

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

April 17, 2019 Minutes

Board Room – Clemson University - Martin Inn & Conference Center

Members Present:

Jeromy Arnett
Brooke Garren
Patrick Pruitt

David Bowers
Lisa Gillespie
Mike Wallace

Edgar Brown
Kristi King-Brock

Stephanie Collins
Melanie McLane

Members Absent:

Cheryl Allmon
Billy Gibson
Grayson Kelly

Danny Brothers
Teri Gilstrap
Jennifer Lannom

David Collins
Robert Halfacre
Ed Parris

Allen Fain
Emily Hodge
Shonna Williams

Staff Present:

Trent Acker
Meredith Durham

Jennifer Kelly

Windy Graham

Guest Present:

Steve Riddle
Julia Gamarra Mendoza

Renee Alexander
Gene Williams

Karen Hamrick
Jason Duncan

Karen Craven

I. Call to Order

The meeting was called to order at 1:00 pm. Ms. Stephanie Collins 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 Collins recognized Gene Williams and Jason Duncan for their service to the WorkLink Workforce Development Board.

II. Approval of Minutes

The minutes from the February 6, 2019 meeting were emailed with the meeting notice and included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

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

III. Director's Report

A. PY19 State Allocations

Mr. Trent Acker referred to page 8, which showed South Carolina's allocations for PY'19 vs. PY'18 allotments comparison chart. South Carolina received a decrease in Youth funding by 9.88%, decrease in Adult funding by 9.0%, and a decrease in Dislocated Worker funding by 3.97%.

B. Statewide Data of Interest

Mr. Acker presented the State of the Workforce data packet, which was developed by the SC Department of Employment and Workforce's Business Intelligence Department. A digital version may be sent out to interested Board members as well. Mr. Acker pointed to page 22, and noted that the top certifications were provided, with Commercial Driver's License nearing the top of the list.

C. Quarterly Performance

On pages 24-27, Mr. Acker reviewed WorkLink's quarterly performance data. The performance provided was PY'18 2nd Quarter Rolling-4 . WorkLink passed all performance measures in Adult, Dislocated Worker, and Youth programs.

IV. Committee Reports

A.) Executive Committee

- i.) Chair Collins reviewed the actions taken by the Executive Committee since the last Board meeting. Chair Collins read a summary of the actions taken:

On 3/11/2019, the Executive Committee voted to approve the selection of Clements Electrical Inc. to perform electrical modifications in the training room in the Clemson SC Works Center. These modifications, which include the addition of electrical outlets for use with laptops and other devices, will enhance the capacity of the training room and its use to support participant activities.

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

B.) Finance Committee

1) PY 18 Budget Overview

a. WorkLink Grants

i.) Adult, DW, Operator

Ms. Renee Alexander referred to the following as of March 2019:

- Page 28: Adult Program budget— 64.2% of the Adult Program budget expended.
- Page 29: Dislocated Worker Program budget – 54.9% of the DW program budget expended.
- Page 30: Operator Adult budget – 67.2% of the Operator Adult budget expended.

- Page 19: Operator DW budget—69.8% of the Operator DW budget expended.
- Page 20: Rapid Response Grant PY17—45.3% expended.
- Page 21: Rapid Response Grant PY18—18.2% expended. This is a new grant.
- Page 22: Obligation Report-- Total vouchers paid is \$211,959.55 and vouchers not paid is \$51,368.47. The Obligation Report is a way to track additional training funds that may be needed and to keep track with obligations for the year.

ii.) PY18 Youth

Ms. Karen Craven referred to page 35 and stated that the 66.3% of the Youth budget has been expended through March 2019. Ms. Craven pointed to the Work Experience line item and stated that 100% of those funds are mandated to be expended by the end of PY'18. Ms. Craven stated that 51.6% of Work Experience stipends have been expended as of March 2019. Ms. Craven noted that 33 students have been placed in Work Experience in PY18.

b. In-House Budget

i.) PY'18 In-house Budget

Mr. Acker referred to the PY'18 In-House budget sheet to note the following:

- WorkLink is using On-the-Job Training to help expend training dollars.
- The Outreach line item overage was caused from additional necessary advertising costs.

c. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 current Rapid Response IWT contract with Lakeside Steel and Machine and 1 recently closed contract with Patriot Automation shown on page 38. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 18IWT01: Listed on page 37 is the PY18 IWT grant summary. WorkLink staff will continue to monitor the grant as expenditures are submitted. This is an 18 month grant. There is also another opportunity for additional funding that is currently out for solicitation, which runs through April 30th.

ii.) OJT

Mr. Acker referred to page 40 for the OJT Contract summary. There are 3 total active contracts with Patriot Automation and School District of Pickens County. Advanced Machining, Michelin, and J. Davis' contracts have been reimbursed. OJT participants have the option to participate in continued services with their assigned Career Coach after OJT concludes. WorkLink will continue to reach out to employers for OJT.

iii.) Technology Grant

Mr. Acker stated WorkLink was awarded \$122,500 for a technology grant to use for technology upgrades in the SC Works Centers. WorkLink will receive a new phone system and other technology upgrades from the awarded grant.

iv.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 39 in the packet, which shows invoices received and ridership numbers through April 9, 2019. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. 46% has been spent through April 2019.

C.) Youth Committee

Ms. Stephanie Collins referred to Ms. Kristi King-Brock to review the PY18 PYC New Enrollment Report. Ms. King Brock stated that as of March 2019, there were 146 individuals enrolled in the Youth program. The goal for PY18 is 156 enrollments.

Ms. King-Brock announced the PY19 Youth Budget Negotiations Committee members would be Jeromy Arnett, Rick Murphy, Robert Halfacre and Kristi King-Brock.

The next Youth Committee meeting is scheduled for May 7, 2019.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations committee met on March 20, 2019. Mr. Parris stated that there are no current recommendations to the Strategic Plan at this time, but the OneStop Operations committee plans to continue to review the Plan at the next committee meeting. Mr. Parris referred to page 44 which showed the SC Works usage reports through March 2019. Participant success stories were listed on pages 45-46.

Ms. Jennifer Kelly stated that when South Carolina released targeted classroom training, they allowed the option of 5 industry clusters for training. Construction would be WorkLink's 5th industry cluster. Pages 47-50 shows occupation data related to Construction.

BOARD ACTION TAKEN: The OneStop Operations Committee made a motion add Construction as a fifth industry cluster for training in the WorkLink region, seconded by David Bowers. The motion carried with a unanimous voice vote.

Mr. Parris referred to Ms. Windy Graham for information on the ETPL applications. Ms. Graham stated that 5 applications have been received for the Eligible Training Provider List. Pages 52-54 shows a detailed description of the programs.

- Capstone Career Development Center was approved.
- Clemson University Center for Corporate Learning was approved.
- Tri-County Technical College's Electrical Lineman program was approved.
- Carolina Computer training was tabled until further information is received.

BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to approve Capstone Career Development Center, Clemson University for Corporate Learning, and Tri County Technical Colleges's Electrical Lineman program to be on the Eligible Training Provider List, seconded by Mike Wallace. The motion carried with a unanimous voice vote.

BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to deny MedCerts application to be on the Eligible Training Provider List due to no classroom based training being available, seconded by David Bowers. The motion carried with a unanimous voice vote.

E.) Priority Populations Committee

Ms. Lisa Gillespie referred the committee to page 55. The committee met on March 12 to hear from Stephanie Enders with Ripple of One. Ms. Gillespie stated that the unemployment rate for individuals with disabilities is 9.0%. The next Priority Populations meeting is planned for May 14 with Foothills CAN.

Chair Collins reminded Board members that the next meeting on June 5th will include final Budget approval for the next program year.

Chair Collins adjourned the meeting at 1:51 pm.

Respectfully submitted by: Meredith Durham