

**WORKFORCE INVESTMENT BOARD
 BOARD MEETING**

April 20, 2016 - Minutes

Executive Board Room – Clemson University - Martin Inn & Conference Center

Members Present:

Amanda Hamby	Billy Gibson	Brooke Dobbins
Danny Brothers	David Bowers	David Collins
Doug Newton	Jason Duncan	Kristi King-Brock
Mike Wallace	Pamela Smith	Pat Pruitt
Ray Farley	Richard Blackwell	Robert Halfacre
Ronnie Booth	Stephanie Collins	Teri Gilstrap

Members Absent:

Ed Parris	Edgar Brown	Mary Gaston
Terence Hassan		

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite
Windy Graham	Patty Manley	

Guest Present:

Matt Fields	Renee Alexander	Steve Riddle
Karen Craven	Amanda Wagner	Nick Nickerson
Lisa Gillespie		

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 02/17/16 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes. Pat Pruitt noted the date on page 2 in the Executive Committee report first bullet item should read 12/18/15.

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

III. Director's Report

A.) PY'16 Allocations

Trent Acker referred to pages 9-11 are the State allocation amounts for PY'16 which show significant increases for the State, 27.17% increase for Adult; 30.67% for Dislocated Worker; and 27.56% for Youth. The State will withhold certain from each fund stream and will then use their formula to determine the allocations for each area. Mr. Acker stated based on the State allocations and the law, the minimum **projected** allocations for WorkLink are shown on page 12 with the following corrections:

PY'16 Projected Allocations	Fund Stream	Increase
\$808,956	Adult	\$144,538
\$589,089	Dislocated Worker	\$ 86,520
\$877,062	Youth	\$162,767

Mr. Acker will keep Board members informed regarding allocations.

On page 8, Mr. Acker noted the meetings, trainings and events staff has attended are included for Board members review.

B.) Board Membership

Mr. Acker informed Board members of Michael Keith's resignation from the Board due to job related functions. County Council has been informed and will begin to identify someone to fill the vacancy.

C.) May

Mr. Acker informed Board members he will be out of the office in late May/early June for the birth of their second child.

IV. Committee Reports

A.) Executive Committee

1) Report of Action(s)

Chair Halfacre referred to pages 13-18 reporting from the 3/23/16 Executive Committee meetings that the committee voted to allow the Youth, Adult/Dislocated Worker and OneStop Operator contract to transition from Henkels & McCoy to Eckerd effective 4/1/16.

B.) Finance Committee

1) PY'15 Budget Overview

a) Youth

Mike Wallace, Finance Committee Chair referred to pages 19-20 which show the Youth budget expenditures at 70.7% spent through 03/20/16. Mr. Wallace noted the \$9,089.73 in obligated funds which will help in meeting our expenditure goal.

b) Adult/DW Program

Mr. Wallace referred to the Adult & Dislocated Worker Program budgets on pages 21 & 22 stating they are expending on track through 03/20/16. The Adult budget is 68.9% expended and the Dislocated Worker budget is at 66.9% expended. Again noting the obligations in both Adult and Dislocated Worker funds will put us at meeting our expenditure goal.

c) Adult/DW Operator

Continuing on page 23, Mr. Wallace noted the Operator budgets expenditures also through 03/20/16 is at 72.6% expended.

2) Budget Modification Requests

a) Youth

Mr. Wallace deferred to Karen Craven to provide a report on the Youth Program budget modification request.

Ms. Craven stated due to the transition from Henkels & McCoy to Eckerd there is a request outlined on pages 26-29 to move funds from the Fringe, Fees, Profit & Indirect line items to the Operating, Direct Training & Supportive Services line items. Ms. Craven provided a brief explanation of the line item changes adding there is no change to the overall budgeted amount of \$702,148.

BOARD ACTION TAKEN: Motion from Finance to approve Youth budget modification #2 as presented, second from Brooke Dobbins. Motion carries.

b) Adult/DW Program

Mr. Wallace deferred to Matt Fields to provide report on the Adult/DW Program budget modification request.

Mr. Fields referred to page 30 stating this is a request to modify the Adult/DW Program budget to facilitate changes from additional monies being made available due to the transition from Henkels & McCoy to Eckerd. Mr. Fields provided an explanation to move \$12,812.42 from Indirect Cost & Fees line items to Operating Costs line items within the budget noting there is no overall change to the budget.

BOARD ACTION TAKEN: Motion from Finance to approve modification to Adult/DW Program budget as presented, second from Kristi King-Brock. Motion carried.

c) Adult/DW Operator

Mr. Field continued on page 41 reporting on the need to request a modification due to the transition stating monies being recaptured from changes in Training Fees, Indirect Costs, and Audit Fees are requested to move to Operating Costs line items with no overall change in the budget.

BOARD ACTION TAKEN: Motion from Finance to approve modification to Adult/DW Operator budget as presented, second from Doug Newton. Motion carried.

3) Ongoing Grants

Jennifer Kelly referred to page 49 which shows the Make it in America grant stating the grant has been extended by DOL to 09/30/17 to allow Technical Colleges to expend the funds and to conduct follow up on recipients of the grant funds.

Mr. Acker referred to page 50 which is the DWT NEG Grant reporting this grant was extended by SCDEW/DOL to 06/30/16. A participant was identified for this grant and has been billed against it; therefor the grant should be closed out by 04/30/16.

Mr. Acker stated page 51 shows the Local IWT grants awarded to local companies and the progress for trainings and modification(s) for these grants stating these grants are moving along well and are expected to be expended by the grant end date of 08/31/16.

Mr. Wallace referred to page 52 which is the OJT spreadsheet showing the summary of OJT contracts and the balance of those funds at \$2,482.30 in Adult funds and \$4,560.00 in DW funds.

C.) Youth Committee

1) PY'15 1st & 2nd Quarter Youth Performance

Kristi King-Brock, Youth Committee Chair referred to pages 53-54 which shows we are currently meeting and or exceeding in all goals.

2) One Year –PY16 Youth Contract Extension to Eckerd

Ms. King-Brock presented a recommendation from the Youth Committee for Board approval to extend the Youth Program grant with Eckerd for one program year (July 1, 2016 to June 30, 2017).

BOARD ACTION TAKEN: Motion from David Collins to approve the recommendation from Youth to extend the Youth Program grant as presented, second by David Bowers, Motion carried.

3) PY'16 Youth Budget Negotiations Committee

Ms. King-Brock presented a recommendation for Board approval for the PY'16 Youth Program Grant Awards Negotiation Team to set grant terms and a PY'16 Youth Program budget with Eckerd for the Youth Program. The Negotiation team will include: Kristi King-Brock, Jason Duncan, Elaine Bailey and Sharon Crite.

BOARD ACTION TAKEN: Motion from Pat Pruitt to approve recommendation from the Youth Committee and Finance Committee approving the PY'16 Youth Grant Awards Negotiation Team as presented, second by Mike Wallace. Motion carried.

4) 2016 AOP BIS Showcase Funding (Pending PY 16 Final Allocations)

Ms. King-Brock presented a recommendation from Youth Committee for Board approval to allocate \$5,000 to the 2016 AOP BIS Showcase pending PY'16 final allocations from State.

BOARD ACTION TAKEN: Motion from the Youth Committee, pending final allocations from the State, to approve allocation of \$5,000 to the 2016 AOP BIS, second by Danny Brothers. Motion carried.

D.) OneStop Operations Committee

1) Committee Report

Richard Blackwell reported from the OneStop Operations Committee meeting referring to pages 56-60 updating the Board on the Committee's approach to the Strategic Plan, Outreach, SC Works Systems, Adult & DW Program and Business Services.

a) SC Works Operator

Mr. Blackwell reported system wide and employer services reports on pages 61-62 show services and participation is tracking along well.

b) Adult/DW Program

Mr. Blackwell referred to pages 63-65 which show the demographics of participants and the WIOA individual career services reports which are also moving and tracking very well.

c) Employer Services

Mr. Blackwell encouraged Board members to read the WIOA participant's success stories found on pages 66-68.

2) PY16 Adult/DW Program Grant Extension

Mr. Blackwell presented a recommendation from the Committee for Board approval to extend the Adult/DW Program grant with Eckerd for one program year, 7/1/16 to 6/30/17.

BOARD ACTION TAKEN: Motion from Jason Duncan to approve the recommendation from the OneStop Operations Committee to extend the Adult/DW Program grant as presented, second by Mike Wallace. Motion carried.

3) PY16 Operator Grant Extension

Mr. Blackwell presented a recommendation from the OneStop Operations Committee for Board approval to extend the Adult/Dislocated Operator grant with Eckerd for one program year, 7/1/16 to 6/30/17.

BOARD ACTION TAKEN: Motion from Mike Wallace to approve the recommendation from the OneStop Operations Committee to extend the Operator Grant with Eckerd for one (1) program year, 07/01/2016 – 06/30/2017, second from Doug Newton. Motion carried.

4) PY16 Grant Awards Negotiation Team

Mr. Blackwell presented a recommendation from the OneStop Operations Committee for Board approval to form a PY16 Grant Awards Negotiation Team to set Grant terms and a PY16 budget with Eckerd for the Adult/DW Program and the Operator grants. The Negotiation team will include Board Members: Richard Blackwell, Brooke Dobbins, Amanda Hamby, and David Collins.

BOARD ACTION TAKEN: Motion from Jason Duncan to approve the recommendation from the OneStop Operations Committee to approve the PY'16 Grant Awards Negotiation Team as presented, second from Stephanie Collins. Motion carried.

E.) Persons with Disabilities Committee

1) Committee Update

Pamela Smith referred to page 69 and reported from the 3/10/16 Committee meeting reporting Committee members toured the VR training center gaining insight into the Vocational Rehabilitation Work Training Centers.

Ms. Smith reported the Committee reviewed the demographics of participants and were pleased with the numbers identified and discussed the referral process adding that in keeping in line with an education component, the Committee has invited AbleSC to the May meeting to provide a presentation on etiquette.

V. Other Business

Chair Halfacre provided an update from the annual job fair held 3/17/16 at Tri County Technical College's Student Union which was a success. 48 Employers, Service Agencies & Training providers participated along with the Blood Connection and the State Veteran's Assistance Program. More than 200 job seekers attended. Surveys are being returned with positive feedback and comments.

Chair Halfacre congratulated Richard Blackwell for receiving the Public Executive of the Year Award from the Community Development Corporation.

VI. Adjournment

With no further business to discuss the meeting was adjourned.

Respectfully submitted by: Patty Manley