

**WORKFORCE INVESTMENT BOARD  
BOARD MEETING**

**November 16, 2016 - Minutes**

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

**Members Present:**

Brooke Dobbins	Danny Brothers	David Bowers
Doug Newton	Ed Parris	Edgar Brown
Jason Duncan	Kristi King-Brock	Lisa Gillespie
Mary Gaston	Mike Wallace	Patrick Pruitt
Ray Farley	Robert Halfacre	Ronnie Booth
Stephanie Collins		

**Members Absent:**

Amanda Hamby	Billy Gibson	David Collins
Richard Blackwell	Teri Gilstrap	

**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite
Windy Graham	Patty Manley	

**Guest Present:**

Kal Kunkel	Renee Alexander	Steve Riddle
Karen Craven	Ann Marie Baker	Zach Nickerson
Kristen Sullivan	Diana Walters	

**I. Call to Order**

Board Chair Brooke Dobbins called the meeting to order at 1:04pm, 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 Dobbins welcomed everyone in attendance and introductions were then made by all in attendance.

**II. Approval of Minutes**

The minutes from the 09/21/16 meeting were emailed with the meeting notice and included in the meeting packet. Chair Dobbins called for any corrections or amendments to the minutes.

Mike Wallace noted section 2 of page 2 of the minutes should be amended to state '*Vice Chair Wallace called for any corrections or amendments to the minutes*'.

**BOARD ACTION TAKEN: Motion to approve the minutes with correction as stated, second by Ed Parris. The motion carried with a unanimous vote.**

### **III. Special Presentation**

Mary Gaston, Picken Adult Education and Diana Walters, TCTC presented information on Technical Career Pathways – I-BEST (Mfg. Career Pathways) for under resourced adults; ladder approach to education and advancement; blending work and learning.

Dr. Gaston requested Board members offer suggestions for where SC Works/WorkLink can fit into the model to enrich the program.

### **IV. Director's Report**

#### **A.) Regional and Local Plans**

Mr. Acker reported the Regional and Local plans have been submitted noting the State has 90 days to review and communicate any questions/concerns prior to approving. If no word is received it will be assumed the plans are approved. Mr. Acker will update Board members as additional information is received from State.

#### **B.) ACT - WorkKeys**

Mr. Acker referred to page 9 which outlines changes from ACT that will have major impacts on employers and WorkKeys assessments stating on a more positive note, several assessments slotted to be sunset in June 2017 have been extended until June 2018.

#### **C.) Technology Purchase**

Mr. Acker referred to the loose page titled In-House budget reporting WorkLink staff computers are 5-6 years old and are experiencing issues. This comes as a proposal from Staff that \$8,000.00 be moved from the Undesignated Funds line item into the Technology Upgrades line item in support of the purchase of new laptops for staff.

**BOARD ACTION TAKEN: Kristi King-Brock mad a motion to approve transfer of funds as proposed to support the purchase of new laptops for staff, second by Mike Wallace. Motion carried with unanimous vote.**

#### **D.) PY15 Incentive Grant**

Mr. Acker reported the WorkLink area achieved the Business Engagement Goal and has received the Incentive Grant in the amount of \$10,000 and is bringing the following request from staff for Board approval: the \$10,000.00 Business Engagment Incentive grant be designated for use in support of business services, including, but not limited to, outreach items, job fair expenses, and

technology adding specific purchases will be determined by the Business Incentive Workgroup consisting of Patty Manley, DEW staff (Meredith Durham & Leann Cobb) and the Economic Developers, and approved by the Executive Director.

**BOARD ACTION TAKEN: Doug Newton made a motion to approve the PY'15 Incentive Grant in the amount of \$10,000 be designated as proposed, second by Ed Parris. Motion carried with a unanimous vote.**

E.) Workforce Development Acronyms

Mr. Acker referred to pages 10-15 reporting the State was asked to provide a list of acronyms and definitions used which are included in the Board packet as information.

F.) PY'16 Performance Negotiations

Mr. Acker referred to page 16 which show PY'16 Performance Goals for WorkLink area for the Adult, Dislocated Worker, and Youth Programs adding reporting will look a little different going forward with the changes in quarters that are to be reported.

## **V. Committee Reports**

A.) Executive Committee

1) Report of Action(s)

Chair Dobbins reported on the following Executive Committee actions since the September Board meeting stating:

- a. On 9/28/2016, the Executive Committee approved the Local and Regional Plans via electronic vote.
- b. On 10/25/2016, the Executive Committee approved closing the SC Works Satellite Centers at noon, permitting employees to gather at the SC Work Center in Clemson for a Thanksgiving Celebration. The SC Works Comprehensive Center in Clemson will remain open during normal business hours.

Chair Dobbins stated It has been the tradition of the board to vote to “ratify” these actions at the next board meeting.

**BOARD ACTION TAKEN: Motion to ratify Executive Committee actions as presented by Mike Wallace, second by Danny Brothers. Motion carried with unanimous vote.**

B.) Finance Committee

1) PY '16 Budget Overview

Mr. Wallace referred to page 18 and deferred to Kal Kunkel to provide report.

a) WorkLink Grants

- i). Adult, DW, Youth Overview

Mr. Kunkel referred to pages 18-22 which shows a budget vs. actual expenditures for the Adult budget stating through October, the budget expenditures are at 27.4% out of a goal of 33% and 17.7% for DW explaining this is running low due to transitioning most of the DW funds to Rapid Response and therefor have mostly operating costs charged against this budget. Continuing to page 20 which shows the Adult Operator budget, Mr. Kunkel reported the expenditures through October are at 18.1% out of 33% goal adding there are some credits that have yet to hit this budget to bring it in line with where the expenditures should be at this point.

ii). Adult/DW Modification #2

Mr. Kunkel referred to pages 23-30 providing details and information of Adult/DW Modification #2 stating Eckerd is requesting an additional \$100,000.00 from available carryover funds to increase services to 25 additional participants and for Staff Salary increases adding this will increase the overall budget to \$840,000.00 to serve a total of 241 new enrollments for PY'16.

This comes as a motion from the Finance Committee for Board approval.

**BOARD ACTION TAKEN: Motion from Finance Committee to approve Adult/DW budget modification #2 as presented, second by Jason Duncan. Motion carried with a unanimous vote.**

iii). Rapid Response Modification #1

Mr. Kunkel referred to pages 34 and provided details for the Rapid Response modification #1 stating Eckerd is requesting a modification to facilitate Staff Salary Increases adding minimal funds were transferred from Training to support this action however, SC DEW does have additional funding available so Eckerd will be requesting additional funds from SC DEW based on expenditures.

This comes as a motion from Finance Committee for Board approval.

**BOARD ACTION TAKEN: Motion from Finance Committee to approve Rapid Response budget modification #1 as presented, second by David Bowers. Motion carried with a unanimous vote.**

iv). Youth Modification #1

Ms. Karen Craven referred back to page 33 to provide an overview of the Youth budget expenditures which are at 27.6% out of a goal of 33% through October and highlighting the work experience line item which is 32.6% expended.

Ms. Craven referred to pages 41-50 reporting the Youth budget modification #1 is being requested due to a reduction in staff costs as a result of changes in Fiscal Account

Respresenrtaties and a reduction in Eckerd's Indirect Cost Rate based on the final approved rate. Ms. Craven noted the overall contract value remains unchanged at \$679,323.00.

This also comes as a recommendation from Finance Committee for Board approval.

**BOARD ACTION TAKEN: Motion from Finance Committee to approve Youth budget modification #1 as presented, second by Jason Duncan. Motion carried with a unanimous vote.**

v). Dislocated Worker Fund Transfer

Mr. Acker referred to page 51 and explained the information and details of the 85% fund transfer request stating this requires a motion and a second for Board approval.

**BOARD ACTION TAKEN: Motion from Kristi King-Brock to approve the Dislocated Worker fund transfer of 85% as presented, second by Ed Parris. Motion carried with a unanimous vote.**

b) In-House Budget

Mr. Acker referred to page which shows the In-House Budget highlighting several line items and the transfer of undesignated funds for technology as reported earlier for Board review.

2) Ongoing Grants

a) 15IWT01 - Local Incumbent Worker Training Grant Final

Mr. Acker referred to page 52 which shows the final PY'15 local IWT grant funds of \$43 which were 100% expended.

b) PY'16 Local Incumbent Worker Training Grant Report

On page 53 Mr. Acker reported the PY'16 local IWT grant funds totaling \$83,432.00 will be distributed via county fair share in the following amounts: Anderson - \$40,881.68; Oconee - \$16,686.40; & Pickens - \$25,863.92. The IWT Grant Committee consisting of Mr. Acker, Patty Manley, Richard Blackwell, Teri Gilstrap and Ray Farely will be meeting 11/17/16 to review applications and make decisions on which companies to award.

c) Make It In America (MiiA) Grant

Page 54 shows the MiiA grant which is winding up and is included as information for Board review.

d) On-the-Job Training (OJT)

Pages 55-56 shows the final PY'15 OJT funds and page 57 shows the current status of the PY'16 OJT funds.

### C.) Youth Committee

#### 1) Expungement Application/Process

Kristi King-Brock referred to pages 58-60 reporting at the October Youth Committee meeting, Kristin Sullivan from the 10<sup>th</sup> Circuit Solicitor's Office attended and provided information on the expungement process stating this information is included as information for Board review.

#### 2) WIOA State Instruction #16-0 5- Legal Aid Services

Ms. King-Brock referred to page 61 which is the State Instruction Letter regarding Legal Aid Services and is included for Board review.

#### 3) Legal Aid Funding (Expungement) add to Youth Supportive Service Policy

Ms. King-Brock presented information and details of the addition of Legal Aid Funding to the Youth Supportive Services Policy stating this comes as a motion/recommendation from the Youth Committee for Board approval.

**BOARD ACTION TAKEN: Motion from Youth Committee to approve adding Legal Aid funding to the Youth Program Supportive Services Policy as presented, second by Ray Farley. Motion carried with a unanimous vote.**

#### 4) 2016 AOP BIS Showcase (Actual Award Paid Information)

Ms King-Brock referred to page 63 which shows the funding for transportation to the Showcase for students in Anderson, Oconee and Pickens School districts.

#### 5) Next YC Meeting (Annual Youth Strategic Planning)

Ms. King-Brock reported the next Youth Committee meeting is scheduled for January 17, 2017. As information, the meeting will be the Committee's annual Youth Strategic Planning meeting.

### D.) OneStop Operations Committee

#### 1) Committee Report

Jennifer Kelly reported for Mr. Blackwell referring to pages 65-67 for a summary from the October committee meeting.

##### a) SC Works Operator

Usage reports pages 68-72 which show the System Wide Services for jobseekers; Employer Services; Demographics of WIOA participants and WIOA Training Services.

##### b) Adult/DW Program

Ms. Kelly referred to the Supportive Service Policy for review stating the OneStop Operations Committee reviewed the policy but did not vote therefor it will need a vote from the Board to adopt the policy adding a summary of the changes are on pages 81-82:

- New allowance for expungements capped at \$500
- Increase cap for minor car repairs from \$250 to \$500
- Increase cap for Childcare for preschool children from \$20 to \$25 per day
- Increase cap for Childcare/Dependent Care for school age children 12 years and younger and dependent adults from \$8 to \$10 per day

**BOARD ACTION TAKEN: Motion from Kristi King Brock to approve Adult/DW Program Supportive Service Policy as presented, second by Pat Pruitt. Motion carried with a unanimous vote.**

Ms. Kelly also reported the IWT Grant Committee voted to pilot a higher self sufficiency wage of \$12.32 via the IWT grants and will keep the OneStop Committee informed of the outcomes regarding the success of the higher wage and whether the Committee wishes to propose the increase for the On-the-Job-Training program as well.

Ms. Kelly reported on an application received from Halsey Street, LLC to be added to the Eligible Training Provider List. Halsey Street, LLC provides training on Solar Photovoltaic Entry Level Installation, which is an in-demand occupation across the US but is not in-demand in SC according to O\*Net. Tri-County Technical College is Currently discussing adding this program to their curriculum therefor, the OneStop Operations Committee voted to wait until Tri-County Technical College has made their decision to add the program or not.

c) Employer Services

No additional report for Employer Services.

E.) Persons with Disabilities Committee

1) Committee Update

Pat Pruitt reported from the October committee meeting stating Board member Lisa Gillespie will be serving as Chair of the Committee.

Ms. Gillespie provided a brief summary of Project Search which she has 2 projects currently on going.

a) Committee Name Change

Mr. Pruitt reported the Persons with Disabilities Committee voted to change the name of the Committee to Priority Populations Committee to be effective January 2017 adding this comes as a motion/recommendation from Persons with Disabilities Committee for Board approval.

**BOARD ACTION TAKEN: Motion from the Persons with Disabilities Committee to approve changing Committee name to Priority Populations Committee as presented, second from Kristi King-Brock. Motion carried unanimously.**

## **VI. Adjournment**

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

*Respectfully submitted by: Patty Manley*