

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**March 29, 2017 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Richard Blackwell	Amanda Hamby	Teri Gilstrap
Amanda Blanton	Ed Parris	

**Members Absent:**

David Bowers	Danny Brothers
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**Staff Present:**

Jennifer Kelly	Meredith Durham	Trent Acker
Windy Graham		

**Guest Present:**

Kal Kunkel	Steve Riddle
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**I. Welcome and Introductions**

Chair Richard Blackwell officially called the meeting to order at 3:02pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance. Trent Acker introduced Meredith Durham to the committee.

**II. Approval of 08-17-2016 Meeting Minutes**

The minutes from the 10/19/16 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: Ed Parris made a motion to approve the minutes, seconded by Amanda Hamby. The motion carried unanimously.**

The January 18 OneStop Operations Committee meeting was informational only. There was no quorum present. The informal meeting minutes were included in the packet and do not require a vote. The summary of the electronic votes sent to the committee was attached in the packet. All recommendations were approved by committee members. Any changes can be made known as seen from members.

### III. New Business

#### a. Incumbent Worker Training Grant

Trent Acker reported last fall, WorkLink was given the opportunity to present \$83,000 in incumbent worker training funds, which were all obligated. Additional funding of \$600,000 became available from the State Workforce Board for a second round of IWT funding. Eight of the twelve local areas will be eligible for additional funding. Areas became eligible by meeting the obligation requirement of the previous round of IWT. WorkLink will have \$265,000 that must be obligated by June 30, 2017. Board Chair Brooke Dobbins reestablished the IWT committee, consisting of Richard Blackwell, Ray Farley, Teri Gilstrap, Bobby Brothers and additional staff, to become active the week of April 3. There will be a meeting April 3, 2017 to discuss solicitation for the second round. Information will be made public to board and committee members after the April 3 meeting.

#### b. Transportation Innovation Opportunity Grant

Mr. Acker also stated that another solicitation the State Workforce Board sent out was for the Transportation Innovation Opportunity Grant of approximately \$600,000 in total available funding. Each local area could apply to receive one of six grants totaling up to one hundred (100) thousand dollars in support of making transportation available for training, those seeking employment, or to provide reliable transportation for those who wish to continue employment (i.e. utilization of existing public resources--extension of a bus line, non-profits, community buses). The grant could be used for a specific purpose to improve the workforce in providing employment and training opportunities. The eligible applicants for this grant are the local workforce areas. Applications are due May 15<sup>th</sup>. Ms. Jennifer Kelly will send out a link with more details to the committee. Mr. Acker will offer suggested times for the group to meet. If all twelve (12) local workforce areas apply, only half will be funded.

#### c. PY 17 Budget Negotiations Committee

Ms. Jennifer Kelly reported that the board approved an extension of Eckerd's grants for the OneStop Operator and the Programs at the last board meeting. Volunteers are needed to negotiate Eckerd's OneStop Operations and WIOA program budgets for PY17. No more than two meetings are anticipated, which will potentially be held in late April-early May. The ad-hoc committee make-up should include representation from each county and should be formed by April 30<sup>th</sup>. Ms. Kelly will send out a reminder email and recommendations will be sent to the group for approval.

#### d. PY 17 Memorandum of Understanding/Cost Allocation

Ms. Kelly reported that each year, WorkLink is required to look at the Memorandum of Understanding (MOU), signed off by elected officials and partners that make up the SC Works System. Once the MOU is constructed, WorkLink must individually negotiate with each partner on how to pay for the SC Works system. The OneStop budget includes partner contributions. This year will require certain partners to contribute cash and specific services or resources that have monetary value to the system. The MOU must be in place by June 30, 2017 and negotiations with what each partner will contribute by December 31, 2017. Several partners will

bring cash to the table, which will further reduce the payment amount WorkLink pays for the cost of the centers. As a result of monetary contributions, DSS, Vocational Rehabilitation, and Adult Education staff will be present in the centers. This provides an opportunity to expand services. Teri Gilstrap expressed concern for the lack of ability to find meeting space in the SC Works satellite centers, specifically Anderson. Ms. Gilstrap asked for feedback on the process of negotiating space and cost for the QuickJob Centers. Ms. Kelly responded that each year WorkLink negotiates with Tri County Technical College at the behest of the WorkLink Board for the cost of the QuickJobs centers including the details regarding the usage of space. This past year TCTC reduced the cost of the QuickJobs Centers as their in-kind contribution to the centers, making the total amount paid each year roughly \$12,000. Mr. Acker stated that the Board may look at other options for space for the Anderson SC Works Center if it is the desire of the Board or the committee to make the recommendation. The relative lost cost of the QuickJob Centers has been attractive; however, space may eventually become an issue for additional services or partners that would like to co-locate with us. Ms. Gilstrap was concerned with space for employers, partners, and schools to visit and partner with events. Alternative locations may be available in Anderson County to provide space. Mr. Kal Kunkel responded that communication about meeting space should be coordinated through Renee Alexander beyond what is already committed to SC Works centers.

#### **IV. Old Business**

##### **a. Strategic Plan Update**

Ms. Jennifer Kelly referred to pages 8-10 for the Strategic Plan update. There are updated graphs for new WorkKeys information on pages 8 and 9. Chair Blackwell inquired on updates for WorkReady communities. Mr. Ed Parris responded that he will attend an ACT Board Meeting in the upcoming week. If any members have ideas or suggestions to propose, he will take those to the meeting with him. Ms. Kelly referred to Objective 2, and stated that we continue meeting monthly for the Business Services Integration Team meeting and quarterly for partners. Ms. Kelly referred to Objectives 3 and 4 for updated numbers to be presented in August. Workshops are being reviewed for quality. The next objective to add is employer services, focusing particularly on WorkKeys profile numbers. The number of profiles performed in the last year is needed. Mr. Parris responded that he can provide that information. Ms. Gilstrap mentioned that ACT has announced webinars regarding the new assessment platform. The webinar for educators will be held April 4<sup>th</sup>, workforce and employment organizations on April 12<sup>th</sup>, and profilers on April 18<sup>th</sup>. Anderson County Economic Development will provide their conference room for anyone interested in attending a webinar. Contact Ms. Gilstrap for more details.

##### **b. Job Fair Update**

The 2017 SC Works WorkLink Annual Job Fair took place on March 21, 2017 from 9 a.m.-12 p.m. Approximately 171 jobseekers were in attendance and 42 employer tables were registered. Feedback from employers and jobseekers was overwhelmingly positive. Ms. Meredith Durham is working on a survey to send employers. Chair Blackwell proposed the question if job fairs could take place out of state. Mr. Acker responded that WorkLink could provide possible resources for

an out of state job fair, but could not answer for DEW. Chair Blackwell stated that Oconee County Economic Development will fully support an out of state job fair. Ms. Durham will follow up with Chair Blackwell and his team next week.

## V. Reports

### a. Business/Employer Services

Ms. Meredith Durham referred to page 11, stating one new OJT contract has been written for Belton Metal Company. Another participant's training for Belton Metal has been successfully completed as of 3/10/17. Ms. Durham has reached out to Reliable Sprinkler Company to complete midterm evaluations, but has not received a response.

Ms. Durham also reported to refer to the last page of the packet, instead of page 12, for information on the IWT grants. The IWT Grant Summary page was reprinted due to an error with grant numbers on the original document. The grant numbers were changed from PY15 to PY16. Allegro has completed Customer Service Fundamentals training, Tactical Medical Solutions has completed Export Compliance training, and Imperial Die Casting has turned in reimbursement documents for the completion of their Lean Manufacturing training. Trent Acker added that the new IWT grant will begin June 30, 2017.

The Business Services Integration Team Meeting was held on February 17th at Clemson SC Works Center. Tammy Durham presented information about ReadySC. The next meeting will be held Friday, March 31st at Alliance Pickens where Mr. Ray Farley will provide a presentation on Pickens County Economic Development.

### b. SC Works System

Mr. Steve Riddle referred to page 13 and called attention to the financial literacy workshops document. Eckerd has utilized the Wells Fargo grant money for the Financial Literacy workshops. January and February 2017 had higher attendance than other months. Money gift cards and partnering with Adult Education enticed higher workshop attendance numbers. Mr. Riddle referred to page 16 for enrollments. He stated that 22 individuals were enrolled in February, and the year-to-date enrollment number is 158, which is two (2) enrollments ahead of schedule. Eckerd is on track obligating money to training and has 30% more of the budget to obligate. In addition to what Eckerd has used, \$62,000 of provider scholarship money has been utilized.

### c. WIOA Adult/DW Program

Mr. Kal Kunkel reviewed the financial budgets associated with their grants.

- On page 18, the Adult program budget shows data through February 28, 2017, where 54.1% has been spent out of a goal of 66.7%. Eckerd is on track to spend 90% of the budget.
- On page 19, Mr. Kunkel referred to the dislocated worker program budget, where 5.7% of the budget has been spent of a goal of 66.7%. Mr. Kunkel stated that the budget is skewed due to a recent budget modification in February, where \$35,000 was added to

the Tuition line item. This money has mostly been obligated. Mr. Kunkel reminded the committee most of the dislocated worker budget was moved to the rapid response budget. Operating costs stayed in the Rapid Response budget.

- The Rapid Response budget was located on page 20. All Rapid Response training dollars have been spent. Remaining budgeted line items are expected to be expended by June 30, 2017.
- The Adult Operator budget, located on page 21, is on track to spend the remainder of the budgeted money, 48.7% of the budget has been expended of the 66.7% goal.
- Mr. Kunkel referred to page 22 for the dislocated operator budget is on track as well, 54.0% of the budget has been expended of a goal of 66.7%.
- Page 23 is the breakdown of the Tuition line items of the budgets presented . This ITA obligation report shows the amount of ITAs obligated, pending voucher payments, and the remaining unobligated tuition amounts remaining in the budget. Mr. Kunkel stated that the majority of money for training has been obligated.

Teri Gilstrap inquired about training opportunities being announced at Rapid Response events. Trent Acker responded that a WIOA staff member is present at each Rapid Response event session.

**VI. Other Business**

Chair Blackwell called for other business.

**VII. Adjourn**

With no further business, the meeting was adjourned by Chair Blackwell at 4:04 p.m.

*Respectfully submitted by: Meredith Durham*