

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**June 10, 2015 - Minutes**

**Board Room - Martin Inn & Conference Center – Clemson University**

**Members Present:**

Danny Brothers Doug Newton Stephanie Collins Kristi King-Brock Jeff Trahan Pamela Smith Patrick Pruitt Ed Parris Robert Halfacre Mike Wallace Brooke Dobbins (via conference call) Ray Farley

**Members Absent:**

Amanda Hamby Billy Gibson David Collins Elaine Bailey Burriss Nelson Butch Harris

David Bowers Mary Gaston Michael Keith

Mike Crawford Terence Hassan Jason Duncan Ronnie Booth Richard Blackwell

**Staff Present:**

Trent Acker Patty Manley Brandi Runion

Jennifer Kelly Sharon Crite Windy Graham

**Guest Present:**

Karen Craven Steve Riddle AnnMarie Baker Kal Kunkel Diana Goldwire Jennifer Campbell

Renee Alexander

1. **Call to Order**

Chair Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board however, due to time contraints all items requiring a vote would be given priority. Chair Brothers stated the meeting was being recorded for processing of minutes, then welcomed everyone in attendance and introductions were made by all.

1. **Approval of Minutes**

The minutes from the April 08, 2015 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Robert Halfacre made a motion to approve the minutes as submitted, second by Doug Newton. The motion carried with a unanimous voice vote.**

1. **Special Presentation**

Chair Brothers stated due to changes in Board membership as required by WIOA, we have 3 Board members whose term will be ending 6/30/15: Leon “Butch” Harris; Elaine Bailey; and Jeff Trahan. Chair Brothers stated Mr. Harris and Ms. Bailey was not able to attend the meeting however, Jeff Trahan was in attendance and Chair Brothers presented him with a plaque in appreciation for his service to the Board.

1. **Director’s Report**
2. **Local Area Designation Petition Update**

Mr. Acker referred to page 11 and provided an update on the progress of the Local Area Desigantion Petetion stating all of the necessary steps taken, signatures obtained and forms filed with the State as required. Mr. Acker stated the petitions will be taken up by the State Workforce Investment Board on Thursday, 6/11/15 adding that WorkLink along with 12 other Local Area Workforce Boards will be grandfathered in since we are in compliance and are not anticipating any surprises. As of 7/1/15 we will be designated as a Workforce Development area under the Workforce Innovation & Opportunity Act.

1. **PY’15 Local Area Allocations**

Mr. Acker referred to pages 45-46 which shows a comparison of budgets between PY’11 – PY’15. Mr. Acker reported that WorkLink is the 4th largest workforce area in the State and received the 4th lowest amount of funding noting that we received a 22-23% cut. The majority of they way the funding allocations are determined are based on unemployment relative to other areas and the WorkLink area’s unemployment rate has gone down. One other item attributed to our decrease is the State held back more funds than have been held back in previous years for State funded activities. In previous years the State had been withholding only 5% but this year they held 15% as they are allowed to.

1. **DEW – Local Area Agreement**

Mr. Acker provided a very brief summary of the Local Area Agreement received from DEW stating COG Directors employed a consultant to review the document from a legal standpoint and provide comments. Mr. Acker reported he and staff are reviewing and will keep the Board apprised as the agreement continues to be drafted.

1. **Board Membership Update**

Mr. Acker provided a general update on the Board composition and certification, committees and elections stating there would be very few change in requirements with implementation of WIOA. County Council Chairs approved a new member beginning 7/1/15, Edgar Brown of Anderson County, who will be representation of the Labor seat, and will attend first meeting on 9/9/15. Mr. Acker reported the County Council Chairs chose to have a small board going forward stating we will have a 25 member board with 23 seats in that 2 members will have dual roles.

Mr. Acker provided an update on the ADA enhancements stating he has engaged Mr. Workman with Trehel who will be tackling the accessability at the entrance issues first and will then look at the funds available and move forward from there.

1. **Committee Reports**
2. **Executive Committee**
3. **Business Services Positon**

Chair Brothers reported as a result of reduced funding, the Executive Committee has made the decision that the Business Services Position will remain vacant until further notice.

1. **Youth Council**

Kristi King-Brock deferred to Karen Craven to report on the revised Transportation Policy and PYC Incentive Policy.

1. **Revised PYC Transportation Policy – PY’15 (add 75% Attendance)**

Ms. Craven stated in an effort to hold students more accountable they are proposing a 75% attendance rate vs. having students abide by the attendance policy of the training instution as currently stated in the Supportive Services Policy.

**BOARD ACTION TAKEN: Motion from the Youth Council for Board approval to revise the Supportive Services Policy to make Transportation assistance available based on 75% attendance rate beginning 7/1/15, seconded by Stephanie Collins. The motion carried with a unanimous vote.**

1. **Revised PYC Incentive Policy – PY’15 (decreased)**

Ms. King-Brock again deferred to Ms. Craven who referred to page 13 and provided explanation for the revision of the Incentive Policy stating the request for the reduction is an effort to align with the budgets for PY’15.

**BOARD ACTION TAKEN: Motion from the Youth Council for Board approval to revise the Incentive Policy as presented beginning 7/1/15, seconded by Mike Wallace. The motion carried with a unanimous vote.**

1. **Ourtreach Items for WIOA – Revised for PY’15**

Ms. King-Brock referred to page 14 which is the revised PYC flyer for PY’15 and included for Board members as information.

1. **In-School Youth (Pilot) – Summer Work Experience Opportunity 06/15**

Ms. King-Brock acknowledged Sharon Crite for efforts in the Pilot program reporting that PYC has certified and enrolled 6 students from Crescent HS in the program who have a gold or silver WorkKeys, a HS Diploma, dual credit credentials in Basic Electronics at Tri County Tech. Ms. King-Brock also recognized Doug Newton with TTI for agreeing to place 2 of these students in a work experience opportunity and called on other Board members to help spread the word on work experience opportunites.

Chair Brothers recommended Board members be informed on how they might share this information with other businesses. Ms. Craven deferred to Jennifer Campbell to provide a brief overview of the process she uses to engage businesses.

Mr. Newton followed up stating the approach is very stream-lined and with these students being in the electronics field they made for a very good fit for their facility.

1. **PY’14 Local Youth Monitoring Report – Information**

Ms. King-Brock stated the Youth Monitoring report was included on pages 15-20 for Board members review.

1. **Fact Sheet: Youth Program Changes for WIOA**

On pages 21-22 Ms King-Brock stated the WIOA Fact Sheet regarding the Youth Program was included and information on the changes was provided in the Finance report.

1. **PY’14 Budget Mod #3 & PY’15 Negotiated Youth Budget**

Ms. King-Brock stated Ms. Runion provided a details on these items during the Finance report.

1. **Workforce Skills & Education Committee**
2. **SC Works Operator Update**

Jennifer Kelly referred to pages 23-26 and provided a brief update from the 5/20/15 Workforce Skills & Education Committee meeting:

1. **Partnerships**

Ms. Kelly reported we are working on a partnership with AIM that has been proposed for SNAP recipients stating this will allow us to leverage other resources in the community and help pay for services by utilizing other sources. This will also allow us to have a process that we can refer participants to other avenues for training & sources for payment for training and services and we can utilize our funds for those most in need &/or hopefully toward supportive services.

1. **Outreach**

Ms. Kelly reported that monthly meetings are ongoing adding an additional mailer will be going out soon since the first mailer recived a good return on investment. Ms Kelly stated staff will be attending additional community meetings and networking as another avenue to outreach.

1. **Office Hours**

Ms. Kelly provided an explanation for the request from the Operator to modify the office hours for the Satellite Centers in Anderson, Easley, and Seneca stating the reason is to accommodate staff lunch breaks.

**Board Action Taken: Motion from the Workforce Skills & Education Committee for the Board to approve new office hours for the Satellite Centers as follows to allow for staff lunch breaks: Anderson and Seneca – Monday through Friday, 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch); Easley – Monday through Thursday, 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch). The Clemson Center will not be affected. Seconded by Kristi King-Brock.**

Discussion followed with Board members wanting to ensure there would be sufficient notification and signage posted for participants and visitors. A question was also raised regarding the volume of traffic during the 12pm-1pm hour in which Pat Pruitt the Seneca location does has high volume between that hour and requested the Board consider a lunch hour of 1pm–12pm for the Seneca Center. Following these discussions Chair Brothers called for a new motion.

**Board Action Taken: Kristi King-Brock made a motion to approve new office hours for the satellite Centers as follows to allow for staff lunch breaks: Anderson – Mon. through Fri., 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch); Seneca – Mon. through Fri., 8:30am – 1:00pm, 2:00pm – 5:00pm (closed for lunch); Easley – Mon. through Thurs., 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch); The Clemson Center will not be affected. Seconded by Stephanie Collins. Motion carried with a unanimous vote.**

1. WIA Adult & DW Program Report
2. Usage Reports

Ms. Kelly stated the program usage reports are included on pages 27-31 as information for Board members.

1. Success Stories

Ms. Kelly referred to pages 32-33 which are participant success stories for Board members to view.

1. Standards of Behavior Policy

Ms. Kelly referred to pages 34-35 and provided an explanation of recent events that have led to the need to adopt a Standards of Behavior Policy to be posted for use in the Centers.

**BOARD ACTION TAKEN: Motion from the Workforce Skills & Education Committee for the Board to approve and adopt the Standards of Behavior Policy as outlined, seconded by Doug Newton. The motion carried with a unanimous vote.**

1. Training Cap

Ms. Kelly reported in previous years the Board set a cap on training funds at $5,000 per program year not to exceed $10,000 per lifetime per participant within that policy, it is at the Executive Director’s discretion to approve case by case exceptions. Ms. Kelly gave ArcLabs as an example as their fee is $7,000 per program year for Welding. Ms. Kelly stated the WSEC was bringing a motion that there be no more exceptions to the Training Cap stating it is due to reduction in funding and to set precedent. Ms. Kelly added we are working with partners to identify additional funding to pay for training that exceeds the $5,000 per program year training cap.

**BOARD ACTION TAKEN: Motion from the Workforce Skills & Education Committee for Board approval that there be no more exceptions to the Training Cap going forward unless lifted by the Board, seconded by Mike Wallace.**

Following discussion from Board members, Chair Brothers recommended amending the following verbiage in the motion: “there be no more ***than 5*** exceptions” and called for the motion to be restated.

**BOARD ACTION TAKEN: Motion from the Workforce Skills & Education Committee for Board approval that there be no more than 5 exceptions to the Training Cap going forward unless lifted by the Board, seconded by Stephanie Collins. The motion carried with a unanimous vote.**

1. **Business Partnerships Committee**
2. **Committee Update**

Mr. Parris referred to page 36 and provided an update from the final Business Partnerships Committee’s 5/14/15 meeting beginning with OJT stating currently we have 16 contracts in place.

Congratulations to our three Economic Developers for their efforts in the Work Ready Communities Initiative, all three counties have attained 100% of the goals and are now Work Ready Certified Counties and have received gold status

Mr. Parris stated there have been no new Rapid Response events to date which is good news. An update was provided on the IWT RR Grants stating Kroeger Marine and Roylco Inc. have ended; AFR is in the final stages; and Ulbrich Wire is ongoing with a wrap up date in late 2015.

Mr. Parris reported the Board approved the recommendation from the RFP Committee to bring the business engagement portion of the OJT Program in-house and allow the case management portion to remain with career counseling.

1. **Finance Committee**
2. **PY’14 Budget Overview**

Stephanie Collins reported there was a great deal of financial information to cover and deferred to Brandi Runion to provide financial update.

1. **WorkLink Grants**

Ms. Runion referred to page 37 providing a brief overview of the PY’14 In-House budget and stated with a staff vacancy and other items not being spent as planned coupled with reduced allocations we propose to modify the PY’14 In-House Budget and move $17,581 into contingency to carry into the PY’15 budget:

* Decrease Travel by $6,000
* Increase Consumable Supplies by $565
* Decrease Non-consumable Supplies by $625
* Decrease Outside Services by $2,050
* Decrease Auto Insurance by $205
* Increase Postage by $150
* Decrease Membership, Dues & Prof Fees by $325
* Decrease Training by $4,300
* Decrease Job Fair/Hiring Events by $1,500
* Decrease Indirect cost Pool by $3,291

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve modification of the PY’14 budget by $17,581 as presented, seconded by Doug Newton. Motion carried with a unanimous voice vote.**

Ms. Runion continued on page 37 which shows the Fund Utilization Rate through April Expenditures at 71% for Adult fund stream, 72% for DW fund stream, and for 60% Youth fund stream with a goal of 58%. Ms. Runion stated, since we have met our 70% requirement for Adult & DW a recommendation is being brought that we remove the 90% expenditure rate requirement from Henkels & McCoy with the reduced allocations received for PY’15. Ms. Runion stated currently we are at 60% for Youth so we will keep the 93% expenditure rate requirement for them until we reach 70% however, if we reach 70% after May, we recommend removing that requirement as well.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board remove the 90% expenditure rate requirement from the Henkels & McCoy Adult/DW grant since we have met our 70% Fund Utilization Rate requirement and to evaluate the 93% expenditure rate requirement for the Henkels & McCoy Youth grant once the 70% FUR goal has been reached, seconded by Robert Halfacre. Motion carried with a unanimous voice vote.**

Continuing on page 37 and page 38, Ms. Runion explained the transfer of funds if needed stating the Insurance Reimbursement has a current balance of $3,857.41 which will be used for ADA upgrades that Mr. Acker has been working with Trehel on. Ms. Runion reported per the COG, this needs to be spent before June 30, 2015 however, since we are uncertain if the updates will be completed by this deadline we propose a provisional vote that if the funds are unable to be spent by 6/30/15, reclassify funds previously paid for out of the general budget to transfer into this reimbursement. Those funds can then be de-obligated and added to the ADA upgrades in the PY’15 budget with the contingency funds that are freed up.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve that the $3,857.41 budgeted to ADA upgrades be spent on something already paid for in the general budget if the ADA upgrades are not able to be completed by June 30, 2015. ADA upgrades will then be put in the PY’15 budget with the contingency funds available from the transfer, seconded by Ed Parris. Motion carried with a unanimous voice vote.**

1. Henkels & McCoy Grants

Ms. Runion continued on page 38 which is the Adult/DW Grant and expenditures stating we have been meeting with Henkels monthly to look at expenditures. Through April they have spent 76.32% out of a goal of 75% and are right on target (This increases to 82.02% after the Mod#5 changes on page 39). We do have a modification request #5 from H&M due to some staff vacancies that have made funds available to move into Training and Training Support Materials line items. We also have a deobligation request of DW funds to go in the PY’14 Contingency funds and ultimately into the PY’15 Carryover funding. This deobligation is due to the low number of DW participants and the fact that all DW participants served were paid for out of the DW-NEG grant that ends on 6/30/15. You will see a slight increase in the Adult Grant with this modification due to an error on Mod 4 in profit and indirect that was corrected.

With the deobligation comes a request to decrease the number of participants served for the remainder of the year. The number of participants has decreased from 479 to 350 new. The overall total to be served decreased from 1,069 to 957. This was not approved as part of Mod#5 that was presented to WSEC and Finance so we will need a new motion to approve Mod #5.

**BOARD ACTION TAKEN: Motion from Doug Newton to approve modification #5 as presented to transfer funds from Staff Costs/Fringe into Operating, Training, and Training Support Materials, increasing the Adult grant by $7,028 due to an error in Mod #4, deobligate $107,794 from the DW grant, and decreasing total participants served from 1,069 to 957. Seconded by Ed Parris. Motion carried with a unanimous voice vote.**

1. **Ongoing Grants**

13DWT01 – Dislocated Worker National Emergency Grant

Ms. Runion referred to the DWT NEG on page 39 that is sub granted to Henkels & McCoy stating the expenditure rate through April is 71.41% stating a modification was requested from DEW to transfer $2,960 from OJT into Tuition, Books, & Supplies line item. An email approval was received and we are waiting on the paperwork to finalize this grant.

13RROJT01 – Rapid Response On the Job Training Grant

Continuing on page 39 is the RR OJT grant also sub granted to Henkels & McCoy, Ms. Runion reported this grant ends on 6/30/15 adding that DEW has stated there will be no extensions on these grants. Ms. Runion stated 81.46% has been spent through April and they anticipate spending 100% by 6/30/15 adding a modification was done as also shown on page 39.

Youth Grant

Ms. Runion referred to pages 40 which shows the Youth Grant through April stating they have spent 75.84% and are on target to meet the 93% expenditure rate by 6/30/15. Modification #3 was approved by the Youth Council as well as via email by Finance and Executive Committees. Ms. Runion stated mod #3 was essentially a move of funds between line items and did not effect the overall budget amount adding the details can be found on page 40.

Ms. Runion referred to pages 40-41 and provided a brief financial update on each of the other ongoing grants as follows:

* Rapid Response Incumbent Worker Training Grants
* Kroeger Marine in Oconee County & Roylco In Anderson County did not complee all of their trainings and have been closed as their grants have ended.
* Alfmeier, Fredrichs & Rath is ongoing with an end date of 7/31/15.
* Ulbrich in Oconee County has training ongoing and an end date of 12/30/15.
* Local IWT - 14IWT01

Page 40 shows the 10 companies awarded the Local IWT Grant funds which ends 06/30/15. Ms. Runion reported we are still waiting on final reimbursement requests & program reports from three companies.

* PY’14 Incentive Grant - 14INC01

Page 41 shows the PY’14 Incentive Grant of $1,404 which is ongoing through 06/30/16. The funds related to ADA upgrades will be paid out of the Insurance Reimbursement prior to being paid out of this grant.

* Make It In America Grant (MiiA)

Ms. Runion reminded Board members this is a grant from DOL that ends 09/30/16. Monitoring was completed by Ms. Runion and Ms. Kelly on the participating Technical Colleges in late April and May and reports are scheduled to go out this week. Ms. Runion also noted several success stories included on page 41 regarding this grant for Board members.

1. **PY’15 Budget Overview**
2. **WorkLink Grants**

Ms. Runion referred to page 42 explaining PY’15 allocations were lower than expected reporting the State took a cut in the following areas: Adult 8.75%, DW 19.71%, & Youth 8.74% and WorkLink received a 22.09% cut in the following areas: Adult 18.4%, DW 30.47%, & Youth 18.60%.

Ms. Runion provided a brief overview of the proposed PY’15 WorkLink In-House Budget stating due to the allocations that were received and the dwindling carryover in all funds, this budget has been reduced from the prior year.

Under WIOA regulations, Ms. Runion reported local WIB’s will have the option to transfer up to 100% of DW funds to Adult funds vs. 50% with WIA stating the Finance Committee recommends approving a transfer of 64% of DW funds to Adult in PY’15 adding this will be reevaluated and possibly adjusted with carryover funds at the September Board meeting.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve the PY’15 Budget as presented to include transferring 64% of the DW funds to Adult funds as well as the adjustment of Outreach and ADA upgrades that are deobligated from the PY’14 budget if needed, seconded by Robert Halfacre. Motion carried with a unanimous voice vote.**

1. **Henkels & McCoy Grants**

Ms. Runion continued to page 43 which shows a snapshot of the PY’15 Adult/DW Operator Grant that includes some Staff costs and Operating expenses stating a detailed report is included on pages 47-48.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve the PY’15 Operator Grant of $90,000 as recommended by the Workforce Skills & Education Committee and RFP Committee, seconded by Doug Newton. Motion carried with a unanimous voice vote.**

The PY’15 Adult/DW Program Services Grant snapshot is located on page 43 with the details of this grant on pages 49-53. Ms. Runion reported WIOA regulations present a couple changes to the Adult/DW Program; 1) Opportunity to transfer up to 100% of DW funds to Adult funds; 2) Changes in eligibility - restricted to those that have Basic Skills deficiency, low income, or are on public assistance. Ms. Runion also stated several items to note are:

* Reduction in staff
* Reduction in training
* Workshops not being offered by outside providers
* Adult Education MOU’s are not finalized
* No transportation and childcare Supportive Services currently included

Ms. Runion added there is a recommendation from a Workforce Skills & Education Committee member that if any funds become available that we reinstate the Supportive Services for those most in need.

Kal Kunkel stated this option still warrants the lay-off of one Henkels & McCoy staff person, however Henkels & McCoy is working on other options in hopes of being able to retain that person/position. Mr. Kunkel also reported they are continuing to negotiate MOU’s with Adult Education Centers to move away from annual rates to a per participant rate.

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve the PY’15 Adult/DW Program Services Grant of $829,230 as recommended by the Workforce Skills & Education Committee and RFP Committee, seconded by Doug Newton. Motion carried with a unanimous voice vote.**

Ms. Runion stated a snapshot of the PY’15 Youth Grant is shown on page 44 and the full details located on pages 54-58. Ms. Runion reported WIOA also presents a few changes to the PY’15 Youth Grant:

* Increase of Youth Program funds to be spent on Out of School Youth from 30% to 75%
* At least 20% of Youth Program funds to be spent on Work Experience stipends and staff development costs.
* Age increase from 17-21 to 17-24
* Out of School Eligibility change:
* No longer includes low income as a criteria, it is now a barrier
* Emphasis on individuals with disabilities
* New Youth Program Elements are: Financial Literacy, Entrepreneurship, emphasis on Career Pathways and Post-secondary

**BOARD ACTION TAKEN: Motion from Finance as a recommendation****for the Board to approve the PY’15 Youth Grant of $700,000 as recommended by the Youth Council and RFP Committee, seconded by Doug Newton. Motion carried with a unanimous voice vote.**

Ms. Runion continued on page 44 and reported on the following additional grants that have been applied for:

* Adult Ed Grant

SCDEW announced a grant opportunity to award 1 WIB in each Region a grant. We applied for this grant in our area however, the Greenville WIB was awarded this grant.

Mr. Acker added the State was divided into 4 Regions for the purpose of this grant and in our Region all 4 WIB’s applied as opposed to other Regions where maybe only 1 or 2 WIB’s applied for the grant.

* AIM Collabortation

A potential collaboration with Anderson Interfaith Ministries as mentioned in the Workforce Skills & Education Committee update. WorkLink staff have met with AIM staff to discuss opportunities to collaborate on funds they have received for training.

* Sector Partnership Nation Emergecny Grant (SP NEG)

The State applied for the SP NEG grant on behalf of 6 local Workforce Investment Boards (*WorkLink, Greenville, Upstate, Upper Savannah, Trident, & Lowcountry*) for a total of $2,474,223 to be split among the 6 WIB’s for a grant period of 6/30/15-6/30/2017. This grant is for Regional Planning, Occupational Training (including IWT), Supportive Services, On-the-Job Training, & Admin Staff Costs for Finance Director and Program Director. This grant will be able to serve dislocated workers who have been unemployed for at least 27 weeks or have been categorized as likely to exhaust their unemployment insurance.

1. **Strategic Plan**
2. **Ad Hoc Committee Report**

Chair Brothers stated this an opportunity for the Strategic Plan Ad Hoc Committee Chair, Ed Parris, to present the goals and objectives that were created by the committee. Mr. Parris deferred to Mr. Acker to provide report and explanation.

Mr. Acker referred to pages 59-61 reporting there have been two meetings held by the Strategic Plan ad hoc Committee to address the items in the Strategic Plan that is being developed for us. The goals and objections as shown on pages 59-61 have been revised from what was developed and will need to be assigned out to Committees to make final decisions and strategies. Mr. Acker stated in the coming months, staff will be ironing out the details to ensure they land in the appropriate Committees and providing any technical assistance needed. We anticipate presenting the final plan at the September Board meeting.

1. **Other Business**

Mr. Acker reported this is the last meeting of the Workforce Investment Act Board for WorkLink. Beginning 7/1/15 the new Workforce Development Board under the Workforce Innovation & Opportunity Act will be certified but the Board will not be in place since we do not have a meeting scheduled until 9/9/15. After seeking guidance from the State, Mr. Acker explained in the interim, this Board needs to designate the current Executive Committee to be the transitioning body to make any decision that might be necessary before the next meeting. The recommendation from staff is to to appoint the members of the exisiting Executive Committee as the decision making body until the first WIOA board meeting is held in September. The members of the committee would be: Danny Brothers, Robert Halfacre, Ray Farley, Burriss Nelson, Richard Blackwell and Ronnie Booth.

**BOARD ACTION TAKEN: Motion from Ed Parris as a recommendation****for the Board to approve Danny Brothers; Robert Halfacre; Ray Farley; Burriss Nelson; Richard Blackwell; and Ronnie Booth, to serve as the Executive Transition Committee, seconded by Mike Wallace. Motion carried with a unanimous voice vote.**

***Following this vote, Chair Brothers excused Brooke Dobbins from the meeting and noted for a matter of record @ 43:45 minutes there was no longer a quorum therefor the Workforce Investment Board meeting was entering into an informational session.***

***Board member Ray Farley joined the meeting @ 44:35 minutes therefor a quorum was present and the meeting continued as a business meeting.***

The meeting proceeded from this point with Committee upates for reporting and information and Special Presentation.

Pat Pruitt acknowledged and introducted, Diana Goldwire, SCDEW Area Director to Board members stating Ms. Goldwire covers 6 Regions in the State from the Columbia-Midlands area to the WorkLink area.

1. **Adjournment**

With no further business to discuss the meeting was adjourned at 2:29pm.

*Respectfully submitted by: Patty Manley, Office Manager*