

**WORKFORCE INVESTMENT CORPORATION
BOARD MEETING
May 9, 2012 – 1:00 P.M.
Madren Center – Clemson, SC**

AGENDA

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|--|-----------------------------|
| I. Call to Order/Opening Remarks | David Collins, Board Chair |
| II. Approval of Minutes (3/21/12) | David Collins |
| III. Committee Reports | |
| A. Marketing Committee | Ed Parris, Chair |
| a. No Report | |
| B. Youth Council | Kristi King-Brock, Chair |
| a. 2012 Youth RFP Committee Recommendation* | |
| C. Workforce Skills & Education Committee | Todd Bennington, Chair |
| a. Workforce Skills and Education Committee Update | |
| D. OneStop Operator and WIA Title I-B Program | Lawrence Nichols, RFP Chair |
| a. 2012 RFP Committee Recommendation* | |
| E. Business Partnerships Committee | Lawrence Nichols, Chair |
| a. WorkKeys Profiles Decision | |
| F. Finance Committee | Danny Brothers, Chair |
| a. Henkels & McCoy Budget Modification #3 Request* | |
| b. 10INC01 Incentive Grant Budget Modification* | |
| c. PY'12 Budget | |
| i. PY'12 Youth Provider Budget Amount* | |
| ii. PY'12 Adult/DW/OJT Provider Budget Amount* | |
| iii. WorkLink In-House Budget* | |
| d. \$25,000 HPW Incentive Funding Budget* | |
| IV. Other Business | |
| a. WorkLink Bylaws Amendment | |
| V. Adjournment | |
| * Action Required | |

**NEXT MEETING – AUGUST 8, 2012 @ 1:00 P.M.
MADREN CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE MEETING AT 12:00 P.M.**

**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

Workforce Skills and Education Committee Report

Presented May 9, 2012 – Board Meeting

SC Works Overview

The Committee reviewed the SC Works Center Usage Report that ResCare Workforce Services has submitted for the time period of July 1, 2011 to February 28, 2012.

Jennifer Kelly will continue to research common measures to determine if job placements are being accurately captured. In addition to this, the Committee discussed the successful placements of those that have completed soft skills workshops in the SC Works Centers. Jennifer Kelly will be collecting data that shows the success rate of the workshops versus employment for the Committee to review.

The Committee reviewed a budget modification to ResCare's grant to move projected unspent line items into Training. The Committee approved to move \$45,519 for new Adult training and \$32,152 for new DW training. This recommendation went to the Finance Committee. As of the Workforce Skills and Education Committee held on April 11, 2012, 271 participants were active in some type of training program; approximately 177 were in GED training; seven were active in OJT; and the remaining 87 participants were in some form of occupational training.

PY2012 Budget Requests

The Committee brainstormed ideas to accomplish Strategic Planning, OneStop Certification Standards and other initiatives of the Board and the Workforce Investment Act. A recommendation was made that, if allowable, the Committee would set aside funds to aid the Business and Industry Showcase. This year the Showcase will be targeted to 8th and 9th graders, but also 12th graders. The Committee discussed providing bus transportation to those 18 and older, providing job ready workshops through the SC Works On-the-Go, and providing dinner/information sessions to employers. Jennifer Kelly was tasked with investigating allowable costs and sending out an email vote to the committee. The Committee also asked to investigate drug testing options, including funds to drug test on the employer's behalf or education to job seekers.

Request for Proposals

Jennifer Kelly reviewed the Request for Proposals (RFP) progress. An RFP was released on March 14, 2012 for the Worklink OneStop Operator and for Workforce Development Services authorized under Title 1-B of the Workforce Investment Act of 1998. Members of the RFP Committee reviewed the RFP prior to its release date on March 14, 2012. All proposals were due on April 16, 2012; proposers were given a chance to ask questions at a bidder's conference held on April 4, 2012. Three proposals were submitted for consideration. The Committee members will review all proposals on May 7, 2012 at 3pm and finalize a recommendation to take before the Board on May 9, 2012. Committee members include: Jim Alexander, Burriss Nelson, Stan Brooks, Trent Acker, Chief Billy Gibson, and Chair Lawrence Nichols.



WorkLink Regional Monthly OneStop Activity Report

	YTD Total	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Customers (Unduplicated Count) Region Total:	7,298												
Anderson	3,154												
Seneca	1,846												
Liberty	2,298												
Total Customer Count Region Total:	113,867	12,211	12,532	11,528	11,624	11,969	11,262	12,774	9,493	10,425	10,153		
Anderson	55,137	6,323	6,692	5,953	5,485	5,903	5,535	6,722	4,454	5,109	4,947		
Seneca	29,018	2,905	3,206	2,927	3,109	3,106	2,830	3,223	2,440	2,645	2,624		
Liberty	28,712	2,983	2,632	2,643	3,019	2,960	2,897	3,756	2,599	2,668	2,582		
New VOS Registrations:	865	865	932	807	728	753	567	932	607	505	631		
Job Search Services Region Total:	198,562	11,471	12,546	18,942	22,365	21,485	16,081	22,248	18,326	21,612	33,436		
Job Development Attempts Region Total:	739	116	146	67	65	52	25	59	33	91	75		
*Entered Employment Region Total:	1,854	123	179	190	197	198	156	186	183	202	240		
Employer Job Openings Received Total:	1,173	113	106	133	120	91	73	136	142	134	125		
Number of Internal Job Referrals Created:	53,589	4,850	6,104	6,337	6,958	5,947	4,150	5,454	4,267	4,828	5,054		
Workshops Offered (Core & Intensive):	619	54	68	75	66	71	52	55	53	59	56		
Workshop Attendees:	2,530	311	281	203	192	200	313	263	284	206	264		
*Number WIA Certified:	578	26	63	44	34	79	52	71	77	70	52		
*Number WIA Enrolled:	580	93	59	35	42	60	58	61	66	55	51		
OneStop on the Go Site Visits:	63	7	5	8	7	4	4	7	5	10	5		
OneStop on the Go Customers Served:	251	22	24	36	58	23	7	25	18	32	15		
Partner Referrals:	1,481	93	128	150	158	186	103	214	168	129	152		

* DERW Staff instructed not to make significant efforts to document placements. This data will be measured by wage data.

* Some workshops were offered but had no attendees.

WIA Certifications for November not available due to error on SCWOS records

Finance Committee Report

PY'11 Budget Overview

a. ResCare

This summary represents ResCare's expenditures through March 2012. *(The April invoice isn't due until May 12).* The Budget in the first column represents the budget after modification #5 that was approved by email vote through the Finance and Executive Committee. To date, SCDEW has not yet paid a total of \$73,298 that we (ResCare) have invoiced them for. Likewise, we haven't paid \$34,669 that they have invoiced us for. Columns have been included to show the expenditures to date and balance after all invoices have been paid by both parties.

b. PYC

This summary represents PYC's expenditures through March 2012. *(The April invoice isn't due until May 12).* The Budget in the first column represents the budget after modification #2 that was approved by the Board in March to deobligate \$30,000.

1. **VOTE NEEDED** – Budget Modification Request #3

PYC is requesting a modification to the following line items in their budget:

Transportation	\$33,550	(\$7,300)	\$26,250
Child Care	\$4,040	(\$2,700)	\$1,340
Student Incentives	\$29,738	\$10,000	\$39,738

Explanation: Due to an increase in laptop incentives, occupational skills certifications, GEDs and High School Diplomas an increase in the Student Incentive line item is needed to provide students' incentives for goals reached and credentials earned. Participants for this program year have not had the projected transportation and childcare barriers expected for training and the excess of funding is needed to provide participants with skill incentives.

MOTION FROM FINANCE TO APPROVE BUDGET MODIFICATION REQUEST TO MOVE \$7,300 FROM TRANSPORTATION AND \$2,700 FROM CHILD CARE INTO THE STUDENT INCENTIVES LINE ITEM.

c. Overall

1. **VOTE NEEDED** – Budget Modification Request – Incentive Funds

Due to a 13% decrease in Program Youth Funds for PY'12, we are requesting the \$10,000 that the Youth Council has approved to pay for transportation to and from the Fall 2012 Anderson, Oconee, & Pickens Business and Industry Showcase to be paid for out of Incentive funding. The motion is to decrease the CDF Training by \$4,000 and WorkKeys Assessments for Youth by \$6,000 while adding \$10,000 for the Showcase.

MOTION FROM FINANCE TO APPROVE BUDGET MODIFICATION REQUEST TO MOVE \$4,000 FROM CDF TRAINING AND \$6,000 FROM WORKKEYS ASSESSMENTS FOR YOUTH TO AOP BUSINESS SHOWCASE.

Service Provider
Status Update
July 2011 - June 2012

ENROLLMENT REPORT ResCare
special notes
Board Goal

720

PY '10 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>	949	949				
July	93	45	45	207%	207%	13%
August	60	104	59	102%	147%	21%
September	35	163	59	59%	115%	26%
October	46	235	72	64%	100%	33%
November	68	321	86	79%	94%	42%
December	61	380	59	103%	96%	50%
January	64	439	59	108%	97%	59%
February	66	498	59	112%	99%	68%
March	55	557	59	93%	98%	76%
April	51	616	59	86%	97%	83%
May		675	59			
June		720	45			
Totals	599	1669	720			

CERTIFICATION REPORT ResCare
Special Notes
Board Goal

720

PY '11 Month	NEW Adult Certifications	Total Certifications	Monthly Planned Certifications	YTD % of Monthly Plan	Annual % of Plan	YTD % of Board Goal
July	27	45	45	207%	60%	4%
August	65	104	59	107%	88%	13%
September	47	163	59	80%	85%	19%
October	53	235	72	74%	82%	27%
November	74	321	86	86%	83%	37%
December	64	380	59	108%	87%	46%
January	69	439	59	117%	91%	55%
February	77	498	59	131%	96%	66%
March	77	557	59	131%	99%	77%
April	52	616	59	88%	98%	84%
May		675	59			
June		720	45			
Totals	605	136	720			

ENROLLMENT REPORT		PYC				
*Special notes:		Includes Gateway to College - carryover=28				
Board Goal		198				
PY'11 Month	NEW W/A Enrollments		Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned
Active Carryover:						
July	2		118			
August	2		120	5	40%	3%
September	14		122	10	20%	5%
October	13		136	10	140%	23%
November	4		149	5	260%	39%
December	3		153	5	80%	44%
January	14		156	5	60%	48%
February	17		170	10	140%	65%
March	16		187	10	170%	86%
April	2		203	10	160%	106%
May			205	5	40%	109%
June			205	5	0%	109%
Totals	87		205	80	#DIV/0!	109%