

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**September 09, 2015 - Minutes**

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

**Members Present:**

Amanda Hamby Brooke Dobbins David Collins

Doug Newton Jason Duncan Michael Keith Mike Wallace Pamela Smith Pat Pruitt Ray Farley Robert Halfacre Ronnie Booth Stephanie Collins Kristi King-Brock

**Members Absent:**

 Billy Gibson Danny Brothers David Bowers

 Ed Parris Edgar Brown Mary Gaston

 Richard Blackwell

**Staff Present:**

 Trent Acker Patty Manley 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**

Robert Halfacre called the meeting to order, announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Mr. Halfacre welcomed everyone in attendance and introduced new member Teri Gilstrap, Anderson Economic Development and stated Edgar Brown, International Brotherhood of Electrical Workers was unable to attend due to a prior obligation. Introductions were then made by all in attendance.

1. **Board Overview & Organization**
2. By-Laws

Trent Acker started on page 1 of the meeting packet providing an explanation of the by-laws as amended by the county council chairs stating there were some specific changes that address the law such as changing the name from Workforce Investment Board to Workforce Development Board, etc. Mr. Acker stated other changes were agreed upon by the county council chairs and the goal from this meeting was to leave with permission of the Board to have the Chair sign the by-laws on the Board’s behalf. The major changes highlighted were: the Board Chair and Vice Chair positions be filled by a Business member: the quorum requirement for Board and Committee meetings was changed from 40% to 50%; and electronic voting procedure will now need to follow the voting procedure as face-to-face meetings.

**ACTION TAKEN: Mike Wallace made a motion to approve the by-laws allowing the Board Chair to sign on the Board’s behalf, second by Kristi-King Brock. The motion carried with a unanimous voice vote.**

1. Election of Officers

Floor was opened for discussions, nominations and elections for Workforce Development Board officers.

 **ACTION TAKEN: David Collins made a motion nominating Robert Halfacre as Board Chair, second by Kristi-King Brock. The motion carried with a unanimous voice vote.**

**ACTION TAKEN: David Collins made a motion nominating Brooke Dobbins as Board Vice Chair, second by Ronnie Booth. The motion carried with a unanimous voice vote.**

**ACTION TAKEN: Stephanie Collins made a motion nominating Mike Wallace as Board Treasurer, second by David Collins. The motion carried with a unanimous voice vote.**

**ACTION TAKEN: Robert Halfacre made a motion nominating David Collins as Board Secretary, second by Kristi-King Brock. The motion carried with a unanimous voice vote.**

1. Conflict of Interest Statement

Mr. Acker referred to page 13 which is the Conflict of Interest Statement taken directly from the WIOA law and will be asking that all current and new members sign stating they will not participate in a vote if they will be directly impacted.

1. **Approval of Minutes**

The minutes from the June 30, 2015 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes.

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

1. **Director’s Report**
2. Staffing Update

Mr. Acker reported on the progress on the Finance Director position stating the ad hoc Committee of himself, Stephanie Collins and Robert Halfacre have been reviewing resumes and moving forward in an attempt to fill the position soon adding that Patty Manley has taken on additional responsibilities in that along with her Office Manager role she has taken on the responsibilities of Business Services and is doing a great job. Mr. Acker informed Board members that Kal Kunkel has moved on from Henkels & McCoy for another opportunity stating his knowledge and expertise will be missed.

Mr. Acker referred to pages 26-27 which is the Local Area Designation Process and official letter from SC DEW stating WorkLink is an official Workforce Development Area for 2 years.

On pages 29-31 Mr. Acker reported on EvolveSC which was a component of SucceedSC, the Governor rolled out during the State of the State Address in 2014 but was not funded by the State. EvolveSC is a “pilot program” being coordinated through SC DEW and the local Technical Colleges and is very similar to the Local IWT Grant in which businesses and employers will have to apply for the training funds.

Mr. Acker reported ADA construction is set to begin soon. The front entrance will be modified to include an ADA threshold, the columns at the front entrance will be trimmed down, and the parking spaces will be painted and marked appropriately.

Mr. Acker stated WorkReady Communities Initiatives effort and the contact with ACT has been extended through June 2016.

1. PY’15 MOU/RSA Update

Mr. Acker provided a brief update on the process with SCDEW and our partners on how WorkLink negotiates the agreements related to cost sharing as related to the Resource Sharing Agreement and the Memorandum of Understanding that our County Council Chairs sign stating how the system works and who our partners are.

1. **Committee Reports**
2. Executive Committee
3. Report of Action(s)

Chair Halfacre stated Mr. Acker had previously mentioned the Business Service Position and reported the only voting item the Executive Committee had since the last Board meeting was for the RR funding request for Medshore which was approved in the amount of $33,581 for OJT.

1. Youth Council
2. PY’14 3rd Quarter - Youth

Kristi King-Brock referred to page 13 and reported that all goals had been exceeded for PY’14.

1. PY’14 Final Grant Expenditure

Ms. King-Brock reported that $797,432 was spent out of $800,000 which was 99.68% of the grant. Palmetto Youth Connections served a total of 198 youth out of a goal of 185 youth with 6 of those youth being in-school youth.

1. PY’15 Grant Expenditure Goal

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

1. WIOA Fact Sheet: Youth

Ms. King-Brock stated the WIOA Fact Sheet regarding the Youth Program was included as information and can be found on pages 36 – 37.

1. Youth Committee Applications

Ms. King-Brock referred to pages 38-47 which are Youth Committee applications for Board approval for the following returning members: Gene Williams, Tim Mays, Rick Murphy, Amy Bradshaw, Janice Ward, Jason Duncan, Crystal Noble and Elaine Bailey as well as two new members: Melissa Rosier and Lisa Gillespie.

**BOARD ACTION TAKEN: Motion from the Youth Committee as a recommendation for the Board to approve and accept the Youth Committee applications as submitted, seconded by Ronnie Booth. Motion carried with a unanimous voice vote.**

1. 2015 Draft Youth Committee Strategic Plan

Ms. King-Brock referred to pages 48-55 stating the majority of the goals listed are carried over from the previous Strategic Plan as they are continuing and ongoing goals the Youth Committee will continue to address stating the Committee is working to align the Youth Strategic Plan with what Palmetto Youth Connections is currently doing adding they will continue reach out to businesses in the community since WIOA has placed an significance on work experience for Youth Programs.

**BOARD ACTION TAKEN: Motion from the Youth Committee as a recommendation for the Board to approve and accept the 2015 Draft Youth Committee Strategic Plan as presented, seconded by Stephanie Collins. Motion carried with a unanimous voice vote.**

1. Youth Barriers – Vote to Grandfather under WIOA PY’15

Ms. King-Brock deferred to Windy Graham to provide information. Ms. Graham reported under WIA regulations there were locally defined Youth Barriers and under WIOA we have been given the option to grandfather in that barrier definition until we receive guidance from DOL on youth barriers which is expected January 2016. Ms. Graham stated the WorkLink Youth Local Barrier is defined as: *An individual who requires additional assistance to complete an education as determined by local area: (1) Does the applicant’s physical, mental, emotional, or learning disability result in a substantial barrier to employment or to education? (2) Does applicant lack reliable transportation, defined as not having a valid driver’s license or access to an automobile? (3) Is the applicant (youth 17-24) in need of work-readiness skills to include soft skills, life skills, occupational skills, and lack of work experience?*

**BOARD ACTION TAKEN: Motion from David Collins to grandfather in the WorkLink Youth Local Barriers as presented, seconded by Doug Newton. Motion carried with a unanimous voice vote.**

1. Next meeting – Oct. 5th. – Formal Gap Analysis

Ms. King-Brock stated the Youth Committee will be meeting on 10/5/15 and will be addressing Formal Gap Analysis.

1. OneStop Operations Committee
2. Committee Structure

Jennifer Kelly reported in Richard Blackwell’s absence stating Committee membership is comprised of Richard Blackwell, David Bowers, Amanda Hamby, Danny Brothers, Ed Parris and Teri Gilstrap. The Committee elected Richard Blackwell as Committee Chair and David Bowers as Committee Vice Chair and this is brought to the Board for approval.

**BOARD ACTION TAKEN: Motion as a recommendation from the OneStop Operations Committee to confirm Richard Blackwell as Committee Chair and David Bowers as Committee Vice Chair, seconded by Kristi King-Brock. Motion carried with a unanimous voice vote.**

1. DOL’s Vision for SC Works Center

Ms. Kelly referred to page 57 of the packet which is Training and Employment Guidance Letter (TEGL) received from DOL. This letter is based on Vice President Biden’s vision of WIOA. Ms. Kelly referred to page 60 for the 3 primary goals for a high quality One-Stop Center.

1. SC Works Operator Update

Jennifer Kelly referred to pages 67-71 and provided a brief report on PY’14 noting PY’14 ended having served 24,217 individuals in the Centers and a total of 3,537 individuals at 104 hiring events held across our three counties for business services. Ms. Kelly also reported that out of the planned enrollment goal of 350, 334 participants were enrolled which ended the year at 95%.

1. Covidien update

Ms. Kelly reported a Rapid Response event is still ongoing for Covidien in Oconee County stating DEW staff, TAA staff and Henkels staff are working to provide SCWOS registration to those last 165 employees going through this last round of layoffs.

1. WIOA Program Update

Ms. Kelly referred to pages 72-80 for participant success stories and current PY’15 reports.

1. Business Services Update

Ms. Kelly reported there is one RRIWT grant ongoing with Ulbrich Specialty Wire in Oconee County which is scheduled to wrap up by 12/30/15.

Ms. Kelly referred to page 81 of the meeting packet for the OJT report for Board members review stating additional contracts with Pickens County and Oconee County employers are in discussion stages at this time.

1. Persons with Disabilities Committee
2. Committee Structure

Pamela Smith reported the Committee met on August 13, 2015. Current Committee members are Billy Gibson, Brooke Dobbins, Edward Brown, Patrick Pruitt and Pamela Smith. Ms. Smith brought a recommendation for Committee Chair and Vice Chair for Board approval.

**BOARD ACTION TAKEN: Motion as a recommendation from the Persons with Disabilities Committee to confirm Pamela Smith as Committee Chair and Pat Pruitt as Committee Vice Chair, seconded by David Collins. Motion carried with a unanimous voice vote.**

1. WIOA Key Disability Related Policies

Ms. Smith deferred to Ms. Graham to provide Committee update. Ms. Graham stated Committee Meeting Summary is located on pages 82-83 of the meeting packet and provided for Board members review also noting page 84 is a summary of the focus points for this new Committee from the WIOA standpoint.

1. Finance Committee
2. Committee Structure

Mike Wallace reported from the August 26, 2015 meeting on the Committee structure and membership. Committee currently consists of Mike Wallace, Michael Keith, Ronnie Booth, Stephanie Collins and David Collins. Mr. Wallace stated the Committee elected himself, Mike Wallace as Committee Chair and Michael Keith as Committee Vice Chair as this is being brought to the Board for confirmation and approval.

**BOARD ACTION TAKEN: Motion as a recommendation from the Finance Committee to Mike Wallace as Committee Chair and Michael Keith as Committee Vice Chair, seconded by Ray Farley. Motion carried with a unanimous voice vote.**

1. PY’14 Budget Overview
2. WorkLink Grants

Mr. Acker referred to page 85 and provided a brief summary of the PY’14 financial status stating we are exactly where we should be in that 92% of the budget was spent. Mr. Acker also reported the Fund Utilization Rate (FUR), as shown on page 86, shows that we spent our funds wisely.

1. Henkels & McCoy Grants

Ms. Kelly referred to pages 87-89 which is the Adult/DW Grant and expenditures stating we have been continuing the monthly meetings with Henkel to look at expenditures. Ms. Kelly reported Adult expenditures ended at 98.31% and DW expenditures ended at 97.81% adding, overall 98.15% was expended as shown on page 89. Total carryover is $17,854 to the PY’15 Grant.

Mr. Acker referred to pages 90-91 which shows the Youth Grant expenditures stating Ms. King-Brock had highlighted this in her Youth Committee report.

1. Ongoing Grants

13DWT01 – Dislocated Worker National Emergency Grant

Mr. Acker referred to the DWT NEG on page 93 that is sub granted to Henkels & McCoy stating this grant has been extended by SCDEW/DOL to 6/30/16.

13RROJT01 – Rapid Response on the Job Training Grant

On page 92 is the RR OJT grant which was sub granted to Henkels & McCoy for the period of 06/30/14-06/30/15. 97.80% of this grant was expended.

Mr. Acker also reported on the following grants on pages 94-97:

* Rapid Response On the Job Training Grant – Medshore (Williamston EMS)

Of the $33,581 awarded, $21,121 was expended due to one employee being hired for part-time vs. full-time, one person did not start work, one person quit and a few scheduling issues with the 12 hour shifts.

* Rapid Response Incumbent Worker Training Grants
* Alfmeier, Fredrichs & Rath ended 7/31/15 with 86.43% of their grant being expended.
* Ulbrich in Oconee County has training ongoing with an end date of 12/30/15.
* Local IWT - 14IWT01

Page 95 shows the 10 companies awarded the Local IWT Grant funds which ended 06/30/15. Mr. Acker reported 100% of these funds were expended.

* PY’14 Incentive Grant - 14INC01

The PY’14 Incentive Grant which is ongoing through 06/30/16 has a balance of $1,404 which will be used for items related to ADA upgrades.

* Make It In America Grant (MiiA)

Ms. Kelly referred to page 96 and reminded Board members this is a grant from DOL that ends 09/30/16. This grant is specifically for training in Welding, CNC Machining, Mechatronics, and SCMC. TCTC has spent 64.62% of their award; GTC has spent 69.37% and NETC has spent 21.56% through July 2015.

As a result of this of this grant, Ms. Kelly reported 25 recipients have received a Welding Certificate; 146 have received a CNC Machining Certificate; 48 have received a Mechatronics Certificate; and 28 have received an SCMC Certificate. Ms. Kelly also shared a success story as a result of the MiiA Grant.

Mr. Acker referred to page 97 which shows a breakdown in the Insurance Reimbursement funds and how they were spent.

1. PY’15 Budget Overview
2. WorkLink Grants

Ms. Kelly referred to page 98 stating Henkels & McCoy has been award the WIOA PY’15 Adult/DW Program Grant in the amount of $829,230. On page 100, $245,850 of the grant has been allocated for Occupational training or GED & Occupational Training and on page 100 negotiated to serve 694 participants for this PY with 240 of those being new enrollments.

Ms. Kelly referred to page 103 and provided a brief synopsis of the SC Works Operator budget in the amount of $90,000 for PY’15 for the operation of all the Centers.

Mr. Acker referred to page 107 which is summary of the PY’15 Youth Grant adding at least 20% of Youth Program funds to be spent on Work Experience under WIOA regulations.

Ms. Kelly referred to page 113 which shows an Obligations Report for all three funding streams stating individual training accounts are tracked per participant by how much is obligated and how much is actually paid. This report shows this being obligated and spent fairly quickly and is included for Board members review.

1. Strategic Plan
2. Review/approval of Strategic Plan Draft

Chair Halfacre referred to the Draft Strategic Plan as included as a separate document for Board members. Chair Halfacre stated the goal today is to at least provisionally approve the Strategic Plan so it can go back to each of the respective Committees responsible for its execution.

Mr. Acker referred to page 34 of the Draft Strategic Plan stating the Plan includes feedback from Committee members and asked Ms. Kelly to briefly review the goals, strategies and actions listed on pages 34-39.

**BOARD ACTION TAKEN: Motion from David Collins to provisionally approve the Draft Strategic Plan as submitted, seconded by Doug Newton. Motion carried with a unanimous voice vote.**

1. **Other Business**
2. 2016 Workforce Development Board proposed meeting schedule

Chair Halfacre stated the question had been asked on the cost for holding the meetings at the Madren Center at the last meeting and reported those costs to be approximately $2,800. Chair Halfacre called for discussion to continue meeting at the Madren Center or look for an alternate meeting location. Majority of members agree that Madren Center is the most centrally located meeting facility and would prefer to continue as is.

The following dates for 2016 Board meetings were proposed:

 2/17/16; 4/20/16; 6/15/16; 9/21/16; 11/16/16

Patty Manley will contact the Madren Center to arrange the meetings for 2016 preferably for the Executive Board Room.

Chair Halfacre requested Board members express thanks to Danny Brothers for his extended service as Board Chair and hard work stating at the November meeting, he will be formally recognizing him.

Chair Halfacre stated Conflict of Interest forms are included in each Board members packet and requested that all members present please sign and return to Ms. Manley

Mr. Acker reported the Locally Funded Incumbent Worker Training Grant in the amount of $45,648 was received 9/8/15 and proposed forming an ad hoc Committee to convene and determine how the funds should be spent according to the regulations. The grant period will run through 08/31/16.

**BOARD ACTION TAKEN: Motion from Doug New to form an ad hoc Committee of Economic Development representative on the WDB, Ray Farley, Richard Blackwell and Teri Gilstrap, to make decisions for the PY’15 LIWT Grant funds, seconded by Michael Keith. Motion carried with a unanimous voice vote.**

1. **Adjournment**

With no further business to discuss the meeting was adjourned at 2:23pm.

*Respectfully submitted by: Patty Manley, Office Manager*