

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

April 18, 2018 - Minutes

Seminar Room I – Clemson University - Martin Inn & Conference Center

Members Present:

Mike Wallace, Board Chair	Richard Blackwell	Dr. Ronnie Booth	David Bowers
Danny Brothers	David Collins	Stephanie Collins	Jason Duncan
Ray Farley	Brooke Garren	Lisa Gillespie	Teri Gilstrap
Robert Halfacre	Kristi King-Brock	Ed Parris	Pat Pruitt
Gene Williams			

Members Absent:

Edgar Brown	Billy Gibson	Jennifer Lannom	Melanie Mclane
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Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guest Present:

Steve Riddle	Renee Alexander	Karen Craven	Brian Alston
Julia Gamarra Mendoza	Matt Fields	Patrick Morgano	Ray Jackson

I. Call to Order

Chair Mike Wallace called the meeting to order at 1:02 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.

II. Approval of Minutes

The minutes from the February 7, 2018 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

Mr. Richard Blackwell noted that his name needed to be added in the Members Absent section.

BOARD ACTION TAKEN: Dr. Ronnie Booth made a motion to approve the minutes as presented, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

III. Director's Report

A. *WorkKeys Update*

Mr. Trent Acker stated that South Carolina is transitioning from WorkKeys to WIN "Ready to Work" assessments currently. All eleventh graders will be taking WIN, beginning April 2018. WorkKeys will be available through June 2018. The goal is for WIN assessments to be available in time to make the transition from WorkKeys.

B. *Adult Ed. RFP Review*

Mr. Acker stated that the committee who is reviewing the RFP met on the morning of April 18, 2018. The committee will have the opportunity to review the RFPs over the next couple of weeks, determine if it is in alignment with the Local Plan, and submit feedback to the Department of Education.

C. *Rapid Response Grant*

WorkLink is in the process of creating a Rapid Response budget that would potentially add grant funds associated with bringing additional staff on for the purpose of serving those laid off at Alice Manufacturing, Bosch, and Konigsberg. WorkLink is working in partnership with Eckerd and Adult Education to help fund WorkKeys testing and provide other resources.

D. *PY'18 Allocations*

Allocation information that was shared as the planning allocations for each state was the same day that the President signed a spending plan that increased all lines by approximately \$30 million. Local allocations are not available yet. State allocations that were sent out are outdated, but will be used as a budget template. South Carolina saw approximately a 10% reduction on all three fund streams relative to other states. WorkLink will modify based on final guidance.

E. *Performance Update*

Mr. Acker referred to pages 11, 13, and 15 in the packet, which shows initial information for the WorkLink local area's performance for this year for Adult, Dislocated Worker, and Youth programs. SC Department of Employment and Workforce has given a high level of confidence on most of the measures. Page 9 showed performance goals for the year. With the exception of wages, the state goals are the same as local goals. Because no guidance was provided, each local area took the state performance goals, with the exception of wages. Additional information will be forthcoming.

IV. Committee Reports

A.) Executive Committee

Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 4 different email votes that took place. Chair Wallace read a summary of the actions taken:

The first action was an IWT modification on February 23, 2018 to Reliable Automatic Sprinkler IWT contract. The modification permits substituting MasterCAM training for Fanuc Training, and also extended the agreement to March 15, 2018. This request did not change the overall amount of the grant.

BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the action taken by the Executive Committee, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

The second action, made on February 26, 2018 was an IWT modification to the Plastic Omnium IWT contract. The modification allowed for Plastic Omnium to replace previously approved trainings with Mechatronics to their contract. The modification was effective June 21, 2017.

BOARD ACTION TAKEN: David Collins made a motion to ratify the action taken by the Executive Committee, seconded by Richard Blackwell. The motion carried with a unanimous voice vote.

The third item was Clemson SC Works Center lease. On March 26, 2018, the Executive Committee voted to move forward with negotiations to establish a new lease for the Clemson SC Works Center by authorizing a letter of intent be signed with the building owner.

BOARD ACTION TAKEN: David Bowers made a motion to ratify the action taken by the Executive Committee, seconded by Ed Parris. The motion carried with a unanimous voice vote.

The fourth action, made on April 3, was to approve a Budget Modification requesting an additional \$50,000 from available carry-over funds to increase training for Adult and Dislocated Worker participants already enrolled. Also reflected in this modification is a cost savings in staff salaries and fringe because of turnover for one of the Career Coach positions. As a result of the modification, the tuition line item increase by \$56,475.37 and the indirect costs and general liability line items increased by a total of \$4,993.54.

BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the action taken by the Executive Committee, seconded by Jason Duncan. The motion carried with a unanimous voice vote.

B.) Finance Committee

1) PY 17 Budget Overview

a. WorkLink Grants

i.) Adult, DW, Operator

Mr. Steve Riddle stated that each item has a 75% goal through March and referred to the following:

- Page 16: Adult Program Budget—81% in direct training has been spent. Overall is 75.8%.

- Page 17: DW Training Budget –106% has been spent in direct training, but the budget modification will change the percentage. Over all is 86.8%.
- Pages 18-19: Operator Adult and DW Budget—72.6% of the Adult Operator budget has been spent. 84.8% of the Dislocated Worker Operator budget has been spent.

ii.) Obligations

The Year to Date Obligations report was listed on page 20.

- The Adult column showed that \$327,468.28 has been vouchered out this program year.
- The Dislocated Worker column showed that \$51,742.91 has been vouchered out this program year.
- Total obligations for the program year is \$407,621.55.

Mr. Riddle referred to page 21, for the detailed Modification information.

iii.) Youth

Ms. Karen Craven referred to page 25 to report the following information on the Youth budget:

- Through March 2018, the budget is 71.6% expended as a whole.
- Through March 31, 2018, Eckerd has provided 4,123 training hours of the 5,760 total budgeted hours, which is 71.6%.

b. In-House Budget

Mr. Acker referred to three pages separate from the packet for the In-House budget. The first page Mr. Acker referred to was the In-House budget form:

- The adjusted Adult/DW services grant has been finalized and updated, which was \$880,000.
- Total in-house expenditures through the end of March was highlighted in the amount of 74%.
- A couple of items, such as training, membership, professional fees, etc., are 100% expended, but all of those things come when the subscription is due or memberships are due, so there are no concerns with those related to the budget.

The second page shows the Obligation Report and Fund Utilization rate through March 2018 reporting. The Fund Utilization rate goal overall is 53%, and the Adult and DW programs are on target. Youth is a little ahead at 59%. Mr. Acker stated he foresees no issues with meeting the 70% goal by June. The Obligation rate has a June goal of 80% across each fund stream. The percentages are currently 63% for Adult, 65% for DW, and 76% for Youth. Mr. Acker referred to third page called the Participation Cost Rate Tool, which is a tool that the SC Department of Employment and Workforce created to assist in the next program year when the floor percentage of funding spent directly on Adult and DW participants is 30%. So

far for PY17 WorkLink has spent 37.79% on Adult and DW participant costs, such as tuition and supportive services.

2) Ongoing Grants

i.) Incumbent Worker Training Grants

- 16IWT01-02: Almost \$266,000 was awarded. 16IWT01-02 has been extended to end on April 30, 2018. Contracts are being finalized with employers.
- Rapid Response IWT: There are 4 current Rapid Response IWT contracts with Siemag, Imperial Die Casting, Patriot Automation and Ideal Steel. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$165,000 has been awarded, \$10,000 of which will be used for administrative costs. Companies awarded are Allegro Industries, Mergon, Nutra, and Proper Polymers. No expenditures have been submitted.

ii.) OJT

Mr. Acker referred to page 31 for the OJT Contract summary. There are 2 contracts with Belton Metal and J. Davis Construction. Belton Metal's contract has been successfully completed. WorkLink met with Vocational Rehabilitation and has a plan in place to partner on OJT contracts.

iii.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 30 in the packet, which shows the initial invoice received and ridership numbers. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. The current ridership is at 46% of the 60% goal.

C.) Youth Committee

Ms. Kristi King-Brock referred the Board to page 34, the Board goal for PYC is 156. A total of 147 participants have been enrolled for the year to date, including 111 new enrollments and 36 from carryover.

Page 35 showed the Youth RFP timeline. Three providers have bid to contract. The Youth RFP Committee's recommendation will go to the Executive Committee on April 26, 2018 and will be brought to the Board on June 6, 2018. The next scheduled Youth Committee meeting is May 1, 2018.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations Committee met on March 28, 2018 and reviewed the Employer Services, SC Works Center, and WIOA Program Usage reports. All reports were for July 2017-February 2018.

Mr. Parris announced that the OneStop Operations Committee reviewed a moratorium on Solar Panel Installation. So far, the Committee has reviewed and denied 6 applications for Solar Panel Installation, based on the fact that not enough data is available in this region to support the program as an in-demand occupation. The Committee voted to add Solar Panel Installation to the list of moratoriums with the understanding that occupations can be reviewed at any time should sufficient data become available to determine the occupation is now in-demand. The current moratorium list includes barbering, horseshoeing, cosmetology, and nail technician.

BOARD ACTION TAKEN: The committee made a motion to approve the recommendation from the OneStop Operations Committee as presented, seconded by Richard Blackwell. The motion carried with a unanimous voice vote.

The OneStop Operations Committee reviewed the current reasons for denial to be included on the Eligible Training Provider List. The current five reasons were listed in the packet on page 43. The committee voted to add a sixth criterion that stated that adequate training providers are currently available in the WorkLink region.

The original motion from OneStop Operations Committee required additional clarification to define the WorkLink area (specifically for the Eligible Training Provider List criteria) as the radius of 150 miles from Clemson, SC. Additional information was provided in the Board packet on page 53.

BOARD ACTION TAKEN: Ed Parris made a motion to approve a sixth criterion for the Eligible Training Provider List to be as follows: Training providers offer programs of study within 150 miles of Clemson, SC., seconded by David Collins. The motion carried with a unanimous voice vote.

Mr. Parris stated that 7 applications have been received for the Eligible Training Provider List. Pages 50-52 shows a detailed description of the programs.

- Career Step: Tabled pending additional information.
- Myers Crossing LLC: Denied based on adequate training available in the WorkLink region.
- NDE Institute was approved.

BOARD ACTION TAKEN: The committee made a motion to approve the recommendations from the OneStop Operations Committee as presented, seconded by Richard Blackwell. The motion carried with a unanimous voice vote.

Mr. Parris stated that there are 2 major changes to the Center budget this year. The first is that rent in the Clemson SC Works Center has increased by \$1 per square foot, CAM has increased from \$526 to \$720, beginning July 2018. The total increase will be approximately \$10,000 for the year. The second change is that DSS TANF will co-locate 3 individuals in the SC Works Centers full time, so costs will be reduced for other co-located partners in the Centers.

Mr. Parris stated that a large portion of the OneStop Operations Strategic Plan was built around WorkKeys data, and discussion has been tabled until more information on WIN is available. Data regarding GED attainment and Employer Services has been added for the purpose of establishing a baseline.

WIOA Success Stories were listed on pages 46-49.

The next OneStop Operations Committee meeting will take place May 23, 2018.

E.) **Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 54. The committee met on March 8, 2018 to hear from a guest speakers from Alston Wilkes Society. Ms. Gillespie stated that the unemployment rate for individuals with disabilities is 8.8%. The next Priority Populations meeting is planned for May 10, 2018 with SC Legal Services as the speaker.

V. Adjourn

With no other business, Chair Wallace adjourned the meeting at 1:40 pm.

Respectfully submitted by: Meredith Durham