



WORKFORCE INVESTMENT CORPORATION

**Youth Council Meeting Minutes
March 05, 2012 @ 11:00 am
Madren Center- Clemson, SC**

Members Present:

Jada Brown	Betsy Burkett	Danny Fahey
Lisa Gillespie	Kristi King-Brock – Chair	Melvin Martin
Tim Mays	Amy Miller	Crystal Noble
Sandra Pruitt	Tabitha Vasilas	Karen Smith

Members Absent:

Hugh Foster	Rick Murphy	Janice Walpole
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Providers:

Karen Craven	Dana Grant
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Staff Present:

Sharon Crite	Crayton Pruitt	Brandi Runion
Windy Graham		

Guest Present:

Christina Cobb

I. Call to Order

Chair Kristi King-Brock called the meeting to order and announced the meeting was being recorded for processing of minutes. Individual introductions of all persons in attendance were made. A quorum was present to conduct the business of the board.

II. Minutes

The minutes from the December 5, 2011 meeting were e-mailed with the meeting notice and included in the meeting packet. Chair King-Brock called for any corrections or amendments to the minutes.

COUNCIL ACTION TAKEN: Tim Mays made a motion to approve the minutes as submitted, seconded by Melvin Martin. The motion carried with a unanimous voice vote.

III. Palmetto Youth Connections (PYC)

Dana Grant reviewed the PYC Program Year 2011 (July 1, 2011 – June 30, 2012) handout provided to Youth Council members. Ms. Grant stated that 534 students attended orientation; 80 completed applications and 70 were WIA Eligible. Other areas reviewed were WorkReady Services (resumes & WorkKeys), Literacy-Numeracy, Credentials, Placements and breakdown of caseload. PYC's main objective for this program year is to increase Literacy/Numeracy gains.

Karen Craven referred the Youth Council to the PY'11 monthly update handout provided to members. New enrollments numbers are at 69 with total yearly enrollment at 159. Eighty-one (81) out of 131 students entered employment, education or military during the time period of 10/1/11 – 12/31/11 exceeding goal of 61%. Ms. Craven also reviewed monthly numbers for GTC Youth. Actual number of students to be served: 170 AE plus 28 GTC = 198.

Dana Grant also pointed out that while they are currently working with 188 active participants (PYC and GTC combined); PYC is also working with 131 follow-up students. She stated that PYC is actually providing services to over 300 students.

IV. PYC Budget Modification/De-obligation

Brandi Runion provided highlights of the budget modification request submitted by Palmetto Youth Connections.

PYC is requesting to modify the salaries/health line item by moving \$9,000 from excess in fringe benefits (due to staff member not participating in provided health insurance); \$3,500 from transportation; \$2,500 from childcare to the participant supplies line item. This would allow PYC to purchase three (3) student computers at five (5) PYC office locations; for a total of fifteen (15) student computers.

PYC is also requesting to move \$5,000 from excess in fringe benefits to the facilities and rent line item to accommodate three (3) office staff and space restrictions at the Anderson Adult Education facility. This will allow staff to purchase and install office cubicles, three desks, file cabinet equipment and office chairs.

PYC is requesting to transfer \$800 from the printing/copying line item and \$200 from the communications line item to the staff training/conference line item which will allow staff to attend National Drop-Out Prevention Conference and the SETA Spring Conference.

Ms. Runion stated that the modification represents a total of \$30,001.95 de-obligation from the contract and redistributing \$45,500 of funding within several line items. The goal of the modification request is to shift funds to other line items to maximize expenditure of funding during the last six months of the contract. The request does not represent additional funding.

Chair King-Brock called for questions and/or discussion of requested budget modification.

COMMITTEE ACTION TAKEN: Melvin Martin made a motion to approve PYC budget modification request as submitted, seconded by Crystal Noble. The motion carried with a unanimous voice vote.

Chair King-Brock informed Youth Council members of Heather Love's written resignation and Linda Valone's verbal resignation from the Youth Council.

COMMITTEE ACTION TAKEN: Danny Fahey made a motion to accept Heather Love and Linda Valone's resignation from the Youth Council, motion seconded by Tabitha Vasilas. The motion carried with a unanimous voice vote.

V. New Business

a. Considerate Café – Hamilton Career Center

Betsy Burkett stated that Danielle Mathieu, a teacher in the Stars program, applied for a \$40,000 grant from the federal government to turn the kitchen/family living area at the Hamilton Career Center into a Café. The Café provides transition education students the opportunity to work in a relevant paid job experience. Students are paid on a profit-sharing basis once a month. Ms. Burkett stated that the Café has become a very popular luncheon spot.

b. Oconee County Family & Friends

Chair King-Brock introduced long-time Youth Council member Sandra Pruitt. She informed the committee that Ms. Pruitt was recently named "Volunteer Administrator of the Year."

Ms. Pruitt, program coordinator for the last 15 years at *Family Friends* gave an overview of the program. She stated that *Family Friends* is a project of Oconee County United Way and Oconee County DSS. The project provides training and support to volunteer mentors who support local families with young children in a one to one relationship. Families are referred to the *Family Friends* program by DSS, DHEC, ministers, guidance counselors, etc. One goal of the program is to break the cycle of abuse and neglect.

c. Ripple of One

Ms. Pruitt introduced Stephanie Enders founder of *Ripple of One*. Ms. Enders provided background information on the formation of the *Ripple of One* program. She stated the organization focuses on helping families understand the root cause of financial uncertainty. A short video highlighting the positive effects on several families that have been helped through the program was shown to Youth Council members.

d. PY'11 2nd Quarter Performance Report

Windy Graham referred members of the Youth Council to the 2nd Quarter Report Summary that was included in the meeting packet. WorkLink is meeting or exceeding goal in each area of the performance measures.

e. Contract Negotiations

Chair Kristi King-Brock announced the selection of those to serve on the contract negotiations committee: Melvin Martin, Kristi King-Brock, Sharon Crite, Brandi Runion and Shae Rozakos. She stated a vote is required from the Youth Council to give the committee the authority to negotiate contract budget issues/concerns with the provider selected as the PY'12 Youth provider.

COMMITTEE ACTION TAKEN: Danny Fahey made a motion to give authority to the Contract Negotiation Committee (Melvin Martin, Kristi King-Brock, Sharon Crite, Brandi Runion and Shae Rozakos) to negotiate contract budget issues/concerns, if needed, with selected PY'12 Youth provider. Motion seconded by Betsy Burkett. The motion carried with a unanimous voice vote.

Chair King-Brock requested that all guests, PYC staff, Amy Miller, Danny Fahey, Betsy Burkett, and Sandra Pruitt be excused during the discussion of the current RFP.

f. RFP Committee Update

Kristi King-Brock stated that on February 13th the Youth RFP committee met. It was stressed that all information discussed during the meeting was to be kept confidential. Each member of the committee was also asked to complete a Conflict of Interest form.

Chair King-Brock stated that a motion was made during the RFP committee meeting by Rick Murphy and seconded by Melvin Martin to finalize the Youth RFP and the motion passed unanimously. The committee tabled discussion to include the Criteria of Profit in the contract. Chair King-Brock provided an explanation of the Criteria of Profit to Youth Council members.

Sharon Crite provided a timeline for the RFP.

- March 16th – Bidders Conference
- April 11th – Proposals are due
- April 13th – Official review of proposals begin
- April 25th – Presentations from proposers and selection of provider
- May 09th – Committee's provider recommendation goes to board for approval
- May 15th – Contract negotiation begin
- July 01st - New contract year begins

VI. Adjourn

With no further business to discuss, the meeting was adjourned.

Respectfully submitted by: Crayton Pruitt, Workforce Programs Assistant