

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

November 6, 2019 Minutes

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

Members Present:

David Collins
Lisa Gillespie
Grayson Kelly
Mike Wallace

Stephanie Collins
Teri Gilstrap
Kristi King-Brock
Shonna Williams

Allen Fain
Robert Halfacre
Ed Parris

Billy Gibson
Emily Hodge
Patrick Pruitt

Members Absent:

Cheryl Allmon
Edgar Brown

Jeromy Arnett
Brooke Garren

David Bowers
Jennifer Lannom

Danny Brothers
Melanie McLane

Staff Present:

Trent Acker
Meredith Durham

Jennifer Kelly

Windy Graham

Sharon Crite

Guest Present:

Renee Alexander
Matt Fields

Karen Hamrick

Karen Craven

Melissa Rodgers

I. Call to Order

The meeting was called to order at 1:02 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.

The Anderson County Adult and Youth WIOA Participant of the Year videos were shown following introductions.

II. Board Officers

Chair Collins stated that conversations are still being held regarding the Board Officer positions. The next meeting is in February 2020, so there is time to have additional conversations.

III. Approval of Minutes

The minutes from the September 18, 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: Mike Wallace made a motion to approve the minutes as presented, second by Robert Halfacre. The motion carried with a unanimous voice vote.

IV. Director's Report

A. *Re-Entry Navigator Grant*

Mr. Trent Acker stated that the Re-Entry Navigator grant will provide staff and basic operational resources to assist re-entry populations in the WorkLink workforce area. WorkLink has applied and was notified that by DEW that we will be receiving the grant award for a 2 year period. Anderson County will serve as the contractor, but the grant will assist the 3 WorkLink counties in working with the pre-released population and those who have a past criminal history. More information will be given as details of the grant are discussed.

B. *AOP Showcase*

Mr. Acker noted that the AOP Business and Industry Showcase is scheduled for November 20-21, 2019 at the Anderson Civic Center. All Board members are invited to attend. There will be approximately 5,000 8th graders in attendance from 8:45 a.m.-12 p.m. each day.

C. *Board Meeting Dates*

Mr. Acker pointed to page 7, which showed the proposed 2020 Board meeting dates.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve 2020 Board meeting dates as presented, second by Ed Parris. The motion carried with a unanimous voice vote.

D. *Fund Utilization Rate Response*

Mr. Acker stated that by June 30 each year, WorkLink is required to expend 70% of funds available through each fund stream. In program year 2019, WorkLink missed the Dislocated Worker funds mark, partially because WorkLink accepted voluntary reallocation from Midlands Workforce Development Board. Mr. Acker explained that WorkLink is required to respond to DEW staff with an explanation. The explanation was included in the meeting packet. Mr. Acker stated that DEW has received the remaining funds from the Department of Labor, which WorkLink will in turn receive effective October 1, 2019.

V. Committee Reports

A.) Executive Committee

- i.) Chair Collins stated there are no actions to report from the Executive Committee.

B.) Finance Committee

1) Budget Overview

a. WorkLink Grants

i.) PY19 Adult, DW, Operator Budgets

Mr. Matt Fields and Ms. Renee Alexander referred to the following as of September 2019:

- Page 11: Adult Operator budget— 22.5% of the Adult Operator budget has been expended.
- Page 12: DW Operator budget – 27.9% of the DW Operator budget has been expended.
- Page 13: Adult Program budget – 27.9% of the Adult Program budget has been expended.
- Page 14: DW Program budget—12.8% of the DW Program budget has been expended.
- Page 15: Rapid Response budget – 53.5% has been expended at the time of closeout.
- Page 16: Obligation Report- Total vouchers net approved for the Adult budget is \$152,964.14. \$131,795.85 has been paid for the Adult budget. Total vouchers net approved for the Dislocated Worker budget is \$26,887.00. \$17,850.00 has been paid for the Dislocated Worker budget.

ii.) Eckerd WDS Adult and DW Program Budget—Mod. 1

Ms. Alexander referred to page 18, which showed the first modification for this program year. Eckerd is requesting carry-over funds for a budget modification to provide additional training and supportive services to program participants. The overall increase to the Adult budget is \$102,800 and to Dislocated Worker \$15,200 for a total increase of \$118,000. Ms. Alexander stated the following:

- Staff Salaries and Fringe will decrease overall by \$5,168.82, and those funds were moved to Training and Support Services.
- Increase in Operating Costs by \$385.08
- Increase in Training Costs by \$83,779.98 to support participant training needs
- Increase in Supportive Services by \$42,000. Any costs that are not tuition will be charged as a supportive service cost.
- Increase to Indirect Costs and General Liability Insurance by \$3.74.

BOARD ACTION TAKEN: The Finance Committee made a motion to approve Modification 1 of the Adult and DW Program Budgets as presented, second by Ed Parris. The motion carried with a unanimous voice vote.

iii.) PY19 Youth Budget

Ms. Karen Craven referred to page 27 and stated that 19.8% of the Youth budget has been expended through September 2019. Ms. Craven pointed to the Work Experience line item and stated that 11.4% of Work Experience stipends were expended through September 2019, which

equates to 664 hours of training. Four participants have entered occupational skills training, and 5 participants have entered post-secondary education.

iv.) PY19 Youth Budget Modification 1

Ms. Alexander directed the committee members to page 28, which showed the WorkLink Youth Budget Comparison. Ms. Alexander stated that there were no changes to Staff and Fringe Salaries and Operating Costs. There was a reduction in Work Experience Stipends and Tuition Costs. ITA's and Participant Graduation Fees will increase. Funds will be moved to Supportive Services to increase client incentives. After the shifts in the budget, the sub total is still \$600,000, indicating no net change. Page 30 showed the client flow projections.

BOARD ACTION TAKEN: The Finance Committee made a motion to approve the Youth Budget Modification 1, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

b. In-House Budget

i.) PY19 In-house Budget

Mr. Acker presented the PY'19 in-house budget. Mr. Acker noted on page 31 that the Salary, Fringe, and Indirect line item is spending as anticipated. Mr. Acker stated that the Council of Governments is changing financial management software, so WorkLink will not be able to pay out any items for approximately 10 days. Regarding facility costs, DSS has a contract that has been terminated and will in turn move 3 DSS staff out of the Clemson SC Works Center. DSS pays \$6,000-\$6,500 per quarter, which will now be split principally between WorkLink and DEW. Mr. Acker noted that the undesignated funds from Adult and DW budgets do not include the \$118,000 that will be allocated since the modification was approved today. The transfer of \$250,000 in Dislocated Worker funds will be earmarked for use for Adult services since DEW has officially received the funds.

BOARD ACTION TAKEN: David Collins made a motion to accept the 2019 In-house budget as presented on 9/18/19, seconded by Grayson Kelly. The motion carried with a unanimous voice vote.

c. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 recently closed Rapid Response IWT contract with Lakeside Steel and Machine.
- PY18 IWT: Listed on pages 32-33 are the PY18 IWT grant summaries. WorkLink staff will continue to monitor the grant as expenditures are submitted. Both grants are expending as expected. WorkLink has received the IWT notice for local areas to apply for PY19 IWT grants.

ii.) OJT

Mr. Acker referred to page 35 for the OJT Contract summary. There are 2 closed contracts with Patriot Automation and MST Concrete, and 1 open contract with MTS Office Machines. OJT is used as a tool for employers to hire candidates that could use an additional incentive to gain employment.

C.) Youth Committee

Ms. Stephanie Collins referred to Ms. Kristi King-Brock to review the PY19 PYC New Enrollment Report. Ms. King Brock stated that as of September 2019, there were 56 individuals enrolled in the Youth program.

Ms. King-Brock pointed to page 37, which showed a budget modification to request that the Supportive Service policy include driver's license reinstatement fees at a maximum cap of \$500.

BOARD ACTION TAKEN: The Youth committee made a motion to approve Supportive Service policy change as stated, seconded by David Collins. The motion carried with a unanimous voice vote.

Ms. King-Brock shared that the next Youth Committee meeting will be January 21, 2020. The full 2020 Youth Committee meeting dates were listed on the agenda.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations committee met on October 23, 2019. Mr. Parris stated that the Employer Services, SC Works Center, and WIOA Program Usage reports were reviewed at the committee meeting and could be viewed on pages 38-41. Some highlights include:

- 5,208 individuals served in-person through the SC Works Centers in PY19 so far
- 4 Rapid Response layoff events held, and there were 55 individuals affected
- 76 individuals enrolled in WIOA out of a planned 54
- 8 individuals attended WIOA training in WorkLink's five career clusters

Mr. Parris referred to Ms. Windy Graham for information on the ETPL applications. Ms. Graham stated that 1 application has been received for the Eligible Training Provider List. Page 43 shows a detailed description of the program.

- RB Sigma LLC applied for an online Lean Manufacturing Program.

BOARD ACTION TAKEN: Mike Wallace made a motion to deny RB Sigma LLC to be on the Eligible Training Provider List, seconded by Teri Gilstrap. The motion carried with a unanimous voice vote.

Ms. Jennifer Kelly pointed to page 44, which showed the Supportive Service Policy revision draft. The policy revision happened as a part of the Re-entry grant, in order to loosen restrictions for low income individuals, specifically for transportation and needs related payments. The format of the policy was changed to clarify whether each category has to be low income based. On page 51, driver's license reinstatement fees were added and transportation assistance was revised to ensure that any individual would qualify (will be piloted). Page 55 showed a snapshot on the services provided. Each participant can receive up to \$3,000 per program year. Page 57 included a new form that Case Managers can ask for if the supportive service needed is not included in the policy.

BOARD ACTION TAKEN: David Collins made a motion to approve the revised Supportive Services policy as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote. Teri Gilstrap abstained from the vote.

The next One Stop Operations Committee meeting will take place January 22, 2020.

E.) Priority Populations Committee

Ms. Lisa Gillespie referred the committee to page 59. The committee met on October 8 to hear from Mr. David Rojas with South Carolina Healthy Connections. The unemployment rate is 7.2% for those in South Carolina with disabilities. The next Priority Populations meeting is planned for January 7, 2020.

Chair Collins adjourned the meeting at 2:01 pm.

Respectfully submitted by: Meredith Durham