

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**June 7, 2017 - Minutes**

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

**Members Present:**

Brooke Dobbins, Chair	Danny Brothers	David Collins	Ed Parris
Jason Duncan	Kristi King-Brock	Lisa Gillespie	Mike Wallace
Patrick Pruitt	Richard Blackwell	Robert Halfacre	Ronnie Booth
Stephanie Collins			

**Members Absent:**

Amanda Hamby	Billy Gibson	David Bowers	Doug Newton
Edgar Brown	Mary Gaston	Ray Farley	Teri Gilstrap

**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
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**Guest Present:**

Steve Riddle	Renee Alexander	Kal Kunkel	Zach Nickerson
Karen Craven			

**I. Call to Order**

Chair Brooke Dobbins called the meeting to order at 1:00pm, 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. Chair Dobbins thanked the Board for the kindness shown to her during the passing of her daughter.

**II. Approval of Minutes**

The minutes from the April 19, 2017 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: Mike Wallace made a motion to approve the minutes with noted correction, second by Dr. Ronnie Booth. The motion carried with a unanimous voice vote.**

### III. Director's Report

#### A.) *Annual Monitoring*

Executive Director Trent Acker stated that WorkLink Workforce Development Board went through their annual monitoring last month. Jake Sherbert with SC Department of Employment and Workforce monitored the local area for financial and programmatic compliance. At the exit conference, WorkLink staff was told that there were no findings or concerns found in the monitoring process, and we were considered a low risk area based on a formula model that the monitors use to pull records. Mr. Acker recognized the Eckerd Workforce Development Staff for their efforts in making our area a success, especially in regards to this year's monitoring.

#### B.) *Transportation Grant*

WorkLink staff submitted a grant application in partnership with the Electric City Transit in response to a solicitation put forth by the State Workforce Development Board. This grant requested funding to support an extension of a line that serves several major employers in Anderson County, as well as the addition of a Belton-Honea Path line that will connect with Anderson. Mr. Acker stated that we expect to hear the outcome of the solicitation by the end of the month.

#### C.) *PY'17 Allocations*

Mr. Acker stated that we don't have the allocations yet from the State or from U.S. Department of Labor. Typically, allocations come in mid-May; however, this year they have been delayed and are not expected until mid-June. All of the PY17 budgets presented at the Board meeting today are based on predictions and previous year budgets.

### IV. Committee Reports

#### A.) Executive Committee

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

Chair Dobbins stated that there were two actions taken by the Executive Committee. The first action was to finalize and approve the Incumbent Worker Training (IWT) grant allocations to various companies in the community; a report is available in the packet. The other action was to approve a modification to an IWT grant to correct the start date of a company's contract.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to ratify the two actions taken by the Executive Committee, second by Ed Parris. The motion carried with a unanimous voice vote.**

##### 2) Election of Officers, PY 17

Chair Dobbins stated it was time for the Board to elect the new slate of officers for PY17. Chair Dobbins opened up the floor for nominations for the Chair.

**BOARD ACTION TAKEN: Richard Blackwell nominated Mike Wallace for Chair, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.**

Chair Dobbins stated that Mike Wallace will be the Chair of the Board for PY17. Chair Dobbins opened the floor for nominations for Vice Chair.

**BOARD ACTION TAKEN: Robert Halfacre nominated Stephanie Collins for Vice Chair, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

B.) Finance Committee

**1) PY'16 Budget Overview**

Mr. Wallace deferred to Kal Kunkel, Eckerd Workforce Development Services staff for reporting.

*a.) Adult/DW, Rapid Response Overview*

Mr. Kal Kunkel, Operations Director for Eckerd Workforce Development Services, referred to pages 7-12 providing the following budget updates:

Page 7 shows expenditures for the Adult Program budget at 68.8% out of 83.3% goal through April 2017. Mr. Kunkel stated that this budget is trending just under the target goal; however, Eckerd has several pending training bills that are coming in that will bring up the overall expenditures by the end of the year. Mr. Kunkel stated that he has already completed an expenditure analysis, which he shared with WorkLink staff prior to the Board meeting, and predicts that they will spend over 90% on this budget.

The Dislocated Worker Program budget as shown on page 8 is currently 26.2% expended out of the goal of 83.3%. Mr. Kunkel stated this budget looks low on expenditures. Eckerd was awarded a Rapid Response budget at the beginning of the program year to serve Dislocated Workers; however, those funds were spent by the spring of this year. Therefore, a budget modification to the tuition line item in early 2017 has caused the expenditures to look disproportionate to the remaining budgets.

Page 9 shows the Rapid Response DW budget which is spending on target at 76.2% of a planned 83.3%. The salary line item is tracking at 68%. The training line item is already spent at 95%. The supportive services line is at 76%. Mr. Kunkel stated that they will spend close to 100% of this budget.

The Operator Adult budget on page 10 is currently 69.0% expended out of 83.3% goal.

Page 11 is of the Dislocated Worker Operator grant, which is expending at 82.1% of a target of 83.3% through April. Mr. Kunkel stated that they are projected to expend over 90% in the Adult and Dislocated Worker Operator budgets.

Continuing on page 12, Mr. Kunkel stated the obligation chart shows Adult and Dislocated Worker WIOA Training vouchers issued so far this year. As of June 7, 2017, roughly \$70,000 vouchers have not yet been paid for training that begins/ends by June 30.

Mr. Kunkel also shared that Eckerd Adult and Dislocated Worker staff were able to leverage \$94,534 in tuition from other grant funding sources, which equals 23.1% of training dollars on participants served.

*b.) Operator Budget Mod 2\**

Mr. Kunkel Services reviewed the proposed Modification number two presented in the packet. Mr. Kunkel stated this budget modification was primarily to correct overages in the salary/fringe and communications line items. On page 14 of the packet, salary and fringe costs have been increased by \$332.85. The \$332.85 was taken from Operating Costs seen on page 15. Mr. Kunkel stated this should cover cost of the staff under this grant for the remainder of the year.

**ACTION TAKEN: Mike Wallace presented the recommendation from Finance Committee to approve the Operator Budget Mod 2 as presented, seconded by Ed Parris. The motion carried unanimously.**

*c.) Youth Budget Overview*

Karen Craven, Program Manager for Palmetto Youth Connections, referred to page 19 of the packet stating the Youth budget is currently spent at 74.0% through the end of April 2017 out of a goal of 83.3%. Ms. Craven stated that they expect to expend at least 90% of the total grant award by no later than June 30. Ms. Craven called attention to the Work Experience line item 2.9. PYC is budgeted for a total of 7,102 hours of work experience for youth participants this program year, which is 83.3% expended through April equating to 5,915.46 hours of training. The Work Experience line item will be 100% expended this year.

*d.) In-house Budget*

Trent Acker, WorkLink Executive Director, presented the in-house budget on page 20, stating that expenditures are tracking as expected with no surprises. The only line item that is slightly over is the Memberships, Dues and Professional Fees. Mr. Acker stated staff would internally adjust this by the end of the year. The only other item of notes is that we will end with some carryover once the budget has been finalized.

The PY17 budget will look very similar to the PY16; however there is no budget to present today because we do not have the allocations at this time. Mr. Acker stated that this will be taken up by the Executive Committee. Salary and Operating costs are anticipated to remain the same; technology costs will be zeroed out.

Mr. Acker reviewed the Obligation Rate and Fund Utilization Rate on page 21. Mr. Acker stated that we expect to meet the Fund Utilization Rate goal of 70% in each line item by June 30. The reason that April and May look similar is because, at the time of the report listed on page 21, May expenditures had not yet been applied. WorkLink will not have any issue meeting the obligation rate goal of 80% by June 30. Youth has already met their goal, Adult and Dislocated Worker is within two percentage points and does not include upcoming in-house expenditures for June as well as Eckerd's expenditures. Mr. Acker stated there is no concern of re-capture of funds at this point.

## 2.) PY'17 Budgets

### a.) Adult, DW, Operator

Mr. Acker stated that the Adult, Dislocated Worker budgets presented in the packet are for review and transparency; however, these budgets are not ready for vote. WorkLink staff is still waiting to hear from Department of Employment and Workforce as well as Department of Labor regarding final allocations for PY17. This has made budget preparation difficult. The Executive Committee will likely have to take this up for final review.

Mr. Wallace requested that Mr. Kunkel review the budget presented in the packet.

Mr. Kunkel reviewed the packet on pages 22-28. Mr. Kunkel stated that this budget mirrors the budget Eckerd had at the beginning of PY2016 prior to the award of Rapid Response funding at a total of \$740,000. The Operator budget was not in the packet for review; however, Mr. Kunkel stated that this budget was set at \$75,000 for PY16, and Eckerd is requesting an additional \$10,000 to cover the cost of a full-time Operator in the PY17 budget. Last year the Operator was shared between the program and Operator budgets; however, new WIOA requirements for firewalls makes keeping the Operator separate an imperative. Also prompting the change is some internal staffing changes: Renee Alexander will be the Region Manager, and Karen Hamrick will be the Operator for PY17.

Mr. Acker stated that more salaries will be charged against these budgets because Rapid Response is no longer offsetting those costs in PY17. However, Mr. Acker will be asking DEW for additional Rapid Response dollars to assist this year if available.

### b.) Youth

Ms. Craven reviewed the proposed PY17 Youth budget, stating that the expectation was that there would be a 5% overall reduction to the Youth formula funds for PY17. The proposed total contract amount will be \$645,357.23, to serve the same level participants as PY16 of 156 participants.

Ms. Craven referred the committee to the Budget Narrative on page 30. Overall, the following changes are recommendations to be made from PY16 to PY17:

- Salary Costs to account for actual hourly rates for staff increases by \$466.51. This is due to a new job title for Amanda Wagner, correcting discrepancies to salaries in the budget, and a new Fiscal representative.
- Fringe Benefits decreases by \$8,292.32.
- Operating Costs decreases by \$6,625.56. There will be a slight increase to the postage line item in order to use FedEx to deliver checks to participants.
- Training Costs decreases by \$17,441.59. This includes a \$10,000 decrease specifically to the Work Experience line item, which is based on a 20% formula stipulated in the WIOA law. There will be a slight increase to the books and tuition line items to account for additional students being placed in occupational training.
- Supportive Service Costs remains the same. Expungements will remain in the supportive service line item at \$750 for PY17.
- Indirect & Fees decreases by \$2,073.20. General Liability increased from .6% to .75%.
- Overall, the grant award was reduced by \$33,966.15

**ACTION TAKEN: Mike Wallace presented the recommendation from Finance Committee to approve the proposed PY17 Youth budget for PYC as presented, seconded by Ed Parris. The motion carried unanimously.**

*c.) PY 17 In-house budget*

Mr. Acker stated that there is no in-house budget to vote on at this time due to lack of information regarding funding for PY17.

**3.) Ongoing Grants**

*Incumbent Worker Training*

Mr. Acker referred the committee to page 38, to review the first round of IWT grants that began October 2016 and runs through September 2017. Expenditures continue to come in. Mr. Acker stated there have been some de-obligations and modifications to the grants in order for expenditures to occur by September 30.

In regards to the second round of IWT, Mr. Acker referred the committee to a loose sheet of paper placed in the Board packet that detailed the \$250,000 that was awarded in IWT funds.

<i>Company Name (Anderson County)</i>	<i>Total Award</i>
Bosch	\$46,843.20
McLaughlin	\$23,033.50
Mergon	\$29,805.00
METCO, Inc.	\$14,130.00
Plastic Omnium	\$16,445.00
<b>TOTAL</b>	<b>\$130,256.70</b>

<i>Company Name (Pickens County)</i>	<i>Total Award</i>
United Tool and Mold	\$3,456.00
Yokohoma Industry	\$9,776.50
Reliable Automatic Sprinkler	\$69,174.80
<b>TOTAL</b>	<b>\$82,407.30</b>
<i>Company Name (Oconee County)</i>	<i>Total Award</i>
BASF Corporation	\$26,583.00
BorgWarner	\$26,583.00
<b>TOTAL</b>	<b>\$53,166.00</b>

#### *On-the-Job Training*

Mr. Acker referred the committee to the On-the-Job Training report on page 39. The PY'16 OJT summary report shows the current status of the On-the-Job Training funding, including 1 open contract. Mr. Acker stated that this will be where OJT sits for the remainder of the year. The WorkLink Business Service Representative, Meredith Durham, is out on medical leave for the remainder of the program year.

#### *Make It In America (MiiA) Grant*

Mr. Acker referred to page 40, which shows the Make It in America grant report, stating that the grant was winding down and is slated to end on September 30, 2017. Mr. Acker stated that the only remaining charges will be to the administrative portion of the grant for WorkLink and Appalachian Council of Governments staff to charge their salary, fringe, and indirect as the submit the reports to DOL on a quarterly basis.

#### **D.) Youth Committee**

Kristi King Brock, Chair of the Youth Committee, stated that at this time we do not have a performance report from SC Department of Employment and Workforce. Ms. King-Brock stated Karen Craven and her team continues to track performance internally and will be able to reconcile any differences upon receipt of a new performance report from the State.

Ms. King-Brock reported that current Palmetto Youth Connections enrollments are 156, which is also the goal for the year.

Ms. King-Brock congratulated PYC on their performance with Work Experience. The goal for the year is 20% and they have expended 22.2%. 33 participants have been served and placed, 5 of which will carry forward into PY17, and 3 will be brought on by the company that hosted their Work Experience. The next Youth Committee meeting will be August 8.

#### **E.) OneStop Operations Committee**

Mr. Richard Blackwell referred the Board to the Committee Report listed on pages 44-46. Mr. Blackwell stated there are four items for vote.

1.) OneStop Certification Standards – Instruction Letter

The first item for vote was the OneStop Certification Instruction letter as seen on pages 47-49. This instruction letter will set the process for how the Board certifies the SC Works Centers. In a nutshell, WorkLink staff will include the OneStop Certification Standards in the monitoring process of the OneStop Operator and Adult and Dislocated Worker Grant. WorkLink Staff will collect documentation from the Operator, conduct SC Works staff interviews, and write a report discussing challenges and findings for the Service Provider to respond to. Upon completion, staff will present a final report (and make documentation available) to the OneStop Operations Committee. The Committee will vote to recommend Certification to the full Board. Once the full Board agrees, each Center will receive a certificate to be displayed in each Center. Center Certifications must occur every 3 years.

Mr. Acker stated that the State develops the guidelines, and it is up to each local Board to determine whether or not the Centers in the local area meet the standards and certify each Center. WorkLink will have until September to report any initial findings and the end of the year to correct any outstanding issues.

**ACTION TAKEN: Richard Blackwell presented the recommendation from the OneStop Operations Committee to approve the proposed OneStop Certification Instruction Letter as presented, seconded by Kristi King-Brock. The motion carried unanimously.**

2.) OneStop Certification Standards – Business Lead

Mr. Blackwell stated as part of OneStop Certification, the Board must annually appoint a Business Service Lead to coordinate and lead the business service integration team. Core responsibilities include: coordinating services, leading Business Service Team meetings, and ensuring consistent, real-time communication between team members.

Mr. Acker stated that Meredith Durham will fill this role, but the committee decided to appoint the position instead of by name in case of turnover.

**ACTION TAKEN: Richard Blackwell presented the recommendation from the OneStop Operations Committee to appoint the WorkLink Business Service Representative as the team lead for PY17, seconded by David Collins. The motion carried unanimously.**

3.) ETPL Applications

Mr. Blackwell referred the committee to page 44 to discuss the Eligible Training Provider List. We received 10 applications from Training Providers to be included on the Eligible Training Provider List (ETPL). Listed on page 44 are the Training Providers and why eight (8) of them were not recommended for approval. There were two that are recommended to the Board for



approval. The details regarding programs offered at Denmark Technical College begins on page 50, and New Horizons Computer Learning Center of Charlotte are listed on pages 50-52.

**ACTION TAKEN: Richard Blackwell presented the recommendation from the OneStop Operations Committee to approve the inclusion of Denmark Technical College and New Horizons Computer Learning Center of Charlotte on the Eligible Training Provider List for the WorkLink region, seconded by David Collins. The motion carried unanimously.**

4.) Supportive Service Policy Instruction Letter

Mr. Blackwell referenced page 53-59 for a proposed Supportive Service Policy Revision for the Adult/Dislocated Worker program. The specific revision can be seen in red on page 57. Under the revision, this policy will allow those that are unemployed (not just low income) to be eligible for transportation reimbursement as long as there is a justifiable need documented in the participant's case file. Only transportation will be opened up to those unemployed, but not low income. All other supportive services fall under the low-income category.

Mr. Acker stated that this revision will allow more flexibility for the Career Coaches to approve those that have transportation needs, but may not necessarily meet the low-income definition because of a living situation. These decisions would be made on a case-by-case basis.

**ACTION TAKEN: Richard Blackwell presented the recommendation from the OneStop Operations Committee to approve revised Supportive Service Policy for Adult/Dislocated Workers, seconded by David Collins. The motion carried unanimously.**

5.) Usage Reports

Mr. Blackwell referred the committee the Usage Reports listed on page 60-64. Overall, those needing assistance has declined as evidenced by our low unemployment rate.

**E.) Priority Populations Committee**

Ms. Lisa Gillespie reported that the last Priority Populations Committee met with Probation, Pardon and Parole. She referred the committee to page 65 of the packet, specifically paragraph 4. The committee has identified that having a background is a barrier to employment. Ms. Gillespie stated that currently there are 28,473 offenders currently under active supervision of Probation, Pardon and Parole.

Ms. Gillespie stated that they will be inviting Protection and Advocacy to the next committee meeting on August 10.

**F.) Other Business**

Mr. Acker stated that Mary Gaston asked to share an article with the Board (handed out to the Board members separately), highlighting a success story of a Pickens County resident that relates to

the i-Best program, a partnership with TCTC and the Adult Education Centers in the WorkLink region. Ms. Gaston will be presenting this success and the i-Best partnership to the Technical College presidents on June 8, 2017 in Charleston, SC.

Mr. Blackwell asked the board about the news of AFCO's closing announcement on June 6. Mr. Acker stated that staff will be doing what we can to assist with the layoffs. However, the shutdown is not scheduled to occur until next year; this complicates serving those that are affected. They are potentially going to be eligible for Trade as part of the operations are going overseas, and many will seek other employment prior to the shutdown.

**VI. Adjourn**

Chair Dobbins concluded the meeting by stating that the next Board meeting will be held September 20, 2017.