

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**November 11, 2015 - Minutes**

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

**Members Present:**

Amanda Hamby Billy Gibson Danny Brothers David Bowers David Collins Doug Newton Jason Duncan Mike Wallace Ray Farley Robert Halfacre Edgar Brown

Richard Blackwell – via conference call

**Members Absent:**

 Brooke Dobbins Ed Parris Mary Gaston Kristi King-Brock Michael Keith Pamela Smith Pat Pruitt Ronnie Booth Stephanie Collins Terence Hassan Teri Gilstrap

**Staff Present:**

 Trent Acker Patty Manley Jennifer Kelly Sharon Crite Windy Graham

**Guest Present:**

Karen Craven Steve Riddle AnnMarie Baker Mat Fields Jennifer Campbell Katie Aiken

Steve Pelissier Zach Nickerson

1. **Call to Order**

Chair 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. Chair Halfacre welcomed everyone in attendance and introductions were then made by all in attendance. Chair Halfacre presented Danny Brothers with a plaque in appreciation of his extended service and leadership as Board Chair from January 2014 – June 2015.

1. **Approval of Minutes**

The minutes from the September 9, 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 noting a correction was needed to include Teri Gilstrap as present at the September meeting.

**BOARD ACTION TAKEN: Mike Wallace made a motion to approve the minutes as submitted with correction as noted by Teri Gilstrap, second by Danny Brothers. The motion carried with a unanimous voice vote.**

1. **Director’s Report**
2. WIOA Planning Regions

Trent Acker referred to page 10 reporting the new Workforce Innovation and Opportunity Act (WIOA) regulations requires local areas organize as regions for purposes of planning to develop common service strategies and aligning efforts of providing services to job seekers stating WorkLink has been aligned with Upper Savannah, Greenville and Upstate.

1. Board Training

Continuing on page 10, Mr. Acker stated Board Training was held 10/29/15 adding the training session was recorded and will be available online soon. Staff will provide material & link as they become available.

1. WIOA Sector Strategies – State and Regional Plans

An excerpt from the South Carolina’s Talent Pipeline Project is included on page 10 for Board members. Mr. Acker has been asked to be part of the State team assembled to address planning for sectors approach.

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

Chair Halfacre provided the following reports:

* 1. Finance Director Vacancy

Chair Halfacre reported the Executive Committee, as the personnel committee of the Board, voted not to fill the Finance Director vacancy pending the notification of the PY’16 allocations.

* 1. Financial Services Contract

The Executive Committee voted to allow the Executive Director to negotiate a persona services contract with Brandi Runion to provide technical assistance, training and other supportive services. The current contract extends through 6/30/16 and shall not exceed $4,000.

* 1. Priority of Service

In order to ensure that the service priorities outlined in the Workforce Innovation and Opportunity Act are maintained, the Executive Committee approved a Priority of Service Policy. WIOA service priority includes: Veterans and eligible spouses, low income, public assistance recipients and those that are determined to be basic skills deficient.

In an effort to clarify a previously approved transfer of $361,850 Dislocated (DW) fund to Adult, the Executive Committee voted to include in the transfer any PY’14 DW funds that have not been allocated with the remaining balance to come from PY’15 DW funds.

1. Youth Council
2. PY’14-4th Quarter – Youth Performance

Windy Graham reported in Ms. Crites absence referring to pages 15-16 stating the Youth performance goals were met or exceeded in all measures for 4th quarter PY’14. Literacy/Numeracy shows on page 16 that we did not meet however, that is only for a 3 month period.

1. PY’15 Grant Expenditure (Aug.-Sept. 2015)

Karen Craven provided a report on the grant expenditures stating 30.2% of the grant has been expended through October 2015 adding they are well on way to meeting expenditure goal. Ms. Craven added that 34.7% has been expended in Work Experience.

1. PY’15 Youth Budget Mod. 1

Ms. Craven referred to page 20 and provided a summary of details for mod. #1 to Youth budget. This is a transfer of funds within the budget as a result of personnel changes and adjust Client Flow chart as a result of the PT’15 carryover numbers confirmed by SCDEW and additional funds received from reallocation by State. The overall contract value increases slightly to $702,148.

**BOARD ACTION TAKEN: Recommendation from Youth Committee to approve Youth Budget Mod. #1 as submitted and approved by the Finance Committee, second by Jason Duncan. Motion carried with a unanimous vote.**

1. Revised PY’15 PYC Incentive Policy (Statement Added)

Ms. Craven referred to pages 31-32 and read the additional statement adding the Youth Committee was bringing a recommendation to add the statement back to the PYC Incentive Policy.

**BOARD ACTION TAKEN: Recommendation from Youth Committee to approve revision of PY’15 PYC Incentive Policy as presented, second by Doug Newton. Motion carried with a unanimous vote.**

1. In-School Youth Pilot Update (Summer Work Experience)

Ms. Craven referred to the article included in the meeting packet which is a copy page 10 of the TCTC Annual Report which highlights one of the participants in this pilot program. Ms. Craven provided an update on the In School Youth Pilot Program and participants on pages 35-38 expressing appreciation to all those who made this pilot program possible and successful.

Jennifer Campbell provided a brief synopsis of the participants and the businesses they were involved with for this program stating each was very successful for both the participant and the business.

1. 2015 AOP BIS Update

Chair Halfacre referred to page 39 for a report on the Anderson Oconee Pickens Business and Industry Showcase event and the transportation expenditures noting page 40 includes a write up the Independent Mail printed on the event.

1. Recognition - Jennifer Campbell, PYC - Recipient of “20 Under 40” Award

Mr. Halfacre recognized and congratulated Ms. Campbell for this award.

1. OneStop Operations Committee

Mr. Bowers referred to pages 43-49 for the Committee update from the 11/4/15 meeting on Strategic Plan, Outreach items and efforts.

1. SC Works Center Update

The Committee received a request from Henkels & McCoy to close the SC Works Centers in Anderson & Seneca from 12:00 – 1:00pm on 11/19/15 for the annual Thanksgiving meal at the Clemson SC Works Center.

**BOARD ACTION TAKEN:**   **Motion to allow the Anderson and Seneca SC Works Centers to close from 12:00 – 1:00 on 11/19/15 as recommended by the OneStop Operations Committee, second by David Collins. Motion to close Centers at noon carries.**

1. Covidien Update

Patty Manley provided a report stating the event was scheduled from 8:00am -12:00pm in the cafeteria area at Covidien so employees could stop by on breaks. Employers present were Michelin, Jtekt, Greenfield Industries, and Itron adding Tri County Technical College Corporate & Community Education representatives were also present providing information on training programs available.

1. WIOA Program Update
2. Eligible Training Provider List\*

Mr. Bowers reported 2 applications have been received for the Eligible Training Provider List and brought the following recommendation from the OneStop Operations Committee: After review, the committee recommends the Board deny application from Solar Energy due to not being an in-demand profession; the committee recommends approving the application from Norris Mechanical to be included on the ETPL.

**BOARD ACTION TAKEN: Motion to approve Norris Mechanical as an ETPL but to deny Solar Energy as recommended by the OneStop Operations Committee, second by Mike Wallace. Danny Brothers abstained, motion carried with a majority vote.**

1. Priority of Services Policy

Ms. Kelly referred to pages 60- 62 and provided an overview stating this policy was approved by the Executive Committee as reported earlier. Ms. Kelly stated the background for this policy stating WIA’s eligibility requirements did not require a Priority of Services Policy however, WIOA does require such policy.

**BOARD ACTION TAKEN: Motion to approve the modification request to the Priority of Services Policy as recommended by the OneStop Operations Committee, second by Ray Farley. Motion carried with unanimous vote.**

1. Business Services Update

Mr. Bowers reported the Business Services Integration Team meetings are continuing on a monthly basis with Ms. Manley leading the team’s efforts. Mr. Bowers reported that the State Workforce Development Board has set a goal to engage 10,000 new employers/businesses adding the goal for the WorkLink region is 685 new employers and enroll them in the Customer Relationship Management module in SCWOS.

Mr. Bowers referred to the addendum to the Board packet for information on the Local IWT Grant.

Mr. Acker provided an update on RRIWT stating Ulbrich Specialty Wire is in the process of closing out.

Ms. Kelly referred to page 65 for the draft Work Based Learning policy and provided an overview of the policy stating with in the regulations, the Board is allowed to set policies to guide staff and services providers in providing services to employers adding the best way to ensure we have the backing of the Board is to put this in a policy.

**BOARD ACTION TAKEN: Motion to approve and adopt the Work Based Learning Policy as recommended by the OneStop Operations Committee, second by Jason Duncan. Motion carried with a unanimous vote.**

1. Persons with Disabilities Committee
2. Committee Update

Ms. Graham referred to page 70 and provided a report from the 10/15/15 Committee meeting stating Susan Stockton, Disabled Veterans Outreach Program (DVOP) Specialist for SCDEW was voted in as an ad hoc Committee member. Committee members were also given an update on the ADA compliance construction at the Clemson SC Works Center. The walkway has been expanded, parking lines extended; parking barriers and appropriate signage installed however, the entrance threshold has not been completed.

Ms. Graham reported Pamela Smith with Vocation Rehabilitation provided Committee education on VR and the services VR collaborates with partners to provide.

Mr. Fields provided a report and presentation on the visits to the SC Works Clemson Center from Clemson University’s ClemsonLIFE Program students in recognition of October being Disabilities Employment Awareness month.

1. Finance Committee
2. PY’15 Allocations – PY’14 Recapture

Mr. Wallace deferred to Mr. Acker who provided an explanation for the PY’14 recapture of funds that were redistributed to other Local Workforce Development Boards. On pages 71-73 Mr. Acker noted the Notice of Funds Authorization as shown on page 72 and the DW program funds expenditures on page 73 adding page 74 shows how these funds were allocated across the Workforce Development Boards.

Mr. Acker reported on the allocation of funds that were given in October stating that any expenditures happening prior to October could not be paid out of the funds received in October it’s as if they are treating it like a separate grant which means we are forced to spend the previous year’s grant at a higher level due to not having carry over as we’ve had in the past. Steve Pelissier stated an ongoing issue statewide is that funds are not allowed to be spent in the timeframe that it is most needed, the busiest time of year which is fall semester for educational institutions adding the 70% expenditure of funds in the first year requirement is not a Federal requirement, it is a State requirement stating negotiations are ongoing with SCDEW.

1. PY’15 Budget Overview
2. WorkLink Grants

Mr. Acker referred to the first page of the addendum to packet stating although the balance of our funds have not been received from SCDEW, the funds are being spent as should be. The Obligations Report as of 10/26/15 and Operator & Program budgets are also included as information for Board members.

1. Henkels & McCoy
2. PY’15 Adult/DW Budget Mod. 1

Mr. Acker referred to pages 78-85 and reported on the Adult/DW Services budget Modification #1 stating this is an overall addition of $7,965 to the budget vis the Adult Funding Recapture from SCDEW.

**BOARD ACTION TAKEN: Motion to approve the PY’15 Adult/DW Budget Mod. #1 as recommended by the OneStop Operations and Finance Committees, second by Richard Blackwell. Motion carried with a unanimous vote.**

1. PY’15 Operator Budget Mod. 1\*

Mr. Acker referred to pages 86-91 reporting this modification request is basically a shift of funds due to staffing changes adding there is no overall change to the budget amount.

**BOARD ACTION TAKEN: Motion to approve the PY’15 Operator Budget Mod. #1 as recommended by the OneStop Operations and Finance Committees, second by Amanda Hamby. Motion carried with a unanimous vote.**

3) Ongoing Grants

Mr. Wallace deferred to Ms. Kelly who provided an update on the Make it in America grant on page 92 stating this grant is tracking along very well. On page 93, the On the Job Training spreadsheet is included as information on current contracts that are ongoing.

1. **Other Business**

Chair Halfacre noted the next meeting scheduled for February 17, 2016 stating Solé has acquired the restaurant so the February meeting may be catered.

1. **Adjournment**

With no further business to discuss the meeting was adjourned at 2:25pm.

*Respectfully submitted by: Patty Manley*