

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**February 5, 2019 Minutes**

**Seminar Room I – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Jeromy Arnett	David Bowers	Danny Brothers	Stephanie Collins
Allen Fain	Brooke Garren	Lisa Gillespie	Teri Gilstrap
Emily Hodge	Grayson Kelly	Kristi King-Brock	Ed Parris
Mike Wallace	Shonna Williams		

**Members Absent:**

Cheryl Allmon	Edgar Brown	Jennifer Lannom	Melanie McLane
David Collins	Billy Gibson	Teri Gilstrap	Robert Halfacre
Patrick Pruitt			

**Staff Present:**

Trent Acker	Jennifer Kelly	Windy Graham	Sharon Crite
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**Guest Present:**

Renee Alexander	Karen Craven	Matt Fields	Karen Hamrick
Melissa Rodgers			

**I. Call to Order/Introductions**

The meeting was called to order at 1:04pm. 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. Introductions were made around the room.

**II. Board Officers**

Chair Collins opened the floor for nominations for Board Chair for the remainder of the 2019 program year.

**BOARD ACTION TAKEN: Danny Brothers nominated Mike Wallace as Board Chair for the remainder of program year 2019, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

Chair Wallace thanked Ms. Collins for serving as Chair to the WorkLink Board over the past year and a half.

### III. Approval of Minutes

The minutes from the November 6, 2019 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: Grayson Kelly made a motion to approve the minutes as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

Chair Wallace requested that the Board add an Executive Session to the agenda under the One Stop Committee section, Request for Proposals/Extension of Grants.

**BOARD ACTION TAKEN: Danny Brothers made a motion to add the Executive session to the agenda, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

### IV. Director's Report

#### A. *Re-Entry Navigator Grant*

Mr. Trent Acker, Executive Director for WorkLink, stated that the Re-Entry Navigator grant application WorkLink submitted to SC Department of Employment and Workforce (DEW) is still pending. The initial round of applications was due in April of 2019 with only one grant awarded. The second grant application round was released in the summer of 2019 and closed in September. WorkLink received notification that we would be grant recipients under this round of funding shortly after the closing of the solicitation period. However, in December 2019, WorkLink received a conditional award letter requesting additional information regarding the grant application that was submitted. DEW received WorkLink's response in January of 2020 and should be reviewing those answers in the immediate future. Mr. Acker stated he hoped to receive a response from DEW by mid-February regarding the grant award status, but is not confident regarding the timing of that notification. Mr. Acker stated that significant time and effort was put into the application of this grant from Anderson County, WorkLink staff, and Vocational Rehabilitation. If the grant application process were to fail, the legislative delegation will be made aware.

#### B. *SWDB Grant Opportunities*

Mr. Acker stated that the grant process has changed significantly with new leadership at DEW and on the State Workforce Development Board. As a result, DEW staff is having to adopt their processes mid-stream to accommodate the new direction given to them. This has influenced the Re-Entry grant application process significantly, requiring additional responses and measures to be addressed after submission of the application.

Mr. Acker stated that the new grant application process may further affect the length of time for turnaround of grant funding for Incumbent Worker Trainer (IWT), as well as which grants WorkLink applies for in the future, such as SETA scholarships, outreach, technology, and other initiatives funded by the State Workforce Development Board (SWDB).

### *B. Rapid Response Events*

Tyson Foods (Chef's Pantry), located in Dacusville, SC, will be closing at the end of March 2020. 245 people have been affected; rapid response sessions are ongoing. 90 employees were seen at the sessions held on February 4, 2020. Roughly half live in Greenville County and half in Pickens County. The majority of the population speaks primarily Spanish. Not all the Rapid Response materials were translated into Spanish in time for the event, but staff at DEW and with Eckerd has been able to provide translators at the events and a few Spanish-translated materials that were on hand. The Pickens Adult Learning Center has been promoting their English as a Second Language and GED classes to those that may desire to further their education.

Hydro in Belton has finalized the last of the layoff dates from their announcement in the fall. The anticipation is that affected employees will be coming in soon to take advantage of services offered in the Centers.

The GNC Distribution Center at the Nutra plant in Anderson is laying off 65 individuals. Their company merged with International Vitamin, which made a business decision to no longer keep the Distribution Center. Rapid Response events were held approximately two weeks ago.

### *C. PY18 Monitoring*

Mr. Acker stated the final Monitoring report from DEW for the local WorkLink area was available in the packet. The gray boxes show the responses that WorkLink gave to the State for the items cited. Mr. Acker stated that this was a relatively clean monitoring report and shows the efforts of staff and Eckerd in providing services in the WorkLink area.

Mr. Acker also pointed to page 17, and stated that some items the State cites for WorkLink may or may not reflect the good work that WorkLink is doing when compared to other areas. As an example, the State may report that the average OJT contracts written per year are 60. The Lower Savannah region may have a significantly more amount of funding that allows them to write 150 OJT contracts, whereas WorkLink only has a handful of OJT Contracts, and as a result of the comparison, does not reflect our funding level nor the Board's emphasis on funding IWT and occupational training.

Mr. Acker stated that page 19 gives a summary and status update of the action items we were required to address.

### *D. AOP Showcase*

Mr. Acker showed the video for the 2019 AOP Business and Industry Showcase held on November 20-21, 2019 at the Anderson Civic Center. Approximately 5,000 eighth graders attended. The video reflected the companies that attended and the interactions between the students and employers. This was the 11<sup>th</sup> year of the event and has seen continued success due to all the partnerships and

Board support that goes into the event. WorkLink funded \$2,500 of the transportation costs, and the AOP Business Industry Showcase provided the remaining balance.

Mr. Matt Fields, parent of a K-12 student, spoke to the difference this has made in his son's career interests and choices for classes. This event made his son aware of manufacturing opportunities, and as a result enrolled in some engineering classes at the career and technology center, whereas he may not have previously been interested.

Mr. Acker also shared a success story video from Dawson Hanks, a participant in the Adult program. He finished welding certifications at Norris Mechanical and has been offered a job at the nuclear plant in Georgia.

Mr. Acker gave an overview of performance measures for Quarter 1 of PY2019 (provided as an insert into the packet), stating that we are meeting or exceeding all of our measures. He explained that performance is judged based on: 1) the overall performance measures across funding streams, 2) on the overall funding stream across all measures, and 3) on each individual measure. WorkLink must achieve at least 90% of their negotiated goals in all three to consider passing.

## **V. Committee Reports**

### **A.) Executive Committee**

- i.) Chair Wallace stated there were no actions to ratify. The Executive Committee did vote to approve the WorkLink staff to follow the COG holiday schedule, but does not require ratification by the Board.

### **B.) Finance Committee**

#### **1) Budget Overview**

##### **a. WorkLink Grants**

##### **i) *PY19 Adult, DW, Operator Budgets***

Mr. Matt Fields, One Stop Operations Director for Eckerd, and Ms. Renee Alexander, Program Director for Eckerd, referred to the following as of December 2019:

- Page 20: Adult Program budget— 45.8% of the Adult Program budget has been expended out of a goal of 50% through December. Ms. Alexander reviewed the line items, stating the Operating Costs percentage will go up once the pending expenditures are posted. This should be seen in the next budget.
- Page 21: Dislocated Worker (DW) Program budget – 31.7% of the DW Program budget has been expended out of a goal of 50% through December. Ms. Alexander stated DW expenditures are lagging behind, and they hope to enroll a few DWs from the Rapid Response events at GNC Distribution, Staples, and Chef's Pantry.

- Page 22: Adult Operator budget – 44.3% of the Adult Operator budget has been expended out of a goal of 50% through December. Mr. Fields stated that there no training or supportive services associated with the Operator budgets.
- Page 23: DW Operator budget—48.6% of the DW Operator budget has been expended out of a goal of 50% through December.

ii.) *PY19 Youth Budget*

Ms. Karen Craven, Program Manager for Palmetto Youth Connections (PYC), referred to page 25 and stated that 44.0% of the Youth budget has been expended through December 2019. Ms. Craven pointed to the Work Experience line item and stated that 24.5% of Work Experience stipends were expended through December 2019; however, as of yesterday, PYC has now obligated 59.0% of this line item. She also stated that 6.4% of the Individual Training Accounts line item has been expended. The low expenditures here are directly affected by the scholarships that Youth receive through other funding sources. Seven participants have entered occupational skills training, and seven participants have entered post-secondary education.

b. In-House Budget

i.) *PY19 In-house Budget*

Mr. Acker presented the PY'19 in-house budget, provided as an insert in the Board packet. Mr. Acker noted four line items for the Board's attention.

- Insurance line item – This line is expended slightly ahead of schedule at 65%. The SC Appalachian Council of Government (ACOG) tort insurance has gone up slightly due to increases in premiums by approximately \$200/month. Every program/department at the ACOG will be impacted.
- Webhosting line item – The WorkLink Board approved the contractor for our website in the fall; however, the Board has not yet voted to add the contract to the in-house budget. Also the contract extends across program years which also is contributing to the high level of expenditures in this line item.
- Outreach line item – The outreach line item is almost expended at 97%. No additional outreach is anticipated at this time. The Outreach grant from the State has supplemented this line item. Tri-County Technical shared expenses with WorkLink on the outreach portion of the Job Fair, and we anticipate some reimbursement for expenses to be issued to us in the next few weeks.
- Accounting services – This line is slightly above the goal for this time period at 64%. This is the financial consultant that WorkLink retains. The Board line item needs to be adjusted to reflect the PY19 contract amount.

A recommendation to adjust these line items appropriately will be forthcoming to the Executive Committee in the next couple of weeks.

*ii.) FUR and Obligation Rate*

An insert was provided in the packet. Mr. Acker stated that the Adult Fund Utilization Rate (FUR) is slightly behind, but anticipates that these expenditure rates will even out as funds are charged between Adult, DW set-aside to Adult, and DW. Enrollments into the WIOA program will also help with the obligation rate. He stated approximately \$15,000 in OJT funds are not reflected in these rates due to timing of payment. He also stated that the obligation rates show that Adult obligations are also behind the goal to reach 80% by the end of the program year, but anticipates that this will balance out now that the transfer of funds was approved by DEW in November. Mr. Acker stated that he conferred with our Financial Consultant, Brandi Runion, regarding obligation and FUR, and at this time, there are no concerns.

c. Ongoing Grants

*i.) Transportation for AOP Business & Industry Showcase*

The report is seen on page 26 of the packet. The total transportation cost to bus eighth graders to the event was approximately \$13,000 dollars. WorkLink contributed \$2,500 to the total cost, and the Showcase Board covered the remaining costs. Sharon Crite, staff to the Board, works closely with the school districts to insure that expenditures are correctly captured in a timely manner.

*ii.) Incumbent Worker Training Grants*

Listed on pages 27-28 are the PY18 IWT grant summaries (Round 1 and 2). Round 1 ends I April 2020. Expenditures are at 60.4% with several invoices pending payment. There are no anticipated issues in grant expenditures at this time. Round 2 ends in September of 2020, and is starting to see expenditures occur. These are 18 month grants, which allows additional time for requests for payments to come in. WorkLink staff continues to monitor grant expenditures and work with companies to ensure timely submission of invoices.

*iii.) OJT*

Mr. Acker referred to page 29 for the on-the Job (OJT) Contract summary. There are 3 closed contracts and 2 pending contracts. OJT is used as a tool for employers to hire candidates that could use an additional incentive to gain employment. Mr. Acker stated that filling OJT contracts is a challenge due to employers needing to hire faster than the enrollment process takes.

*iv.) Outreach*

A budget for the Outreach grant received from the State Workforce Development Board can be seen on page 30 of the packet. 49% of the budget has been expended. The outreach committee met last week to determine what to purchase with the remaining funds.

### C.) Youth Committee

#### a. *PY19 PYC New Enrollment Report - Information*

Ms. Kristi King-Brock, Chair of the Youth Committee, reviewed the PYC New Enrollment Report on page 31. Ms. King-Brock noted one correction on the report, stating that September should reflect 22 participants and January should reflect 16, making the total served 100. This leaves 29 spots left for youth out of a planned 156.

#### b. *WL Youth Strategic Plan Annual Update (PY18 Data)*

Ms. King-Brock reviewed the Youth Strategic Plan in the Board packet on pages 32-58. The Strategic Plan has been updated to show the strategies the Youth Committee is adopting to track progress towards the Strategic Plan goals. Relevant data was included in the packet as documentation of each goal. A 2-1-1 brochure was provided as a supplement. Mr. Acker pointed the committee's attention to the 2-1-1 United Way reports on pages 37-42, which shows why and how people are using the 2-1-1 system to access community resources. Mr. Acker noted that Pickens is almost twice the number of referrals of Anderson and Oconee, due to promotion of materials through the school district.

**BOARD ACTION TAKEN: The Youth Committee brought a motion to adopt the Youth Strategic Plan as presented, seconded by David Bowers. The motion carried with a unanimous voice vote.**

Ms. King-Brock asked Mr. Allen Fain, Adult Education Director, to share about the Opportunity Fair that he hosted in the fall of 2019. Mr. Fain stated that this fair promoted resources, a few employers, and the military to Adult Ed students. His staff assisted with mock interviews. As a result of the fair, one of his students has enrolled in the military. He stated that they will be hosting another Opportunity Fair in March.

#### c. *Next Scheduled Youth Committee Meeting Date – March 3, 2020*

Ms. King-Brock shared that the next Youth Committee meeting will be March 3, 2020.

#### d. *2020 YC Scheduled Meeting Dates*

The Youth Committee meeting dates for the remainder of the year will be May 5, August 4, and October 13.

### D.) One Stop Operations Committee

#### a. *Committee Report*

Mr. David Bowers, Vice Chair for the One Stop Operations Committee gave the committee summary, and directed the members to pages 59-6pages2.Highlights from the report included:

- WorkLink hosted in conjunction with Tri-County Technical College our annual job fair on January 2, 2020. 18 employers and 80 job seekers attended.

- Rapid response events are ongoing for Chef's Pantry (245 affected), and GNC layoffs have concluded (65 affected).
- Pictures of the Outreach items purchased under the Outreach grant can be seen in the committee packet on page 60. Purchases included SC Works folders, job fair banner, job fair feather flag, USB drives, notepads, grocery tote bags for the job fair, and postcard mailers went out to 500 low-income residents in the three counties.

Mr. Bowers stated that Usage Reports could be found on pages 63-66. Highlights the Usage Reports for the period of July 2019 to December 2019 were shared with the Board. The SC Works Centers have:

- Served 9,430 individuals.
- Offered 237 workshops in Employability related topics (such as interviewing, resume writing), financial literacy, and computer based skills
- Referred 334 individuals to partner agencies for additional services
- Hosted 23 Hiring Events for 255 job seekers

The WIOA Adult/DW program has (as of December 2019):

- Enrolled 146 participants out of a planned 110.
- 36 participants participated in Training during the month of December; 115 have participated in Training throughout the period of July to December 2019.
- Leveraged \$133,731 in other funding towards scholarships for participants.

Mr. Bowers stated that there were four success stories in the Board packet on pages 67-70 for Board members to review.

*b. ETPL Application*

Windy Graham, staff to the Board, reviewed the application from SBL Driving Academy for inclusion on the Eligible Training Provider list, found on pages 71-72. She stated that the courses of study offered are in-demand, prices are comparable to similar programs, WorkLink has approved CDL as an exception to the industry clusters, and the training provider is within 150 miles of Clemson.

**BOARD ACTION TAKEN: Motion made by the One Stop Operations Committee to approve SBL Driving Academy's application for inclusion on the Eligible Training Provider List, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

Mr. Bowers stated that WorkLink staff will monitor Eckerd and the Adult/DW Program the week of March 16-20, 2020, and the One Stop Operator the week of April 6-10, 2020. A summary report will be forthcoming from staff after the conclusion of each week.

c. *Request for Proposals/Extension of Grants*

To discuss the Eckerd grants, Chair Mike Wallace called for a vote to go into Executive Session, excusing Eckerd staff.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to go into Executive Session, seconded by Brooke Dobbins. The motion carried with unanimous voice vote.**

**BOARD ACTION TAKEN: Brooke Dobbins made a motion to go out of Executive Session, seconded by Grayson Kelly. The motion carried with unanimous voice vote.**

**BOARD ACTION TAKEN: Motion made by One Stop Operations Committee to extend the Adult/DW Program grant and the One Stop Operator grant for one year (PY2020), seconded by Brooke Dobbins. The motion carried with unanimous voice vote.**

Mr. Bowers stated that the next One Stop Operations Committee meeting date is March 18, 2020 at 3pm, Clemson SC Works Center.

E.) **Priority Populations Committee**

Ms. Lisa Gillespie, Chair of the Priority Populations Committee, referred the committee to page 73. Jackie Taylor, SC Department of Employment and Workforce, provided education on what the State's Priority Population committee is working on, and also what the expectations are for the local committees. Dana Wood with the Upstate WDB also gave best practices on what they are working on in their region.

Ms. Gillespie stated that the SC Works Center staff will be receiving training on sexual harassment, Labor Market Information, and Disabilities, Etiquette, and Sensitivity Training in April 2020.

Ms. Gillespie stated Ms. Graham provided data and reports for WIOA Targeted Populations and the Community Profile. The unemployment rate is 2.1% for those in South Carolina, and 6.9% for those with disabilities.

The next Priority Populations meeting is planned for March 3, 2020.

F.) **Other**

Mr. Acker recognized Board member and Pickens County Adult Learning Center Director, Allen Fain. He was recently named Director of the Year by the SC Department of Education. An article featuring Mr. Fain's success and recognition was provided as an insert in the Board packet. The Board congratulated Mr. Fain on his success and thanked him for his hard work in the WorkLink region.

Chair Collins adjourned the meeting at 2:10pm.

*Respectfully submitted by: Jennifer Kelly*