



WORKFORCE INVESTMENT BOARD
Board Meeting, December 7, 2011 – 1:00 P.M.
Madren Center – Clemson, SC

AGENDA

- | | |
|---|--------------------------------|
| I. Call to Order/Opening Remarks | Stephanie Collins, Board Chair |
| II. Approval of Minutes (10/11/11)* | Stephanie Collins |
| III. Committee Reports | |
| A. Youth Council | Kristi King-Brock, Chair |
| i. Youth Council Membership* | |
| ii. 1 st Quarter Performance Report | |
| iii. Budget Request* | |
| iv. RFP Directive/Discussion | |
| B. Finance Committee | David Collins, Chair |
| i. Budget Requests* | |
| C. Executive Committee | Stephanie Collins |
| i. Allocation of Adult Ed funds | |
| IV. Eligible Training Provider List* | Shae Rozakos |
| V. Annual Plan Modification* | Stephanie Collins |
| VI. Anderson SC Works Center | Stephanie Collins |
| VII. Non-Profit Status/Update* | Stephanie Collins |
| VIII. 2012 Board & Vice Chair* | Stephanie Collins |
| IX. 2012 Board & Committee Calendar* | Stephanie Collins |
| X. Other Business | |
| XI. Adjournment | |

* - Action Required

NEXT BOARD MEETING – JANUARY 11, 2012 - 1:00 P.M.
MADREN CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE BOARD MEETING AT 12:00 P.M.



WORKFORCE INVESTMENT BOARD

BOARD MEETING

October 11, 2011 - Minutes

Hicks Library Room 248 A & B – Tri-County Technical College

Members Present:

Trent Acker
Jim Alexander
Ronnie Booth
Stan Brooks
David Collins

Stephanie Collins
Danny Fahey
Mary Gaston
Billy Gibson
Charlie Haneman

Terrence Hassan
Melvin Martin
Burriss Nelson
Ed Parris

Members Absent:

Todd Bennington
Danny Brothers
Hugh Foster

Butch Harris
Russ Karpick
Kristi King-Brock

Lawrence Nichols
Bob Oppermann

Staff Present:

Sharon Crite
Windy Graham

Jennifer Kelly
Crayton Pruitt

Shae Rozakos
Brandi Runion

Guests Present:

Renee' Alexander
Karen Craven
Shari Gibson
Dana Grant
Karen Hamrick
Emily Hawkins

Joanne Johnson
Kal Kunkel
Abby Linden
Denise Loggins
Ron Mattox
Renee' Murdock

Rick Murphy
Steve Pelissier
Tom Sanderhoff
Nancy Thompson

I. Call to Order/Opening Remarks

Chair Stephanie Collins called the meeting to order and announced the meeting was being recorded for processing of minutes. A quorum was present to conduct the business of the Board. Introductions were made around the room.

II. Approval of Minutes (08/10/11)

The minutes from the August 10th, 2011 meeting were e-mailed with the meeting notice, included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Melvin Martin made a motion to approve the minutes as submitted, second by Mary Gaston. The motion carried with a unanimous voice vote.

III. Committee Reports

A.) Marketing

i. Rebranding

Shae Rozakos pointed out to the Board that Ed Parris has taken over as the new chair of the Marketing Committee. She stated that they had a meeting but that they did not have a quorum present.

Shae Rozakos referred to the rebranding of the OneStops and said that our area is planning on changing over to SC Works branding when it comes time to start procuring new materials. She stated that the State had given our area a grant for \$16,000 for 3 new signs to place in front of the SC Works Centers. She referred the Board to page 7 for the new logo and rebranding information.

B.) Workforce Skills and Education Committee

i. CAP Review Committee Update

Jim Alexander reviewed page 8-9 to give background of CAP Committee which last met on September 29th

Jim Alexander gave a personal account of visiting the seven SCWorks Centers and stated he was proud of their efforts but is concerned about the people the staff are having to work with and help find jobs. He referred to finding or creating a better customer satisfaction survey to get feedback from clients at SCWorks Centers.

Jim Alexander reviewed the decision on lifting the Corrective Action Plan.

Ed Parris gave view on issues with drug test problems with clientele.

ii. Training Coordination and satisfactory progress policy

Jennifer Kelly referred to page 10 to review what was covered in WSEC meeting.

Jennifer Kelly referred to policy being brought before the board for review and vote on pages 11-14 of the packet provided.

BOARD ACTION TAKEN: The Workforce Skills and Education Committee made a motion to approve the Training Coordination and Satisfactory Progress Policy. The motion carried with a unanimous voice vote.

Ronnie Booth stated he would like to endorse the policy and stated that Title IV is getting stricter and this policy is in-line with that movement.

C. Business Partnerships Committee

i. Committee Update

Jennifer Kelly reviewed Workkeys Update on pages 15-16 of the packet provided. She stated that we are looking at compiling a list of profilers and taking a look at what the Board should have in place with profilers.

Jennifer Kelly reviewed what items the Business Services Integration Team is currently working on, including: evaluating the Employer Standards associated with the OneStop Certification initiative, and that

they will be implementing these standards as quickly and effectively as possible.

Jennifer Kelly reviewed the OJT and OJT NEG progress update and informed the Board members that there had been a reduction in the OJT National Emergency Grant funds, from \$182,118 to \$133,510. She stated that three of the 22 slots had currently been filled.

Melvin Martin asked why the state is on a CAP. Jennifer Kelly referred the question to Abby Linden. Abby Linden stated that we are not actually under a Corrective Action Plan, but the Department of Labor is pushing the National Emergency Grant.

D. Youth Council

i. Annual Youth Performance PY'10

Danny Fahey referred to page 17 to show that Youth had exceeded all set goals for PY '10.

ii. Anderson, Oconee, Pickens- Business Industry Showcase

Danny Fahey referred Board members to page 18 and stated we as a Board they had funded 4,298 students transportation for the showcase for a total of \$10,213.02 for 89 buses. Six of the seven school districts were funded.

Jim Alexander gave a review of the over 5,000 students that attended and gave a review of the employers that attended the event over a two day period and looking to extend to a three day period.

E. Finance Committee

i. Committee Update

David Collins referred to pages 19-22 of the packet provided for the Finance Committee PY '10 and PY '11 ResCare, Henkels & McCoy, & Overall Budget Overviews.

ii. ResCare Modification Request

David Collins referred Board members to page 23 & 24 of the packet provided to review the ResCare Modification information.

Brandi Runion stated that the modification request comes from ResCare to use the \$456,491 carryover funds from the PY'10 grants. The modification request is to fund the temporary positions through the remainder of the year and also increases fringe benefits but does not add staff. She stated that this also increases the supportive services for the remainder of the program year and adds funds to training as well as small amounts to other line items.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the Budget Modifications for ResCare. The motion carried with a unanimous voice vote.

i. OJT NEG Modification Request

David Collins referred the Board members to page 27 & 28 of the packet provided to review the OJT NEG Modification Request. Brandi Runion stated that the state had decreased the amount of funds to WorkLink for this grant as well as the number of participants served. The motion reflects this change.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the decrease in the budget for the OJT NEG grant from SCDEW. The motion carried with a unanimous voice vote.

ii. Incentive Funds Modification Request

David Collins referred the Board members to page 27 of the packet provided to review the Incentive Funds Modification Request. He stated that the request was to transfer funds from the advertising line item to the printing line item.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the transfer of funds from the advertising line item to the printing line item. The motion carried with a unanimous voice vote.

iii. Carry-Over Funds Modification Request

David Collins stated that Page 27 shows the budget request relating to carryover funds. Some items were tabled for the time being by the Workforce Skills and Education Committee and would be placed in contingency for now.

Danny Fahey gave Youth Council views on Labor Market Analysis covering Youth as well. He stated that they would like help cover the costs, if needed, but ideally the Youth Council would want to find the appropriate clusters to see the Youth be able to get classification in a more broadly set career cluster sets.

Dr. Ronnie Booth stated that he wanted to make sure the LMA is being done for referring participants to cluster identified by LMA.

Dr. Ronnie Booth stated that the LMA should probably already cover youth. The object of the LMA would be to determine the clusters for high demand jobs in our area.

Burriss Nelson asked if the RFP for the LMA would be written in-house.

Dr. Ronnie Booth stated it would be but he has offered his staff to help review.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the Carry-over Modification Request. The motion carried with a voice vote and heard one abstention by Dr. Mary Gaston.

IV. ResCare Presentation

Nancy Thompson introduced Shari Gibson, Renee Alexander and Ron Mattox. Each reviewed slides on slideshow to give updates of current projects.

Renee Alexander gave a review of the numbers of participants that were being served and also gave a review of the workshops that were being held at each of the SC Works Centers.

Ron Mattox reviewed summary of customer satisfaction results

V. Steering Committee Update

Ronnie Booth stated that the county council chairs have continued meeting and councils have signed a inter governmental agreement to lay the ground work to form a 501(c)(3) corporation and stated by-laws have been reviewed and tweaked to go hand in hand with the articles of incorporation. By-laws will be sent out before the December 7th Board meeting. There will be a review and they would be incorporated allowing for grants, pass through, donations.

Steve Pelissier stated that technically the responsibility is being transferred from this Board to the new incorporation. All member will be reappointed to the new incorporations.

David Collins asked about the changed to the by-laws. Ronnie Booth and Steve Pelissier stated that the by-laws were just changed to make sure the language was concurrent with the direction of the new incorporation.

Stephanie Collins stated as a review that this is being done to go with the Strategic plan.

VI. State WIB Update

Shae Rozakos gave a review that the placement of Kristi King-Brock had been planned on the SWIB. She updated that the Board has been dissolved and reconstituted and again WorkLink will have no representation the SWIB. She gave the numbers for the current makeup of the new SWIB. She also reviewed the agenda of the first SWIB meeting that occurred and stated that another meeting will be held in November.

Ed Parris asked about drafting a letter expressing our LWIB concern about lack of representation.

BOARD ACTION TAKEN: Ed Parris made a motion to draft a letter to the Governor and a copy to all members of the State Workforce Investment Board to explain our concern over lack of representation on the State Board; seconded by Burriss Nelson. The motion carried with a unanimous voice vote.

VII. Other Business

No other business was discussed.

VIII. Adjournment

The Youth Council Membership Application has been removed from the website version of the packet due to personal information that is reported on the application.

PY 2011 WIA Quarterly Report Summary - 1st Quarter (rolling 4 qtrs)

Performance Measure	Group	80% of Goal	Goal	State	Worklink	Upper Savannah	Upstate	Greenville	Midlands	Trident	Pee Dee	Lower Savannah	Catawba	Santee-Lynches	Waccamaw	Lowcountry
Placement in Employment or Education	Youth (14-21)	48.8	61.0	60.7	75.7	83.6	66.4	58.8	68.5	63.0	62.0	52.6	50.3	53.8	39.5	60.0
Attainment of Degree or Certificate	Youth (14-21)	44.0	55.0	56.2	61.8	66.7	70.1	56.4	59.6	69.3	72.7	27.3	48.1	36.8	44.1	47.0
Literacy or Numeracy Gains	Youth (14-21)	36.0	45.0	49.5	68.8	58.6	87.5	43.9	52.0	51.5	63.0	34.8	49.7	66.4	12.5	39.4
Entered Employment Rate	Adults	48.0	60.0	62.1	60.9	61.8	72.1	63.1	65.1	61.3	63.0	60.0	58.2	59.0	59.2	65.6
	DW	51.2	64.0	70.1	60.6	76.9	75.7	73.4	75.1	78.5	71.1	73.1	60.0	55.7	69.2	71.2
Retention Rate	Adults	65.6	82.0	84.0	86.6	83.2	85.8	83.4	87.5	81.9	85.4	83.4	81.7	84.1	84.1	81.1
	DW	70.2	87.8	89.5	89.9	91.9	93.2	93.0	88.8	92.4	90.5	88.9	84.7	81.3	87.9	90.6
Average Earnings	Adults		Goal	9,613	10,813	9,093	11,461	10,278	10,700	9,687	9,660	8,755	10,818	10,563	9,500	8,568
			Actual	10,344	11,638	8,537	11,670	11,038	9,824	10,939	10,357	8,960	10,815	10,350	9,385	8,460
	DW		Goal	12,400	12,000	12,000	12,400	14,600	14,000	12,120	10,700	12,000	13,725	12,000	12,450	11,100
			Actual	14,896	14,952	12,549	15,882	18,336	14,525	16,639	12,278	13,064	14,719	12,501	21,374	12,403



Finance Committee Report

Budget Request

1. OJT Request

	Current Budget	Request	Modified Budget	Total \$ Contracts Written	# of Contracts Written
OJT-Adult	80,000	30,000	110,000	\$71,291	32
OJT-DW	40,000	(30,000)	10,000	0	0
OJT-NEG	117,834	0	117,834	\$6,200	5*

*5 Total contracts for OJT-NEG out of 22 have been written.

Finance Committee has a motion to approve the transfer of \$30,000 from OJT-DW to OJT-Adult.

2. PY'11 Final Allocation

We received our Final allocations from SCDEW for PY'11 (see next page). We based our budgets off of the "Worst Case Scenario" that they provided us originally, and the Final allocations were a little more so we received an additional \$190,923. (\$92,400 Program Adult, \$8,061 Admin Adult, \$79,430 Program DW, & \$11,032 Admin DW).

Finance Committee has a motion to place this in the contingency line item for now.

**South Carolina Department of Employment and Workforce
1550 Gadsden Street, Columbia, SC 29202**

NOTICE OF FUNDS AUTHORIZATION

LWIB Administrative Entity:

SC Appalachian Council of Governments

Date: November 1, 2011

Contact: Ms. Shaë Rozakos

Notice #: NFA-11-02

PY11 Funds Authorized to Date: \$3,120,484

FUNDS AUTHORIZATION SUMMARY

PY 11 Funds effective April 1
PY 11 Funds effective July 1
PY 11 Adjustments/Reallocations
PY 11 Funds for Another Program
PY 11 Total Adjusted Funds Authorization

FY 12 Funds effective October 1
FY 12 Adjustments/Reallocations
FY 12 Funds for Another Program
FY 12 Total Adjusted Funds Authorization

Grand Total Adjusted Funds Authorized

ADULT		DISLOCATED WORKER		YOUTH	
Grant # 11 A 001 CFDA #: 17.258 WIA Adult Activities - States		Grant # 11 DW 001 CFDA #: 17.278 WIA Dislocated Workers - Formula - States		Grant # 11 Y 001 CFDA #: 17.259 WIA Youth Formula Grants - States	
Program	Admin	Program	Admin	Program	Admin
				\$967,841	\$107,537
\$66,531	\$7,392	\$187,893	\$20,877		
\$66,531	\$7,392	\$187,893	\$20,877	\$967,841	\$107,537
\$791,863	\$87,984	\$794,310	\$88,256		
\$791,863	\$87,984	\$794,310	\$88,256	\$0	\$0
\$858,394	\$95,376	\$982,203	\$109,133	\$967,841	\$107,537
\$953,770		\$1,091,336		\$1,075,378	

Conditions:

- The program year for the Youth funds is 04/01/2011 - 06/30/2013.
- The program year for the Adult and Dislocated Worker funds is 07/01/2011 - 06/30/2013.
- The fiscal year for the Adult and Dislocated Worker funds is 10/01/2011 - 06/30/2013.
- Monthly Financial Status Reports for each funding source, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month.
- All funds not expended by the end of the grant will be deobligated and returned to South Carolina Department of Employment and Workforce.

Contacts:

Program Contact:

Abby Linden
(803) 737-1909
alinden@dew.sc.gov

Fiscal Contact:

Evelyn Ferguson
(803) 737-0407
eferguson@dew.sc.gov

In accordance with the provisions of the Workforce Investment Act of 1998, funds are authorized in the amount shown above for the purposes specified in the Local Plan. Acceptance creates a contract among the South Carolina Department of Employment and Workforce, the local Workforce Investment Board, and the local Administrative Entity named above. Such contract legally binds the local Administrative Entity to carryout activities set forth in the Local Plan and in accordance with all applicable statutes, regulations, and policies.

Approved By:



Nicholas Anderson, Assistant Executive Director - Employment and Training
SC Department of Employment and Workforce

11-3-11
Date

Accepted By:



Steven R. Pelissier, Executive Director
SC Appalachian Council of Governments

11/14/11
Date

South Carolina Eligible Training Provider's List

On October 13, 2011, Medcerts (www.medcerts.com) applied as a training provider for the South Carolina Eligible Training Provider's List (<http://www.scworks.org/etp.asp>).

The Workforce Investment Act (WIA) of 1998 requires training providers to apply to a Local Workforce Development Board for certification as an eligible training provider to receive WIA funds. The Statewide List of Certified Training Providers includes all training programs that are currently certified by one or more Boards. Inclusion of information regarding any program of training services or any institution, organization or individual providing training services is in no way an endorsement by the South Carolina Department of Employment and Workforce of that program, institution, organization or individual. General inquiries regarding certified programs should be directed to the Local Workforce Development Area.

Inclusion on the Statewide List of Certified Training Providers, in itself, does not guarantee that WIA funds are available for enrollment in an eligible offering. The availability of WIA funding for enrollment is based on many factors including assessment of an individual's employment needs. Individuals who are interested in determining if they qualify for WIA training funding should contact a South Carolina One-Stop Center.

Medcerts offer online comprehensive **Health Information Systems Administration programs** that would prepare customers for the following certification exams:

- The Certified Certified Pharmacy Technician (**CPhT**)
- The Certified Billing and Coding Specialist (**CBCS**)
- Certified Electronic Health Records Specialist (**CEHRS**)
- The Certified Medical Administrative Assistant (**CMAA**)
- The Microsoft Office Specialist 2007 (**MOS 2007**)

**BY-LAWS
OF
SOUTH CAROLINA WORKLINK
WORKFORCE INVESTMENT CORPORATION**

**ARTICLE I.
Name and Location**

Section 1. The name of the organization shall be the **South Carolina WorkLink Workforce Investment Corporation** (hereinafter referred to as the “Corporation”). It has been incorporated as a nonprofit corporation under the laws of South Carolina to serve as the Local Workforce Investment Board for Anderson County, Oconee County and Pickens County, South Carolina (the “Counties”), under Public Law 108-220, the Workforce Investment Act of 1998 (the “WIA”), as designated by the Governor of South Carolina, all in accordance with the WIA, the State Plan for the implementation of the WIA and the Intergovernmental Agreement Creating the South Carolina WorkLink Workforce Investment Corporation entered into by and between the Counties, all as same may be amended.

Section 2. The principal offices of the Corporation shall be located in South Carolina, at the place designated from time to time by the Board of Directors.

**ARTICLE II.
Purpose**

Section 1. The purpose for which the Corporation is organized is exclusively charitable and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. The purpose of the Corporation is to provide job skills training services and to engage in such other workforce investment activities as are necessary or beneficial to carry out its role as a Local Workforce Investment Board under the WIA, for the Corporation’s Local Workforce Investment Service Area, as designated by the Governor of South Carolina, all in accordance with the WIA, the State Plan for the implementation of the WIA in South Carolina (the “State Plan”) and the Intergovernmental Agreement Creating the South Carolina WorkLink Workforce Investment Corporation entered into by and between the Counties (the “Intergovernmental Agreement”), all as same may be amended. The Corporation shall be organized and operated exclusively for the charitable and educational purpose described above. No part of any net earnings shall inure to the benefit of any private shareholder or individual, and no substantial part of the activities of this Corporation shall be for carrying on propaganda, or otherwise attempting to influence legislation and this corporation shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office. This Corporation shall irrevocably dedicate its assets to qualifying charitable and educational activities under Section 501(c)(3) of the Internal Revenue Code, and to the extent required, subject to any further limitations established by the WIA, as implemented under the State Plan.

Section 2. The Corporation shall receive and disburse such private and public funds as may be made available for the discharge of its purposes.

Section 3. In general, and subject to all those limitations and conditions as are or may be prescribed by law, the Corporation will exercise such other powers which may be necessary or incidental to the attainment of the purposes of the Corporation and may be exercised by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 and its Regulations or the corresponding provision of any future United States Internal Revenue law, and by an organization, contributions to which are deductible under Section 170(c)(2) of such Code and Regulations.

Section 4. Notwithstanding any other provisions of this Article, the Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 and its Regulations or the corresponding provision of any future United States Internal Revenue law, or by an organization, contributions to which are deductible under Section 170(c)(2) of such Code and Regulations.

Section 5. Upon dissolution of the Corporation, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose, to be used and dedicated as nearly as practicable in accordance with the purposes of this Corporation as set forth herein, all in accordance with the WIA, as implemented by the State Plan. Any such asset not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for the purposes described above.

ARTICLE III. **Board of Directors**

Section 1. Duties. The business and affairs of the Corporation shall be directed and managed by the Board of Directors in compliance with the WIA, the State Plan and the Intergovernmental Agreement.

Section 2. Meetings of the Board of Directors. The Board of Directors shall hold regular meetings at least five (5) times per calendar year on such days and times and at such places as the Board shall decide. The Board shall also meet on the call of the Chairperson or Vice-Chairperson of the Board of Directors, the call of the Chairpersons of County Council for each of the Counties (collectively the “Worklink Consortium Panel”) or on the call of any five (5) Board members for a special meeting of the Board of Directors. All meetings of the Board of Directors shall be open to the public and notice of the meetings must be given as required by the South Carolina Freedom of Information Act, and by the South Carolina Nonprofit Corporation Act. At least five (5) days notice in writing must be given to each Board member showing the time, place and purpose of the special meeting unless notice is waived as allowed by law. Attendance at a meeting constitutes waiver of notice of that meeting. For purposes of determining who is present, any or all Directors may participate in any regular or called special meeting by any means of communication by which all Directors participating may hear each other simultaneously during the meeting. Any Director participating by such means is deemed present at the meeting.

Section 3. Members, Appointment, Terms and Absences. The Board of Directors shall consist of not less than 20 and not more than 25 members, who shall be appointed by unanimous vote of the Worklink Consortium Panel in accordance with the Intergovernmental Agreement and the requirements of Section 117 of the WIA, as same may be amended. The current President of Tri-County Technical College, or its successor, shall be an ex-officio voting member of the Board of Directors unless removed by the WorkLink Consortium Panel. The Board members shall serve a three year term; provided, however, a Board Member may serve until his or her successor is appointed if that period extends beyond the three year term. Members of the Board of Directors may be appointed to serve any number of successive three year terms. Members of the Board of Directors are expected to attend all meetings of the Board. In the event any member has three unexcused absences during any calendar year, the Workforce Consortium Panel shall be notified in writing by the Chairperson of the Board of Directors of the unexcused absences.

Section 4. Quorum. At least 40% of the members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 5. Vacancies/Removal. Vacancies on the Board shall be filled by unanimous vote of the Worklink Consortium Panel and the newly appointed Board member shall serve for the unexpired term of the position filled. Any Board member may be removed by unanimous vote of the Worklink Consortium Panel. Any member of the Board of Directors may resign by providing written notice to the Chairperson of the Board of Directors and to the Worklink Consortium Panel.

Section 6. Conflicts of Interest. Conflicts of interest or the appearance of such by Board members or staff shall be avoided if at all possible. If a Board member has a situation that is a contradiction between his or her obligation to the Corporation and his or her self-interest, the Board member shall refrain from voting or otherwise attempting to influence the Board's decision on any such matter. Board members shall also be subject to the conflicts of interest requirements and obligations contained in the WIA, as same may be amended.

Section 7. Creation of Executive Committee and Authority for Creation or Termination of other Standing Committees. An Executive Committee is hereby established and shall be comprised of the Chairperson, the Vice-Chairperson, the immediate Past-Chairperson, the President of Tri-County Technical College, and three at large members unanimously selected by the WorkLink Consortium Panel. The Executive Committee is authorized to act on behalf of the Board of Directors between regular meetings to expedite the decision-making process and to perform such other roles as designated by the WorkLink Consortium Panel. Such actions of the Executive Committee shall be reported to the Board of Directors at the next regular meeting of the Board, and must be included in the minutes of the regular Board meeting. The Executive Committee shall also act as the Board's Personnel and Governance Committees. The Board of Directors may create such other standing and ad hoc committees as the Board deems appropriate from time to time. A Standing Committee may be terminated, or consolidated with another committee, by vote of the Board of Directors.

ARTICLE IV.
Officers of the Board of Directors

Section 1. Officers. The officers of the Corporation shall be a Chairperson of the Board, a Vice-Chairperson, a Secretary and a Treasurer. No two offices may be held simultaneously by the same person.

Section 2. Elections and Terms of Office. The officers of the Corporation shall be elected annually by the Board for one-year terms. New offices may be created and filled at any meeting of the Board. Each officer shall hold office until a successor shall have been duly elected.

Section 3. Removal. Any officer elected or appointed by the Board may be removed from office by the Board whenever in its judgment the best interests of the Corporation would be served thereby.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by vote of the Board for the unexpired portion of the current term.

Section 5. Chairperson. The Chairperson shall preside at all meetings of the Board of Directors, establish other committees as needed, and generally perform such other duties as the Board of Directors may prescribe from time to time. The Chairperson shall be an ex-officio member of all committees with privileges of voting at all meetings.

Section 6. Vice-Chairperson. In the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson, and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson.

Section 7. Treasurer. If required by the Board, the Treasurer shall give a bond for the faithful discharge of the Treasurer's duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall oversee the handling of all funds and securities of the Corporation; shall oversee monies due and payable to the Corporation from any source whatsoever, and shall oversee the deposit of all such monies in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these by-laws; and in general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board of Directors.

Section 8. Secretary. The Secretary shall oversee the keeping of the minutes of the meetings of the Board of Directors in one (1) or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these by-laws or as required by law; be custodian of the Corporation records; keep a register of the post office address of each Board member as furnished to the Secretary by such member; and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Chairperson or by the Board of Directors.

ARTICLE V
Executive Director

Section 1. The Executive Committee of the Board of Directors may select and appoint an Executive Director who may be given the necessary authority and responsibility to operate the Corporation in all its activities, subject only to such policies as may be issued by the Board of Directors or by any of its committees to which it has delegated power for such actions. If appointed, the Executive Director shall act as the duly authorized representative of the Board of Directors in all matters in which the Board of Directors has not formally designated some other person to so act.

Section 2. If appointed, the authority and responsibility of the Executive Director shall include:

A. Carrying out all policies established by the Board of Directors and advising on the formation of these policies.

B. Developing and submitting to the Board of Directors, for the Board's approval, a plan of organization for the conduct of the Corporation's operations and recommended changes when necessary.

C. Preparing an annual budget showing the expected revenue and expenditures to be approved by the Board of Directors and by the WorkLink Consortium Panel.

D. Selecting, employing, controlling and discharging employees. The Executive Director shall recommend and implement personnel policies and procedures which shall be subject to approval by the Executive Committee.

E. Supervising business affairs to ensure that funds are collected and expended to the best possible advantage of the Corporation.

F. Presenting to the Board of Directors periodic reports reflecting the service and financial activities of the Corporation.

G. Attending meetings of the Board of Directors.

H. Preparing a plan for the achievement of the Corporation's objectives and periodically reviewing and evaluating that plan.

I. Performing other duties requested by the Board that may be necessary or in the best interest of the Corporation.

ARTICLE VI
Amendment of By-Laws

Section 1. Except as is hereinafter provided, these by-laws may only be amended by unanimous vote of the WorkLink Consortium Panel, or, if the amendment is initiated by the Board of Directors, by a two-thirds (2/3rds) vote of the entire Board at any meeting of the Board after written notice of the proposed amendment shall have been given to each member at least five (5) days prior to the meeting at which the amendment is to be voted upon, and provided said amendment is thereafter approved by unanimous vote of the WorkLink Consortium Panel.

Section 2. Sections 3, 4, and 5 of Article II of these by-laws shall not be altered, amended or repealed so as to adversely impact the tax-exempt status of the Corporation. If the Board and WorkLink Consortium Panel should determine that such provisions or any of them are so restrictive upon the operations of the Corporation that its purposes cannot be optimally achieved on account of them, the Board and WorkLink Consortium Panel may jointly petition the Court of

Common Pleas for Anderson County, South Carolina in a proceeding to which the Internal Revenue Service is given notice and to which the Attorney General of South Carolina is a party for permission to amend the same and such amendment, and as the Court in such action shall approve, shall become a part of these by-laws. No amendments may be made to any portion of these by-laws that result in the Corporation being out of compliance with the requirements of the WIA, the State Plan or the Intergovernmental Agreement.

These by-laws stand approved by the Board of Directors and WorkLink Consortium Panel in compliance with the mandates provided herein and are signed and dated by an officer of the Corporation.

Chairperson of the Board of Directors

Date of Adoption

Adopted by and with the unanimous consent of the WorkLink Consortium Panel:

ANDERSON COUNTY, SOUTH CAROLINA

By: _____
Chairperson of County Council
Anderson County, South Carolina

OCONEE COUNTY, SOUTH CAROLINA

By: _____
Chairperson of County Council
Oconee County, South Carolina

PICKENS COUNTY, SOUTH CAROLINA

By: _____
Chairperson of County Council
Pickens County, South Carolina



The following is the calendar of scheduled meetings for the WorkLink Board and Committees for 2012.

Workforce Investment Board

Meetings will be held at 1:00pm at the Madren Center. Lunch will be held at noon immediately preceding the meeting.

January 11	May 9	October 10
March 14	August 8	December 12 (retreat)

Youth Council

Meetings will be held at 11:00am at the Madren Center. Lunch will follow immediately. Staff liason: Sharon Crite

March 5	June 4	October 1
April 2	August 6	December 3

Workforce Skills & Education Committee

Meetings will be held at 11:30am at BorgWarner in Seneca. Staff liason: Jennifer Kelly

February 8	July 11	November 14
April 11	September 12	

Business Partnerships Committee

Meetings will be held at 3:00 pm at WorkLink. Staff liason: Jennifer Kelly

February 9	July 12	November 15
April 12	September 13	

Marketing Committee

Meetings will be held at 3:00 pm at WorkLink. Staff liason: Brandi Runion

January 4 (2:00 pm)	April 19	September 27
March 1	July 26	November 29

Finance Committee

Meetings will be held at 3:00 pm at WorkLink. Staff liason: Brandi Runion

March 7	Aug 1	December 5
April 25	October 3	