

WORKFORCE INVESTMENT CORPORATION
OneStop Operations Committee Meeting Summary
January 25, 2016 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Richard Blackwell	Ed Parris	Danny Brothers
David Bowers	Amanda Hamby	Teri Gilstrap

Members Absent:

Amanda Blanton

Staff Present:

Jennifer Kelly	Trent Acker	Windy Graham
Patty Manley		

Guest Present:

Matt Fields	Renee Alexander	Steve Riddle
Robert Halfacre		

I. Welcome and Introductions

Richard Blackwell called the meeting to order welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 10-21-2015 Meeting Minutes

The minutes from the 10/21/15 meeting were emailed with the meeting notice and included in the meeting packet. Chair Blackwell called for corrections/amendments to the minutes or a motion to approve. Amanda Hamby stated the Number \$100,00 should be \$100,000 of the second paragraph on page 4.

ACTION TAKEN: Danny Brothers made a motion to approve the minutes with noted correction to page 4, seconded by Amanda Hamby. The motion carried unanimously.

III. Strategic Planning

Chair Blackwell referred to page 11 to review Goal 1, Objective 1 and Objective 2 then deferred to Jennifer Kelly to report.

Ms. Kelly stated the updated information for Objective 1 was added and included on page 12. Increased ACT National Career Readiness Certificates in Anderson County by 108, in Oconee County by 76 and in Pickens County by 108.

Ms. Kelly accessed the Work Ready Communities website for the Committee to view the current status of each of the counties in our service region.

Chair Blackwell referred to page 13 and called attention to Objective 2 stating this is a snapshot of what is going on in the community and requested Committee members review the information listed in Key Action Strategies and advise of other activities they are aware of that need to be included.

Following discussions, Committee members noted several other associations and events that are worthy of noting which include: Oconee Business & Education Partnership; Ten at the Top; Chambers for Anderson and Oconee.

IV. SC Works Operations

Chair Blackwell deferred to Trent Acker to provide update.

a. WorkKeys Update

Mr. Acker reported all 3 counties are in maintenance goal phase. The person at the State level is now Grey Parks. Mr. Parks has been a great resource for WorkLink. The contract with ACT is slated to end 6/30/16. \$100,00 in funds are available for Profiles.

Mr. Acker reviewed the current WorkKeys providers in our area. WorkLink currently has WorkKeys testing centers at each of the four Adult Education Centers and at Tri-County Technical College. The SC Works Centers have the option to become testing centers under the Work Ready Communities Initiative. To help meet the rising demand for WorkKeys testing, Mr. Acker requested from the committee to explore further options regarding becoming a WorkKeys testing center.

Following discussion, Committee members agreed to support Staff moving forward to explore and investigate the possibility and viability of a test site here at the SC Works Center.

b. SC Works Centers Report

Matt Fields referred to page 19 which is a sample MOU from Morpho Trust, a for-profit company that provides background checks for a fee to jobseekers, to find out more about the services offered and expectations of a potential partnership. Ms. Kelly stated in the WIOA Act we are allowed to have a for profit entity in the facility but this would be the first.

The Committee reviewed the request from MorphoTrust to co-locate in the Comprehensive Center one day per week. After discussion, the Committee voted to decline this opportunity with MorphoTrust until demand for services were demonstrated.

Mr. Fields reported that he is working with several partners in regards to the SC Works Centers. Mr. Fields highlighted a partnership with ClemsonLIFE. ClemsonLIFE has approached the SC Works Centers regarding hosting work study students for 3 hours per week to expose them to jobs in an office setting. Appropriate work study positions may include file clerk or greeter.

c. Financial Update

Mr. Fields referred to page 20 and provided an update stating the Operator Budget is currently spending and tracking well. A review of the expenditure and obligation rates associated with the Operator and WIOA (Adult, DW) Program grants awarded to them for this program year. Thru December 31, 2015:

- 48% of the Operator Grant has been expended.
- 48.7% of the Adult budget has been expended.
- 47.4% of the Dislocated Worker budget has been expended.
- The goal to be expended is 45%.

d. Outreach

Ms. Kelly reviewed the progress the Outreach Committee has made with outreach efforts. The Outreach Committee meets monthly on the first Thursday of each month. Ms. Kelly shared that outreach materials are in the process of being published and will

be made available to staff and Board members upon delivery. Recent outreach meetings have turned their focus to the three-county Job Fair held each Spring.

Renee Alexander reported they had written our information at the top of the Christmas Give-Aways flyers distributed and we are seeing some ROI from those flyers.

e. SC Works Center Reports

Ms. Kelly referred to pages 21-22 and provided a brief overview of the System Wide Services and Employer Services provided from July 1st through December 15th 2015. Ms. Graham noted a typo on page 21, Individuals Registered for Anderson should be 80, not 580.

V. Adult/DW Program

a. Usage Reports

Ms. Kelly referred to pages 23-25 which shows the demographic snapshot for participants in WIOA; the individualized career services which is a snapshot of who is in the program; and an overview of training services provided.

b. Program Overview

Steve Riddle referred to pages 26-29 for 4 success stories for this quarter for Committee members review reporting the average wage for CDL drivers calculated to be \$18.50 per hour which is currently a very in-demand occupation.

Mr. Riddle reported enrollment goal is currently at 72% with approximately \$46,000 remaining in Adult training funds stating the iBest scholarships at TCTC are helping with training adding they are tracking funding very closely.

Mr. Riddle reported that since follow up now requires 4 quarters, all Case Managers currently have a case load of over 150.

c. Financial Update

Chair Blackwell referred to pages 30 & 31 and deferred to Mr. Fields to provide a financial update. Mr. Fields reported there are still some expenses to yet hit.

Mr. Fields reported there are scholarships currently available through TCTC for QuickJobs training up to \$2,000 per applicant stating this could off set some of the costs for our participants as their training would possibly be funded through this scholarship.

Mr. Fields referred to an additional page in the meeting packet with is the obligations report that tracks budget/vouchers paid/voucher not paid. \$45, 682.09 remains available for tuition for new WIOA participants entering into occupational training. Staff is leveraging other funding in order to make training dollars go further. Therefore, Henkels and McCoy staff brought to the committee for review a request to move approximately \$12,500 from the training line item to supportive services, specifically for childcare and transportation.

ACTION TAKEN: Ed Parris made a motion to approve moving funds from the Training line item to Supportive Services line item as presented, seconded by Teri Gilstrap. The motion carried with a unanimous vote.

d. Eligible Training Provider List

i). Appeal – Solar Energy International

Ms. Graham reported from the 10/21/15 meeting the Committee voted to not approve Solar Energy’s applications to the ETPL due to not being an in-demand occupation. Ms. Graham informed the committee that WorkLink received an appeal letter from Solar Energy, which applied to be an Eligible Training Provider in the fall of 2015. Ms. Graham reminded the committee that this company provides training on solar energy installation, which is not currently in-demand in the WorkLink region. Ms. Graham stated that the next step will be for the Executive Committee of the Board to follow the appellate process for Eligible Training Providers.

VI. Employer Services

Chair Blackwell deferred to Patty Manley to provide report.

a. Business Engagement and Services

Ms. Manley reported at the end of December, the WorkLink region’s business engagement goal of 685 is right on target with 351 employers 48.3%. Ms. Manley reported together SC DEW recruiters, LVER and Henkels & McCoy, we are continuing to make contacts and visits in our three county service region. In January, Ms. Manley and Windy Graham trained the Anderson Economic Development interns on data entry in CRM in SCWOS.

Ms. Manley stated currently we are offering monthly hiring events in each county for employers and jobseekers in that county with varying results. We are seeing participation from the same staffing agencies, manufacturers/employers as well as jobseekers and believe this may be impacting the outcome. Ms. Manley, SC DEW

recruiters and Henkels & McCoy staff have discussed and would like transition to quarterly hiring events per county following the annual three county job fair in the spring and is bringing this to the Committee for support and approval if needed.

Following discussions the Committee agreed no vote was needed and members are in support of this transition. Ms. Manley stated requests from employers for ad hoc hiring events will continue to be encouraged and accommodated.

Ms. Manley referred to page 32 which is a State Instruction Letter stating we currently require all employers who participate in our monthly hiring events to be registered in SCWOS (South Carolina Works Online Services) as per the letter. We have not been requiring this for our annual job fair and would like to make this a requirement going forward.

Following a brief discussion, the Committee agreed no vote was required but given the benefits, this Committee is in favor and supports requiring all employers registering for the Annual Job Fair also be registered in SCWOS and post open job order in the system as well.

b. Incumbent Worker Training Grants

Ms. Manley reported that the PY'15 Local IWT grants were given out in total for \$45,648. She stated that WorkLink received applications totaling \$343,284.60. Ms. Manley shared a report, included in the Board packet, which 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 go ahead and get their trainings scheduled so they'll have ample time to complete the trainings they have requested. The end date for employers was set as June 30, 2016, which is earlier than the actual grant end date of August 31, 2016.

Ulbrich Specialty Wire is the sole remaining Rapid Response Incumbent Worker Training, and it ended on December 30, 2015. A final reimbursement request and report was submitted to SC Department of Employment and Workforce on February 12, 2016. They spent \$39,950 out of \$51,870, or 77% of their grant award.

c. On-th-Job Training Coordination Update

Ms. Manley referred to the large spreadsheet included separately and reported we've had 2 successful completions since the last Committee meeting: Belton Metal had a contract that ended 11/13/15 Adult funding and Reliable Sprinkler had a contract end

on 1/4/16 which was DW funding. Additional contracts with Reliable Sprinkler have been written in Adult funding and discussing an additional contract with MoreSun Custom Woodworking in Oconee County. With these additional contracts, Adult balance will be \$1,286.49 and DW at \$4,560.00.

Ms. Manley noted Dislocated Worker funding is the most difficult to expend due to other avenues/assistance available to these folks.

VII. Other Business

a. Ad Hoc Committee Members

Chair Blackwell referred to page 35 which is an ad hoc application form Kal Kunkel for consideration which was tabled at the 10/21/15 meeting.

Ms. Gilstrap voiced concern due to conflict of interest with this applicant being employed by a company that designs software that our Operator uses. Following discussions, Committee members decided to table this item again.

ACTION TAKEN: Ed Parris made a motion to table this item for discussion at future date, seconded by Danny Brothers. Motion to table carried.

VIII. Adjourn

Respectfully submitted by: Patty Manley, Office Manager