

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

June 6, 2018 - Minutes

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

Members Present:

Mike Wallace, Board Chair	Jeromy Arnett	Danny Brothers	Edgar Brown
Stephanie Collins	Lisa Gillespie	Teri Gilstrap	Kristi King-Brock
Jennifer Lannom	Melanie Mclane	Ed Parris	Pat Pruitt

Members Absent:

Richard Blackwell	Dr. Ronnie Booth	David Bowers	David Collins
Jason Duncan	Brooke Garren	Billy Gibson	Robert Halfacre
Gene Williams			

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guest Present:

Claiborne Linvill	Nancy Linvill	Steve Riddle	Renee Alexander
Julia Gamarra Mendoza	Karen Hamrick	Kal Kunkel	Emily Hodge
Karen Craven	Laura Cox		

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. Mr. Wallace introduced and welcomed Jeromy Arnett to the Board.

II. Approval of Minutes

The minutes from the April 18, 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.

BOARD ACTION TAKEN: Ed Parris made a motion to approve the minutes as presented, second by Teri Gilstrap. The motion carried with a unanimous voice vote.

III. Special Presentation

Ms. Claiborne Linvill and Ms. Nancy Linvill from Lakes and Bridges Charter School, presented information on the new school. Lakes and Bridges Charter School is a newly opened, tuition-free Charter School located within the SC Public Charter School District. Ms. Claiborne Linvill explained that Lakes and Bridges will meet the needs of children with dyslexia and related reading orders by offering a multi-sensory curriculum to teach reading skills. The school is located at Croswell Elementary in Easley, SC for the first year of operation. After the first year, the school plans to move to 1600 E. Main Street in Easley. The school will focus on grades 1-5, and will add a grade level each year through 8th grade. The main needs for Lakes and Bridges Charter are construction/renovation and for part-time teacher assistants. Lakes and Bridges Charter School has a website and Facebook page that individuals can visit for more information.

IV. Director's Report

A. Program Year 2018 Allocations

Mr. Acker referred to page 8, which shows Allocation Summaries for the local areas for PY'18, which begins July 1st. There will be less funding for the WorkLink area in PY'18, which is determined mostly by unemployment and relative number of disadvantaged persons/youth, depending on the fund stream. There has been between 16 1/2-17% funding decrease year-over-year. Mr. Acker will share any updates in the future.

B. DEW 3rd Quarter Update

Mr. Acker referred to page 10 for the DEW 3rd Quarter Update. Each quarter, DEW sends out a quarterly item. This update aligns with WorkLink's internal reports through March. WorkLink is on track to meet the 80% goal Obligation Rate and the 70% goal Fund Utilization Rate by June. Page 11 showed the year-over-year comparison of WorkLink Participation Levels through March 2018, and WorkLink is on trend to be at or above the participation levels from last year. Mr. Acker referred to page 12 to show the Training Rates for each fund stream by year. Page 13 shows the outstanding grants and will be updated as needed.

C. WIN-WorkKeys Transition

Pages 14-16 show an FAQ associated with the WorkKeys to WIN Learning transition. The preparatory and/or remediation curriculum was not included in the RFP for the WIN Learning test. There are no updates at this point.

D. SWDB Proposed Initiatives

Mr. Acker referred to page 18, which showed the State Workforce Development Board's PY'18 Funded Initiatives. \$200,000 in funding was approved by the SWDB's Executive Committee for job profiling. The Incumbent Worker Training initiative total funding allocated for PY'18 is \$1,500,000. Mr. Acker noted the Lean Manufacturing Curriculum Implementation Pilot on page 19, and stated that the curriculum was developed by Trident Technical College. The program would replace a 1 year of experience requirement to enter entry-level positions with local companies who agree to accept the curriculum. More information is forthcoming on the curriculum. Mr. Acker also pointed

to the Technology Enhancement Grant that was allocated by a formula to local areas for technology upgrades and improvements.

V. Committee Reports

A.) Executive Committee

- i.) Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 2 different email votes that took place. Chair Wallace read a summary of the actions taken:

On April 26, 2018 the Executive Committee approved the recommendation from the Youth RFP Committee, awarding the Youth services contract to Eckerd Connects for Program Year 2018 with the annual option to renew the contract for a total of 4 years.

The second action was an IWT modification on April 27, 2018 to McLaughlin Body Company's IWT agreement, which permitted expansion of trainings to include MTDP250 Robot Assembly, Basics of Metrology, and GD&T courses. This modification did not change the amount of the overall agreement.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to ratify the actions taken by the Executive Committee, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

- ii.) Election of Program Year Board Officers
Danny Brothers nominated Stephanie Collins as Chair for the 2018-19 program year.
Danny Brothers nominated Jennifer Lannom as Vice Chair for the 2018-19 program year.

BOARD ACTION TAKEN: The recommendation to nominate Stephanie Collins as Chair and Jennifer Lannom as Vice Chair carried with a unanimous voice vote.

B.) Finance Committee

1) PY 17 Budget Overview

a. WorkLink Grants

i.) Adult, DW, Operator

Ms. Renee Alexander stated that each item has a 83.3% goal through April and referred to the following:

- Page 21: Adult Program Budget—85% in direct training has been spent. Overall is 84.4%.
- Page 22: DW Program Budget—71% has been spent in direct training. Overall is 65%.
- Pages 22-23: Operator Adult and DW Budget—81.7% of the Adult Operator budget has been spent. 91.3% of the Dislocated Worker Operator budget has been spent.

ii.) Obligations

The Year to Date Obligations report was listed on page 25.

- The Adult column showed that \$369,090.71 has been vouchered out this program year.
- The Dislocated Worker column showed that \$53,623.66 has been vouchered out this program year.
- Total obligations for the program year is \$422,714.37.

iii.) PY'17 Adult/DW Modification 3

Mr. Trent Acker stated that there was a recision in funding that was reversed, meaning that approximately \$14,000 was reinstated to Adult/DW, which is where the funds will be from. Mr. Kal Kunkel stated there was \$14,390 available that could be utilized primarily for training. A decrease of staff salaries, fringe, and operating costs and an increase of training costs, support services, and indirect and general liability. The modification would bring the total budget to \$893, 848.

BOARD ACTION TAKEN: Ed Parris made a motion to approve the PY'17 Adult/DW Modification 3 as presented, second by Edgar Brown. The motion carried with a unanimous voice vote.

iv.) PY'18 Proposed Adult/DW/Operator Budgets

Mr. Kunkel referred to page 26, which shows the PY'18 proposed Adult/DW budgets, to begin at \$740,000 as a baseline budget. Page 29 shows an outline of Client Flow Projections, which includes total served, new enrollments and active follow up. The projected number of clients to be served is 571.

BOARD ACTION TAKEN: The Finance Committee made a motion to approve the PY'18 proposed Adult/DW budgets as presented, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

Mr. Kunkel referred to page 33, which shows the proposed Operator budget. The budget has not changed since PY'17, totaling \$85,000. Most costs associated with this budget are staff and operating costs of oversight of the OneStop System.

BOARD ACTION TAKEN: The Finance Committee made a motion to approve the PY'18 proposed Operator budget as presented, second by Danny Brothers. The motion carried with a unanimous voice vote.

v.) PY'17 Rapid Response

Mr. Kunkel referred to page 39, which shows the funding grant award for the Rapid Response Dislocated Workers grant. This grant will allow Eckerd to hire an additional career coach to assist with Rapid Response events in non-traditional transition services. The total award amount is \$80,187.

vi.) PY'18 Rapid Response

Eckerd is in the process of composing a proposal for Rapid Response funding, which must be used on Dislocated Workers. The proposal will request a specific amount, and the additional equivalent amount in funding can be transferred to the Adult program. This will serve as a way to help mitigate loss in funding year-over-year.

vii.) PY'17 Youth

Ms. Karen Craven referred to page 45 to report the following information on the Youth budget:

- Through April 2018, the budget is 79.3% expended as a whole.
- Through April 30, 2018, Eckerd has provided 84% of the 5,760 total budgeted training hours.

viii.) PY'18 Youth Proposed Budget

Mr. Kunkel referred to page 46, to show the PYC Budget Comparison Chart. The chart shows a comparison of PY' 17 Budget Mod #2 with the PY'18 Budget B. The total approved Youth PY'18 budget B is \$600,000. Mr. Acker stated that additional funding may be available in the coming months. The PY'18 Youth Budget B comes as a recommendation from the Finance Committee.

BOARD ACTION TAKEN: Ed Parris made a motion to approve the PY'18 proposed Youth budget B as presented, second by Danny Brothers. The motion carried with a unanimous voice vote.

b. In-House Budget

i.) PY'17 In-house Budget

Mr. Acker referred to page 54 in the packet for the In-House budget through April 2018 to note the following:

- The Unemployment Compensation line item funds that were set aside will not be expended.
- There were unanticipated repair expenses for the WorkLink car.
- Mr. Acker anticipates being able to cover any overages within the in-house budget if needed.
- 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.

Page 55 showed the Obligation Report and Fund Utilization rate through April 2018 reporting. The Fund Utilization rate goal overall is 66%, and the Adult, DW, and Youth programs are on target. 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 67% for Adult, 67% for DW, and 77% for Youth.

ii.) PY'18 Proposed In-house Budget

Mr. Acker stated that the PY'17 budget listed on page 54, was proposed to the Finance Committee, to be used as a guideline in the interim as the PY'18 In-house budget is being finalized. A final PY'18 In-house budget would be presented to the Executive Committee between July-August. This comes as a recommendation from the Finance Committee.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the PY'18 proposed In-house Budget as presented, second by Edgar Brown. The motion carried with a unanimous voice vote.

VI. Ongoing Grants

i.) Incumbent Worker Training Grants

- 16IWT01-02: Almost \$266,000 was awarded. The total amount spent was \$209,315.86. Employers were unable to expend all funds for a variety of reasons, including rescheduled trainings and HR changes.
- Rapid Response IWT: There are 3 current Rapid Response IWT contracts with Siemag, Patriot Automation and Ideal Steel. Imperial Die Casting IWT contract is final. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$150,000 has been awarded to 4 companies. Companies awarded are Allegro Industries, Mergon, Nutra, and Proper Polymers. Expenditures are beginning to be submitted.

ii.) OJT

Mr. Acker referred to page 58 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 will continue to reach out to employers for OJT.

iii.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 59 in the packet, which shows invoices 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 44% of the 60% goal.

C.) Youth Committee

Ms. Kristi King-Brock referred to page 60, which showed the 2015 Youth Strategic Plan Goal #1 Revised Action Plan. Pages 61-65 show the existing AOP Community Resources flyers that were

developed by Ms. Jennifer Kelly. These Community Resources flyers would replace the “roadmap” resources that were planned on being utilized in the Youth Committee Strategic Plan. Mr. Acker recognized that the Community Resources flyers were recognized by the State Workforce Board as a best practice, and other areas are using these as a template.

BOARD ACTION TAKEN: The Youth Committee made a motion to approve the existing Community Resources flyer in place of developing a “roadmap” matrix, second by Stephanie Collins. The motion carried with a unanimous voice vote.

Ms. Kristi King-Brock referred to pages 67-72, which showed the Revised Draft WorkLink Supportive and Incentive Policy. The modification reflects the verbiage that Youth can receive incentives during the follow-up stage.

BOARD ACTION TAKEN: The Youth Committee made a motion to approve the modification to the WorkLink Supportive and Incentive Policy as presented, second by Danny Brothers. The motion carried with a unanimous voice vote.

Ms. Kristi King-Brock referred the Board to page 74, and stated the Board goal for PYC is 156. She congratulated PYC for enrolling a total of 159 participants for the year to date, including 123 new enrollments and 36 from carryover.

The next scheduled Youth Committee meeting is August 7, 2018.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations Committee met on May 23, 2018 and reviewed the Employer Services, SC Works Center, and WIOA Program Usage reports. All reports were for July 2017-April 2018.

Mr. Parris announced that the Committee reviewed Eckerd Workforce Development Services’ proposed budgets for PY’18 for the Adult/DW Operator and Adult/DW Program. The budgets were approved and moved to Finance for consideration.

Mr. Parris stated that 3 applications have been received for the Eligible Training Provider List. Pages 83-84 shows a detailed description of the programs.

- Career Step: Denied based on adequate training available in the WorkLink region.
- Horry Georgetown Technical College: Denied based on adequate training available in the WorkLink region.
- Pee Dee Regional EMS: Denied based on adequate training available in the WorkLink region.

Mr. Parris stated that the initial information from DEW on the WorkKeys to WIN realm transition was reviewed. The Business Services Integration team and quarterly Partner meeting was held on May 25, 2018 and featured Legal Aid Services.

The next OneStop Operations Committee meeting will take place August 22, 2018.

E.) Priority Populations Committee

Ms. Lisa Gillespie referred the committee to page 85. The committee met on May 17, 2018 to hear from Susan Ingles with SC Legal Services. Ms. Gillespie stated that the unemployment rate for individuals with disabilities is 20.9%. Mr. Edgar Brown announced that on June 7th, 2018 there will be a job fair for Electricians at the Crowne Plaza in Greenville. The next Priority Populations meeting is planned for August 9, 2018 with SC Legal Services as the speaker.

VII. Adjourn

With no other business, Chair Wallace adjourned the meeting at 2:18 pm.

Respectfully submitted by: Meredith Durham