



WORKFORCE INVESTMENT CORPORATION
OneStop Operations Committee Meeting Minutes
August 17, 2016 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Richard Blackwell
Ed Parris

Danny Brothers

Teri Gilstrap

Members Absent:

Amanda Blanton

David Bowers

Amanda Hamby

Staff Present:

Jennifer Kelly
Patty Manley

Trent Acker

Windy Graham

Guest Present:

Renee Alexander

Steve Riddle

Matt Fields

I. Welcome and Introductions

Richard Blackwell Chair, officially called the meeting to order at 3:25pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 5-18-2016 Meeting Minutes

The minutes from the 5/18/16 meeting were emailed to committee members and included in the meeting packet. Chair Blackwell called for corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: Danny Brothers made a motion to approve the minutes, seconded by Teri Gilstrap. The motion carried unanimously.

III. Strategic Planning

Ms. Kelly provided information on the updates for Goal 1 - Objectives 1 and 2 as shown on pages 9-11 and referred to the charts for the baselines for WorkKeys data as of 10/20/15 and the number of certificates awarded since the baseline was established:

| ANDERSON COUNTY | | | | | | | | | | |
|--|-----------------------------------|---------------|----------------|----------------|--------------|------------------|---------------|--------------|----------------------|-----------------------|
| ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC] | | | | | | | | | | |
| WORKFORCE | | TOTAL NCRC | BRONZE NCRC | SILVER NCRC | GOLD NCRC | PLATINUM NCRC | NOT EARNED | NCRC PLUS | 10.20.15 Baseline | 5.18.16 Difference |
| Current | Private | 894 | 154 | 495 | 242 | + | - | 18 | 753 | 141 |
| | Public | 609 | 92 | 349 | 165 | + | - | 81 | 530 | 79 |
| Emerging & Transitioning | High School | 4832 | 1151 | 2624 | 1030 | 27 | - | 325 | 2859 | 1973 |
| | College | 101 | 15 | 61 | 25 | 0 | - | 6 | 85 | 16 |
| | Adult Education | 756 | 189 | 477 | 90 | 0 | - | 94 | 658 | 98 |
| | Unemployed | 1369 | 332 | 805 | 231 | + | - | 71 | 1121 | 248 |
| | Recent Veteran | 10 | + | 9 | 0 | 0 | - | 0 | 8 | 2 |
| | Workforce category not identified | 51 | 18 | 24 | 9 | 0 | - | 0 | 49 | 2 |
| Totals | | 8622 | 1952 | 4844 | 1792 | + | - | 595 | 6063 | 2559 |
| NCRC Earned WKIV* | | 4298 | | | | | | | 3620 | 678 |
| Difference from previous review: | | | | | | | | | | 189 |

| OCONEE COUNTY | | | | | | | | | | |
|--|-----------------------------------|---------------|----------------|----------------|--------------|------------------|---------------|--------------|----------------------|-----------------------|
| ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC] | | | | | | | | | | |
| WORKFORCE | | TOTAL NCRC | BRONZE NCRC | SILVER NCRC | GOLD NCRC | PLATINUM NCRC | NOT EARNED | NCRC PLUS | 10.20.15 Baseline | 5.18.16 Difference |
| Current | Private | 308 | 42 | 191 | 74 | + | - | 7 | 258 | 50 |
| | Public | 324 | 38 | 170 | 111 | 5 | - | 127 | 274 | 50 |
| Emerging & Transitioning | High School | 1307 | 300 | 704 | 295 | 8 | - | 0 | 777 | 530 |
| | College | 24 | + | 14 | 7 | 0 | - | 0 | 17 | 7 |
| | Adult Education | 283 | 79 | 178 | 25 | + | - | 0 | 252 | 31 |
| | Unemployed | 835 | 206 | 515 | 113 | + | - | 6 | 595 | 240 |
| | Recent Veteran | + | + | 0 | + | 0 | - | 0 | 0 | 0 |
| | Workforce category not identified | 98 | 30 | 58 | 9 | + | - | 0 | 97 | 1 |
| Totals | | 3182 | 699 | 1830 | 636 | + | - | 140 | 2273 | 909 |
| NCRC Earned WKIV* | | 2278 | | | | | | | 1393 | 885 |
| Difference from last review: | | | | | | | | | | 670 |

| PICKENS COUNTY | | | | | | | | | | |
|--|-----------------------------------|---------------|----------------|----------------|--------------|------------------|---------------|--------------|----------------------|-----------------------|
| ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC] | | | | | | | | | | |
| WORKFORCE | | TOTAL NCRC | BRONZE NCRC | SILVER NCRC | GOLD NCRC | PLATINUM NCRC | NOT EARNED | NCRC PLUS | 10.20.15 Baseline | 8.15.16 Difference |
| Current | Private | 403 | 52 | 246 | 101 | 4 | - | 22 | 318 | 85 |
| | Public | 244 | 27 | 158 | 59 | 0 | - | 44 | 183 | 61 |
| Emerging & Transitioning | High School | 2512 | 568 | 1323 | 603 | 18 | - | 161 | 1541 | 971 |
| | College | 70 | 8 | 34 | 26 | + | - | 5 | 55 | 15 |
| | Adult Education | 1010 | 164 | 640 | 206 | 0 | - | 98 | 898 | 112 |
| | Unemployed | 872 | 178 | 535 | 155 | 4 | - | 64 | 635 | 237 |
| | Recent Veteran | 12 | + | 8 | + | 0 | - | 0 | 7 | 5 |
| | Workforce category not identified | 300 | 66 | 188 | 46 | 0 | - | 0 | 299 | 1 |
| Totals | | 5423 | 1065 | 3132 | 1198 | + | - | 394 | 3936 | 1487 |
| NCRC Earned WKIV* | | 3219 | | | | | | | 2119 | 1100 |
| Difference from previous review: | | | | | | | | | | 787 |

Ms. Kelly stated at the May meeting the Committee decided to look at workshops attendance for the whole year for PY'15 to set a benchmark and data to review for Objective 4: *Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers.*

a. SC Works Workshops

Renee Alexander referred to pages 13-15 reporting following the gathering of data of workshops attendance, they determined there were 885 attendees to workshops for PY'15 which equates to 73.75 attendees per month adding the most heavily attended workshops are Resume Writing and Using SC Works Online.

Ms. Alexander stated they are open to suggestion and guidance from the Committee regarding a baseline adding that SC DEW requires Basic Computer skills workshop to be offered daily and Resume Writing and Interviewing workshops to be offered weekly.

Ms. Alexander informed Committee members that we don't have a way to force or require general traffic/customers to attend workshops except those who are WIOA participants who are required to attend Interviewing and Resume Writing workshops before moving forward in the program.

Following the review of the current data and lengthy discussion, the Committee requested additional information from the Operator be available for the Committee for the October meeting.

b. WorkKeys

Trent Acker discussed the WorkKeys initiative and new developments that have been brought forth from SC Department of Employment and Workforce. ACT is planning to sunset several WorkKeys tests including Observation, heavily utilized in the WorkLink area among employers. The committee requested a letter be sent from the WorkLink Workforce Development Board to ACT and the State emphasizing the need for the test phase-out to be reconsidered.

Teri Gilstrap reported on the Work Ready Communities Initiative stating WorkKeys was taken out of Senate version of state budget and inquired if this Committee or the Board wishes to support &/or advocate that it be included back into the budget. Mr. Acker responded this would need to be addressed by the Board explaining it should be made via formal recommendation by this Committee requesting a letter of support for the Workforce Communities Initiative and funding as related to WorkKeys testing.

ACTION TAKEN: Teri Gilstrap made a motion for continuous action from the May meeting and requested the Executive Director draft a letter of support for the Work Ready Communities Initiative and funding related to WorkKeys testing and have each member of Executive Committee to sign the letter, seconded by Ed Parris. Motion carried.

IV. SC Works Operations

a. Industry Clusters

Chair Blackwell referred to pages 16-17 for a review of the industry clusters and vote if Committee members were prepared. Mr. Acker stated if there are other specific exceptions or occupation that should be included this committee should address.

Following review and discussions, the Committee decided not to make changes at this time. The industry clusters are as follows: Administrative and Support and Waste Management and Remediation Services; Health Care and Social Assistance; Manufacturing; and Professional, Scientific and Technical Services, as well as two specific occupations: Heavy Equipment Operator and CDL Truck Driver.

b. SC Works Update

Ms. Alexander reported hiring events are continuing to be scheduled at the Comprehensive Center and satellite Centers to meet the needs for employers and jobseekers.

Ms. Alexander reported the requirement for UI claimants to do a certain number (4) job searches changed as of 7/1/16 thereby causing a dip in the traffic into the Centers for job search services.

c. Outreach

Ms. Kelly reported from the Outreach Committee meeting stating the Committee discussed Social Media platforms for SC Works, and decided to focus efforts on Twitter, Facebook, and Wordpress. LinkedIn was ruled out. The group decided on the following Social Media hashtags:

- #SCWorksAOP (generic hashtag for all SC Works WorkLink posts)
- #betheNext1 (job seekers tips, articles, and events)
- #getemjobs (current hotjobs, hiring events, and job fairs)
- #imthenext1 (success stories)

V. Adult/DW Program

Ms. Kelly provided a brief overview on the close of PY'15 SC Works Center and reports listed as shown on pages 18-22

a. PY'15 Final Program Report

Steve Riddle provided an update on PY'15 stating the program year ended with a total of 182 enrolled. Out of those enrolled, 142 participants received training and 32 were referred to AIM via the SNAP grant. Mr. Riddle noted Career Coaches have an average of 100 participants on their caseloads adding PY'16 is off to a good start. There is currently 32% allocated in Adult funding & 45% allocated in DW funding with 9 referrals to AIM for the SNAP grant.

Mr. Riddle referred to pages 23-26 and encouraged Committee members to read the success stories included.

b. PY'16 Program Report

Ms. Kelly provided an on the PY'16 reports from 7/1/16 to current stating pages 27-31 which includes a demographic snapshot for participants in WIOA; Individualized career services which is a snapshot of who is in the program; and an overview of Training Services provided.

c. Eligible Training Provider List

Windy Graham reported the Eligible Training Provider list is continuing to be reviewed and updated by SC DEW and that she is receiving communication on a regular basis.

VI. Financial Update

a. PY'15 Final Report

Matt Fields referred to pages 32-34 reporting the PY'15 Operator budget was spent at 97.8%; the Adult budget expended 91.9% and the Dislocated Worker budget ended at 95.6% expended.

b. PY'16 Eckerd Grants

i. OneStop Operator

Mr. Fields referred to pages 35-40 which is the Operator budget and mainly covers staff & operating costs, showing it is spending on track.

ii. Adult/DW Program

Mr. Fields reported there was a discrepancy on 41-45 therefore he provided updated copies of PY'16 budgets. Beginning with the PY'16 Adult budget stating through July, it is 6% expended and the Dislocated Worker budget is 4.4% expended out of an 8.3% goal through July.

iii. Rapid Response

Mr. Fields noted WorkLink was able to get a Rapid Response grant which will cover Dislocated Worker training expenses allowing for a transfer of current Dislocated Worker funds to the Adult fund stream as shown on pages 46-52.

iv. Financial Workshop Grant

Mr. Fields reported on the Wells Fargo Incentive Grant in the amount of \$3,000 stating the funds are to be used for Financial Workshops adding their plan is to serve 100 clients/participants with this grant.

c. PY'16 Report

Mr. Riddle referred to pages 53-56 and provided an update on the Obligations Report.

VII. Employer Services

a. Business Engagement and Services

Ms. Manley reported on the Business engagement goal set by State WDB for WorkLink which is 685 new businesses engaged and entered in SCWOS adding, those areas meeting their goal will receive an Incentive Grant of \$10,000. As shown on page 57, WorkLink exceeded our goal by

142% engaging 975 new businesses/employers. We are awaiting word from SC DEW on the Incentive Grant and will keep Committee and Board apprised as information is received.

Ms. Manley reported since the May Committee meeting, 2 quarterly multi-employer hiring events:

- The Oconee County event was held 5/19/16 at the Shaver Recreation Complex in Seneca from 4-7pm with 21 employers and partners participating and 151 job seekers attending.
- The Anderson County event was held 8/4/16 at the Anderson Mall from 1-4pm with 33 employers and partners participating and over 500 job seekers attending.
- The Pickens County event is currently being planned for 10/13/16 from 3-6:60pm at Rock Springs Baptist Church in Easley.

b. Incumbent Worker Training Grants

Ms. Manley referred to page 58 which shows the summary of the local IWT Grants awarded to area employers and reported she continues to track expenditures and trainings with the local companies noting 2 modifications are in process for Bosch for and Tactical Medical Solutions to extend contract dates to accommodate training schedules with a possible additional modification for the \$161.10 Tactical Medical may not be able to use.

| Grant # | Company | Awarded | Spent | Balance | Mod. |
|------------|----------------------|-----------|-----------|-----------|------------|
| 15IWT01-01 | Sharpe Mfg | 9,129.60 | 9,129.60 | - | |
| 15IWT01-02 | Tactical Medical Sol | 15,300.00 | 4,500.00 | 10,638.90 | (161.10) |
| 15IWT01-03 | Allegro Industries | 3,999.60 | 678.60 | - | (3,321.00) |
| 15IWT01-04 | Robert Bosch | 1,312.50 | - | 3,563.38 | 2,250.88 |
| 15IWT01-05 | Imperial Die Casting | 14,150.88 | 11,900.00 | - | (2,250.88) |
| 15IWT01-06 | Plastic Omnium | 1,755.42 | 5,076.42 | - | 3,321.00 |
| | | | | | |
| | | 45,648.00 | 31,284.62 | 14,202.28 | |

Mr. Acker stated preliminary reports indicate Local IWT funding for PY'16 will be larger than PY'15 amounts adding that WorkLink may be receiving approximately \$83,000 this year addubg the formula used to determine funding for local areas changed for PY'16 which is a good thing for the WorkLink area. The new funding formula includes:

- 40% for the number of employers with 5+ employees
- 30% is % of labor force
- 30% based on the use of funds from most recent completed year

Mr. Acker noted WorkLink was 1 of 4 areas that used 100% of our PY'14 allocations stating it looks as though we will spend 100% of our PY'15 funds as well.

c. On-the-Job Training Coordination Update

The OJT reports for PY'15 and PY'16 are included for Committee review in the packet on pages 59-60. The final report for PY'15 shows it closed out with a balance of \$5,542.30 (Adult funding) and \$1,500 (DW funding). These monies will roll over to the PY'16 Board Budget includes a line item for OJT in the same amounts as last year: \$32,000 in Adult Funding, and \$8,000 in DW Funding. Ms. Manley reported she is working with employers to initiate contracts for PY16.

d. **Self-Sufficiency Rate**

Chair Blackwell referred to pages 61-62 stating the Self-Sufficiency Rate for the WorkLink region is set at 10.47 for OJT adding at the May meeting, this Committee discussed the possible need for further review, and possible change/increase to the rate for the WorkLink area.

Ms. Kelly stated the Self-Sufficiency Rate Fact Sheet from the United Way Report was emailed to Committee members prior to the meeting for review but is also included in the packet. Ms. Kelly provided information on what the report listed as the rates for each of our counties at Anderson \$14.81, Oconee \$12.69, Pickens \$15.77.

Chair Blackwell called for discussion and a recommendation from this Committee. The Committee shared thoughts and discussed where we are vs. where the rate should be set. Following discussions, Chair Blackwell recommended tabling this item so members can further investigate and come back to the next Committee meeting prepared to discuss and vote.

VIII. Other Business

Mr. Acker reported as required by the State, WorkLink staff is working on the Local Plan, policies, Regional Plan for our area stating the Regional Plan is new and most of that plan will in essence be 'this is what we plan to do in our region'.

IX. Adjourn

Respectfully submitted by: Patty Manlehy