

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**October 30, 2013 - Minutes**

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

**Members Present:**

Trent Acker Ronnie Booth David Bowers

Chair, Stan Brooks Danny Brothers David Collins

Jason Duncan Mary Gaston Michael Keith

Kristi King-Brock Melvin Martin Grey Parks

Ed Parris Mike Wallace

**Members Absent:**

 Elaine Bailey Richard Blackwell Karen Carter

 Stephanie Collins Mike Crawford Billy Gibson

 Robert Halfacre Butch Harris Terrance Hassan

 Burriss Nelson Pamela Smith

**Staff Present:**

Ronnie Allen Sharon Crite Jennifer Kelly

Patty Manley Brandi Runion Windy Graham

Renee Murdock

**Guest Present:**

Karen Craven Matt Fields Scott Ferguson Christina Cobb Stormie Moore Ann Marie Baker

Allan Davis Shannon Kinder Lorraine Faulds

Rebecca Battle-Bryant Russell Johnson Bobby Brothers

1. **Call to Order**

Chair Stan Brooks 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. Chair Brooks acknowledged Mr. Melvin Martin’s retirement and thanked him for his service to the Board and presented him with a plaque in commemoration for his years of service on the Workforce Investment Board. Chair Brooks also welcomed and acknowledged Grey Parks, SCDEW Regional Area Director for Anderson, Oconee & Pickens counties who will be representing DEW as a member on the Workforce Investment Board.

1. **Approval of Minutes**

The minutes from the August 28, 2013 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brooks called for any corrections or amendments to the minutes. Michael Keith called for a correction to the minutes stating he is listed as absent but was in fact present at the August 28, 2013 meeting.

**BOARD ACTION TAKEN: A motion was made by Melvin Martin to approve the minutes with correction second by David Bowers. The motion carried with a unanimous vote.**

1. **SC Department of Employment & Workforce Guests Introductions**

Ronnie Allen recognized Rebecca Battle-Bryant, Assistant Executive Director for SCDEW and thanked her for her presence. Mr. Allen also recognized Mr. Allen Davis form SCDEW and stated Mr. Davis will be introducing his team later with his presentation of the labor market data.

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

Kristi King-Brock provided the following updates for the Youth Council:

1. **Youth Outreach Committee Update**

Ms. King-Brock referred to page 8 of the meeting packet stating this is a draft created by the Outreach Committee of the information that will be used for billboards to reach more youth in our area.

1. **2013 AOP BIS Event Update**

Ms. King-Brock referred to page 9 which shows a breakdown by each school district of students attending the AOP BIS event and the amount of funding provided for transportation. Ms. King-Brock deferred to Russell Johnson of Oconee County Economic Development office to provide further updates. Mr. Johnson stated the event was a very successful event having approximately 50 employers/businesses participating and 4,785 students attending. They have plans to develop a curriculum for future events to as an aid for students to have knowledge on both the front end and back end of the event to drive home the point of what they can gain from the event.

1. **Youth Budget Modification #1**

Ms. King-Brock stated the budget modification is no monetary change but due to true carry-over of 68 participants, the total number of participants increased from 160 to 175 which in turn will reflect the new enrollment number of 107.

1. **PY’12 Youth Annual Report Summary**

Ms. King-Brock referred to page 10 of the meeting packet, Youth Annual Report Summary as information.

1. **Youth Council Membership Application**

Ms. King-Brock referred to page 11 stating the Youth Council voted to accept and approve this application for membership to the Youth Council from Jason Duncan on October 7, 2013. Ms. King-Brock acknowledged Mr. Melvin Martin and expressed appreciation

**BOARD ACTION Taken: Motion from the Youth Council to approve membership application as presented, seconded by Ronnie Booth. The motion carried with a unanimous vote.**

1. **Board Education Part 2 – Enrollment/Case Management/Follow-Up**

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

1. **PYC Youth Participant Guest**

Ms. Craven introduced Ms. Stormier Moore who was enrolled in the Palmetto Youth Connections PYC program from 2008 – 2010. Ms. Moore came to PYC with no High School Diploma and little to no work skills but has become a success story for PYC. Ms. Moore gave a brief outline of her experience while in the PYC program and spoke favorably about the assistance she received to overcome numerous obstacles, obtain her HS Diploma and become gainfully employed.

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

Jennifer Kelly provided an update in the absence of Chair, Richard Blackwell referring to pages 12-14 of the meeting packet and providing a brief update on the Center’s Usage Report and the WIA Program as information. Ms. Kelly informed the Board that the WSEC voted electronically not to approve Maximum Training as an ETPL due to their not meeting all requirements.

1. **Business Partnerships Committee Update**

Ed Parris provided an update from the Business Partnerships Committee July 10, 2013 meeting. Mr. Parris reported that Debra Jones was introduced to the Business Partnerships Committee as the new On the Job (OJT) Coordinator with Henkels & McCoy and will be working with employers in our service are promoting OJT.

Mr. Parris provided a Strategic Plan update stating Goal I – *increase the number in the workforce accessed with WorkKeys® Readiness Certificate by 2000 by June 20, 2010* - has been exceeded by 2,991; Goal II – *Involve businesses in the WIB and WIB activities* – Key Objective A – *Increase WorkKeys® Profiles by 10% per year throughout the workforce region through awareness* – has been somewhat difficult to track due to having to obtain information from outside sources; and Key Objective B – *Increase the # of employers using the workforce development system services by 2% per year* – has been met. Mr. Parris also recommended for the next Board meeting to have the WorkReady Communities Initiative website open for all Board members to view the progress of the counties in our service region.

Rapid Response/Incumbent Worker Training (RR/IWT) grants as follows:

|  |  |  |
| --- | --- | --- |
| Pace Labels – Williamston | $24,100 | Ending on 10/31/13 |
| Palmetto Plating – Easley | $40,400 | Approved  |
| Technology Solutions – Seneca | $40,068 | Approved |
| Horizon Machining & Manufacturing – Six Mile | $30,075 | Declined to use after approved |

Mr. Parris reported that the Business Services Integration Team discussed how the decrease in traffic, due to Unemployment Insurance services being pulled from the Centers, has affected the amount of response employers are receiving when they hold hiring events in the Centers. To address this issue, the team decided to hold regularly scheduled hiring events in the communities, rotating them throughout the three counties in the WorkLink region.

1. **Finance Committee**

Committee Chair, David Collins stated the Committee provided an update from the Finance Committee beginning with the Government shutdown and how it affected WorkLink’s WIA Adult & DW grants. The funds for these grants were not issued on October 1, 2013 as originally scheduled therefor WorkLink has been operating on our carryover funds from the previous year spending only operating expenses. In an email from Pat Sherlock, Workforce Development Director with SCDEW on October 23, 2013, issuance of funds for Adult & DW programs is top priority for DOL and states should expect their Notice of Obligation from DOL with the week. Mr. Collins stated WorkLink is expecting to receive the full amount of funds remaining.

1. **WIA Budget Overview**

Mr. Collins referred to page 17 of the meeting packet which is the overall WorkLink budget for PY’13 with a modification request to increase the IT Main./Support line item in the amount of $6,710 for wiring and labor due to the move to the SC Works Clemson Comprehensive Center. This amount will be requested as an addendum to the Cost Allocation Plan with SCDEW for the 2nd quarter, if agreeable this item will be reduced for the cost of the SCDEW reimbursement.

**BOARD ACTION Taken: Motion from Finance Committee to approve budget modification as presented, seconded by Ed Parris. Motion carried with a unanimous voice vote.**

Mr. Collins referred to page 18 of the meeting packet and provided a brief update on the 3 current Rapid Response Grants. Mr. Collins also reported as of October 29, 2013, all reimbursements from Pace Labels, Inc. have been received for the full amount of $24,100 and stated this grant will close out October 31, 2013.

Mr. Collins referred to page 19 and provided an update on the Incentive Grant of $5,417 stating this grant was used to pay for student transportation expenses to the Anderson Oconee Pickens Business & Industry Showcase event (AOP BIS) which occurred in early October. Mr. Collins pointed out that there has not been any activity to date on the Dislocated Worker Training National Emergency Grant (DWT NEG) grant as shown on page 20.

1. **Henkels & McCoy Adult/DW & Youth Grant(s) Overview**

Mr. Collins referred to page 21 of the meeting packet and provided an update on the Henkels & McCoy Adult grant through September 2013 and stated the Finance Committee voted at the September 18, 2013 meeting to issue a letter to Henkels & McCoy informing them that their expenditure rates would be monitored with a monthly meeting between Henkels & McCoy staff and the WorkLink Executive Director and Program Director. Mr. Collins reported the expected expenditure rate through September is 25% but the actual rate is 18.12% noting there are a few invoices that were not received in time to be paid in September, had these invoices been received and paid in September, the expenditure rate would be closer to 22%.

Mr. Collins referred to page 22 and provided a brief update on the Henkels & McCoy Youth grant stating that through September 2013, the expenditure rate is at 18.44% as opposed to the expected rate of 25%. Mr. Collins again noted that invoices were not received in time to be paid in September however; these invoices were paid in October and will be reflected on the October expense reimbursement.

1. **Make It In America Grant**

Ms. Runion reported that WorkLink has been awarded the Make It In America Grant stating she is anticipating receiving an approximate $1.3 million. WorkLink was one of ten applicants who were awarded this grant by DOL. WorkLink will not receive the full amount because we are the Sub-Grantee however; we will receive some of the money for administrative costs. The remaining amount will be distributed among several of the upstate Technical Colleges.

1. **Other Business**
2. **2014 Committee/Board Meeting Schedule**

Chair Brooks referred to page 23 which is a proposed Committee and Board meeting schedule for 2014 stating there is a proposal to move the meeting time from 1pm to 11am.

**BOARD ACTION Taken: Motion from Danny Brothers to stay with 1pm as the time for Board Meetings and to approve the 2014 Committee/Board Meeting Schedule dates as presented, seconded by Ed Parris. Motion carried with a unanimous voice vote.**

1. **State of December Board Meeting**

Chair Brooks called for discussion on whether to hold or cancel the December WIB meeting. The WIB has met the required number of meetings for 2013 and historically the December meetings have been poorly attended and cancelled due to holidays.

**BOARD ACTION Taken: Motion from Mike Wallace to cancel the December 18, 2013 Board meeting, seconded by Michael Keith. Motion carried with a unanimous voice vote.**

1. **2014 Board Officers**

Chair Brooks referred to the 2014 Workforce Investment Board Officers as proposed from the Executive Committee for discussion and approval.

**BOARD ACTION Taken: Motion from Kristi King-Brock to accept and approve the Proposed 2014 Workforce Investment Board Officers as presented, seconded by Ronnie Booth. Motion carried with a unanimous voice vote.**

1. **Presentation of Labor Market Information Data**

Mr. Allen Davis, Workforce Intelligence Coordinator with DEW, provided handouts for Board members and presented the most recent labor market information for the WorkLink region via power point. Mr. Davis stated the information included in the report highlighted key workforce indicators for the WorkLink region, approached workforce from a supply and demand perspective and provided data for the WorkLink region plan using LMI Sources. Mr. Davis also reported the four key areas of focus included in this report are Economics, Workforce Supply, Workforce Demand and Challenges.

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*