

**WORKFORCE INVESTMENT BOARD  
BOARD MEETING**

**February 15, 2017 - Minutes**

**Seminar Room II – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Brooke Dobbins, Chair	Kristi King-Brock	David Bowers	Robert Halfacre
Richard Blackwell	Mike Wallace	Teri Gilstrap	Doug Newton
Dr. Ronnie Booth	Danny Brothers	Ed Parris	Amanda Hamby
Patrick Pruitt	Stephanie Collins	Ray Farley	David Collins
Jason Duncan	Billy Gibson	Lisa Gillespie	

**Members Absent:**

Mary Gaston	Edgar Brown
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**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Patty Manley			

**Guests Present:**

Laura Cox	Zach Nickerson	Karen Craven	Steve Riddle
Kal Kunkel			

**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 11/16/16 meeting were emailed with the meeting notice and included in the meeting packet. Chair Dobbins called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN:** Kristi King-Brock made a motion to approve the minutes, second by Ed Parris. The motion carried with a unanimous vote.

### III. Director's Report

#### A. Staff

Mr. Trent Acker referred to page 9 in the packet for an overview of staff attended events. Mr. Acker stated that Patty Manley has resigned from WorkLink, with a last date of March 2<sup>nd</sup>, 2017. The search committee, made up of Chair Brooke Dobbins, Mr. Mike Wallace, and Mr. Trent Acker, will be reviewing applications and will announce a new hire as soon as possible. The executive committee approved the change to Jennifer Kelly's job description, adding Assistant Director responsibilities.

#### B. AOP Showcase MOU

Mr. Acker referred to page 10 for a draft Memorandum of Understanding with the AOP Showcase Board. The MOU would allow the AOP Showcase Board to contract with WorkLink staff to provide administrative and event management support. Staff would assist in planning meetings, administrative functions, and on the day of the event.

#### C. DEW Funds/Grants

Mr. Acker referred to page 13 for a list of funds that were repurposed by the State Workforce Board. The grant periods begin in April. Several grants listed could benefit the WorkLink area, specifically the QuickJobs and Transportation grants. State Workforce Board also set aside additional \$600,000 in response to additional demand in areas that obligated all funds. Additional items in the packet included a copy of the iBest Manufacturing Career Pathways connection, and a copy of the final monitoring report from the Department of Employment and Workforce.

### IV. Committee Reports

#### A.) Executive Committee

##### 1) Report of Action(s)

Chair Dobbins reported that the following was approved from 11/11/16 - 2/15/17:

- November--the funding recommendation from the IWT ad hoc committee. The approved award amounts are located in the Finance Committee section of the packet.
- December--for WorkLink staff to leave at 12:30 during the Christmas holiday time frame
- Opportunity to pursue AOP Showcase MOU
- Job posting for Patty Manley's replacement
- Job description change for Jennifer Kelly's new title

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

#### B.) Finance Committee

##### 1) PY '16 Budget Overview

Mr. Wallace reported the Finance Committee met February 1<sup>st</sup> and deferred to Kal Kunkel to provide report.

##### a) WorkLink Grants

i). Adult, DW, Youth Overview

Mr. Kunkel referred to page 14 which shows a budget vs. actual expenditures for the Adult budget, stating through December, the budget is about 50% spent. Staff Costs, located at the top of the page is 41.8%, Operating Costs is approximately 30%, and in Budget Modification #3, some funds will be moved from Staff Computer Leases to Training. Thirty seven percent (37%) of the direct training has been spent. Mr. Kunkel referred to page 18 for obligations and expenditures on specific trainings to show that 64% of funds through December were obligated and 47% was spent of the total budget. Supportive services are at 11% and some funds will be moved from support services into training to be spent on projects for participants.

Mr. Kunkel referred to page 15 for the Dislocated Worker project which was moved to Rapid Response for for training and support services. Staff Cost is approximately 62%, Operating Costs at 22%. There will be an adjustment in funds after the Modification 3 dislocated worker formula funds are moved into the budget. Mr. Kunkel referred to page 16 for the Adult Operator budget which shows staff and operating costs. Page 17 shows the Rapid Response and Dislocated Worker budgets.

Ms. Karen Craven referred to page 13 for the Youth Budget Expenditures, which shows a summary from July-December. Ms. Craven reported through the end of December, the budget is 43.4% expended. Ms. Craven called attention to line item 2.9, which shows that through the end of December, 43.5% has been expended and 3,090 training work experience hours have been provided to youth since July.

ii). Adult/DW Modification #3

Mr. Kunkel referred to page 20 and called attention to Modification 3 to show the formula for the Adult/Dislocated Worker contract and budgets. Eckerd is requesting an additional \$35,000 from the formula funds for Dislocated Worker training services, as well as a transfer of \$24,526 of unexpended operating and supportive services to training for participants. No changes were reported on page 21. Mr. Kunkel referred to page 22 to show an operating costs decrease by \$11, 076, an increase of training costs overall of \$56,485 split between Adult and Dislocated Worker funds, a reduction of supportive services by \$13,415, and a slight increase to indirect and general liability insurance as \$35,000 was added to the overall budget.

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 Kristi King-Brock. Motion carried with a unanimous vote.**

b) In-House Budget

Mr. Acker reported no major changes in the budget. Mr. Acker called attention to the bottom half of the in house expenses: \$5,000, which is 100% of the AOP Showcase has been spent and 74% of Membership Dues and Professional Fees has been spent.

2) Ongoing Grants

a) PY'16 Local Incumbent Worker Training Grant Report

Mr. Acker called attention to page 30 to the IWT Summary, which showed awarded funds breakdown that were obligated in December for each company. Tactical Medical Solutions has requested reimbursement.

b) Make It In America (MiiA) Grant

On page 31 Mr. Acker reported the grant is entering follow up phase and deferred to Ms. Jennifer Kelly for additional comments. Ms. Kelly reported that training was coming to a close and there is one participant that remains enrolled in classroom training. Approximately 85% of participants have received a credential.

c) On-the-Job Training (OJT)

Three new OJT contracts have been written and are shown in the packet. OJT has been particularly difficult to place individuals in now that employers have immediate needs. It does not appear to be the incentive it once was because they need employees in place. The paperwork, the approval process may not move as fast as being able to hire directly into the positions that they need filled. Staff will continue to use OJT as a tool.

C.) Youth Committee

1) 2017 AOP BIS Showcase Funding \$5,000.00

Ms. Kristi King Brock referred to page 33. The Youth Committee has approved the funding of \$5,000.00 for the AOP BIS Showcase.

**BOARD ACTION TAKEN: Motion to approve the funding of \$5,000 for the AOP BIS showcase as presented, second by Richard Blackwell. Motion carried with a unanimous vote.**

2) Youth Committee Membership Applications

Ms. King Brock referred to pages 34 and 35 to show the two (2) new membership applications for the Youth Committee. Page 34 showed William Moseley's application, a Clemson student and employee of AbleSC. Page 35 showed Berdina Hill's application, a counselor for Vocational Rehabilitation.

**BOARD ACTION TAKEN: Motion to approve the two new Youth Committee applications as presented, second by Mike Wallace. Motion carried with a unanimous vote.**

3) 2015 Youth Strategic Plan Revisions

Ms. King Brock referred to pages 36-39 to show the revisions of the Youth Strategic Plan.

**BOARD ACTION TAKEN: Motion from Youth Committee to approve the Youth Strategic Plan revisions as presented, second by Doug Newton. Motion carried with a unanimous vote.**

4) PY 16 1<sup>st</sup> Qtr. Youth Performance-No SCDEW Report

Ms. King Brock referred to page 40 to show the information on performance received from the Department of Employment and Workforce.

5) PY 16 PYC Youth Enrollment- Information

Ms. King Brock referred to page 41 to show 66 new enrollees and 56 rollovers, which brings the total to 119. PYC is on track to exceed the contracted number of enrollees, which is 156.

**D.) OneStop Operations Committee**

1) Self-Sufficiency Rate

Mr. Richard Blackwell referred to page 42 in the packet. The Committee has been looking at the self-sufficiency rate, determining \$10.47/hr was low for our area, and decided to raise it slightly to \$12.32/hr. One company has provided feedback that they wage may be too high. The committee will continue to monitor employer feedback.

2) Employer Services

Mr. Blackwell announced that the March 21, 2017 Job Fair will be held at Tri-County Technical College, and encouraged employers and jobseekers contacts to come to the event.

The IWT and OJT reports are listed in the packet. IWT and OJT contracts are currently ongoing.

3) SC Works Reports

Mr. Blackwell referred to the reports starting on page 45. The report data remains steady, data in January saw an uptick in jobseeker traffic and no rapid response events for the area. Mr. Blackwell drew the committee's attention to demographics on page 47, career interests and WorkKeys on page 48, and training services provided by providers on page 49.

4) Strategic Plan

Mr. Blackwell referred to the Strategic Plan on page 51 – 52. The proposed language was presented in the packet on page 53.

Ms. Kelly stated that the committee asked staff to review the following and present options to the committee based around the following four ideas: 1) A sliding scale to measure success - tie the goal to caseloads, traffic and Unemployment Insurance; 2) revise the Strategic Plan goal; 3) investigate online workshop options; and/or 4) investigate best practices from around the State.

As a result of this discussion, the committee recommended a combination of these items for the WorkLink Strategic Plan goal revision, resulting in one goal split in to two goals. The new goal focused on numbers served through workshops will be to serve 4% of the center's traffic, based on historical data presented by Eckerd. The second goal will be based on quality of the workshops, including best practices.

**BOARD ACTION TAKEN: Motion from OneStop Operations Committee to approve the WorkLink Strategic Plan revisions as presented, second by Ed Parris. Motion carried with a unanimous vote.**

5) Request for Proposals/Grant Extension

During the last meeting, the OneStop Committee reviewed the current Eckerd Workforce Development Services Grants for OneStop Operator and Adult/Dislocated Worker Program Services. The Board procured these services two years ago and has an option to extend the grant for at least one more year. Eckerd Workforce Services staff stepped out of the room.

**BOARD ACTION TAKEN: Motion from OneStop Operations Committee to extend the Eckerd Workforce Development Services grants for OneStop Operator and Adult/DW Program Services as presented, second by Mike Wallace. Motion carried with a unanimous vote.**

E.) Priority Populations Committee

1) Committee Report

Teresa Pate from Family Connections provided a presentation at the last Priority Populations Committee meeting. The committee also discussed targeted population reports and areas that the committee may need to target on special populations.

**V. Adjournment**

With no further business to discuss the meeting was adjourned at 1:51pm.

*Respectfully submitted by: Meredith Durham/Jennifer Kelly*