



Connecting Companies & Employees

EXECUTIVE COMMITTEE MEETING
March 2, 2011 – 4:00 P.M.
CAT CONFERENCE ROOM
MINUTES

Members Present

Stephanie Collins
Jim Alexander

Ronnie Booth
David Collins

Shae Rozakos

Members Absent

Butch Harris

Staff Present

Amy Jessee
Windy Graham

Jennifer Kelly
Jimmy Pennell

Crayton Pruitt
Brandi Runion

Guests Present

Amanda Hamby
Ron Mattox

Lisa McWherter
Steve Pelissier

Robert Robinson

I. Call To Order

Chair Stephanie Collins called the meeting to order and reminded committee members the meeting was being recorded for processing of the minutes. A quorum was present to conduct the business of the Executive Committee.

II. Review of Minutes (12/08/10 & 02/23/11)

Chair Stephanie Collins asked that Committee members review the minutes from the previous meeting that were provided in the packet.

ACTION TAKEN: A motion to approve the minutes as written was made by Dr. Ronnie Booth; motion seconded by Jim Alexander. Motion carried unanimously with a voice vote.

III. Service Provider Status & Six-Month Reports

Amy Jessee referred Committee members to pages 8-10 of the packet provided. She stated that the five charts provided show the enrollment reports for July 2010 through January 2011 for the service providers. She stated that the numbers were listed as reported in the year to date statistics provided.

Chair Stephanie Collins acknowledged that charts cover and show data previously requested and thanked the staff for making adjustments to the reports to make them easier to follow. She asked if these reports will be provided in the same way in the future. Amy Jessee stated that they would be supplied at each Board meeting.

IV. Contracts & Budgets

David Collins referred the Committee members to pages 11-16 of the packet provided. He stated that the changes that had been made were in categories and did not change the overall amounts.

David Collins explained that Incentive/ARRA Funding is a proposed spending plan that needed to be completed and submitted to show how money could be spent. He reassured committee members that the first section presented on page 15 of the packet provided was just a draft that could be changed after the money was allotted by the state.

David Collins explained that the second section on page 15 of the packet provided was a proposed budget from the finance committee as to how ARRA money would be spent before 06/30/11.

Brandi Runion informed the Committee that Interview Stream could be marked out.

Jim Alexander expressed his concern about spending money for billboard campaigns. Amy Jessee stated that the money could be used in other areas related to the rebranding.

David Collins covered the OJT increase in requested funds. Jimmy Pennell explained that he told Ben Cox to file an official request and amount is believed to be around \$30,000.

David Collins covered page 16 in the packet provided. He stated that this page shows moves in extra funds to a different area due to the funds not being used in the full amount as originally expected, thus freeing some funds to be used to cover travel for personnel involved in the 2-1-1 training.

Brandi Runion stated that the contracts for Arbor, PYC, and the website need to be reviewed and voted upon.

Jennifer Kelly stated that Arbor had submitted a response to the monitoring report as conducted by the WorkLink staff.

Brandi Runion stated that PYC was recommended for extension by Youth Council.

Brandi Runion stated that the Marketing Committee recommended the extension of website through Art/Design Associates Inc.

Jennifer Kelly stated that stipulations submitted for approval during Finance Committee meeting will be submitted to the full Board. Stipulations being that ResCare/Arbor has been placed on a Corrective Action Plan (CAP) and they will have no more than 90 days to correct the issues set forth in the CAP letter delivered to them February 14, 2011. The Board will form an ad-hoc committee to review the progress of the CAP and make a recommendation to the Board to either clear ResCare/Arbor from the CAP or proceed with the next step of the sanction and rewards policy which would be to place them on probation for no less than 90

days. She stated that if they have not resolved the issues at the end of the probationary period, the Board may either de-obligate funds from the contract for ResCare/Arbor or discontinue the contract.

COMMITTEE ACTION TAKEN: The Finance Committee submitted a motion to designate additional funds as presented in proposed budget to Oconee Adult Education and Pickens Adult Education; seconded by Jim Alexander. The motion passed with a unanimous voice vote.

COMMITTEE ACTION TAKEN: The Finance Committee submitted a motion to approve the ARRA Incentive Proposed Spending as presented in proposed budget; seconded by Shae Rozakos. The motion passed with a unanimous voice vote.

COMMITTEE ACTION TAKEN: The Finance Committee submitted a motion to approve the In-House Budget Modifications as presented; seconded by Shae Rozakos. The motion passed with a unanimous voice vote.

COMMITTEE ACTION TAKEN: The Finance Committee submitted a motion to approve the extension of contracts with Arbor (with the addition of stipulations to be worked out during negotiations), PYC, and Art/Design Associates Inc. as presented; seconded by Jim Alexander. The motion passed with a unanimous voice vote.

V. OneStop Transition Update

A. Agreements to Remain in SCDEW Facilities

Chair Stephanie Collins gave an overview of three options that are available with transition. She stated that the first option was to stay in the current facilities. The second option is to relocate one or two of the OneStops, and the third option being to move the WorkLink offices to co-locate with the Anderson OneStop.

Amy Jessee stated that the agreements to remain in SCDEW facilities were listed on pages 17-18 of the packet provided. She stated that there were three parts to the agreements.

- The first part is the License User Agreement which was provided on pages 19-21 of the packet provided. She stated that the WorkLink contract with Clemson for office space was presented on page 22 of the packet provided.
- The second part is Operations/Maintenance for the facilities
- The third part is the Technology Component which was provided on pages 23-24 of the packet provided.

David Collins asked about how percentages would be divided in the OneStops. Brandi Runion stated that it would be our responsibility to cover everyone except DEW employees as it broke down in percentages. She pointed out that the numbers work out to over 50% on our end.

B. WorkLink Lease with Clemson University

Amy Jessee stated that the WorkLink contractual numbers with Clemson University for office space were provided on page 22 of the packet provided.

C. Bids for Leased Space in Anderson & Seneca

Brandi Runion presented the bids for leased space in both Anderson and Seneca. She presented photographs, floor plans, and handouts for committee members.

Jim Alexander asked about the current conditions of the existing OneStops, with the focus being on the Anderson OneStop. He asked if this proposed facility would be a better fit than the current facility. Brandi Runion and Dr. Lisa McWherter stated that it would be an upgrade.

Committee members discussed parking at current facility versus proposed facility. Shae Rozakos stated her concern about the people who are not using the facility may take up parking spots, those that might park in that lot who are going to the courthouse which would be located next to the proposed facility. David Collins asked about the current parking scenario at the Anderson OneStop on West Whitner Street and if there was adequate parking at the current facility. Brandi Runion stated that currently First Presbyterian Church of Anderson owns the parking lot that is currently used for the majority of parking for the OneStop in Anderson. She stated that the parking at the current facility is adequate, but if the church ever said that we could not use their parking lot anymore, we would be in trouble.

Jim Alexander asked about the quotes we had received for moving services. Brandi Runion stated that the quotes are included with the handouts provided.

Dr. Ronnie Booth stated that he feels the location in Anderson should eventually be moved, but that we do not need to add to our budget with the current legislation at hand. He stated that since this is a one-year decision that we should possibly look into places for the future. He stated that he felt there were likely less costly buildings that could be found in the same downtown area. He stated that we could be looking into a possible new location for July 1, 2012. Brandi Runion pointed out that there is a 60 day out starting April 1st of the contract with Clemson University.

David Collins stated that March 31, 2012 would possibly be a better date to work toward.

Steve Pelissier stated that while we are in state facilities you can extend however long, but once we are contracting with private facilities, you have to negotiate rates on a yearly basis.

Brandi Runion clarified the WorkLink contractual breakdown with Clemson University on page 22 of the packet provided. She stated that we would no longer need the back office in the CAT Building but we would need to add a storage unit for file management. She stated that this option would be much cheaper.

Jim Alexander asked Dr. Lisa McWherter what she thinks they need at the OneStops. Dr. Lisa McWherter stated that upgrades are needed in each of the buildings: additional partitioned walls and voice over IP would greatly help in the rendering of services.

Steve Pelissier suggested that we make a wish list and take that to SCDEW.

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth motioned that we contract with SCDEW for each of our OneStop locations, keep the WorkLink offices in their current location, and add an additional storage unit; seconded by Jim Alexander. The motion passed with a unanimous voice vote.

Shae Rozakos stated that we should charge each of the board members with keeping their eyes open for new locations for each of the area OneStops. All committee members were in agreement.

D. Bids for Facilities Maintenance

Brandi Runion presented committee members with the security bids for each of the OneStops. She stated that each of the bids are listed in the materials provided. She stated that her recommendation would be to have a security officer at least at the Anderson location. She gave a personal account of an incident that occurred while conducting a review at the Anderson location.

Dr. Ronnie Booth stated that he could support security for the Anderson location but not for Ocone or Pickens.

The Committee asked Dr. Lisa McWherter if there were a high number of incidents occurring in the OneStops that would require a security officer present. She stated that Anderson has approximately one incident per week. She stated that the other two facilities do not have regular incidents.

Brandi Runion presented committee members with the yearly projections for Armed versus Unarmed Guards at each of the locations.

COMMITTEE ACTION TAKEN: Jim Alexander motioned that up to \$30,000 be budgeted for an unarmed security guard in the Anderson OneStop starting as soon as possible; seconded by Dr. Ronnie Booth. The motion passed with a unanimous voice vote.

Brandi Runion presented the janitorial bids for the area OneStops has provided in the materials for each committee member.

David Collins asked if the current janitorial service was adequate. Dr. Lisa McWherter stated it is better but not where they would like it to be.

Dr. Ronnie Booth stated this not all about the money, when it comes to bidding out for keeping up with the facilities. He stated that we need to make sure that it's all covered and that things are being taken care of. He recommended that staff put together a proposal for presentation at the Board meeting. He stated that he felt the staff is capable of picking the appropriate bids and making sure that all services needed would be covered. All committee members agreed. Chair Stephanie Collins tasked the staff with doing this for each of the remaining service bids and stated to have the recommendations ready for presentation at the next board meeting.

E. IT Procurement

Brandi Runion stated that we did not procure the IT portion because it was dependent on whether the executive committee decided to stay in the current facilities or move. The committee members asked Brandi Runion to ask if we procure outside of SCDEW services and the chosen company has to work with SCDEW, what is our responsibility to them SCDEW for keeping specific systems aligned with theirs.

VI. NAWB Update

Chair Stephanie Collins gave an overview report of the trip to Washington, DC. She stated that Nita Colman and she were able to meet with Trey Goudy and Jeff Duncan while they were there. She stated that the message they conveyed was that the program is working and asked that they continue fighting for it to remain.

VII. Steering Committee Update

No update at this time.

VIII. Board Membership & LWIB Standards Review

Amy Jessee stated that we would be adding Todd Bennington and Trent Acker to the Board. She stated that Todd Bennington would be filling the spot vacated by Steve West and that Trent Acker would be taking the place of Ray Farley, II.

Amy Jessee explained the process that would be taking place for the LWIB Standards Review. She referred committee members to pages 25-26 of the packet provided. She reviewed the timeline of events and the processes that would be taking place during the review on April 21, 2011.

IX. Adjournment/Executive Session

COMMITTEE ACTION TAKEN: Dr. Ronnie Booth made a motion to excuse staff and guests and to go into Executive Session; seconded by Jim Alexander. The motion passed with a unanimous voice vote.

All staff and guests were asked to exit to allow the Executive Committee to go into Executive Session.

Respectfully submitted by: Crayton Pruitt, Workforce Program Assistant