

**WORKFORCE INVESTMENT CORPORATION**

**OneStop Operations Committee Meeting Summary**

**August 19, 2015 @ 3:00pm**

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

**Members Present**

Richard Blackwell Ed Parris Amanda Hamby

Danny Brothers David Bowers

**Members Absent:**

Teri Gilstrap

**Staff Present:**

Jennifer Kelly Trent Acker Patty Manley

Windy Graham

**Guest Present:**

Matt Fields Kal Kunkel Renee Alexander

Steve Riddle

1. **Welcome and Introductions**

Richard Blackwell called the meeting to order and announced this is the initial meeting of the OneStop Operations Committee and was being recorded for processing of minutes and that this would be an informational meeting only. Introductions of all in attendance were made.

1. **Committee Overview**

Mr. Blackwell deferred to Jennifer Kelly to provide an overview of the functions of this new committee. Ms. Kelly stated this committee is the SC Works Operations Committee and has been formed by combining the concepts and focus topics of the Workforce Skills & Education Committee and Business Partnerships Committee to oversee the workforce development system as it relates to Adult & Dislocated Worker Program and the SC Works Centers.

Ms. Kelly referred to pages 2-11 of the meeting packet which is the TEGL, Training & Employment Guidance Letter, received from the State on 08/13/15 calling attention to pages 5-7 which gives guidance for the OneStop Centers under WIOA. Characteristics of a High-Quality OneStop Center have been grouped into three main focus categories; a) Customer Service - primarily to employers but also excellent customer service to job seekers; b) Innovation and Service Design – making sure we are technologically savvy; and c) Systems Integration and High Quality Staffing – ensuring we have staff trained to meet employers needs and ensuring that we are using the database given by the State and integrating as many partners into the system as much as possible.

1. SC Works Operations

Ms. Kelly referred to pages 12-19 and provided a brief report on the services to job seekers, services to employers in the Centers. Ms. Kelly noted the comparison between PY’14 fand PY’15 for the demographics of participants in WIA/WIOA; WIOA Individualized Career services & active caseload; and Training services for PY’15 and PY’14 as shown on pages 14-22. Ms. Kelly included three success stories in the packet on pages 23-25.

1. Adult/DW Program

Ms. Kelly called attention to pages 26 & 27 which are the Budget & Obligations reports stating PY’14 ended with Henkels & McCoy expending 98.15% of their grant.

1. Employer Services

Patty Manley provided an update on the Monthly Hiring Events that are being held in each of our three counties stating that the events held in June, July & August saw a larger number of job seekers than had in the recent past events and added that numerous hiring events are being held in our Centers for various employers on an on-going basis.

Ms. Manley also provided an update on the Business Service Integration Team meetings reporting the team is working on and addressing our Business Engagement Plan as we move forward with WIOA.

Ms. Manley provided an update on the following grants:

* RRIWT – AFR ended 7/31/15; Ulbrich Speciality Wire has trainings in progress that should wrap up by their end date of 12/30/15.
* OJT – Currently we have 4 contracts in place totaling $15,288. All 4 contracts are in Anderson County. Adult funding stream has a balance of $16,772 and DW funding stream has a blance of $8,000. Ms. Manley asked the Committee for guidance on remaining OJT agreements based on OJT Adult funds balance and that all current contracts are with Anderson County employers. Mr. Acker explained, in the past, the funds had been split between the three counties based on county fair share. Mr. Blackwell asked that Ms. Manley send an email to the Economic Developers with information on OJT as well as other business/employer related services and allow Oconee and Pickens Economic Developers the opportunity to assist in contacting employers for possible OJT proprospects.
* DW-RR OJT – 11 contracts with Medshore Emergency Services in Williamston ended 8/7/15 expending $21,121.08. We deobligated $6,313.63 due to several employees not hitting the 200 hour training mark and 3 other participants were employeed part-time vs. full time or chose not to start work at this time.
* DWT-NEG – 2 contracts with Medshore were split between DWT NEG & DW-RR OJT.

1. **Committee Organization**
2. Election of Chair/Vice Chair

Mr. Acker stated as part of todays agenda, members will need to take care of organizational matters associated with being a new Committee.

Following a round table discussion, nominations for Committee Chair and Vice Chair ensued.

**ACTION TAKEN: Danny Brothers made a motion nominating Richard Blackwell as OneStop Operations Committee Chair, seconded by Ed Parris . The motion carried with a unanimous vote.**

**ACTION TAKEN: Ed Parris made a motion nominating David Bowers as OneStop Operations Committee Vice Chair, seconded by Richard Blackwell . The motion carried with a unanimous vote.**

1. Ad hoc Committee Members

Discussion held regarding several ad hoc committee members were previously on the Workforce Skills & Education and Business Partnerships Committees and whether an invitation should be extended for the new committee. Mr. Blackwell informed members that previous ad hoc member, Wayne Frady had now retired and most likely not available. It was noted that Amanda Blanton is head of the PACE Board and would be a benefit to this Committee.

Discussion followed regarding inviting OneStop Partners, natural partners for writing grants, and others that would be beneficial to the Committee. Mr. Parris stated Rebecca Hartley with Clemson Central Workforce Development and Kim Veal with RBC Aerostructures would be good additions as ad hoc members.

Ms. Kelly will contact these individuals to see if they are interested in ad hoc membership to this Committee and will move forward with applications if so. The applications of those interested will be presented at the October meeting for Committee members to vote.

1. Meeting Dates/Times

Mr. Blackwell stated the need to verify if the third Wednesday of the month at 3pm will work for all members. Everyone was agreeable. The next meeting is scheduled for 10/21/15.

1. **Strategic Planning**

Mr. Blackwell stated in regards to the Strategic Plan, the plan or goal is to have a draft plan to submit to the full Board at the 09/09/15 meeting referring to the three goals as outlined on pages 34-38. We have three goals that we have been specifically assigned to address: 1, 2, and 4. The third goal we will need to circle back and review if time allows. The Youth Committee has already drafted some goals for consideration for the Board that may overlap what we are trying to accomplish. If needed, we can review the Youth Committee plans and strategies for generating ideas and conversation.

Ms. Kelly referred to pages 34-39 of the Draft Strategic Plan and began by reviewing Goal #1 adding the Committee’s goal for today will be to develop action strategies for the objectives set by the Executive Committee for each of these goals.

Following discussions Committee members agreed to read over the draft plan and communicate sugestions for actions over the next couple days. Staff will draft strategies and action plans and will email to committee members on or by 8/21/15. Committee members will review and respond with comments by 8/28/15.

1. **WorkKeys Update**

Mr. Acker provided a brief overview of the upcoming changes to WorkKeys.

1. **Other Business**
   1. Information only provided by Windy Graham regarding Norris Mechanical, applicant to the Eligible Training Provider List (ETPL). Ms. Graham reported Mr. Norris has now received a State license for teaching Welding and has re-applied to be added to the ETPL.

Mr. Blakcwell recommended the Committee not make a decision on his application until the October meeting.

Mr. Acker reported the Finance position has been posted and will run until 9/4/15. A Committee consisting of Trent Acker, Danny Brothers, Robert Halfacre & Stephanie Collins will be reviewing applications and looking to fill this position very soon.

1. **Adjourn**

*Respectfully submitted by: Patty Manley, Office Manager*