

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**March 28, 2018 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Ed Parris, Chair      David Bowers      Danny Brothers      Brooke Garren  
  
Teri Gilstrap

**Members Absent:**

Amanda Blanton

**Staff Present:**

Jennifer Kelly      Meredith Durham      Windy Graham      Trent Acker

**Guests Present:**

Karen Hamrick      Steve Riddle

**I. Welcome and Introductions**

Chair Ed Parris officially called the meeting to order at 3:01 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

**II. Approval of 1-24-18 Meeting Minutes**

The minutes from the 1/24/18 meeting were emailed to committee members and included in the meeting packet. Chair Parris called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: Danny Brothers made a motion to approve the minutes, seconded by Brooke Garren. The motion carried unanimously.**

**III. PY'17 Reports**

**a. Business Services Reports**

Ms. Meredith Durham reported that for the 16IWT01-02 grant, approximately \$89,382 has been spent. The grant deadline has been extended to April 30, 2018. Ms. Durham expects several more expenditures to be turned in by the end of April. Currently, there are 3 active Rapid Response Grants: Siemag, Ideal Steel, and Patriot Automation. PY'17 IWT contracts have been executed with the following companies: Allegro Industries, Nutra, Proper Polymers, and Mergon for a total of \$150,000 awarded.

One On-the-Job training contract was initiated on March 19, 2018. The position is a Carpenter Helper with J. Davis Construction in Seneca, SC. There was one completed contract for a Truck Driver at Belton Metal that was reimbursed \$5,040. Ms. Durham stated that she has spoken with several companies who are interested in On-the-Job Training, and plans to continue to market the program.

The last Business Services Integration Team meeting took place on March 2<sup>nd</sup>, 2018 and the next meeting will be held on April 6<sup>th</sup>, 2018. Several hiring events have taken place since January, including the Anderson County Student and Veteran Job Fair, Marshalls-Seneca, Allied Universal, GCA, Advantage Solutions, and Peak Staffing.

b. SC Works System

Ms. Karen Hamrick referred to page 9 to highlight year-to-date activities in the SC Works Centers. As of February 2018, 13,024 individuals have visited an SC Works Center, there have been 623 workshops, and 379 referrals to partners. Ms. Hamrick reported that page 10 shows there have been 174 hiring events and 1,588 jobseekers in attendance at those events. Rapid Response Activities are also shown, with 6 total events and 1 in the current quarter with SunnySide Cafe. Page 11 shows a snapshot of demographics of WIOA participants.

c. WIOA Adult/DW Program

Ms. Hamrick referred to Mr. Steve Riddle to report on specifics of WIOA participants. Mr. Riddle referred to page 12, which shows career interest in participants. Most participants are interested in Healthcare, Manufacturing, CDL, and Welding. There have been 159 WIOA enrollments through February and 176 to date. Page 13 shows program outcomes and follow up services: 94 individuals gained employment, 82 gained a credential, and 87 achieved a measurable skills gain. The biggest training provider is Tri County Technical College with 35 participants. Eighty three percent (83%) of funds has been vouchered for PY'17, and \$120,000 of Tri County Technical College's funds has been utilized.

d. Financial

Mr. Steve Riddle summarized the February 2018 expenditures.

- Regular Adult Training Budget is expended at 64.8%
- Dislocated Worker Training budget is expended at 78.1%
- Operator Adult budget is expended at 67.3%
- Operator Dislocated Worker budget is expended at 81.2%
- Weekly financial report shows the Adult budget is \$343,000 and of that, \$297,000 has been vouchered. The Dislocated Worker budget is \$44,000, and \$38,843 has been vouchered.

#### **IV. New Business**

a. Budget Modification #2

Eckerd Youth Alternative is requesting an additional \$50,000 from available carry-over funds to increase Training for Adult and Dislocated Worker participants already enrolled. Cost savings in staff salaries and fringe because of turnover of one of the Career Coach positions is reflected in the modification.

**ACTION TAKEN: David Bowers made a motion to approve the Budget Modification #2 as presented, seconded by Danny Brothers. The motion carried unanimously.**

b. Moratorium- Solar Panel Installation

There are currently moratoriums on Nail Technician, Barbering, Cosmetology, and Horse Shoeing. Several requests for Solar Panel Installation have been submitted from providers, and the Committee has denied them thus far. Solar Panel Installation is not in the in demand career clusters. If a moratorium is in place, Ms. Windy Graham is not required to bring the program to the Committee first, she could deny it without the Committee's review.

**ACTION TAKEN: David Bowers made a motion to add Solar Panel Installation as a Moratorium and consider it in the future if it becomes in demand, seconded by Brooke Garren. The motion carried unanimously. Mr. Danny Brothers abstained from the vote.**

c. Reasons for Denial

Ms. Graham referred to page 23 for the current reasons for denial of ETPL applications. The current reasons are:

- Our local area is prioritizing classroom based training for the WorkLink area.
- Training is not within the four in demand career clusters for the WorkLink area.
- WorkLink Workforce Development Board currently has a moratorium on barbering, cosmetology, nail technician, and horseshoeing for the WorkLink area.
- Training program's does not lead to a Recognized Post-Secondary Occupational Certificate.
- Training costs exceed the maximum amount for the WorkLink area.

An additional reason will be added to the current list: Adequate training providers are available in the WorkLink area. Pages 24-25 shows an example of a denial letter that Ms. Graham sends to training providers.

d. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List.

**Career Step LLC**—Ms. Graham stated that Career Step, LLC applied for Computer Technician, Medical Administrative Assistant with EHR, Medical Assistant, Medical Transcription Editor, and Professional Medical Coding and Billing. The committee tabled Career Step's approval, pending more research that will be provided by Ms. Graham.

**Myers Crossing**—Ms. Graham stated that Myers Crossing applied for Heavy Equipment Operation. A denial letter will be sent to Myers Crossing based on the additional reason added to the Reasons for Denial List that “Adequate training providers are available in the WorkLink area.”

**NDE Institute**—Ms. Graham stated that NDE Institute applied for Non-Destructive Testing. NDE Institute only provides the Non-Destructive Testing program in person. The NDE Institute is located in Rock Hill. After further research by Ms. Graham, she reported that Non Destructive Testing trains students to test construction sites to ensure all regulations and codes are being met. There is a certification associated with this program.

**ACTION TAKEN: Ed Parris made a motion to approve NDE Institute as an eligible training provider, seconded by David Bowers. The motion carried unanimously.**

e. SC Works IFA

Ms. Kelly stated that a budget must be drafted for the WorkLink SC Works centers each year. As part of that, agreements are written with partners stating how the centers will be cost-shared. Two items that will change for 2018 are that rent costs will increase with Trehel by \$1 per square foot, and the common area maintenance will increase to \$720. The total cost increase will be \$10,000, however, WorkLink has received a request from DSS to move 3 TANF staff individuals permanently to SC Works Centers which will reduce the additional costs.

**IV. Old Business**

a. Strategic Plan

Ms. Jennifer Kelly referred to pages 29-33 for the Strategic Plan Updated Report.

- No WorkKeys updates are currently available. This item is tabled until further information becomes available.
- Page 30 shows the number of GEDs earned through the WIOA programs during each program year.
- Page 31 shows One year’s worth of workshop traffic. The 4% goal has been met.
- Page 33 shows employer services data.
- Objective 5 has been added under Goal II. The objective is to increase opportunities for existing and displaced workers, veterans, persons with disabilities, and youth through promoting On-the-Job Training, apprenticeship, and other “work based learning” programs with businesses in the region.

b. Adult Ed. RFP

Mr. Acker pointed to page 34, which shows a Save the Date for Reviewer Training and Application Deadlines for the Adult Education and Family Literacy Act Request for Proposals. Mr. Acker distributed rubrics to Committee members. Three board members from the WorkLink area are asked to participate in the RFP process. The Reviewer Training is on April 12<sup>th</sup> and Application Reviews are due on April 27<sup>th</sup>. The WorkLink area will receive portions of the RFP to review on April 16<sup>th</sup>.

c. **Transportation Grant**

Mr. Acker referred to page 35 for the summary of ridership and expenditures for the Transportation Grant. The total ridership total is at 45%, with a goal of 60%. The chart on page 35 shows the reason for individual ridership broken down by Training Access, Employment Access, and Maintained or Completed Training.

**V. Other Business**

Chair Parris called for other business.

**VI. Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 4:01 p.m.

*Respectfully submitted by: Meredith Durham*