

**WORKFORCE INVESTMENT BOARD
BOARD MEETING
March 21, 2012 –10:00 am
Madren Center- Clemson, SC**

Members Present:

Trent Acker	Danny Brothers	David Collins
Stephanie Collins	Mary Gaston	Billy Gibson
Charlie Haneman	Butch Harris	Terence Hassan
Russ Karpick	Kristi King-Brock	Melvin Martin
Burriss Nelson	Lawrence Nichols	Ed Parris

Members Absent:

Jim Alexander	Todd Bennington	Ronnie Booth
Stan Brooks	Danny Fahey	Hugh Foster

Staff Present:

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

Guest Present:

Dana Grant	Tom Sanderhoff	Renee' Murdock
Emily Hawkins	Karen Hamrick	Joanne Johnson
Kelly Sarver	Ron Mattox	Doug Stephenson
Renee' Alexander	Shari Gibson	

I. Call to Order

Chair David 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.

II. Minutes

The minutes from the January 11, 2012 meeting were e-mailed with the meeting notice and included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Russ Karpick made a motion to approve the minutes as submitted, seconded by Butch Harris. The motion carried with a unanimous voice vote.

III. Committee Reports

A. Marketing Committee – Ed Parris

Ed Parris reminded board members of the Tri-County Job Fair scheduled for March 22nd at the Madren Center. Local job seekers will have an opportunity to meet with approximately forty-two area employers that are hiring for a variety of positions.

B. Youth Council – Kristi King-Brock

a) 2nd Quarter Performance Report

Kristi King-Brock reviewed the 2nd quarter performance report provided in the board packet. The Youth Council is exceeding all performance measures to date.

b) RFP Update

Ms. King-Brock gave an overview of the \$800,000 Youth RFP issued on February 29, 2012. She stated the proposers must agree to enroll and serve eligible out-of-school youth between the ages of 17-21. Also included in the RFP is an option to serve in-school youth classified as seniors in high school that reside in Anderson, Oconee, and Pickens counties. The focus will be eligible youth classified as seniors, with multiple youth barriers (most in need) being the priority for in-school youth participants.

C. Workforce Skills & Education Committee – Todd Bennington, Chair

Jennifer Kelly updated members on the Workforce Skills & Education Committee (WSEC) in Todd Bennington's absence.

a) SC Works Overview

During the last WSEC meeting, members reviewed the Onestop Usage Report (period from 7/1/11-1/31/12) submitted by ResCare Workforce Services. Job development attempts and job placement numbers appeared to be low in comparison to the number of people served. Per ResCare's director, Andy Dyson, the Department of Employment & Workforce (DEW) no longer requires staff to capture job development and job placement numbers. DEW now tracks success of efforts through common measures. Jennifer Kelly, Program Director, will be researching common measures goals across all Department of Labor funded programs that share in Common Measures to determine whether or not we are being successful.

WorkLink staff conducted monitoring of the ResCare Grants, OneStop Operations and Eligibility Determination, and Assessment, Intensive Services, Training Coordination, and Follow-Up services, during the period of January 23-27, 2012. There were three findings (2 programmatic and 1 financial) and 8 Observations.

b) OneStop Certification Standards

The WSEC reviewed items requested for OneStop Certification Standards and recommended the items with suggested allocations to the Finance Committee for review. Items requested: Contingency funds for Program Year 2012, computer/software purchase and job shop information. Committee also recommended a budget modification for ResCare to transfer a portion of Dislocated Worker funds to be used for Adult WIA participant training.

c) RFP

Jennifer Kelly reviewed a Request for Proposal that was released on March 14, 2012 for a OneStop Operator and Adult and Dislocated Worker Workforce for Development Services. RFP responses are due to the WorkLink WIB by April 16, 2012. The RFP committee will review all submittals and make a final recommendation to the full board on May 9, 2012.

D. Business Partnerships Committee – Lawrence Nichols, Chair

Lawrence Nichols provided the following updates regarding the Business Partnerships Committee.

- a) Ad hoc membership – Teri Gilstrap has been added to the Business Partnership Committee as an ad hoc member.
- b) Crayton Pruitt is leading the OJT in-house initiative. Under his direction, 23 OJT contracts have been filled as of February 29th. WorkLink staff continues to work on filling OJT NEG positions and expend the NEG funds allotted to our region. Currently WorkLink has 10 of 22 OJT NEG position filled.
- c) The Business Partnerships Committee made a recommendation to Finance to move \$2,000 in employer research to the contingency fund (This will cover the cost of the Labor Market Study).
- d) RFP- The Business Partnerships Committee voted to include OJT in the RFP for Adult and DW services. Mr. Lawrence stated that the WorkLink staff has operated OJT in-house this year, but by locating the program in the SC Works Centers, where job seekers are located, would maximize the effectiveness of the program.

BOARD ACTION TAKEN: A motion to include On-the-Job-Training in the RFP for Adult and Dislocated Workers services was made by the Business Partnerships Committee; the motion was seconded by Trent Acker.

Chair Collins called for questions or discussion regarding the motion. Charlie Haneman questioned if additional staff would be required in the SC Works Center to help write contracts. Mr. Lawrence stated that additional staff would not be required and the committee was not requesting additional staff. Jennifer Kelly explained that it would be up to

the Proposer to allocate available resources. Work experience is included in the RFP, but as an optional item that can be bid on.

BOARD ACTION TAKEN: The motion carried with a unanimous voice vote.

E. Finance – Danny Brothers, Chair

a) Henkels & McCoy Budget Modification Request

Danny Brothers stated the Finance Committee reviewed a recommendation approved by the Youth Council to modify Henkels & McCoy's budget. The modification was to de-obligate a total of \$30,000 from the contract and redistribute funds within several line items, which would allow PYC to purchase equipment and laptop computers for their three locations.

The Finance Committee approved the recommendation as submitted with the following exception: A total de-obligation of \$54,234 to allow WorkLink staff to purchase the equipment requested by Henkels & McCoy. The additional de-obligation of \$6,000 (desks/cubicles) and \$15,000 (laptop computers) would save approximately \$3,200 on Indirect costs and Profit that WorkLink would pay to Henkels & McCoy if the company were to make purchases as recommended by Youth Council.

BOARD ACTION TAKEN: A motion to approve modification of Henkels & McCoy's budget as presented was made by the Finance Committee.

Chair Collins called for questions or discussions before Board vote. Kristi King-Brock stated that the Finance Committee in an effort to be consistent, fair and save funds on indirect costs and profit made the decision to have WorkLink staff purchase requested equipment for PYC. However, after reviewing the quote submitted by Henkels & McCoy to purchase the requested equipment; the amount of time required by staff to obtain quotes and then purchase equipment; it would be more cost effective to allow Henkels & McCoy, with their purchasing power, to obtain the equipment as originally requested.

BOARD ACTION TAKEN: After Board discussion - Finance Committee withdrew motion to approve the modification of Henkels & McCoy's budget as presented by the Finance Committee.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve original budget modification request from Henkels & McCoy's to move a total of \$45,500 among line items and a total de-obligation of \$30,001.95. Henkels & McCoy staff to purchase requested computers and office equipment. Motion was seconded by Lawrence Nichols. The motion carried with a unanimous voice vote.

b) Incentive Budget Request

South Carolina Department of Employment and Workforce will award WorkLink \$57,999 in Incentive Funding. The funding will expire on June 30, 2013. A proposed expenditure of funding was presented to the Board for approval. If approved, funding will be available approximately one week after submittal to SCDEW.

BOARD ACTION TAKEN: A motion to approve the Incentive Budget as presented was made by the Executive Committee. Motion was seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

IV. Other Business

a) Local Plan Modification

Shae Rozakos updated the committee on the local plan modification.

b) SCDEW Monitoring Report

A copy of the WIA Program Financial and Programmatic Monitoring Report was included in the Board meeting packet for members to review. Shae Rozakos reviewed the Executive Summary.

Shae Rozakos outlined the time table for the Board Retreat following the Board Meeting.

V. Adjournment

With no further business to discuss the meeting was adjourned.

Respectfully submitted by: Terry Giffin, Office Manager