

**WORKFORCE INVESTMENT CORPORATION**

**OneStop Operations Committee Meeting Summary**

**November 04, 2015 @ 3:00pm**

**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Richard Blackwell Ed Parris Danny Brothers

David Bowers

**Members Absent:**

Teri Gilstrap Amanda Hamby

**Staff Present:**

Jennifer Kelly Trent Acker Windy Graham

**Guest Present:**

Matt Fields Renee Alexander

1. **Welcome and Introductions**

Richard Blackwell called the meeting to order at 3:09pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

1. **Approval of 08-19-2015 Meeting Minutes**

The minutes from the 08/19/15 meeting were emailed with the meeting notice and included in the meeting packet. Chair Blackwell called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: David Bowers made a motion to approve the minutes as submitted, seconded by Ed Parris. The motion carried unanimously.**

1. **Strategic Planning**

Chair Blackwell stated the Committee’s objective for today is to determine a WorkKeys baseline number and deferred to Jennifer Kelly to lead discussion.

1. WorkKeys Update

Ms. Kelly referred to pages 7-13 of the meeting packet and opened the table for discussions on the Strategic Plan. Committee members discussed a plan on how to address the goals laid out in the Strategic Plan and agreed to address one objective per committee meting and review progress on items already addressed previously.

The Committee reviewed Goal 1, Objective 1: Establish a baseline for WorkKeys data and viewed Work Ready data via ACT database online.

*Data captured 10.20.15*







The Committee will address this after all three counties have their Maintenance Goals in place. Ms. Kelly will be prepared to provide an update on Objective 1 and will add Objective 2 to agenda.

Mr. Acker reported the contract with ACT has been extended through 6/30/16 for WorkReady Communities so things will continue as usual however, it is still unclear as to whether additional funding will be provided for proctoring cost. The SWIB did set aside $100,00 for profiles.

1. **SC Works Operations**

Chair Blackwell referred to page 15 which is an oped that ran in a local newspaper, the Journal in Oconee county, that spotlighted softskills and topics specific to job seekers and employers in our area.

1. Outreach

Ms. Kelly reviewed the progress the Outreach Committee has made with outreach efforts. The Outreach Committee meets monthly on the first Thursday of each month:

* Matt Fields has written a series of jobseeker articles relating to soft skills that will be published in the Seneca Journal. As part of each article, he talks about the SC Works Centers.
* Ms. Kelly also shared with the committee a series of flyers in the process of being published.
	+ One flyer features job seeker services that can be shared across all three counties.
	+ An employer flyer and a job seeker community resource flyer have been tailored for each county.
	+ A business card featuring the SC Works Clemson address and phone number with talking points on the back will be printed for Board members and partners to share with the community.
	+ A post card will be released in Pickens County, targeting low-income mail routes, pointing them to the SC Works Centers in Clemson and Easley.
1. SC Works Centers Report

Ms. Kelly deferred to Matt Fields to provide and update regarding the Centers. Mr. Fields reviewed the reports on page 14 with Committee members.

Mr. Fields stated ClemsonLife students visited the Clemson Center to heighten staff awareness duirng Disabilities Awareness month in October adding a second group is scheduled to attend in early November. Overall, this was a successful visit for these students and Center staff. Mr. Fields noted that Columbo’s Pizza provided lunch which was enjoyed by the group.

Mr. Fields stated in keeping with tradition, a Thanksgiving lunch is being planned for all staff on 11-19-15 and requested to close the satellite centers at 12pm in order for staff to participate in lunch as well as participate in staff training. Following discussions, Committee members agreed and a motion was called for.

**ACTION TAKEN: Danny Brothers made a motion to approve closing the Satellite Centers on 11-19-15 at noon as presented, seconded by Ed Parris . The motion carried with a unanimous vote.**

1. Partnerships

Mr. Fields reported that he is working with several partners in regards to the SC Works Centers. Mr. Fields stated that a referral process has been implemented between Anderson Interfaith Ministries (AIM) and the SC Works Centers. Changes are being made in the referral process in order to increase referrals to training through AIM.

Mr. Fields also stated that he is also working with MorphoTrust, a for-profit company that provides background checks to jobseekers, to find out more about the services offered and expectations of a potential partnership.

1. **Adult/DW Program**
2. Funding Re-allocation/Re-capture

Trent Acker reviewed the process surrounding the Funding re-capture in the amount of $325 from the State from the Dislocated Worker allocation reporting this was due to the fact that we were required to obligate 80% of the Dislocated Worker funds prior to June 30, 2015. Any overage would be returned to the State for re-distribution. We obligated 79.95%, resulting in the $325 being re-captured.

Mr. Acker also reported we received $7,965 in Adult funding from other local areas that did not obligate 80% of their Adult funding by the June 30 deadline. The Finance Committee voted to give the reallocated Adult funds to the Henkels and McCoy budget. The final recommendation on which line items would receive the funding would be left to the One Stop Operations Committee.

1. Financial Update

Mr. Fields referred to page 17 and reviewed the expenditure and obligation rates associated with the Operator and WIOA (Adult, DW) Program grants awarded to Henkels & McCoy for this program year. Through September 30, 2015:

* 22.9 % of the Operator Grant has been expended.
* 25.9% of the Adult budget has been expended.
* 30.2% of the Dislocated Worker budget has been expended. The goal to be expended is 25%.
* Obligations Report

Mr. Fields reported obligations are on track and WIOA program and are currently ahead on enrollments therefor can move forward on enrollment outreach.

* AD/DW Program Budget Mod #1

Mr. Fields reported $69,929.43 remains of the tuition line item (includes both Adults and Dislocated Workers) that may be used for new participants requesting training. $175,920.57 has already been promised to participants in the WIOA program. Mr. Fields reported Henkels & McCoy brings a request to add the $7,965 from the “Funding Reallocation/Recapture”, explained above, to the Henkels & McCoy Adult Program budget.

If funds are put into the Training line item the following split will occur:

|  |  |  |
| --- | --- | --- |
| Total |   | $   7,965.00  |
| Overhead | 11.32% | $       901.64  |
| Audit | 0.07% | $            5.58  |
| Profit | 4.00% | $       318.60  |
| Adult Training |   | $   6,739.19  |

**ACTION TAKEN: Danny Brothers made a motion to approve allocating the Recapture of Funds as presented, seconded by David Collins. The motion carried with a unanimous vote.**

* Operator Budget Mod#1

Mr. Fields referred to pages 21-33 stating the Finance Committee has approved this modification however, it has been included as information for this Committee.

1. Program Overview

Mr. Fields reviewed the program usage reports included in the packet beginning on pages 34 - 36.

1. Succss Stories

Renee Alexander provided a brief overview of several participant success stories included on pages 37-39.

1. Performance Measures

Windy Graham stated that we are currently meeting or exceeding the Adult and Dislocated Worker measures for Entered Employment, Retention Rate, and Average Earnings. Ms. Graham reminded the committee that this will be last year of these performance measures. We will be under WIOA performance measures beginning in July of 2016.

1. Eligible Training Provider List
2. Norris Mechanical

Ms. Graham reviewed two applicants to the Eligible Training Provider List (ETPL): Norris Mechanical and Solar Energy International. Norris Mechanical applied previously to train welders through our ETPL list, but was denied due to the fact that Norris Mechanical had not obtained all previously required licensures.

1. Solar Energy International

Ms. Graham shared labor market information with the committee demonstrating that solar energy installation is not currently in-demand in the WorkLink region. Ms. Graham stated that Solar Energy International has not responded to her requests for additional information at this time.

**ACTION TAKEN: Ed Parris made a motion to approve and add Norris Mechanical to the ETPL and to deny Solar Energy International access to ETPA as presented, seconded by David Bowers, Danny Brothers abstained from the vot . The motion carried with a majority vote.**

1. Priority of Service Policy

Ms. Kelly reviewed the Priority of Service Policy adopted by the Executive Committee on October 9, and proposed a change to the Basic Skills Deficiency section. This proposal comes after further information and guidance was given by the State to the local administrators. The revised policy would expand the basic skills deficiency priority to allow anyone that does not (1) currently have a High School Diploma or GED; or (2) score at least a Gold level certificate or higher to enter the WIOA program under this priority. The Committee voted to approve this change to the policy.

**ACTION TAKEN: Ronnie Booth made a motion to approve the changes to the Priority of Services Policy as presented, seconded by Danny Brothers . The motion carried with a unanimous vote.**

1. **Employer Services**

Mr. Acker shared with the Committee that the Business Services Integration Team continues to meet monthly with Business Service Representatives from across the region. The purpose of this team is to address Employer Service Standards in the OneStop Certification Standards. These are still pending. The team is currently reviewing the Business Engagement Plan for WIOA compliance. Patty Manley, Business Service Representative for WorkLink, is leading the team and has reached out to Ready SC and to Rick Murphy (Regional Workforce Adviser) with the Regional Education Center to ask them to join this group.

1. Business Engagement

The State Workforce Development Board set a goal for PY’15 to engage 10,000 new businesses/employers and to enroll them in the Customer Relationship Manager module of the SC Works Online Services database. To reach the goal, each workforce area must increase employer engagement by 10.1%; WorkLink’s goal is to engage 685 new employers. The policy states that “employer engagement is defined as an in-person consultation with a new business to promote and discuss the range of services available through the SC Works system. Consult must be with a company rep that has hiring authority. Phone calls, emails, & informational packets or business cards left are not included in this definition.” We are working with Department of Employment and Workforce (DEW) recruiters, Henkels & McCoy staff and DEW Veteran Representatives to meet this goal. At the end of August our area had engaged 95 new businesses. We are waiting on the September and October reports from the State.

1. Covidien Layoff/Job Fair

The SC Works Centers hosted a job fair on October 14, 2015 on-site at Covidien. WorkLink, Henkels and McCoy, SCDEW Recruiters and Trade worked together to serve 45 soon to be laid off employees to find new employment. The following employers were present at the job fair: Jtekt, Michelin, Greenfield and Itron. Tri-County Technical College Corporate & Community Education division was present to discuss MSSC training opportunities. Rapid Response information was given out the following week.

1. Incumbent Worker Training Grants

Ulbrich is the remaining rapid response IWT grant, set to finish on December 30, 2015. One class remains to be completed and billed. There is one new rapid response IWT application pending for Stanco Metal Products. It has been routed to DEW for review.

WorkLink has also issued a request for proposals for local IWT grants. WorkLink was awarded with approximately $45,000 to award to companies in the WorkLink region. The funds will be split according to county fair share. The Economic Developers will form an ad hoc committee that will meet on November 9 to decide on a recommendation for funding.

1. On-th-Job Training Coordination Update

Anderson employers utilizing OJT funds are going well. WorkLink has two successful completions with K&K Trucking and MTS Office Machines. There was one unsuccessful completion at Belton Metals due to a participant quitting. The participant was 70 hours short of successful completion of the contract; however, the remaining participant still has an active OJT contract ongoing at Belton Metals. This participant is doing very well despite multiple barriers, including being an ex-offender and homeless. OJT agreements in Oconee County with MoreSun Custom Woodworking and in Pickens County at Reliable Automatic Sprinkler Co. have recently been executed. Ms. Manley is currently in the process of establishing OJT contracts with VCI and Wilbert Plastics in Pickens County, and is following up with Robinson Home Improvement, a small business that has expressed interest. The On-the-Job Training Contract log is in the Board packet.

1. Work-Based Learning Policy

Ms. Kelly brought forth a proposed policy for Work-Based Learning. Ms. Kelly stated that the policy formalizes (for the purposes of WIOA) how we handle business services in the region. The following are guidelines outlined in the policy:

* OJT and ITAs will be written for Apprenticeships. The total for the apprenticeships will be subject to the $5,000 per program year or $10,000 lifetime cap.
* OJT will be reimbursed at the 75% rate for small businesses (250 employees or less) or long-term unemployed individuals 16 weeks or longer); otherwise, 50% reimbursement will be used.
* IWT funds set aside by the Board will be handled by an ad hoc committee.
* Transitional Jobs will not be pursued at this time.

The proposed policy is available in the Board packet.

**ACTION TAKEN: Danny Brothers made a motion to adopt the Work Based Learning Policy as presented, seconded by Ed Parris . The motion carried with a unanimous vote.**

1. **Other Business**
	1. Committee Meeting Dates

The following 2016 Committee meeting dates were approved by the committee: January 20, 2016; March 16, 2016; May 18, 2016; August 17, 2016; October 19, 2016.

* 1. Ad Hoc Committee Members

The Committee received one application for Kal Kunkel to join the Operations Committee. This application was tabled until the next One Stop Operations Committee meeting.

1. **Adjourn**

*Respectfully submitted by: Patty Manley, Office Manager*