



**WORKFORCE INVESTMENT BOARD**

**Executive Committee Meeting**

**January 28, 2015 – 1:30 PM**

**SC Works Clemson Comprehensive Center - Conference Room**

**MEMBERS PRESENT:**

Danny Brothers Robert Halfacre Ray Farley Burriss Nelson

Richard Blackwell (*via telephone*)

**MEMBERS ABSENT:**

Ronnie Booth

**STAFF PRESENT:**

Trent Acker Jennifer Kelly Brandi Runion Patty Manley

**GUESTS:**

Kal Kunkel Steve Pelissier

1. **Call to Order**

Chair Danny Brothers called the meeting to order announcing a quorum was present to conduct business of the committee and the meeting was being recorded. He also introduced Ray Farley has been appointed to the Board as an Executive Committee Member.

1. **Approval of Minutes (12/03/14)\***

The minutes from the December 3, 2014 meetings were included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

**ACTION TAKEN: A motion was made by Robert Halfacre to approve September 30, 2014 meeting minutes as submitted, second by Ray Farley. The motion carried unanimously.**

1. **WIOA Update**
2. Local Area Designation Update

Mr. Acker began by referring to pages 6-7 of the packet which is a State Instruction Letter regarding the Local Area Designation Process and is essentially stating there will be no “grandfathering” of existing Local Workforce Boards in terms of structure in South Carolina. We will be all be abiding by the new WIOA structure which should shrink the Boards in some areas however, our Board should not see great change for our Board structure.

Mr. Acker reported County Council Chairs should receive formal correspondence from the State to apply to be an approved Local Board adding there will need to be a new Consortium Agreement which he is working on a draft to present to County Council Chairs. Petitions will be due to the State in May of this year with decisions being made sometime afterwards. Mr. Acker added that there are no issues or problems expected or foreseen for our area.

1. Committee Structure Discussion

Mr. Acker referred to pages 8-10, State Instruction Number 14-03, which is also the WIOA law, addresses the criteria of Local Board composition as well as structure of the three standing committees as recommended by the law. Mr. Acker stated although our Board structure may not change dramatically there are some partners that will no longer be required by the law however; in general those persons could be asked to serve as ad hoc committee members so as not to lose valuable input they have to offer.

Mr. Acker further reported the letter refers to the committee structure stating the law encourages three specific standing committees and the SWIB is reinforcing with their vote the three standing committee will be:

1. A committee to oversee OneStop Operations which our Workforce Skills & Education Committee currently does;
2. A committee to focus on individuals with disabilities which is a committee focus we currently do not have;
3. A third committee to focus on youth which is basically our Youth Council but without the stringent membership requirements

Mr. Acker added the Youth Committee just like the full Board will not be permitted to be grandfathered in.

Mr. Acker stated as a local board we have two additional committees, Finance and Business Partnerships Committees, adding there have been internal discussion regarding restructuring the Workforce Skills & Education Committee and Business Partnerships Committee and possibly reorganizing or merging these two committees as one large committee to oversee the OneStop operations and meet those requirements. What has been found is that a majority of business discussed in the Business Partnerships Committee has to be passed through the Workforce Skills & Education Committee prior to being presented to the Board due to being program related. Mr. Acker asked if the Executive Committee would like to have input or would prefer to present to the Board in order to move forward.

Mr. Acker explained a reorganization of committee members would potentially be necessary with the possibility of several members being identified for a different committee. The new Committee would also have two agendas, one to address OneStop Operations and one to address Business Services, so that we don’t lose sight of the business of both these items.

Committee members discussed at length merging the Workforce Skills & Education Committee and the Business Partnerships Committee prior to July 1, 2015 to get ahead of the curve and implementation of WIOA to begin focusing on the tasks ahead.

**ACTION TAKEN: Motion from Robert Halfacre, to recommend to Workforce Investment Board to merge the Workforce Skills and Education Committee and Business Partnerships Committee to form the OneStop Operations Committee without losing sight of what the activities and business consist of from each individual committee, second by Richard Blackwell. The motion carried unanimously.**

Mr. Acker reported related to the above items, there is currently not a policy in place for how Board members are assigned to Committees, other than the Executive Committee members, stating that WorkLink staff has been making those recommendations based off the Board members background, fit or experience. Mr. Acker added he is not all together comfortable with that at the end of the day and requested the Executive Committee discuss changing this going forward.

Chair Brothers inquired about the structure of the committee to address individuals with disabilities, more specifically who would sit on the committee. Mr. Acker responded that we will look internally at existing Board members but will rely quite heavily on ad hoc memberships from organizations such as Able SC, Vocational Rehabilitation, and persons that have experience. Mr. Halfacre suggested in Oconee County that we reach out to the Tribble Center.

1. **Budget Modification**

Mr. Acker stated this modification is addressing funding for occupational training and deferred to Kal Kunkel. Mr. Kunkel referred to page 11 and provided an explanation stating the increase in Training funds will come from moving funds from Staff Salaries & Fringe, Operating Costs and On-the-Job Training categories into the Training and Tuition category as well as a transfer of 2% from Dislocated Worker funds to the Adult funds. Mr. Kunkel referred to pages 12 & 13 for the modification details noting there is no change to the overall budget amount.

Mr. Acker stated this modification would typically go before Finance Committee then on to the Board but is coming before Executive Committee for a vote since this would give us a two week head start of understanding and to make necessary adjustments.

**ACTION TAKEN: A motion was made by Burriss Nelson to approve the budget modification to move funds from Staff Salaries & Fringe, Operating Costs and On-the-Job Training categories into the Training and Tuition category as well as a transfer of 2% from Dislocated Worker funds to the Adult funds as presented, second by Robert Halfacre. The motion carried unanimously.**

1. **Executive Session**

Chair Brothers called for Executive Session. Staff and guests were excused. The meeting entered Executive Session.

**ACTION TAKEN: A motion was made by Burriss Nelson to enter Executive Session, second by Robert Halfacre. The motion carried.**

**ACTION TAKEN: No action was taken during Executive Session. Executive Session closed.**

1. **Other Business**

Mr. Acker referred to pages 22-35 and provided an overview of Succeed South Carolina which is a new worker-training program the Governor is introducing to get the workforce certifications in fields where qualified workers are scarce. Succeed South Carolina would be a companion to readySC. The plan is for potential Succeed participant presents at ***Intake*** at an SC Works Center, goes through ***Eligibility*** process and also required to pass background checks and drug screens. Once they are determined eligible, they enter ***Training*** in industry or employer specific field, once they are employed in a job they’ve received training for, they begin to pay the state back for the cost of their training.

Mr. Acker stated there is another conference call scheduled the week of Feb. 2nd and he will keep members apprised as information becomes available.

1. **Adjournment**

With no further business to discuss, the meeting was adjourned.

*Respectfully submitted by: Patty Manley, Office Manager*