

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**June 15, 2016 - Minutes**

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

**Members Present:**

Brooke Dobbins Danny Brothers Edgar Brown

David Collins Kristi King-Brock Jason Duncan

Doug Newton Teri Gilstrap Robert Halfacre

Mike Wallace Pat Pruitt Ed Parris

Terence Hassan

**Members Absent:**

Richard Blackwell David Bowers Ronnie Booth

Stephanie Collins Ray Farley Mary Gaston

Billy Gibson Amanda Hamby Pamela Smith

**Staff Present:**

Trent Acker Jennifer Kelly Sharon Crite Windy Graham Patty Manley

**Guest Present:**

Matt Fields Renee Alexander Steve Riddle

Karen Craven Zach Nickerson Lisa Gillespie Diana Goldwire Steve Pelissier

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.

1. **Approval of Minutes**

The minutes from the 04/20/16 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 Jason Duncan. The motion carried with a unanimous vote.**

1. **Director’s Report**
2. Meetings and Events

On page 8, Mr. Trent Acker noted the meetings, trainings and events staff has attended since the last Board meeting and is included for Board members review. Mr. Acker stated staff is interested in attending addtional meetings the Board deems necessary and or valuable to the Board.

1. H. 4145

Mr. Acker informed Board members that the Governer signed H. 4145 into legislation on or around 6/6/16 adding South Carolina has a coordinated council for workforce development which is outlined on pgs 9-10. We will continue paying attention to see how it will influence us and will keep Board informed as more information is learned.

1. Business Engagement Goals

Mr. Acker referred to page 11 reporting the WorkLink area met/exceed the goal of 685 by engaging 772 new companies and should be receiving a $10,000 Incentive Grant. The Board will be making the decision on how those funds are to spent and staff will be recommending monies spent toward employer services.

Mr. Acker referred to pages 12-34 which is a State Instruction letter and a template for the MOU for the Board’s review. MOU is put in place for all required partners and the Cost alloction plan was put together by Jennifer Kelly to take when meeting with partners and agencies to discuss and negotiate MOU. Next year, the law requires a State fall back if agreements are not made/met.

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

Chair Halfacre stated their were no action items to report from the Executive Committee since the 4/20/16 Board meeting.

1. Special Presentation

Chair Halfacre reported that County Council has been informed of Pamela Smith and Michael Keith’s resignation from the Workforce Development Board and will be addressing in the coming Steering Committee meeting(s).

Chair Halfacre noted that Ms. Smith will be retiring as of the end of June congratulating her and will be presenting her with a plaque in appreciation of her time and service as a member of the WorkLink Workforce Development Board of Directors.

1. Board Officer Elections

Chair Halfacre stated there is no need for a nomination for Secretary & Treasurer but will need nominations for Chair and Vice Chair. David Collins noted the Board member nominated for Board Chair must currently be a member of the Business Sector.

**BOARD ACTION TAKEN: Danny Brothers made a motion to recommend/nominate Brooke Dobbins for Chair of the WorkLink Workforce Development Board and Mike Wallace as Vice Chair of the WorkLink Workforce Development Board. Nominations seconded by David Collins. Motion carried unanimously.**

1. Finance Committee
2. PY’16 Budget Negotiations

a) Youth

Mike Wallace, Finance Chair deferred to Karen Craven of Eckerd for a report on the PY’16 Budget. Ms. Craven referred to pages 35 – 39 and provided a brief overview of the proposed PY’16 Youth Budget, the year to year cost comparison along with a brief explanation of the line item changes. Ms. Craven reported the proposed Youth Budget includes an overall decrease of $22,824.60 for PY’16.

**BOARD ACTION TAKEN: Motion from the Finance Committee to approve PY’16 Youth Budget as presented. Motion seconded by Kristi King-Brock. Motion carried unanimously.**

b) Adult/DW Program

Mr. Wallace deferred to Matt Fields of Eckerd. Mr. Fields referred to pages 42 which shows an overview for the proposed PY’16 Adult/Dislocated Worker Budget in the amount of $740,000 with a split of 89% Adult/11% Dislocated Worker. Mr. Fileds provided a brief overview of the proposed budget which is to serve 610 participants for PY’16 and includes an overall decrease of $14,943.

Mr. Fields explained the client flow numbers for this budget were determined by calculating the per person cost for the previous year’s budget.

**BOARD ACTION TAKEN: Motion from the Finance Committee to approve PY’16 Adult/Dislocated Worker Budget as presented. Motion seconded by Brooke Dobbins. Motion carried unanimously.**

c) Adult/DW Operator

Mr. Fields referred to page 49 which shows the proposed PY’16 Operator Budget in the amount of $75,000 adding pages 53-54 include the the year to year comparison and an overall decrease of $15,0000 for this PY.

Chair Halfacre stated the PY’16 Operator budget has been reviewed by the Finance Committee, but minor changes were made since that meeting so the budget comes to the board for approval, therefor a motion and 2nd will be required.

**BOARD ACTION TAKEN: Motion from David Collins to approve PY’16 Adult/DW Operator Budget as presented. Motion seconded by Kristi King-Brock. Motion carried unanimously.**

d) WorkLink Budget

Mr. Wallace deferred to Mr. Acker. Mr. Acker referred to added page at back of packet which is PY’16 In-House Budget and includes line items the Board sees from year to year adding this is a first round budget and represents very conservative amounts and Board members should expect to have modifications brought before the Board as additional grants are received.

**BOARD ACTION TAKEN: Motion from Jason Duncan to approve PY’16 WorkLink In-House Budget as presented. Motion seconded by Ed Parris. Motion carried unanimously.**

1. PY’15 Budget Overview
2. Youth

Ms. Craven referred to page 55 which is cumulative report and provided an overview of line items stating as of 5/31/16 the buget is 90.4% expended. Work experience is expending really well with 6,637 man hours has been worked through Work Experience out of a total of 7,489 man hours.

1. Adult/DW Program

Mr. Fields referred to page 57 reporting as of 4/30/16 this budget is at 79.1% expended out of the goal of 83.3% adding that with obligations this budget should meet the expenditure goal.

1. Adult/DW Operator

On page 56, Mr. Fields reported this budget is 83.1% expended out of 83.3% and is meeting the expenditure goal.

Mr. Fields continued to page 65 reporting on formula tuition which tracks training vouchers paid and those in the process but not yet paid.

1. WorkLink Budget Modifications

Mr. Acker referred to page 66 which is the PY’15 WorkLink In-House Budget stating this may need to come before the Executive Committee due to line item changes that will be forthcoming. Mr. Acker added he will be meeting with Brandi Runion 6/17/16 to go over this budget’s line items therefor no votge is needed at this meeting.

On page 67 Mr. Acker reminded Board members of the requirement by SCDEW to meet 80% Obligation Rate and as progress shows we are currently at 80.39% for Adult funding stream, 89.9% for Dislocated Worker funding stream and 80.39% for Youth funding stream.

Page 70 shows the Fund Utilization Rate through April stating this is aless stringent rule put in place by the Board and we are meeting that goal currently.

1. Ongoing Grants

Mr. Acker continued on page 71,reporting on the Local Incumbent Worker Training Grant, stating monies are being spent well. There may be additional modification(s) to extend to end of August &/or to re-allocate funds for one or more companies with justifyable explanation. Anticipate expending 100% of funds. Mr. Acker reported we may see a larger amount for PY’16 pending the SWDB meeting as he has been lobbying for a change in the formula used to allocate funds.

MiiA Grant as shown on page 72 is moving along and tracking well.

Mr. Acker referred to the OJT spreadsheet on page 73 stating Ms. Manley is doing a good job spending these funds even though there is a balance of $5,500 in Adult and $1,500 in DW.

1. Youth Committee
2. PY’15 3rd Quarter Youth Performance

Kristi King-Brock, Youth Committee Chair referred to page 74 which shows we are currently meeting and or exceeding in all goals. Ms. King-Brock noted, we have 75 participants that will walk in the Adult Education Centers GED graduations and a number of participants that have received their GED but chose not to participate in the graduation ceremony.

1. WIOA Youth Program Fact Sheet/Highlights

Ms. King-Brock referred to pages 75-76 stating this has been included as information for the Board.

1. PY’15 Local Youth Monitoring Report

Ms. King-Brock stated the Monitoring Report from the State has been included as information for the Board on pages 77-78.

1. OneStop Operations Committee
2. Committee Report

Ms. Jennifer Kelly reported from the 5/18/16 OneStop Operations Committee meeting referring to pages 89-90 updating the Board on the Committee’s approach to the Strategic Plan, Outreach, SC Works Systems, Adult & DW Program and Business Services.

Print material as samples of outreach material currently being used for employers and job seekers and one that lists partners. Newest outreach item is a pen with stylus.

1. SC Works Operator

Ms. Kelly reported system wide and employer services reports on page 92 show services and participation is drawing to a close and have been tracking very well.

Ms. Kelly added she will be working with staff analyzing numbers on the attendance to the workshops to see how and if attendance can be increased and will be looking at who we may be able to partner with for those workshops for PY’16.

1. Adult/DW Program

Ms. Kelly referred to pages 93-97 which is a snap shot of the Employer Services, Demographics of participants and the WIOA Individualized Career Services reports which are also moving and tracking very well adding we are currently ahead of the enrollment goal by 10. Ms. Kelly highlighted the training and credentials on page 96.

A sample workshop calendar is provided on page 97 as information for the Board to see the types of workshops are being offered in the Centers.

1. Eligible Training Provider List

Ms. Kelly referred to page 98 reporting as a result of WIOA and the changes for the ETPL application process a recommendation comes from the OneStop Operations Committee to approve the ETPL Training Provider List Policy.

**BOARD ACTION TAKEN: Motion from the OneStop Operations Committee to approve the Eligible Training Provider List (ETPL) Policy as presented. Motion seconded by David Collins. Motion carried unanimously.**

Ms. Kelly continued on page 101 which is a companion instruction letter for the appeals process explaining that if a taining provider is not approved, this explains how they may appeal the decision if so desired.

**BOARD ACTION TAKEN: Motion from the OneStop Operations Committee to approve the ETPL Appeals Process Policy as presented. Motion seconded by Pat Pruitt/Doug Newton. Motion carried unanimously.**

Ms. Kelly reported during the Committee’s discussion of the 5 Industry Clusters, a recommendation was made to discontinue approving training for the Retail Trade Industry as these occupations do not lead to self-sufficient wages but to continue allowing CDL Truck Driver Training and Heavy Equipment Operator training until such time as the industry cluster can be updated.

**BOARD ACTION TAKEN: Motion from the OneStop Operations Committee to discontinue approving training for the Retail Trade Industry as a cluster, but to allow CDL Truck Driver training and Heavy Equipment Operator training to be approved as individual trainings until such time as the industry clusters may be updated. Motion seconded by Doug Newton. Motion carried unanimously.**

1. Employer Services

Ms. Patty Manley reported on the Oconee Hiring Event from 5/19/16 at the Shaver Recreation Complex which yielded 151 job seekers adding the Anderson county Hiring Event is being planned for 8/4/16 at the Anderson Mall and stand alone events in the Centers are continuing to be scheduled as needed and requested by area employers.

Edgar Brown inquired who would a company partner with to host a job fair in the construction & electrician field. Pat Pruitt responded SC Works can assist with such an event for the WorkLink region and our counterparts in other areas should be willing to assist as well.

1. Persons with Disabilities Committee
2. Committee Update

Pat Pruitt referred to page 103 and reported from the 5/12/16 Committee meeting stating Chris Sparrow from AbleSC provided a presentation to the Committee regarding ettiquitte for communicating, working, etc. with a person with a disability.

1. **Other Business**

Chair Halfacre called for other business.

Teri Gilstrap thanked WorkLink staff and others on the advertising and outreach items and recommended an ad hoc committee be formed to look at marketing initiatives and if funding can be made available to ensure all staff and partners have the correct tools needed.

1. **Adjournment**

With no further business to discuss the meeting was adjourned at 2:14pm.

*Respectfully submitted by: Patty Manley*