



Connecting Companies & Employees

**WORKFORCE INVESTMENT BOARD
EXECUTIVE COMMITTEE MEETING**

September 14, 2011 – 3:00 P.M.

WorkLink Conference Room- Pendleton, SC

Members Present:

Jim Alexander
Ronnie Booth

Stephanie Collins
Butch Harris

Burriss Nelson

Members Absent:

David Collins

Staff Present:

Crayton Pruitt

Shae Rozakos

Brandi Runion

I. Call to Order

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 committee.

II. Minutes

The minutes from the May 11th, 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.

COMMITTEE ACTION TAKEN: Jim Alexander made a motion to approve the minutes as submitted, second by Butch Harris. The motion carried with a unanimous voice vote.

III. Steering Committee Update

Dr. Ronnie Booth stated that the bills had all been sent and that the Council of Governments was coordinating that end of the process. He stated that the county council chairs have continued meeting and councils have signed an 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.

Shae Rozakos stated that the readings for each county had all been scheduled she stated that the readings should be finished by the October area.

Dr. Ronnie Booth stated that Todd Davidson had completed his end, so it is in the hands of each of the counties at this point.

IV. ResCare Staffing Changes

Chair Collins reviewed the personnel changes that had taken place with ResCare.

Renee Alexander had accepted the coordinator position for the Seneca office

Sheri Gibson was back and had accepted the coordinator position for the Liberty office

Denise Loggins had accepted the coordinator position for the Anderson office.

J.T. Parnell was a new career counselor at the Anderson office.

Chair Collins reviewed the New Position Openings:
Lisa McWherter-resigned and was taking a leave of absence.
Carol Watts-resigned and Denise Loggins had replaced her.
Amanda Hamby-resigned to take the HR Manager position for Allegro
Tom Sanderhoff was the new Interim Project Director from ResCare Corporate and is formally from Workforce Alliance Florida.

Chair Collins stated that ResCare was still recruiting and interviewing for project director position and maybe also recruiting for the vacancy left by Amanda Hamby.

Butch Harris asked when their contract expires. Shae Rozakos stated that it runs through Jun 30, 2012. Butch Harris asked if we need to consider bringing the services in-house or do as Jim Alexander suggested and get this organization (WorkLink) running before possibly adding to in-house responsibilities. Dr. Ronnie Booth pointed out that there was plenty on the plate for Shae Rozakos and that we could delay the process for a while and see about going out for RFP to make a change when the contract expires or stay with what we are currently working with.

V. OJT NEG Update

Shae Rozakos explained what the National Emergency Grant was and reviewed OJT NEG progress and informed the committee members that there had been a modification that was received on August 25th, she stated that there was a reduction in the OJT National Emergency Grant funds that were to be expended from \$182,118 to \$133,510. She stated that three of the 22 slots assigned to our region had been filled by DEW during the six months that they still had OJT. She stated that she has to submit monthly status reports to DEW to let them know how the process is going in our region. She stated that this is being required for all regions.

VI. AOP Business Industry Showcase

Jim Alexander stated that the showcase would be held September 20-22. He stated that all seven area school districts were going to be attending. He stated that they had 60 booths signed up for thus far. He stated that there have been copies of a video that was created for the event, given to all schools to be shown to all students for viewing before attending so that they have a better understanding of what they are coming for. He stated that they anticipate to have 400-600 attendees on the Tuesday night before the event and have focused on getting counselors from the schools there, to show them around, so that they are familiar with what the kids will be seeing. He stated that they are expecting to feed around 2000 students

Chair Collins asked how many exhibitors they had last year versus the 60 signed up for this year. Jim Alexander said that they had 45 last year, so they are up this year.

Dr. Booth asked about giving a figure to show students how many of these parts from cars are made in this area. Jim Alexander said that he would look into seeing if they could pull that information, but that they would work on having that detailed for future events.

VII. Other Business

LWIB Training

Shae Rozakos stated that they would be attending LWIB Training on September 20th. She stated that the training would be WIA 101 and would be held from 9am-3pm in Columbia.

LWIB Standards

Shae Rozakos stated she wanted to clarify our relationships with contractors. She stated that ResCare and H&M must go through staff liaison to address any issues. She stated that if it must go higher, liaison will bring any issues or disputes to her. She stated if things must go further that she would bring the issue to the Board. She emphasized that she wanted to establish the single point of contact for each of the areas of operation and that staff will also go through these points of contact for any issue.

Incentive Funds

Shae Rozakos referred to Brandi Runion to review the included handout. Brandi Runion reviewed the amounts set for the Incentive Grant and how the money was to be divided. She stated that \$15,000 would be for WorkKeys Profiles, \$7,000 for WorkKeys for Youth, she stated that \$8,448 would be for printing costs related to rebranding. She stated that \$1,900 would be for the Dynamic Works training for Shae and herself, something that has already been paid for the rest of the staff. She stated that \$5,000 would be for the Regional Business Workshop, \$2,500 would be for Advertising for the rebranding efforts and that \$2,000 would be for the creation of the OneStop Orientation Video.

Shae Rozakos stated that while she was in Columbia, that she was told that the rebranding is not optional and that they explained how things will be expected to look in the future.

Training Opportunities

Jim Alexander said to get staff whatever training might be necessary. He stated that the WorkLink staff and staff in the OneStops should be commended for their efforts.

Profiles

Dr. Ronnie Booth asked that we profile the very top jobs first, focus on the top 25 and not just those within the top 225.

VIII. Executive Session

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to excuse the staff and move into Executive Session, second by Jim Alexander. The motion carried with a unanimous voice vote.