. Runion reminded the Board that we have allocated $5,417 of our Incentive Grant that will go to the schools for transportation of students to the event.

1. **PY’12 3rd Quarter Youth Performance Goals**

Mr. Halfacre referred to page 13 of the meeting packet stating we have met and or exceed our Performance Goals.

1. **PY’13 Negotiated Youth Performance Goals**

Mr. Halfacre referred to page 14 of the meeting packet. The Negotiated Youth Performance Goals were included in and voted on with the Five Year Local Plan.

1. **Youth Council Membership Applications/Youth Council Vice Chair**

Mr. Halfacre referred to pages 15-17 stating the Youth Council voted to accept and approve these applications for membership to the Youth Council from Amy Bradshaw, Janice Ward & Sandy Jordon on August 5, 2013.

**BOARD ACTION Taken: Motion from Mike Wallace to accept the Youth Council membership applications as presented, seconded by Michael Keith. The motion carried with a unanimous vote.**

Vice Chair Brothers informed the Board that the Youth Council currently does not have a Vice Chair and brings a recommendation from the Youth Council to accept Robert Halfacre as the Vice Chair for the Youth Council.

**BOARD ACTION Taken: Motion from the Youth Council to accept and approve Robert Halfacre as Vice Chair for Youth Council, seconded by Trent Acker. The motion carried with a unanimous vote.**

1. **PYC Youth Participant Guest**

Mr. Halfacre deferred to Karen Craven of Henkels & McCoy to introduce the Youth Participant guest, Allison Richardson.

Ms. Craven introduced Ms. Richardson who has been in the PYC program for almost a year who presented with no High School Diploma and little to no work skills but has become a success story for PYC. Ms. Richardson gave a brief outline of her experience in the PYC program and the assistance she received to overcome numerous obstacles, obtain her HS Diploma and become gainfully employed.

1. **Board Education – Youth Intake/Eligibility Presentation**

Ms. Craven and Ann Marie Baker provided an overview of the Intake & Eligibility process for the Youth program via a power point presentation.

1. **Workforce Skills & Education Committee Update**

Jennifer Kelly provided an update in the absence of Chair, Richard Blackwell. Ms. Kelly referred to pages 20-22 of the meeting packet and provided a brief summary of the items discussed at the July 24, 2013 and August 14, 2013 WSEC meetings.

1. **Strategic Plan Update**

Ms. Kelly referred to page 23 of the meeting packet and gave a report on the current GED & HS Diploma numbers for our service area and stated we are ahead of our goal as it pertains to Objective 3 of Goal 1 of the Strategic Plan.

1. **Henkels & McCoy Grants**
2. PY’12 Final Reports

Ms. Kelly referred to pages 24-28 of the meeting packet and provided a brief summary of the PY’12 Closeout Report for the SC Works Center System stating the numbers are still being fine tuned and they are working to get that data more accurate for reporting.

1. PY’13 Status Report

Ms. Kelly referred to pages 29-31 and gave an update on the Usage Report/SC Works Center Report for PY’13. The traffic coming thru the doors in the month of July appears to be lower than July 2012 but this can be attributed UI traffic being taken out of the Centers.

Ms. Kelly stated the WSEC is working on an Outreach Plan which comes to the Board as a vote. Ms. Kelly stated $5,000 has been allocated for Outreach by way of newspaper and radio ads. We will be taking advantage of the Public Service Announcements and working with TCTC’s Public Relations department on the QuickJobs Centers and our SC Works Centers.

**BOARD ACTION Taken: Motion from the Workforce Skills & Education Committee to approve using the $5,000 for Outreach for newspaper and radio ads, seconded by Terrance Hassan. The motion carried with a unanimous vote.**

1. **Board Education – WIA Eligibility Presentation**

Ms. Craven provided an overview of the Adult & Dislocated Worker Intake & Eligibility process via a power point presentation. Ms. Craven explained that they were not able to have an Adult/DW Program participant present due to them being employed.

1. **Business Partnerships Committee Update**

Ms. Kelly provided an update in the absence of Chair, Ed Parris from the July 10, 2013 Committee meeting.

1. **WorkKeys® Profiles Update**

Ms. Kelly reported WorkLink paid for 7 of 9 profiles for companies in the WorkLink region. Two companies cancelled their profiles at the end of the allotted time frame; therefore, these two profiles were not able to be reallocated to other companies.

1. **Rapid Response/Incumbent Worker Training Grants Update**

Ms. Kelly gave an update on the latest RR/IWT Grants from the State to the WorkLink region:

Bowers Emergency Services $34,599

Pace Labels $24,100

Palmetto Plating $49,400

Ms. Kelly informed the Board the one company declined RR/IWT funding and two other companies are in the process of exploring RR/IWT funding.

1. **Finance Committee**

Committee Chair, David Collins stated the Committee has not met since June 19, 2013 however, he deferred to Brandi Runion to provide an overview of the PY’12 & PY’13 Budgets.

1. **PY’12 & PY’13 Budget Overview**
2. **Henkels & McCoy – WIA Title I Adult & DW**
3. **PY’12 Grant**

Ms. Runion stated this grant was closed out at an expenditure rate of 84.64% with carryover funds in the amount $294,008:

Adult - $196,185

Dislocated Worker - $97,823

1. **PY’13 Grant**

Ms. Runion reported the expenditures through July 28, 2013 are included in the packet referring to pages 37-38 for a breakdown.

1. **Henkels & McCoy – WIA Title I Youth**
2. **PY’12 Grant**

Ms. Runion referred to page 39 and reported that this grant closed out at an expenditure rate of 90.5% with carryover funds in the amount of $79,943.

1. **PY’13 Grant**

Ms. Runion stated the expenditures from July 1 – July 28, 2013 are included in the packet and referred to page 40 for a breakdown.

Ms. Runion reported that the Finance Committee rescheduled the August meeting due to closeout reports form Henkels & McCoy and the COG were in the process of being compiled therefore, these items will be discussed at the September 18, 2013 Finance Committee meeting.

1. **WorkLink Grants**
2. **11INC01 – 2011 Incentive Grant**

Ms. Runion referred to pages 41 reporting that the 2011 Incentive Grant closed out on 06/30/13 with a 97.41% expenditure rate. The unspent $1,500 is due to a company cancelling their profile on the last day as mentioned in the WSEC report by Ms. Kelly.

1. **11HPW01 – High Performing Workforce Board Grant**

Ms. Runion continued on page 41 stating the High Performing Workforce Board Grant closed out on 6/30/13 with a 100% expenditure rate.

1. **12INC01 – 2012 Incentive Grant**

Continuing on page 41, Ms. Runion reported the 2012 Incentive Grant does not end until 6/30/14. The $5,417 is budgeted to pay for transportation costs to the 2013 AOP BIS which is scheduled for 10/2/13 & 10/3/13.

1. **12RRIWT11 – Incumbent Worker Training Rapid Response Grant**

Ms. Runion referred to page 42 reporting this grant was sub granted to Bowers EMS and ended on 6/30/13. The amount awarded was based on training 12 employees. Less than 12 employees received training, therefore, all of the funds will not be spent.

1. **12RRIWT18 – Incumbent Worker Training Rapid Response Grant**

Ms. Runion continued on page 42 reporting this was a sub grant to Pace Labels, Inc. with an end date of 10/31/14.

1. **12RRIWT25 – Incumbent Worker Training Rapid Response Grant**

Ms. Runion continued on page 42 stating this was a sub grant to the Palmetto Plating Company, Inc. with an end date of 4/30/14.

1. **13RRIWT03 Incumbent Worker Training Rapid Response Grant**

On page 42, Ms. Runion reported this was a sub grant to Horizon Machining & Manufacturing but has been closed out per request by the company. Horizon Machining & Manufacturing stated they no longer wished to receive the funds for training.

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

Ms. Runion referred to pages 43 stating this grant was received from SCDEW in the amount of $55,357. A sub grant to Henkels & McCoy will be forthcoming for $52,733.

1. **WorkLink Board Budget**
2. We are working to ensure the PY’12 budget will be closed by the end of the week for true carryover amounts.
3. PY’13 will include carryover funds after carryover amounts are added and will require a vote when the Cost Allocation Plan (CAP) is finalized with SCDEW for the shared costs of the SC Works Centers.
4. **WIA Financial Monitoring Report from SCDEW**

Ms. Runion referred to pages 48-51 stating the report was received regarding our monitoring by SCDEW in July and reported there were no findings or issues noted.

1. **Other Business**
2. **Adjournment**

With no further business to discuss, the meeting was adjourned.

*Respectfully submitted by: Patty Manley, Office Manager*