

WORKFORCE INVESTMENT BOARD
BOARD MEETING
February 17, 2016 - Minutes
Seminar Room - Martin Inn & Conference Center – Clemson University

Members Present:

Billy Gibson	Danny Brothers	David Bowers
David Collins	Stephanie Collins	Brooke Dobbins
Mary Gaston	Doug Newton	Jason Duncan
Robert Halfacre	Pamela Smith	Ed Parris
Terence Hassan		

Members Absent:

Kristi King-Brock	Michael Keith	Amanda Hamby
Pat Pruitt	Ronnie Booth	Teri Gilstrap
Edgar Brown	Ray Farley	Mike Wallace
Richard Blackwell		

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite
Windy Graham		

Guest Present:

Karen Craven	Steve Riddle	Amanda Wagner
Mat Fields	Charles Morgan	Charlotte McDonald
Zach Nickerson		

I. Call to Order

Chair Robert Halfacre called the meeting to order at 1:01pm, announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Chair Halfacre welcomed everyone in attendance and introductions were then made by all in attendance.

II. Approval of Minutes

The minutes from the 11/11/15 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: David Collins made a motion to approve the minutes as submitted, second by Doug Newton. The motion carried with a unanimous voice vote.

III. Director's Report

A.) WIOA Regional Planning/Sector Strategies

Trent Acker referred to page 7 reminding Board members of the new Workforce Innovation and Opportunity Act (WIOA) regulations require local areas organize as regions for purposes of planning to develop common service strategies and aligning efforts of providing services to job seekers stating WorkLink has been aligned with Upper Savannah, Greenville and Upstate. Mr. Acker reported he will keep the Board apprised of the results from the collaboration efforts of the Technical Colleges Regional Education Coordinators, Department of Social Services, Vocational Rehabilitation, Economic Developers along with a variety of other agencies with Upstate, Upper Savannah and Greenville local areas.

B.) Collaboration

Continuing on page 7, Mr. Acker stated we will be working with Goodwill to place SCSEP participants in work experiences in the SC Works Centers and the partner agencies.

C.) TechHire

Mr. Acker reported an Executive Summary of the TechHire grant is located on pages 9-10 of the meeting packet stating this is an IT focused industry grant.

Mr. Acker provided an update on the ADA compliance upgrades reporting the construction has been completed adding this project came in approximately \$1,000 under budget.

Meetings, trainings and events staff has been working together to attend is listed on page 8 of the meeting packet. Chair Halfacre requested Board members review and provide feedback on any gaps that should be filled in.

IV. Committee Reports

A.) Executive Committee

1) Report of Action(s)

Chair Halfacre provided a report from the recent Executive Committee meetings stating this Committee does not meet on a regularly scheduled basis but rather on an as needed basis with some items being decided via electronic voting.

Since the last Board meeting, the Executive Committee addressed two items:

- Approved closing WorkLink offices at 12:00pm on 12/18/15 in conjunction with SC Appalachian Council of Governments holiday. The SC Works Centers were open during normal business hours.
- Approved the Local Incumbent Worker Training Grants

B.) Youth Council

1) PY'14-4th Quarter/Final – Youth Performance

Jason Duncan referred to page 12 reporting the Youth performance goals were met or exceeded in all measures for 4th / final quarter PY'14.

2) PY'15 1st Quarter Youth Performance

Mr. Duncan deferred to Windy Graham to provide report. Ms. Graham stated the State had not issued the 1st quarter performance report as of today's meeting, however on page 13 is the ETA Quarterly Summary which shows we are currently exceeding our goal in Placement and meeting the Attainment and Literacy goals.

3) PY'15 Youth Grant Expenditure (Dec. 2015, Jan. 2016)

Mr. Duncan referred to page 15 of the meeting packet and deferred to Karen Craven who provided a report on the grant expenditures. Ms. Craven stated 54.7% of the grant has been expended through January 17, 2016 adding they are well on way to meeting expenditure goal. Ms. Craven added that 52.9% has been expended in Work Experience.

4) PY'15 Skills Invoice Criteria

Ms. Craven referred to page 18 stating this has been included as information adding for the purpose of emphasizing the importance of Work Experience \$50 moved from attaining GED and add to the Work Experience Invoice.

5) 2015 AOP BIS Showcase Actual Award Paid

Mr. Duncan referred page 20 which shows the actual amount of funds expended on the AOP BIS Showcase for transportation for the students.

C.) OneStop Operations Committee

Jennifer Kelly referred to pages 22-26 for the overall report from the January OneStop Operations Committee meeting. Ms. Kelly reported the Committee will be continuing to address the Strategic Plan at each meeting adding Goal 1, Objective 2 – staff participating in employer partner groups was address at this meeting.

1) SC Works Center Update

The Committee granted a request from Mr. Acker to explore the possibility of the SC Works Center to be testing sites for WorkKeys. Mr. Acker stated over the course of time, it is becoming more difficult to locate a testing facility for our participants so this is in an effort to provide testing for our participants in a more reasonably timing manner.

Ms. Kelly reported on the following items:

- Outreach Committee has included the annual Job Fair as a focus for the past couple meetings and are continuing on outreach efforts adding that outreach items have been sent out for printing.
- ClemsonLife has reached out to us to possibly being a host agency for work experience. We are exploring this possibility.

- Morpho Trust, a for profit company that offers background checks had requested space in our SC Works Centers however, the Committee decided not to entertain their request to use our facilities at this time.
- Ms. Kelly stated the Operations, Employer Services and Job Seeker Services reports are located on pages 27-28 and included for Board members review.

2) WIOA Program Update

Ms. Kelly referred to page 32-33 and reported on the Adult/DW Program budget which is currently expended at 54.6% as of 1/17/16; the Obligations report located on page 35 shows the Adult funding stream has approximately \$45,000 remaining for new students/participants and \$18,866 in the DW funding stream; the Operator budget currently expending at 48% out of 53% with all program budgets are spending on target.

Ms. Kelly reported the WIOA program reports are included on pages 26-31 which show the demographics of participants; Career services; Employer Services, etc.

Ahead of enrollment goal through December 2015 and are on their way to meeting overall goal.

3) Eligible Training Provider

Ms. Kelly reported an appeal was received from Solar Energy which was denied at the November Board meeting, the appeal will be going before the Executive Committee for review. Mr. Acker reported we have received an appeal so there are currently two for consideration for the Executive Committee.

4) Business Services Update

Mr. Kelly provided an update on the State Workforce Development Board's goal to engage 10,000 new employers/businesses stating Ms. Manley is working with DEW management and staff and Economic Developers to meet the goal for the WorkLink region of 685 new employers and enroll them in the Customer Relationship Management module in SCWOS. As of the end of December 2015, our area has engaged and enrolled 351 new employers and businesses in SCWOS.

Ms. Kelly reported the Committee supported Ms. Manley's suggesting to move from monthly hiring events to quarterly events following the Annual Job Fair in an effort to more easily manage those events. Also, within this and the Business Engagement Goal efforts a State Instruction Letter has been included in the meeting packet regarding employer registration in SCWOS for participating in job fairs.

Ms. Kelly referred to page 44 which shows the PY'15 Local IWT grant for \$45,648. The report is included in the meeting packet and shows the companies awarded funding and the amount

each received. Trainings are just beginning with several employers. Ms. Manley has communicated via email and phone reminding employers to get their trainings scheduled so they'll have ample time to complete. The end date was set for employers at 6/30/16 which is earlier than the actual grant end date of 8/31/16. Ms. Kelly noted we received applications totaling \$343,284.60 so the amount we were funded was a very small portion.

Ms. Kelly reported on the RRIWT – Ulbrich Specialty Wire – Grant which ended 12/30/15. Final reimbursement and report was submitted 01/12/16. They spent \$39,950 out of \$51,870.

Ms. Kelly referred to page 43 which shows the OJT contract log reporting the total budget was \$32,000 with approximately \$1,000 remaining to be expended in Adult funds and \$8,000 in DW funds with approximately \$4,500 remaining. DW NEG and DW RR funds have been expended.

D.) Persons with Disabilities Committee

1) Committee Update

Pamela Smith referred to page 46 and provided a report from the 01/21/16 Committee meeting stating Susan Stockton, Disabled Veterans Outreach Program (DVOP) Specialist for SCDEW provided an educational presentation on the Disabled Veterans Outreach Program with Pat Pruitt providing Committee education on the Wagner Peyser Program. Committee members were also given an update on the ADA compliance construction at the Clemson SC Works Center.

Ms. Smith reported the Committee was identifying goals and objectives to be addressed as part of the Strategic Plan.

E.) Finance Committee

1) PY'14 Incentive Funds

Mr. Acker referred to page 47 as well as an additional page at the back of the meeting folder regarding 2014 Incentive funds. Mr. Acker provided a brief explanation on the criteria for the Incentive Funds.

Mr. Acker reported the Finance Committee brings as a recommendation for Board approval to earmark \$1500 for the Annual Job Fair expenses with the balance of \$1,645.66 be earmarked for internal technology needs.

BOARD ACTION TAKEN: Motion from Finance Committee to approve \$1,500.00 of the PY 14 Incentive funds be used for the March Job Fair and related activities with the remaining \$1,645.66 to be set aside for internal technology needs, second by Jason Duncan. The motion carried with a unanimous voice vote.

Mr. Acker referred to page 50 and reviewed the FUR through December 2015 which shows we are on target for meeting the State requirement of 35% at this point.

2) PY'15 Budget Overview

a) WorkLink Grants

Mr. Acker referred to page 49 of the packet and reported on funds requesting to be moved within two line items of the budget stating due to vacancies, we have a surplus in salaries and payment of \$5,109 for SCDEW totaling \$88,201. Mr. Acker stated this modification comes as a recommendation from Finance for Board approval to reduce Salaries line item by \$83,0902 and Facility costs line item by \$5,109 and increase Travel line item by \$820; Training line item by \$300 and \$87,021 to Undesignated line item.

BOARD ACTION TAKEN: Motion from Finance Committee to approve reductions of \$83,092 from the salaries, fringe and indirect line item and \$5,109 from the facility costs line item and redistribute that sum by adding \$820.00 to the travel line item, \$300.00 to the training line and \$87,021 to undesignated line item, respectively, second by Danny Brothers. The motion carried with a unanimous voice vote.

b) Henkels & McCoy

PY'15 Adult/DW Budget Mod. 2

Mr. Acker reported the OneStop Operations Committee approved the modification from Henkels & McCoy regarding funds to be moved from Training to Supportive Services, however was not voted on by the Finance Committee therefor recommends this item be tabled due to pending changes as addressed in Executive Session.

3) Ongoing Grants

Mr. Acker moved on to pages 52-53, the Local IWT Grant which was reported on in OneStop Operations Committee and the Make it in America Grant. Page 54 DWT NEG was also covered in OneStop Operations update.

V. Executive Session

A.) Contractual/Budget Matter

BOARD ACTION TAKEN: Motion to enter into Executive session by David Bowers, second by Ed Parris. Motion carried.

Chair Halfacre excused all guests from the meeting, Board members and WorkLink staff were asked to remain.

BOARD ACTION TAKEN: Motion to conclude Executive session by David Collins, second by Danny Brothers. Motion carried.

Chair Halfacre invited guests back to the meeting reporting that no action was taken during Executive Session.

VI. Other Business

Chair Halfacre informed Board members he would be sending out a notice following the meeting regarding Board members' obligations to the Board stating quorum requirements have changed from 40% to 50% so in order for the Board to conduct business, there must be no less than 12 members present. Chair Halfacre stated if members' work obligations constitute an absence that members should communicate that to himself or Mr. Acker. Chair Halfacre request members review the information he will be sending and provide feedback and thoughts and more specifically requested members evaluate their commitment to serve on the Board as their situation may have changed. Chair Halfacre also stated the importance of responding to Ms. Manley intentions to attend the meeting and participate in lunch as there has been a challenge in meeting the quorum requirement in the past several Board meetings. Mr. Halfacre will request Ms. Manley to send a reminder for each Board meeting on the Monday preceding the meeting.

Mr. Acker reported GED test scores changed from 150 to 145 as they have found that GED was testing expectation was higher than the High School Equivalency exam adding this allowed 600 people to get their GED.

VII. Adjournment

With no further business to discuss the meeting was adjourned.

Respectfully submitted by: Patty Manley