

WORKFORCE INVESTMENT CORPORATION
Youth Committee Meeting Summary
August 13, 2018 @ 11:00am
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Elaine Bailey	Kristi King-Brock	Berdina Hill	Jennifer Lannom
Rick Murphy	Crystal Noble		

Members Absent:

Amy Bradshaw	Robert Halfacre	Tim Mays	Melanie McLane
Melissa Rosier			

Staff Present:

Trent Acker	Sharon Crite	Meredith Durham
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Guests Present:

Karen Craven	Renee Alexander	Ann Marie Baker	Kal Kunkel
Jackie Taylor			

I. Welcome and Introductions

Ms. Kristi King-Brock called the meeting to order at 11:02 am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Introductions were made.

II. Approval of 5-1-2018 Meeting Minutes

The minutes from the 5/1/18 meeting were emailed to the committee for an electronic vote and included in the meeting packet. Ms. King- Brock called for corrections/amendments to the minutes.

ACTION TAKEN: Rick Murphy made a motion to ratify the electronic vote of the 5/1/2018 meeting minutes as presented, seconded by Crystal Noble. The motion carried unanimously.

III. Palmetto Youth Connections Report

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections PY'17 Monthly Update Report. This report reflects July 1, 2017-June 30, 2018.

- PYC currently has 36 carryover participants, 124 new enrollments with a total of 160 active enrollments.
- There are currently 22 in Work Experience (including carryover and new participants).

- There are 75 currently in follow-up. Follow-up is where PYC looks at retention and performance of the program. This number changes regularly due to participant flow in and out of the program.
- Ms. Craven provided performance data:
 - Total entering employment, military, or education: 4th quarter- 82.6%
 - Credential attainment: 91.3%
 - In program measureable skills gain: 3rd quarter- 56.5%
- To date, Anderson has enrolled 69 participants, 40 in Oconee, and 51 in Pickens.

Ms. Craven gave the committee a copy of the PYC PY'17 Dashboard, reflecting data through June 30, 2018. In PY'17, PYC has served:

- 43% males and 57% females.
- 54% Younger Youth and 56% Older Youth.
- 100% are high school dropouts.
- 66% basic skills deficient participants, which means the participant scored at or below 8.9 in reading or math.
- 55% unemployed.

Ms. Craven referred the committee to the caseload breakdown, stating currently 160 participants are being served through PYC, including both active and follow-up.

- PYC has 69 Anderson County residents, 40 Oconee County residents, and 51 Pickens County residents in the program at this time.
- Ms. Craven referred to the Year-to-Date Outcomes chart, which are performance measures being reviewed in real time. To date, there are 131 Measurable Skills Gains, that includes 80 credentials, 32 literacy numeracy gains, 13 skill upgrades, 4 training milestones, and 2 post-secondary progress (participant did not move up education level, but made progress with math and reading). There have been 76 GED earned and 4 high school diplomas, and 39 occupational skills credentials (36 of which were hospitality, 2 CNA, and 1 Patient Care Technician). For placement rates through the end of March, 262 were positively placed (6 in post-secondary and 256 in employment).
- Ms. Craven stated that there were 4 Platinum, 13 Gold, 24 Silver, and 4 Bronze WorkKeys certificates, for a total of 45 for PY'17. Most participants enter the program with a WorkKeys score.
- Ms. Craven stated that Ann Marie Baker taught 456 Career Smart classes, of which there were 76 resumes created.

Ms. Craven reviewed the Palmetto Youth Connections PY'18 Monthly Update Report. This report reflects July 1, 2018-July 31, 2018.

- PYC is projecting 50 carryover participants and 156 new enrollments for PY'18. 5 participants were enrolled in July, totaling 55 participants being served.
- There are currently 6 in Work Experience (including carryover and new participants).
- There are 75 currently in follow-up. Follow-up is where PYC looks at retention and performance of the program. This number changes regularly due to participant flow in and out of the program.

IV. New Business:

a. PY'18 Selected Youth Bidder/Provider

Palmetto Youth Connections was selected as the PY'18 Youth Provider, with an opportunity to be renewed up to 4 years.

b. PY'18 Youth Budget

Mr. Kal Kunkel referred to page 5, which shows the PY'18 Youth Budget Comparison Chart. Eckerd presented Budget B to the Youth Committee for review. Mr. Kunkel explained that Eckerd moved from an indirect rate on total costs, which was 8.86% in PY'17, to a modified total direct costs indirect rate. The PY'18 rate will be 12.0% across all workforce contracts, due to the change in methodology. Direct costs will be modified, which means that the 12.0% rate will only be charged on items that are directly related to operating expenses. Participant related costs will never be charged the 12.0% rate, because they are all pass-through costs.

c. PY '17 Youth Service Provider Enrollment Update-Information

Ms. King-Brock referred to page 13, which shows the PY'17 Enrollment Report. Ms. King-Brock stated that PYC exceeded their enrollment goal of 156 enrollments for PY'17. PYC enrolled 160 participants in PY'17.

d. PY'17 Grant Expenditures (4/1/18-6/30/18)

Ms. Craven reviewed the expenditure budget report for PY'17, which can be found on page 14-16 in the packet, stating that as of the end of June, the budget is 94.8% expended. Ms. Craven pointed to line item 2.9 (Work Experience) as a reminder that PYC has been tasked with spending 100% of the line item and 107.2% has been expended as of the end of June. A total number of hours to be provided are 5,760 and 6,171.89 hours have been provided through the end of June.

e. PY'17 Third Quarter Youth Performance/SCDEW Report

Ms. Crite referred to page 17, which shows SCDEW's report of PY'17 third quarter Youth performance. This is the final report from DEW for third quarter performance. All goals are being met or exceeded for the WorkLink Youth.

f. 2015 Youth Strategic Plan- Goal #1- Existing Resource Map for AOP

Ms. King- Brock referred to pages 18-23, which showed the proposed change in Strategic Plan Goal 1. Pages 22-23 show the Resource Map for AOP that will be used as a "roadmap". The Resource Map approval was sent as an electronic vote to the committee.

ACTION TAKEN: Elaine Bailey made a motion to ratify the electronic vote on using the AOP resource map as presented, seconded by Crystal Noble. The motion carried unanimously.

g. PYC Enrollment Commitment Form #5- Incentive (Smart Classes)

Ms. Crite referred to page 24, item #5, which shows the language that will be used in the PYC Enrollment Commitment Form: "Attend and complete Career Smart Soft Skills Workshops: Resume, NIOSH, Financial Literacy, Employability, Critical Thinking, Social Networking, and Entrepreneurial

and complete a mock interview with PYC Staff.” Initially, the Youth Committee voted to accept the bolded language on page 25, which states: “Failure to participate in ALL Career Smart Classes and Mock Interview, after two attempts to engage you, will result in a suspension of supportive services in the form of transportation and Incentives, until ALL Career Smart Classes and Mock Interview are completed.” Reversing the language will eliminate question of whether youth participants are opting out on what they have earned. Ms. Crite referred to page 27 and stated that Career Smart Classes are a Non-Common Measure, which means they are not in the performance measure.

ACTION TAKEN: Crystal Noble made a motion to revert to the original language listed on page 24 of the packet as presented, seconded by Elaine Bailey. The motion carried unanimously.

h. PY’18 PYC Revised Incentive Policy

Ms. Craven referred to pages 26-27, which shows the PY’18 Youth Incentive Policy. PYC is proposing a small modification to the policy, due to budget cuts in the incentive line item in the PY’18 budget. PYC is proposing to reduce the incentive a student earns for a Measurable Skills Gain from \$50.00 to a new amount of \$25.00. PYC is also proposing to reduce the incentive a student earns for Non Common Measure: Completion of Work Experience with a final evaluation of 3.0 or higher, from \$100.00 to a new amount of \$50.00.

ACTION TAKEN: Rick Murphy made a motion to accept the revised Incentive Policy as presented, seconded by Crystal Noble. The motion carried unanimously.

i. Request to Suspend Serving ISY- 4 Year Data (PY14-PY17)

Ms. Sharon Crite referred to page 28, and stated that the Youth Committee began serving In-School Youth in PY’14. The 4-year data was shown on page 28. The enrollment number has been zero (0) in the past two years. The request, because of the reduction in funds and lack of enrollment, is to suspend serving In-School Youth as of this year (PY’18).

ACTION TAKEN: Elaine Bailey made a motion to focus on serving Out-of-School Youth and suspend the In-School Youth program, seconded by Berdina Hill. The motion carried unanimously.

j. Youth RFP Committee Motion for Future Youth RFP

Ms. King-Brock referred to pages 29-30 to show the 2018 Youth RFP Final Bidder’s Meeting Summary and a Proposal Checklist Form. In the past, unresponsive RFP bidders had an opportunity to respond with missing documents within a time period. In the Youth RFP Final Bidder’s meeting, Mr. Robert Halfacre made the motion to deny an RFP proposer the ability to submit an RFP proposal if the said proposal is not complete, second by Mr. Tim Mays.

ACTION TAKEN: The Youth RFP Committee made a motion to deny an RFP proposer the ability to submit an RFP proposal if the said proposal is not complete, seconded by Elaine Bailey. The motion carried unanimously.

k. Remove Future RFP “Non-Responsive” Language/Extension

ACTION TAKEN: Crystal Noble made a motion to remove the “non-responsive” language from future Youth RFPs, seconded by Berdina Hill. The motion carried unanimously.

l. PY’18 Eckerd Healthcare Cost Calculation- Youth Budget

Mr. Kunkel referred to page 31 for the latter half of a letter written by Eckerd’s audit firm. Paragraph 4 describes the methodology and how healthcare costs were allocated. This was based on the total amount of healthcare costs, previous year costs, and total number of employees. Page 32 shows FY’18 estimates for total FTE employees eligible across the company. A modification will be made to adjust the costs of health insurance, tuition costs, and indirect costs using the methodology shared on page 32.

m. PY’17 State (SCDEW) Monitoring Report

Mr. Acker referred to pages 35-42, which shows the Annual State Monitoring Report. WorkLink is in the process of responding to the report, which was received on July 27th. Mr. Acker reviewed the findings with the Youth Committee.

n. PYC Youth Participant Success Stories

Ms. Karen Craven shared a participant success story from Pickens County with the Youth Committee. This participant was a high school dropout and needed 3 credits to obtain a diploma, which equals 180 hours of seat time. The participant received career coaching, and finished his high school diploma. After completing his diploma, he enlisted in the US Marines.

V. Other Business

The Youth Outreach Committee will be meeting to address the branding and marketing of the Youth program.

Mr. Acker noted that the Youth Committee may receive an opportunity to vote on a participant of the year for one of the WorkLink counties. This county has decided to recognize workforce initiatives and participants throughout their community.

Mr. Acker stated that the State Workforce Board allocated \$1,150,000 for a Technology Grant to local areas. Local areas will be able to submit requests for funds to update and provide new technology. Mr. Acker will be in touch with more information.

VI. Adjourn

Ms. Kristi King-Brock thanked everyone for attending and adjourned the meeting.

Respectfully submitted by: Meredith Durham