

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**October 29, 2014 - Minutes**

**Board Room - Martin Inn & Conference Center – Clemson University**

**Members Present:**

Amanda Hamby Brooke Dobbins Burriss Nelson

Butch Leon Harris Danny Brothers David Bowers

David Collins Ed Parris Jeff Trahan

Kristi King-Brock Mike Wallace Patrick Pruitt

Ronnie Booth Stephanie Collins

**Members Absent:**

Billy Gibson Doug Newton Elaine Bailey

Jason Duncan Mary Gaston Michael Keith

Mike Crawford Pamela Smith Richard Blackwell

Robert Halfacre Terence Hassan

**Staff Present:**

Trent Acker Patty Manley Brandi Runion

Jennifer Kelly Sharon Crite Renee Murdock

Windy Graham

**Guest Present:**

Scott Ferguson Karen Craven Steve Riddle

AnnMarie Baker Donna Kazia Chip Bentley

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 new Board member Pat Pruitt, SC DEW Regional Manager, who is filling the seat vacated by Grey Parks. Chair brothers welcomed everyone in attendance and introductions were made by all.

1. **Approval of Minutes**

The minutes from the August 27, 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: Mike Wallace made a motion to approve the minutes as submitted, second by Ronnie Booth. The motion carried with a unanimous voice vote.**

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

Trent Acker referred to page 10 and provided a brief overview of the variety of training events, webinars, meetings, etc. he and WorkLink staff attend on behalf of the Board on a monthly basis to give the Board a picture of what staff is involved in.

Mr. Acker reported that the Executive Committee voted September 30, 2014 to proceed with an in-house option to complete the Strategic Plan via Appalachian Council of Governments. The WorkLink staff met October 21, 2014 with several ACOG staff for a Strategic Plan kick-off meeting. Two ACOG staff, Donna Kazia & Chip Bentley, was present at the meeting to provide a brief overview of their roles and the Strategic Plan process.

Donna Kazia, Training & Management Studies for Local Governments at the ACOG, introduced herself stating her role for the Strategic Plan will be facilitator. Ms. Kazia will be working with the focus groups established and will use current Strategic Plan as a base only and build on it updating it with current information. Ms. Kazia reported she will be working with Patty Manley at WorkLink looking at dates in January for the Focus groups to meet, gathering information from those meetings and taking that information back and compiling it.

Chip Bentley, Planning & Economic Development Services at the ACOG, introduced himself stating his role for the Strategic Plan will be to compile data to put the background together and work with staff to put together a base as new regulation dictates. Mr. Bentley stated he will also work to compile data into a narrative to fit the plan.

Mr. Acker stated Board members will be asked to be involved and active in the Strategic Plan process in finalizing the existing plan, going forward with the new plan, being involved in Focus Group meetings, etc.

1. **UI Pilot Project**

Mr. Acker referred to page 11 stating in general WorkLink has agreed to participate in an Unemployment Insurance Pilot Project with DEW to hopefully reduce numbers of the long-term unemployed and increase traffic to the SC Works Centers in the WorkLink Region. Mr. Acker reported the project has an implementation date of 11/1/14 and will run through 06/30/15 however; it will be spring 2015 before we see if this program is a solid success with continuance being contingent upon the Re-Employment Assistant Program Grant being reauthorized.

1. **Williamston HOPE Program**

Mr. Acker reported WorkLink has agreed to participate in the collaborative effort and will have PYC and Adult/DW staff available. Mr. Acker stated “Helping Others Pursue Excellence” (H.O.P.E.) is a local partnership initiative focusing on how individuals can obtain the skills needed for area jobs with a purpose to help the community understand what skills are required by local employers, training opportunities available to upgrade their skills so they are qualified for area jobs, and the resources that are available to help play for that training.

1. **Executive Committee**

Mr. Acker reported the Executive Committee had voted to approve and proceed with several items:

* Strategic Plan as reported earlier.
* IWT Grantees & Signage which will be discussed in details in Committee updates.
* Youth Council’s approval of funds for transportation for the AOP BIS – will also be detailed in Committee updates.

1. **SWIB Information**

Mr. Acker referred to pages 12-14 which is a summary of the State Workforce Investment Board & Committee meetings he attends for Board members review. Mr. Acker reported that Board member contact information has been requested via DEW to the SWIB. After much discussion Board members agreed they prefer for email addresses only to be distributed and shared.

1. **Board Elections**
2. **Board Election Dates**

Chair Brothers presented as information to change the Board Election dates from January to June of each year since our By-Laws simply state that Board Elections are required once per calendar year. Chair Brothers stated this needed to be addressed due to a past Board Chair’s term ending prior to the calendar year-end while that person was serving on the Executive Committee.

1. **Nomination/Election of Officers**

The following current Workforce Investment Board Officers were nominated to serve an additional 6 month term running January 1, 2015 – June 30, 2015, then to have the election of Board Officers each June for terms to run annually from July 1 – June 30 to sync with Board membership terms:

Chair - Danny Brothers

Vice Chair - Robert Halfacre

Secretary - Stephanie Collins

Treasurer - David Collins

**BOARD ACTION TAKEN: Ronnie Booth made a motion to approve nomination of current Board Officers as presented to serve from January 1, - June 30, 2015 and to begin holding Election of Board Officers June of each year, second by Ed Parris. The motion carried with a unanimous voice vote.**

1. **2015 Board Meeting Dates**

Chair Brothers referred to page 15 stating each Committee has met and agreed on their respective meeting dates and stated a vote was needed to approve the 2015 calendar year Board meeting dates as listed.

**BOARD ACTION TAKEN: Danny Brothers made a motion to approve the 2015 Board Meeting Dates as presented, second by David Collins. The motion carried with a unanimous voice vote.**

1. **Committee Reports**
2. **Youth Council**
3. **PY’13 Annual Performance Summary**

Kristi King-Brock referred to page 16 stating this is the Annual Report Summary and was provided as information and that PYC exceeded in all goals.

1. **PY’13 Youth Executive Summary - PYC**

Ms. King-Brock deferred to Karen Craven to report. Ms. Craven referred to pages 18-27 and provided a brief overview of the PYC Youth Executive Summary for PY’13.

1. **2014 Final Youth Performance Negotiation**

Ms. King-Brock referred to page 28 stating these are the results of final Youth Performance negotiations that Ms. Crite and Mr. Acker and participated in adding that we are pleased with the outcome of the negotiations.

1. **Increase PY’14 PYC Incentive Policy\***

Ms. King-Brock referred to pages 29-30 then deferred to Ms. Craven to provide information. Ms. Craven stated the Youth Council has looked at the GED and opportunities for changes that could assist participants attain their GED. In doing so, the Youth Council revisited the Incentive Policy in an effort to move forward with additional incentives into the youth by increasing the following incentives:

* WorkKeys Certification – increase each measure by $25
* Occupational Skills Credential – increase by $75
* Placement in Employment/Military, or Post-Secondary – increase each measure by $25

Ms. King Brock stated these increases will bring us back to where we used to be prior to budget cuts, we are simply requesting to reinstate these incentives.

**BOARD ACTION TAKEN: Motion from Youth Council to reinstate the incentives, increasing the PY’14 PYC Incentive Policy, as presented, seconded by Ronnie Booth. The motion carried with a unanimous voice vote.**

1. **Re-Activate Local Special Youth Barrier\***

Ms. King-Brock referred to pages 31-32 reporting the Youth Council is requesting the Board approve the Youth Council’s decision to reactivate the Local Special Youth Barrier to better help in serving our youth population.

**BOARD ACTION TAKEN: Motion from Youth Council to approve reactivating the Local Special Youth Barrier as presented, seconded by David Collins. The motion carried with a unanimous voice vote.**

1. **2015 Youth RFP/Grant Committee Members\***

Ms. King-Brock referred to page 33 stating the Youth Council voted on the individuals as listed for the 2015 Youth RFP/Grant Committee Members and was presenting for Board approval.

* Kristi King-Brock
* Robert Halfacre
* Elaine Bailey
* Crystal Noble
* Tim Mays
* Rick Murphy

**BOARD ACTION TAKEN: Motion from Ronnie Booth to approve the 2015 Youth RFP/Grant Committee Members as presented, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

1. **2014 AOP BIS Update**

Ms. King-Brock provided a report on the success of this year’s Anderson, Oconee, Pickens Business & Industry Showcase event stating 22 schools participated with 4,788 students attending and 58 vendors presenting.

1. **Youth Council Application\***

Ms. King-Brock referred to page 34 presenting an application for Youth Council membership from Kevin Woods of SC Vocational Rehabilitation to replace the seat vacated by Sandy Jordan.

**BOARD ACTION TAKEN: Motion from Youth Council to approve application for Youth Council membership from Kevin Woods as submitted, seconded by Mike Wallace. The motion carried with a unanimous voice vote.**

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 Formula Grants**

Ms. Runion referred to page 35 and provided an update on the In-House budget through September 2014 stating the expenses are at 23% for the first quarter which is right on target.

1. **Adult, DW, Youth Overview (Mod. #2)\***

Ms. Runion reported a modification to increase the in-house budget by $36,316 has been approved via Finance Committee due to some required changes and updates in several line items:

* Facility Cost – IT Room up fit to meet Technology needs.
* Travel – WIOA reauthorization will require additional travel and training.
* Insurance/Bldg. & Personal Property – Required Insurance Policy change since May flood.
* Strategic Plan – Reduction due to Executive Committee voting for In-House option.
* Salaries/Fringe/Indirect – Executive Committee decisions.
* Job Fairs & Hiring Events.

**BOARD ACTION TAKEN: Motion from Finance Committee to accept and approve Budget Modification #2 to increase the In-House budget by $36,316 as presented, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

1. **Fund Utilization Rate**

Ms. Runion referred to page 36 and provided a brief synopsis of FUR stating the State requires that all local areas spend 70% of their funds in the first year in all three Fund Streams even though we have two years to spend the funds. Ms. Runion explained that last year an instruction letter was sent out from the State to local areas with a requirement that you would provide an explanation to the State if you missed the 70% goal. Ms. Runion reported for PY’13 the Youth Fund Stream expended 66% of the funds so she, Mr. Acker, Ms. King-Brock and Ms. Crite drafted a response to send the State. Ms. Runion also attended the SCDEW SC Works Management Committee Meeting on October 2 to discuss these topics as well. Ms. Runion also reported some changes have been affected to help meet the 70% expectation going forward.

1. **Notice of Funds Authorization (NFA)**

Ms. Runion provided a report on the funds received to date and a status of the balance of funds to be received stating the expectation is to have the funds by the end of the month.

1. **PY’14 SCDEW Financial Monitoring Draft**

Ms. Runion referred to pages 46-51 and provided an explanation of the outcome of the Financial Monitoring by the State.

1. **Henkels & McCoy**
2. **Adult & DW Grant**

Ms. Runion referred to page 37 and provided a report on the status of the Adult/DW Grant through September 2014 stating expenditures are currently at 17.98%.

1. **Youth Grant\***
2. Ms. Runion referred to page 39 and provided an update on the Palmetto Youth Connections Grant through September 2014 stating expenditures are at 20.21%. Ms. Runion stated in an effort to help meet the 70% expectation as set by the State, the Youth Council approved and Finance Committee voted to increase the expectation of the expenditure rate for the Youth Grant from 90% to 93% as a floor for Henkels & McCoy as stated in their Statement of Work and is bringing this to the Board for approval.

**BOARD ACTION Taken: Motion from Finance to approve increasing the expectation of expenditure rate for the Youth Grant from 90% to 93% as a floor for Henkels & McCoy as presented, seconded by Burriss Nelson. The motion carried with a unanimous voice vote**.

1. **Ongoing Grants**

Ms. Runion referred to pages 40-45 and provided an update on the following ongoing grants:

* $5,453 Incentive Grant - ends 6/30/15 being used for Outreach, balance of $1,422
* RR OJT Grant – paying for OJT Contract writer ends 6/30/15
* RR IWT Grants:
* Kroeger Marine – ends 2/27/15
* Roylco – ends 4/30/15
* Alfmeier, Fredrichs, & Rath – ends 7/31/15
* DWT NEG Grant – ends 6/30/15 – not spending as well as anticipated due to restrictions placed on this grant by the State (recipients must have been unemployed for at least 27 weeks) We will evaluate at the end of December.
* MiiA Grant – ends 9/30/16 – modification received in October so we are now able to begin charging hours to this grant which will be retroactive to July for Ms. Runion and Jennifer Kelly.
* IWT Grant – received by the State which ends 6/30/15 – 10 companies in our area have been identified by the three Economic Developers to receive these funds.
* Possible Technology Grant – State alerted Administrators that a Technology Grant may be available. Matt Fields provided information as shown on page 35 which Mr. Acker requested.

1. **Workforce Skills & Education Committee**

Jennifer Kelly provided the report for the WSEC in Richard Blackwell’s absence.

1. **Outreach Update**

Ms. Kelly referred to pages 52-71 reporting that several outreach efforts have been accomplished since the Outreach Committee began meeting. Ms. Kelly reported that the signs have been relocated from the old locations to the current locations due to the efforts of Matt Fields, Center Manager and referred Board members to the samples of magnets and flyers distributed on the table for their viewing.

Ms. Kelly called attention to page 56 stating these were items the Workforce Skills and Education Committee voted to approve to move forward with procuring for Outreach and was being presented for Board approval. Ms. Kelly reported the Sticky Notepads and Radio Ads will be paid out of Henkels & McCoy’s budget therefor, the total Outreach budget needing Board approval is $6,455.

**BOARD ACTION Taken: Motion from Workforce Skills & Education Committee to accept and approve the Outreach recommendations in the amount of $6,455 as presented, seconded by Stephanie Collins. Mike Wallace abstained from vote. The motion carried with a majority voice vote**.

1. **Usage Reports**

Ms. Kelly referred to page 57 and provided an update on the services and center traffic stating this is the report in which Board members will be able to see the UI Pilot Project traffic once it is up and running. Ms. Kelly called attention to Access Points stating they are locations with kiosks terminals throughout the community noting that an additional Access Point has been added in Pickens County at the Dream Center.

Ms. Kelly referred to pages 59-60 and provided a brief update on the demographics of participants and the breakdown in the WIA Intensive Services through September 2014.

Ms. Kelly asked Steve Riddle, Program Manager for Adult & DW Program, to provide success stories for the Board. Mr. Riddle stated he requests Career Coaches to provide feedback and success stories from the participants they are working with on a quarterly basis. Mr. Riddle referred to page 53 stating those success stories listed are not all of the successes from the WIA program but just a few that were chosen to be shared at this meeting.

1. **Committee Education**

On pages 62-71 Ms. Kelly provided an educational presentation on Individual Training Accounts for participants in WIA. Ms. Kelly referred to page 63 for take-aways on how Board & Committee members can influence the process as well as take-aways when reviewing the service provider budget.

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

Mr. Parris provided an update on the Business Partnership Committee starting with a report on OJT coordination stating a retention column was added to the OJT Contract Reports, which was included as a separate report in the back of the packets, allowing the Committee to track whether or not the participants are retaining jobs once the OJT contract ends.

Mr. Parris reported the WorkReady Communities Initiative website was accessed and data reviewed within the employer section of the SC Works Centers Usage Report for each of our counties.

Mr. Parris reported the locally funded Incumbent Worker Training Grant recently received in the amount of $70,189, has been awarded to ten companies in our service region by our three Economic Developers. Mr. Parris referred to page 44 for a breakdown of how those funds were disbursed.

Mr. Parris reported Andy Carr with SCMEP provided Committee education of the process a company goes through when requesting Competitiveness Review and explained how SCMEP determines whether or not a company should apply for a RR IWT grant.

Mr. Parris stated the Palmetto Workforce Partnership Awards recognize top state employers for the jobs they provide and the contributions they make in the communities stating WorkLink will submit nominations in each of the three categories (Small, Medium, and Large) which are due to SCDEW by 12/11/14.

Mr. Parris informed Board members of the following upcoming Hiring Events:

* 11/6/14 – 9am – 12pm First Quality Tissue – onsite hiring event
* 11/7/14 – 9am – 12pm Veteran Priority of Service Job Fair @ TCTC Pendleton Campus

(Veterans only from 9am – 10am then open to general public from 10am – 12pm)

Mr. Parris referred to page 73 and reported that Teri Gilstrap has received an honor by being named a Champion for Public Education by the South Carolina School Boards Association.

1. **Other Business**

Chair Brothers stated, as information, at the quarterly Steering Committee meetings the Steering Committee has requested to look at Board Member activity at the December 2nd meeting.

Chair Brothers also recommended Board members think about alternative avenues to view the Board meeting packet information to help with printing cost. Mr. Acker suggested Patty Manley preference (i.e. self-printing, staff printing, view electronically via individually owned technology) in future Board meeting emails.

1. **Adjournment**

*Respectfully submitted by: Patty Manley, Office Manager*