



## **WORKFORCE INVESTMENT BOARD**

### **BOARD MEETING**

**December 7, 2011 - Minutes**

**Board Room - Madren Conference Center – Clemson, SC**

#### **Members Present:**

Trent Acker  
Jim Alexander  
Todd Bennington  
Ronnie Booth  
Stan Brooks

David Collins  
Stephanie Collins  
Danny Fahey  
Billy Gibson  
Charlie Haneman

Butch Harris  
Russ Karpick  
Kristi King-Brock  
Melvin Martin

#### **Members Absent:**

Danny Brothers  
Hugh Foster  
Mary Gaston

Terence Hassan  
Burriss Nelson  
Lawrence Nichols

Bob Oppermann  
Ed Parris

#### **Staff Present:**

Sharon Crite  
Windy Graham

Jennifer Kelly  
Crayton Pruitt

Shae Rozakos  
Brandi Runion

#### **Guests Present:**

Karen Craven  
Andy Dyson  
Shari Gibson  
Debra Giordano

Dana Grant  
Emily Hawkins  
Abby Linden  
Ron Mattox

Renee' Murdock  
Steve Pelissier  
Doug Stephenson

## **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 (10/11/11)**

The minutes from the October 11<sup>th</sup>, 2011 meeting were e-mailed with the meeting notice, included in the meeting packet. Chair Stephanie Collins called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes as submitted, second by Russ Karpick. The motion carried with a unanimous with a show of hands vote.**

## **III. Committee Reports**

### **A.) Youth Council**

#### **i. Youth Council Membership**

##### **Mandatory Membership (Parent of Eligible Youth)**

Kristi King-Brock stated that the Youth Council had received a nomination for Karen Kay Smith to be accepted to the Youth Council to represent the mandated spot of a second Parent of an Eligible Youth. She stated that the Youth Council had already approved this nomination and that it was being brought before the Board for vote.

**BOARD ACTION TAKEN: A motion to approve the acceptance of Karen Kay Smith to the Youth Council was made by Youth Council; the motion carried with a unanimous with a show of hands vote.**

#### **ii. 1<sup>st</sup> Quarter Performance Report**

Kristi King-Brock referred Board members to page 9 of the packet provided. She reviewed the numbers and pointed out that we are meeting or exceeding all performance measures for Youth. Chair Stephanie

Collins gave recognition that this is due to the exceptional performance of staff.

### **iii. Budget Request**

Kristi King-Brock reviewed the listed Budget Requests by Youth Council, she explained that the Youth Search Guides are used in each of the three offices and that to upgrade them to a lifetime license would cost \$810. It was stated that the Guides are in English. She also reviewed the request for display kiosks and signage for the PYC Pelzer location that does not already have a kiosk for the materials used on a daily basis. She stated that this request would total \$475. She reviewed and asked for any questions on either request. She stated that the total budget request was \$1,285 and that the money would come from the contingency funds reviewed previously.

**BOARD ACTION TAKEN: A motion to approve the budget with the requests covered was made by Youth Council. The motion carried with a unanimous with a show of hands vote.**

### **iv. RFP Direction/Discussion**

Kristi King-Brock stated that the Youth Council intends to RFP for both in-school and out-of-school youth to be served by a single provider. She stated that no set number of in-school youth will be set to be served, she stated that will give the provider leeway to serve youth, if applicable. She stated that the target in-school youth would be seniors in high school with multiple barriers. She stated that the in-school youth would only be judged by two performance measures. (1) Placement in Employment (including military) or Education; and (2) Attainment of a Degree or Certificate.

Dr. Ronnie Booth asked if the target in-school youth would be those identified as ones that would likely not graduate without some intervention. He stated that it makes sense, since the cost is much less to serve a participant while they are still in school as opposed to when they are no longer in school. Kristi King-Brock stated that those are the target youth.

Jim Alexander asked how the proposed budget figures were calculated. Brandi Runion explained that the projected budget was calculated by decreasing the current year's budget by 10%. She stated that an additional 10% is removed to cover WIB/Admin cost and a final 8% is

removed for Program Admin cost, which leaves the overall projected budget of around \$800,000 for the provider.

**BOARD ACTION TAKEN: A motion to approve RFP for PY '12 for one provider to provide services to youth serving in/out-of-school youth, with seniors with multiple barriers (most in need) being the prioritized in-school youth. With the option to serve in-school participants up to 20% of youth funds was made by Youth Council; the motion carried with a unanimous with a show of hands vote with the exception of Danny Fahey abstaining.**

Dr. Ronnie Booth stated that he would like to see an RFP prepared for Adult/DW as well. He stated that he was proposing this now, to allow time for the staff to prepare the RFP.

**BOARD ACTION TAKEN: A motion to RFP Adult/DW OneStop Coordination, Eligibility, Assessment, Intensive Services, Training, and Follow-up was made by Dr. Ronnie Booth; the motion was seconded by Kristi King-Brock. The motion passed with a unanimous with a show of hands vote.**

## **B.) Finance Committee**

### **i. Budget Request**

#### **OJT Request**

David Collins referred the Board to pages 10-11 of the packet provided. He reviewed the current OJT budget and number of contracts that had been written to date. He reviewed the motion from Finance Committee to transfer \$30,000 from OJT-DW to OJT-Adult.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the transfer of \$30,000 from OJT-DW to OJT-Adult. The motion carried with a unanimous with a show of hands vote.**

#### **PY '11 Final Allocation**

David Collins reviewed that the Final Allocations from SCDEW for PY '11 had been received. He stated that the budgets had been based on the "Worst Case Scenario" numbers that SCDEW had originally provided, and that the Final Allocations were a little more than what the "Worst Case Scenario", so we received an additional \$190,923 (\$92,400 Program Adult, \$8,061 Admin Adult, \$79,430 Program DW, & \$11,032 Admin DW). The Finance Committee is proposing that \$190,923 be moved into the Contingency line item.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the transfer of \$190,923 into the Contingency line item. The motion carried with a unanimous with a show of hands vote.**

**C. Executive Committee Report**

**i. Allocation of Adult Education Funds**

Chair Stephanie Collins asked that Brandi Runion explain the fund request. Brandi Runion explained that previously the Board voted to approve the allocation of the Adult Ed funds in a particular way, but after the Adult Ed Directors met, they proposed a different way of dividing the funds between the different locations. This was approved by the Executive Committee. She stated that this change in how the funds were divided was for information purposes only and that no vote was required.

**IV. Eligible Training Provider List**

Shae Rozakos referred the Board to page 12 of the packet provided. She reviewed the application of MedCerts.com to be added to the EPTL. She reviewed the WIA requirements for providers to be added to the ETPL. She reviewed that inclusion on the Statewide List of Certified Training Providers, in itself, does not guarantee that WIA funds are available in an eligible offering; participants must be approved for the training after the career counselors determine that the training is appropriate for the participant in question.

Butch Harris asked if there are basic criteria that the providers must meet. Windy Graham stated that there were, she stated that they must be entered into a program of study that leads to the attainment of a certificate and that the program of study must be in a specific job identified in our clusters.

Dr. Ronnie Booth cautioned the use of a provider or course of study if the participant is having to buy a computer to have a chance to attain the certificate. If required we will only cover the cost of textbooks.

Butch Harris asked if once the provider is on the list, if there is any process to remove them as a provider. Windy Graham stated that the ETPL is reviewed annually.

**BOARD ACTION TAKEN: A motion to approve the addition of Medcerts.com to the Eligible Training Provider List was made by Butch Harris; the motion was seconded by Jim Alexander. The motion passed with a unanimous with a show of hands vote.**

**V. Annual Plan Modification**

Shae Rozakos reviewed what the Annual Plan Modification was, she stated that it contained all the votes made by the Board, any Memorandum of Agreements, locally defied policies such as Youth Barriers, etc. She stated that it covers any of the information that has changed and needs to be reported to Columbia and that it is an official endorsement of all previous decisions to pass to the County Council Chairs.

**BOARD ACTION TAKEN: A motion to approve the Annual Plan Modification was made by Dr. Ronnie Booth; the motion was seconded by Russ Karpick. The motion passed with a unanimous with a show of hands vote.**

**VI. Anderson SCWorks Center**

Shae Rozakos gave an overview of the situation. She stated that she would like to give an account of the some of the events to bring the Board up to speed. She stated that WorkLink was notified on October 31<sup>st</sup> at 1 pm that asbestos had been disturbed at the Anderson SCWorks Center. SCDEW had indicated that we were to have all SCWorks functions out of the W. Whitner Street facility as soon as possible (2 weeks) which would have been November 18, so that a confirmed contamination could be cleaned by an SCDHEC-Certified Asbestos Contractor. SCDEW estimated that the clean-up process would take approximately 2 months. She stated that on November 15<sup>th</sup>, Anderson County Council approved an Emergency Ordinance & Temporary Lease of the 3<sup>rd</sup> Floor of the Bailes Building at an equivalent cost to 6 months at the W. Whitner Street facility. She stated that the move was to occur over the weekend, and operations would have been in place on November 21<sup>st</sup>. She stated that shortly after the County Council's vote, SCDEW consulted with SCDHEC and determined that the level of contamination was not sufficient to evacuate. She stated that as of the time of the Board meeting, responsibility for the costs incurred was being discussed.

Chair Stephanie Collins thanked the staff, Jim Alexander and Burriss Nelson for their involvement and support throughout this situation.

## **VII. Non-Profit Status/Update**

Chair Stephanie Collins read the approval of the WorkLink Corporation letter. She stated that the County Council Chairs would be meeting on Monday.

David Collins asked about the "Consortium Panel", if it was the County Council Chairs. Dr. Ronnie Booth and Steve Pelissier stated that it was. Dr. Ronnie Booth stated that the panel is the County Council Chairs and that Jennifer Willis from Pickens County has designated Councilman Neil Smith as her representative to attend the meetings and keep her updated. He stated that she can designate him as her representative for those meetings but she can't designate her signature and that is what is required for the panel.

Dr. Ronnie Booth stated that he wanted to thank and recognize Steve Pelissier for his time and effort in meeting with the lawyer to proceed with the process of gaining the approval for corporation and the process that was included in doing so.

Melvin Martin asked why the quorum requirement was set at 40% instead of a simple majority of the members being required to be present. Steve Pelissier stated that 40% was set because it was determined previously that 40% would be enough to conduct the business of the Board. He stated that in the updating of By-Laws that one of the objectives was to avoid changing things too much from the previous way business was conducted.

David Collins asked who determines the administrative entity for the LWIA. Butch Harris stated that the Board was responsible for making that decision.

## **VIII. 2012 Board & Vice-Chair**

Chair Stephanie Collins stated that they needed to vote for the upcoming year's Chair and Vice-Chair for the Board. She asked for any nominations

for the Board Chair. Butch Harris nominated David Collins for Board Chair, David Collins accepted the nomination. Chair Stephanie Collins asked if there were any other nominations, none were made.

**BOARD ACTION TAKEN: A motion to accept David Collins as the 2012 WorkLink Board Chair was made by Butch Harris; the motion was seconded by Stan Brooks. The motion passed with a unanimous with a show of hands vote.**

Chair Stephanie Collins stated they would move onto the Vice-Chair nominations. She stated that she would like to nominate Stan Brooks for Vice-Chair, Stan Brooks accepted the nomination. Chair Stephanie Collins asked if there were any other nominations, none were made.

**BOARD ACTION TAKEN: A motion to accept Stan Brooks as the 2012 WorkLink Board Vice-Chair was made by Chair Stephanie Collins; the motion was seconded by Dr. Ronnie Booth. The motion passed with a unanimous with a show of hands vote.**

#### **IX. 2012 Board & Committee Calendar**

Chair Stephanie Collins referred the Board to the proposed 2012 Board and Committee Calendar on page 19 of the packet provided, for review.

Shae Rozakos stated that the staff had discussed moving the scheduled "retreat" from December to the March 14<sup>th</sup> meeting to allow for a retreat to actually take place. She noted that the retreat has been skipped each year due to the business of the Board needing to take place at the end of the year. She stated that by moving it to March, the retreat could take place and that would facilitate informing Board members more about WIA and the day to day that is involved in the SCWorks Centers. Dr. Ronnie Booth stated that either March or May would be a good idea for the rescheduled retreat. Shae Rozakos state that the staff would review and plan for the retreat on whichever of the two meetings worked best to allow for a retreat schedule.

**BOARD ACTION TAKEN: A motion was made to accept the dates listed for the 2012 Board & Committee Meetings by Dr. Ronnie Booth. The motion was seconded by Butch Harris. The motion passed with a unanimous with a show of hands vote.**

#### **X. Other Business**



Chair Stephanie Collins reviewed the Monitoring Schedule and Data Validation Schedule.

Todd Bennington gave his account of an employer's perspective after visiting the Seneca SCWorks Center. He stated that there were crucial tools missing, such as background checks and GED certification checks. He stated that he felt that these were the type of things that needed to be done to help employers in finding the right employees. Kristi King-Brock stated that these types of things should be added to the RFP. Jim Alexander stated that an additional item that should be added to the RFP is drug tests. Staff will make an inquiry to SCDEW to see if these requests are allowable.

Dr. Ronnie Booth asked if there had been any update on whether the UI staff would be moved out of the local SCWorks Centers as previously discussed. Shae Rozakos stated that the last update that she had received was that the plan was to move those staff positions out of the local offices and into the Greenville office in the future. She stated that she has not been given an updated timeline for when this might occur.

## **XI. Adjournment**

With no further business the meeting was adjourned.

*Respectfully submitted by Crayton Pruitt- Workforce Program Assistant*