



**WORKFORCE INVESTMENT BOARD**

**Executive Committee Meeting**

**December 3, 2014 – 2:30 PM**

**Madren Center Board Room**

**MEMBERS PRESENT:**

Danny Brothers Robert Halfacre Ray Farley Burriss Nelson

Richard Blackwell

**MEMBERS ABSENT:**

Ronnie Booth David Collins

**STAFF PRESENT:**

Trent Acker Jennifer Kelly Brandi Runion Sharon Crite

Windy Graham Renee Murdock

**GUESTS:**

None

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 (9/30/14)\***

The minutes from the September 30, 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**

Mr. Acker began by looking at page 4-5 of the packet for WIOA Local Area Designation procedures. The new WIOA goes into effect July 1, 2015 with regulations scheduled to be released January 16, 2015. One of the processes required is a petition to be designated as a local workforce area. The 3rd bullet on page 4 of the packet states the following:

* Initial designation – During the first 2 full program years, the Governor shall approve a request for initial designation as a local area from any area that was designated as a local area under WIA and:
  + Performed successfully – met or exceeded performance measures for each of the last 2 consecutive years
  + Sustained fiscal integrity – no formal determination, during either of the last 2 consecutive years, of misexpended funds due to willful disregard of requirements, gross negligence, of failure to comply with accepted standards of administration

Mr. Acker stated that WorkLink has meet these two requirements and that it is expected that all of the current 12 local workforce areas will reapply as long as their respective chief local elected officials agree to reapply.

Chair Brothers wanted to make us aware that the Steering Committee heard the designation rules at their December 2 meeting and that the 3 current CLEOs agree with the current designation.

Mr. Acker stated that there will need to be a new consortium agreement with WIOA and that he may call upon Economic Developers to help after the beginning of the year. We want to prepare it and have it smoothly go through the respective council or county council chair.

Mr. Acker called attention to page 5 of the packet that shows the details that the designation petitions will include:

* Local board membership and composition,
* Consortium agreement – steering committee agrees
* Identification of grant recipient/fiscal agent and signature of lead official – Dec 2 Steering committee approved ACOG
* Signatures of CEOs from petitioning counties
* Documentation that public input was solicited and any comments received– WorkLink will handle and provide documentation

Mr. Acker stated that this is the formality of the process and welcomes any input and help that can be given toward county councils with existing and new chairpersons.

1. **December 19th and December 26th, 2014\***

Chair Brothers stated that Dec 19th and 26th are dates that the COG typically closes their office. There is recommendation that the WIB Staff office close at noon on the 19th.

Mr. Acker stated that the COG has a holiday luncheon and then closes at noon.

Chair Brothers stated that on the 26th the COG could be closed that day. The COG board will vote on Dec 5th to close on Dec 26th as well.

**ACTION TAKEN: A motion was made by Ray Farley to close the WIB Staff office at noon on December 19th as well as all day on December 26th, second by Richard Blackwell. The motion carried unanimously.**

1. **Insurance Claim – ACOG\***

Mr. Acker called attention to page 6 of that packet which is a request from the COG to return the $14k + tax insurance money to their fund balance to offset outlays made in FY14/15 on behalf of the SC Works Clemson flood in May 2014. He gave a summary of events stating that the COG paid $27,485 out of their fund balance for the flood restoration and construction that was not covered under the insurance policy at the time. Mr. Acker stated that the COG has since corrected the insurance issue.

Mr. Acker and Chair Brothers informed the committee that all furniture damaged in the flood was purchased with WIA funds and that the COG is charged to arrange the insurance policy to make sure that we are covered. Mr. Brothers stated that Steve Pelissier mentioned that his disposition was that he was responsible to ask but this was a WorkLink insurance policy of which is paid for with WIA funds.   
  
Mr. Acker stated that the insurance reimbursement could replace damaged furniture or could be used for other items. He reminded the committee that we do have an HVAC replacement that is covered under the next topic as well as the mini-split for the IT room. Another use of the funds is to put it away in case furniture failure happens later from the flood damage.

**ACTION TAKEN: A motion was made by Robert Halfacre to use the insurance reimbursement for the HVAC replacement and mini-split in the IT room and to keep the remainder as reserve funds for the furniture, second by Ray Farley. The motion carried unanimously.**

1. **Budget Modification – HVAC\***

Mr. Acker referred the committee to page 9 of the packet for the HVAC replacement/repairs. He stated this is about the right price after research. This is an emergency purchase with no heat so we can sole source. There are not multiple quotes. If the decision of the committee is to pursue more quotes, then we can if they choose to do so.

Chair Brothers called for discussion and stated they were fine with sole source.

1. **Board Travel Policy**

Mr. Acker stated that there is currently not a policy for which Board members can attend seminars, conferences, etc. He stated that we go by the COG policy for travel as far as hotel, mileage, per diem, etc.

Some discussion occurred about different policies and the decision was to look at other board policies and to bring to the full board in February.

Mr. Nelson stated that he had inquired about attending the State Symposium in Columbia in February 2015.

**ACTION TAKEN: A motion was made by Robert Halfacre for Burriss Nelson to attend the State Symposiom in February 2015, second by Richard Blackwell. The motion carried unanimously with Burriss Nelson abstaining.**

1. **Strategic Plan Discussion**

Mr. Acker stated that the WorkLink staff is working with the COG for the 5 yr strategic plan and currently compiling the focus group list. He stated that this is an opportunity for dialogue from staff to get input on their respective lists from the committee.

Mrs. Kelly informed the committee that there were 5 focus groups that needed to be set up:

* Economic Development
* Service Providers
* Employers/Businesses
* Youth
* Education

Mrs. Kelley discussed what each of these categories represents and gave examples of some of the questions that would be asked during the focus groups. She also asked for feedback about the questions and suggestions of members of the focus groups.

After discussion, the group decided to make the Employers/Businesses be three separate groups: Anderson, Oconee, & Pickens.

1. **WorkKeys Update**

Mr. Acker stated that he spoke with Elizabeth Kovacs from SCDEW and that 2 counties in our region will be certified WorkReady Communities soon. There will be a press conference and someone identified from each community.

Mr. Acker reminded the committee that with the WorkReady initiative through SCDEW that the WorkKeys tests are being given for free which includes proctoring. He stated that up until a month ago, Tri-County Technical College had some money to offset proctoring costs which has now been exhausted. WIA funds cannot pay for proctoring costs since it is meant to be free. As a potential solution in the short term, Grey Parks, Statewide Director at DEW for Operations offered to have some local DEW staff to be trained as proctors at no charge to us. This is an important initiative from the Governor and SCDEW wants to do what they can to help. These individuals have other job responsibilities so they can’t do but 1 or 2 sessions per week. This gives us an opportunity to test those that we can’t pay the proctor fee for. There is a certification process to become a proctor so they may finalize training by the end of the month. As a reminder, DEW doesn’t have any obligation to do this, but as a partner they want to include us in this process. These staff members are not to do other tests. This is for WIA participants, SC Works staff, not Company X that needs testing performed.

Mr. Acker stated that testing would be 2-3 times per month. DEW will not pay overtime to have them work outside of their hours. One of the things that initially the staff has agreed to is to make sure they aren’t falling down in other duties. Approximately 20 people or so is the comfort level for the # of seats in one session. They would also test NCRC Plus.

Mr. Nelson stated the issue is it was said that it would be free but he understands their constraints. He is glad that this is a response to the need to help resolve the issue.

Mr. Acker stated that August 2015 is when the current contract between ACT and DEW expires. The expectation is they will find some way to extend it. There are also 2 other technical colleges in the state that are having this issue.

Mr. Blackwell asked what the discussion was post August 2015 to which Mr. Acker stated that he has heard that it would be extended and not expanded upon.

Mr. Acker stated that when WorkLink had ARRA funds we provided a proctor for WorkKeys testing. The state will explore whether or not we could apply as a testing center under the testing realm. We may bring back to the board to be a “testing center”.

1. **Other Business**

Mr. Blackwell asked about Paul Corbeil’s seat on the SWIB. Mr. Acker stated his seat was tied to his County Council position on the SWIB and since he lost the election he will roll off the board. He also stated that SCDEW doesn’t plan to fill any SWIB seats until the WIOA board composition is finalized.

Mr. Acker stated that with Mr. Corbeil off of the SWIB that the WorkLink region will not have any representation on the SWIB. Mr. Blackwell would like to meet with Senators to encourage the Governor to look in our three counties when filling the next seat. Mr. Acker reminded the committee that WorkLink has been historically the only area to not have representation on the SWIB.

Mr. Acker stated that while they are waiting to fill SWIB positions until WIOA regulations that they will have to have it filled by July 1 just like us, but they are not under any pressure to act by next month.

Mr. Acker stated that Mr. Corbeil would like to stay involved and may add value as an ad hoc member of Finance Committee since he has served on the SWIB Financial Management workgroup. He also stated that if it was ok that we would go through the process of having Mr. Corbeil added as a Finance Committee member and if anyone has any other thoughts of ad hoc members for committees to let him know.

1. **Adjournment**

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

*Respectfully submitted by: Brandi Runion, Finance Director*