

**WORKFORCE DEVELOPMENT BOARD  
Youth Committee Meeting Minutes  
August 1, 2016 @ 11:00am  
Wells Fargo Bank, Meeting Room, Clemson, SC**

**Members Present**

Jason Duncan, Vice-Chair  
Crystal Noble  
Gene Williams  
Terence Hassan

Tim Mayes  
Elaine Bailey  
Ray Farley

Rick Murphy  
Melissa Rosier  
Robert Halfacre

**Members Absent:**

Kristi King-Brock, Chair  
Lisa Gillespie

Janice Ward  
Doug Newton

Mary Gaston

**Staff Present:**

Sharon Crite

Jennifer Kelly

**Guest Present:**

Karen Craven  
Amanda Wagner

Anne Marie Baker

Amanda Lucas

**I. Welcome and Introductions**

Vice Chair Jason Duncan called the meeting to order at 11:00 am welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions of everyone in attendance were made.

**II. Approval of 5-2-2016 Meeting Minutes**

The minutes from the 05/02/16 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Duncan called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: Ray Farley made a motion to approve the minutes as submitted, seconded by Robert Halfacre. The motion carried unanimously.**

### **III. Palmetto Youth Connections (Report May-June 30, 2016)**

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections WorkLink PY'15 Dashboard stating the dashboard reflects the entire program year July 1, 2015 to June 30, 2016 and provided a brief update on the report adding the Monthly Update Report summarizes the Dashboard report and shows the same information in a different format.

Ms. Craven continued to the PY'16 Monthly Update Report and provided a brief update adding that a dashboard report will be provided in October 2016.

#### **a. PY'15 Work Experience Report**

Ms. Craven reminded Committee members that under WIOA, an emphasis is placed on Work Experience which comprises 20% of the budget requirement adding for PY'15, 45 youth were served in the Work Experience line item with 8,120 hours training (man hours) provided at 24 work sites.

#### **b. PY'15 PYC Outreach Activity Report**

Ms. Craven provided an update on Outreach activity reporting during PY'14, PYC documented 92 outreach activities fulfilled by staff and for PY'15 PYC Outreach activities totaled 144 adding that potential partners were engaged as well as community involvement.

### **IV. New Business**

#### **a. PY 16 WDB Approved Eckerd (PYC) Youth Budget**

Ms. Sharon Crite referred to page 5 of the meeting packet which shows the Grant Budget Summary at a total amount of \$679,323.00 adding this budget is slated to serve 156 Youth for PY'16 plus an additional 100 as shown on page 8 included in follow-up, for a total to be served for PY'16 at 256. Ms. Crite continued stating pages 6 & 7 show a comparison of PY'15 vs PY'16 budgets and highlighted Work Experience which comprises 20% of the budget as well as staff time again for PY'16.

Elaine Bailey inquired how or what will the impact be on referrals for those that don't pass the exit exam but have class credit, could this cause an increase in referrals. Ms. Craven responded not for PY'16, adding the Credit Recovery students were not affected either.

#### **b. PY 15 Grant Expenditures (3/21/16-06/30/16)**

Ms. Craven referred to the loose page included in the meeting packet and reviewed the PY'15 expenditures highlighting Work Experience and the 20% requirement. Thru 6/30/16 the goal of 7,489 training hours were met and exceeded at 8,120 hours.

c. 2015 Youth Strategic Plan Review/Sub-Committees

Ms. Crite referred to pages 9-10 and requested Committee members review their assignments and let her know if there is a revision needed.

Referring to pages 11-12, Ms. Crite referenced David Shellhorse's email stating the results of the gap analysis is shown on pages 12-13 stating the goal for this meeting is to go through the Strategic Plan noting Ms. Craven has already shared data that will impact some of the information.

Areas for future youth strategic plan discussion are:

- One (1) item that we don't have is a database. The quote was \$25,000. Proposed Revision.
- Conduct aggressive outreach to businesses. – Not sure what this means. May be revised.
- Note: Last strategic plan had four revisions, so there may be revisions for this strategic plan.
- The meeting in October and January will also focus on the Strategic Plan.
- The committee looked at the Youth Resource Fair. Doug Newton had questions and concerns last time about HR attending.
- Rick Murphy asked about use of WorkKeys. Various answers some employers are using it, and others are not. Need to develop outreach plan for WorkKeys.

d. Upcoming 2016 AOPBIS Showcase Update

Mr. Murphy provided an update on the event stating it will be held at the Anderson Civic Center, at no charge, September 27 & 28<sup>th</sup> with booth set up scheduled for September 26<sup>th</sup>. Committee members were reminded the event is planned mainly around and for 8<sup>th</sup> graders from all of Anderson, Oconee and Pickens Counties School Districts but added the top 150 Career and Technology students will be invited on the first day and will have a luncheon that will be catered by the Career Centers.

Mr. Murphy stated the AOP BIS Board is very thankful and appreciative to the WorkLink Workforce Development Board's Youth Committee for supporting the event via assistance to the schools with transportation costs

Mr. Murphy reported that Little John Coliseum was not available this year and that discussions will be held regarding using the facility for 2017 however there are doubts due to athletic occupancy going forward.

**V. Other Business:**

Vice Chair Duncan called for other business.

**VI. Adjourn**

With no further business, the meeting was adjourned.

*Respectfully submitted by Patty Manley, Office Manager*