



## WORKFORCE INVESTMENT BOARD

### BOARD MEETING

**October 11, 2011 - Minutes**

**Hicks Library Room 248 A & B – Tri-County Technical College**

#### **Members Present:**

Trent Acker	Stephanie Collins	Terence Hassan
Jim Alexander	Danny Fahey	Melvin Martin
Ronnie Booth	Mary Gaston	Burriess Nelson
Stan Brooks	Billy Gibson	Ed Parris
David Collins	Charlie Haneman	

#### **Members Absent:**

Todd Bennington	Butch Harris	Lawrence Nichols
Danny Brothers	Russ Karpick	Bob Oppermann
Hugh Foster	Kristi King-Brock	

#### **Staff Present:**

Sharon Crite	Jennifer Kelly	Shae Rozakos
Windy Graham	Crayton Pruitt	Brandi Runion

#### **Guests Present:**

Renee' Alexander	Joanne Johnson	Rick Murphy
Karen Craven	Kal Kunkel	Steve Pelissier
Shari Gibson	Abby Linden	Tom Sanderhoff
Dana Grant	Denise Loggins	Nancy Thompson
Karen Hamrick	Ron Mattox	
Emily Hawkins	Renee' Murdock	

## **I. Call to Order/Opening Remarks**

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. Introductions were made around the room.

## **II. Approval of Minutes (08/10/11)**

The minutes from the August 10<sup>th</sup>, 2011 meeting were e-mailed with the meeting notice, included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Melvin Martin made a motion to approve the minutes as submitted, second by Mary Gaston. The motion carried with a unanimous voice vote.**

## **III. Committee Reports**

### **A.) Marketing**

#### **i. Rebranding**

Shae Rozakos pointed out to the Board that Ed Parris has taken over as the new chair of the Marketing Committee. She stated that they had a meeting but that they did not have a quorum present.

Shae Rozakos referred to the rebranding of the OneStops and said that our area is planning on changing over to SC Works branding when it comes time to start procuring new materials. She stated that the State had given our area a grant for \$16,000 for 3 new signs to place in front of the SC Works Centers. She referred the Board to page 7 for the new logo and rebranding information.

### **B.) Workforce Skills and Education Committee**

#### **i. CAP Review Committee Update**

Jim Alexander reviewed page 8-9 to give background of CAP Committee which last met on September 29<sup>th</sup>

Jim Alexander gave a personal account of visiting the Seneca SCWorks Center and stated he was proud of their efforts but is concerned about the people the staff are having to work with and help find jobs. He referred to finding or creating a better customer satisfaction survey to get feedback from clients at SCWorks Centers.

Jim Alexander reviewed the decision on lifting the Corrective Action Plan.

Ed Parris gave view on issues with drug test problems with clientele.

**ii. Training Coordination and satisfactory progress policy**

Jennifer Kelly referred to page 10 to review what was covered in WSEC meeting.

Jennifer Kelly referred to policy being brought before the board for review and vote on pages 11-14 of the packet provided.

**BOARD ACTION TAKEN: The Workforce Skills and Education Committee made a motion to approve the Training Coordination and Satisfactory Progress Policy. The motion carried with a unanimous voice vote.**

Ronnie Booth stated he would like to endorse the policy and stated that Title IV is getting stricter and this policy is in-line with that movement.

**C. Business Partnerships Committee**

**i. Committee Update**

Jennifer Kelly reviewed Workkeys Update on pages 15-16 of the packet provided. She stated that we are looking at compiling a list of profilers and taking a look at what the Board should have in place with profilers.

Jennifer Kelly reviewed what items the Business Services Integration Team is currently working on, including: evaluating the Employer Standards associated with the OneStop Certification initiative, and that

they will be implementing these standards as quickly and effectively as possible.

Jennifer Kelly reviewed the OJT and OJT NEG progress update and informed the Board members that there had been a reduction in the OJT National Emergency Grant funds, from \$182,118 to \$133,510. She stated that three of the 22 slots had currently been filled.

Melvin Martin asked why the state is on a CAP. Jennifer Kelly referred the question to Abby Linden. Abby Linden stated that we are not actually under a Corrective Action Plan, but the Department of Labor is pushing the National Emergency Grant.

#### **D. Youth Council**

##### **i. Annual Youth Performance PY'10**

Danny Fahey referred to page 17 to show that Youth had exceeded all set goals for PY '10.

##### **ii. Anderson, Oconee, Pickens- Business Industry Showcase**

Danny Fahey referred Board members to page 18 and stated we as a Board they had funded 4,298 students transportation for the showcase for a total of \$10,213.02 for 89 buses. Six of the seven school districts were funded.

Jim Alexander gave a review of the over 5,000 students that attended and gave a review of the employers that attended the event over a two day period and looking to extend to a three day period.

#### **E. Finance Committee**

##### **i. Committee Update**

David Collins referred to pages 19-22 of the packet provided for the Finance Committee PY '10 and PY '11 ResCare, Henkels & McCoy, & Overall Budget Overviews.

**ii. ResCare Modification Request**

David Collins referred Board members to page 23 & 24 of the packet provided to review the ResCare Modification information.

Brandi Runion stated that the modification request comes from ResCare to use the \$456,491 carryover funds from the PY'10 grants. The modification request is to fund the temporary positions through the remainder of the year and also increases fringe benefits but does not add staff. She stated that this also increases the supportive services for the remainder of the program year and adds funds to training as well as small amounts to other line items.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the Budget Modifications for ResCare. The motion carried with a unanimous voice vote.**

**iii. OJT NEG Modification Request**

David Collins referred the Board members to page 27 & 28 of the packet provided to review the OJT NEG Modification Request. Brandi Runion stated that the state had decreased the amount of funds to WorkLink for this grant as well as the number of participants served. The motion reflects this change.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the decrease in the budget for the OJT NEG grant from SCDEW. The motion carried with a unanimous voice vote.**

**iv. Incentive Funds Modification Request**

David Collins referred the Board members to page 27 of the packet provided to review the Incentive Funds Modification Request. He stated that the request was to transfer funds from the advertising line item to the printing line item.

**BOARD ACTION TAKEN:** Finance Committee made a motion to approve the transfer of funds from the advertising line item to the printing line item. The motion carried with a unanimous voice vote.

**v. Carry-Over Funds Modification Request**

David Collins stated that Page 27 shows the budget request relating to carryover funds. Some items were tabled for the time being by the Workforce Skills and Education Committee and would be placed in contingency for now.

Danny Fahey gave Youth Council views on Labor Market Analysis covering Youth as well. He stated that they would like help cover the costs, if needed, but ideally the Youth Council would want to find the appropriate clusters to see the Youth be able to get classification in a more broadly set career cluster sets.

Dr. Ronnie Booth stated that he wanted to make sure the LMA is being done for referring participants to cluster identified by LMA.

Dr. Ronnie Booth stated that the LMA should probably already cover youth. The object of the LMA would be to determine the clusters for high demand jobs in our area.

Burriess Nelson asked if the RFP for the LMA would be written in-house. Dr. Ronnie Booth stated it would be but he has offered his staff to help review.

**BOARD ACTION TAKEN:** Finance Committee made a motion to approve the Carry-over Modification Request. The motion carried with a voice vote and heard one abstention by Dr. Mary Gaston.

**IV. ResCare Presentation**

Nancy Thompson introduced Shari Gibson, Renee Alexander and Ron Mattox. Each reviewed slides on slideshow to give updates of current projects.

Renee Alexander gave a review of the numbers of participants that were being served and also gave a review of the workshops that were being held at each of the SC Works Centers.

Ron Mattox reviewed summary of customer satisfaction results

#### **V. Steering Committee Update**

Ronnie Booth stated that the county council chairs have continued meeting and councils have signed a inter governmental agreement to lay the ground work to form a 501(c)(3) corporation and stated by-laws have been reviewed and tweaked to go hand in hand with the articles of incorporation. By-laws will be sent out before the December 7<sup>th</sup> Board meeting. There will be a review and they would be incorporated allowing for grants, pass through, donations.

Steve Pelissier stated that technically the responsibility is being transferred from this Board to the new corporation. All member will be reappointed to the new corporation.

David Collins asked about the changed to the by-laws. Ronnie Booth and Steve Pelissier stated that the by-laws were just changed to make sure the language was concurrent with the direction of the new corporation.

Stephanie Collins stated as a review that this is being done to go with the Strategic plan.

#### **VI. State WIB Update**

Shae Rozakos gave a review that the placement of Kristi King-Brock had been planned on the SWIB. She updated that the Board has been dissolved and reconstituted and again WorkLink will have no representation the SWIB. She gave the numbers for the current makeup of the new SWIB. She also reviewed the agenda of the first SWIB meeting that occurred and stated that another meeting will be held in November.

Ed Parris asked about drafting a letter expressing our LWIB concern about lack of representation.

**BOARD ACTION TAKEN:** Ed Parris made a motion to draft a letter to the Governor and a copy to all members of the State Workforce Investment Board to explain our concern over lack of representation on the State Board; seconded by Burris Nelson. The motion carried with a unanimous voice vote.

**VII. Other Business**

No other business was discussed.

**VIII. Adjournment**