

**WORKFORCE INVESTMENT BOARD
BOARD MEETING
Wednesday, April 19th, 2017 - Minutes
Seminar Room II – Clemson University - Martin Inn & Conference Center**

Members Present:

Brooke Dobbins, Chair	Kristi King-Brock	Robert Halfacre
Mike Wallace	Teri Gilstrap	Lisa Gillespie
Dr. Ronnie Booth	Danny Brothers	Ed Parris
Patrick Pruitt	Billy Gibson	Edgar Brown

Members Absent:

Mary Gaston	Amanda Hamby	David Bowers	David Collins
Doug Newton	Jason Duncan	Ray Farley	Richard Blackwell
Stephanie Collins			

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guests Present:

Laura Cox	Zach Nickerson	Karen Craven	Steve Riddle
Renee Alexander	Caroline Warner	Amanda Wagner	

I. Call to Order

Board Chair Brooke Dobbins called the meeting to order at 1:01 pm, 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 2/15/17 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: Dr. Ronnie Booth made a motion to approve the minutes, second by Ed Parris. The motion carried with a unanimous vote.

III. Director's Report

Mr. Trent Acker referred to page 23 in the packet for an overview of staff attended events. Mr. Acker stated that he would be speaking to a manufacturing group as a part of the Easley Chamber of Commerce on April 26th, 2017. All board members were invited to join.

A. SC Works Certification Standards

Mr. Acker referred to pages 7 through 20 for the SC Works Certification Standards, which were submitted from the State Workforce Board. The local WIB is responsible for certifying each SC Works Center. The deadline to submit the first report is the end of July 2017, with a follow up date as the end of September. A working plan will be created to verify, modify, and/or review necessary items. The OneStop Operations Committee will be involved with the certification process. Findings will be presented to the Board.

B. Incumbent Worker Training Grant

Mr. Acker referred to page 24 for the release of the Incumbent Worker Training (IWT) Grant. There will be \$265,000 available for IWT funds in the WorkLink Region. The IWT ad hoc committee consists of Teri Gilstrap, Ray Farley, and Richard Blackwell. Solicitation for the grant was released in early April, and the deadline for applications to be completed and submitted is May 8, 2017. The grant period runs through February 28, 2018.

C. Transportation Demo Grant

Mr. Acker referred to page 25 for information on a Transportation Grant that the State Workforce Board has released. The deadline to apply is May 15, 2017. Local areas have an opportunity to apply for this grant to help expand transportation in an effort to assist training and/or employment needs. Transportation must be provided only by local transit authority. Certified agencies in the WorkLink area are CATBus and Electric City Transit.

IV. Committee Reports

A.) Executive Committee

1) Report of Action(s)

Chair Dobbins reported that the following was approved from 2/15/17-4/19/17:

- Position of Workforce Program Assistant filled by Meredith Durham

B.) Finance Committee

1) PY '16 Budget Overview

Mr. Wallace reported the Finance Committee was unable to meet on April 5th and deferred to Renee Alexander to provide report.

a) WorkLink Grants

i). Adult, DW, Youth Overview

Ms. Renee Alexander referred to page 30 for an overview of the regular Adult budget.

Ms. Alexander stated that the March billing was listed. The staff cost line expenditures

was at 72.8% total. Training for March was 53% spent, and overall 61.8% has been spent. Ms. Alexander referred to page 31 for the regular DW budget. At the end of February, Eckerd added \$35,000 to the budget, bringing the total down from 100% to 24% spent. Ms. Alexander referred to page 32 for the Rapid Response grant budget. Ms. Alexander referred to the direct training line to show that 94% of training dollars was spent. Ms. Alexander referred to page 33 for the Operator Adult budget to show that 58.4% has been spent as of March. April's billing will reflect higher numbers and more updated information on planned expenditures. The Operator DW grant planned expenditures of 75% were at 65.2% as spent. A modification for staff costs may be presented at the next board meeting. Ms. Alexander referred to page 35 for the ITA Obligations report. For the adult training dollars, Eckerd has \$383,313 to be spent for participants, of which \$282,000 (74%) has been obligated. For Dislocated Worker training dollars, \$60,172 that is planned to spend on training for participants, of which \$42, 225 (70%) has been obligated. Chair Wallace deferred to Ms. Karen Craven for the Youth report. Ms. Craven referred to page 36 and 37 for the February and March expenditures, which is 66% expended as of the end of March. Ms. Craven noted that line item 2.9- Work Experience as of the end of March is 67.4% (4, 875 hours of work experience training) expended.

ii). Youth Budget Modification 2

Ms. Craven referred to page 38 for Youth Budget Modification 2. Page 39 showed the budget comparison. For operating costs, slight increase in staff salaries but small decrease in fringe. On page 40, request to decrease operating costs by \$7088.56, moving that amount into line item 2.6 for an increase in training costs for participants. Ms. Craven stated the request to move \$300 from advertising outreach to staff training in transition services for students with special needs and for Chick-Fil-A Leadercast. On page 41, the request to move \$750 from Transportation line item to Expungements line item.

This comes as a motion from Chair Mike Wallace for Board approval.

BOARD ACTION TAKEN: Motion from Mike Wallace to approve Youth budget modification #2 as presented, second by Kristi King-Brock. Motion carried with a unanimous vote.

b) In-House Budget

Mr. Acker referred to page 46 and reported no major changes for the In-House budget. Mr. Acker noted that \$8,000 was moved from OJT DW funding to make up \$35,000 that was requested and approved by the board. The budget is approximately 75% spent. The

funding utilization rate was listed on page 47, both adult and DW are above the goal line.

2) Ongoing Grants

a) Make It In America (MiiA) Grant

Mr. Acker called attention to page 48 to show that through March 96.02% has been expended. Mr. Acker referred to Ms. Jennifer Kelly for a report on the grant. Administrative costs on WIB side will spend last of grant money, ending on September 30. Page 49 showed that of the grant 411 individuals were served, 345 individuals completed and 275 individuals received a credential from Tri County Technical College, Greenville Technical College and Northeastern Technical College. Red areas show return on investment.

b) Incumbent Worker Training Grant

On page 50, Mr. Acker reported a summary of up to date expenditures on IWT that originated last fall. Companies that were approved are in progress of completion of the grant money awarded. Companies are required to match a percentage based on the number of total employees.

c) On-the-Job Training (OJT)

On page 51, Mr. Acker reported 2 pending OJT contracts and 2 successful contracts have been completed. Because of the high workforce demand, some companies are unable to wait for reverse referrals to be approved. Mr. Acker noted that \$8,000 was removed from the DW line item. Staff will continue to use OJT as a tool.

d) Job Fair Budget

On page 52, Mr. Acker reported a summary of the 2017 job fair budget to show specific expenses.

C.) Youth Committee

1) One Year PY 17 Youth Contract Extension to Eckerd

The Youth Committee recommended to the Board that the contract with Eckerd be extended by 1 year.

BOARD ACTION TAKEN: Motion to approve the contract extension to Eckerd as presented from the Youth Committee, second by Ed Parris. Motion carried with a unanimous vote.

2) PY 17 Budget Negotiation Committee

The Youth Committee recommended to the Board that Kristi King-Brock, Jason Duncan, and Robert Halfacre serve as the PY 17 Budget Negotiation Committee and will be responsible for negotiating the upcoming budget with Eckerd.

BOARD ACTION TAKEN: Motion to approve the PY 17 Budget Negotiation Committee as presented, second by Mike Wallace. Motion carried with a unanimous vote.

3) PY 16 Local Youth PYC Monitoring Report

Ms. King-Brock referred to pages 53-64 to show the PY 16 Local Youth PYC Monitoring Report. No findings were presented.

4) PY 16 2st Qtr. Youth Performance-No SCDEW Report

Ms. King-Brock referred to page 65 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 67 to show a total of 144 enrollees. PYC is on track to exceed the contracted number of enrollees, which is 156.

D.) OneStop Operations Committee

Ms. Jennifer Kelly referred to pages 69-70 for the SC Works Center written report. Ms. Kelly stated that volunteers are needed for the Budget Negotiations Committee. There will be 2 anticipated meetings in May 2017. Ms. Kelly referred to the PY17 MOU and Cost Allocation Plan that is in the process of negotiation with partners for operating costs of the SC Works Centers, which is due by December 31st. The MOU must to be signed by local elected officials by June 30, 2017.

WorkKeys Profiling will be the next item reviewed for the Strategic Plan.

Ms. Kelly reported the following:

- Page 71 showed an uptick for SC Works center traffic for March 2017.
- Page 72 showed that a Rapid Response event took place for Anderson's Kmart with 27 individuals in attendance.
- Page 73 showed the demographics of those enrolled in the Adult/DW program.
- Page 74 showed an individualized career services snapshot. Healthcare and Manufacturing are the most popular industries. There are 164 new enrollments out of the 148 originally planned.
- Page 75 showed where individuals served have attended training. 46 individuals have been sent to Adult Education. An individual must be in occupational and GED training to be counted in the training totals.

Success stories were given out to board members, posted online to www.worklinkweb.com, and placed on social media.

Ms. Meredith Durham reported that the annual SC Works WorkLink Job Fair took place on March 21, 2017. There were approximately 170 jobseekers and 42 employers in attendance. Employers were pleased with the quality of jobseekers.

E.) Priority Populations Committee

1) Committee Report

Behavioral Health Services of SC 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. Other Business

Ms. Kristi King Brock reported that Electrolux is partnering with AIM on a product donation and social media campaign. A link was sent to board members following the meeting.

VI. Adjournment

With no further business to discuss the meeting was adjourned at 1:47 p.m.

Respectfully submitted by: Meredith Durham