

**WORKFORCE INVESTMENT CORPORATION**  
**Youth Committee Meeting Minutes**  
**March 14, 2016 @ 10:45am**  
**Wells Fargo Bank, Meeting Room, Clemson, SC**

**Members Present**

Kristi King-Brock, Chair	Jason Duncan, Vice-Chair	Rick Murphy
Terence Hassan	Janice Ward	Doug Newton
Ray Farley	Mary Gaston	Lisa Gillespie

**Members Absent:**

Robert Halfacre	Crystal Noble	Melissa Rosier
Gene Williams	Amy Bradshaw	Elaine Bailey
Tim Mays		

**Staff Present:**

Sharon Crite	Patty Manley	Trent Acker
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**Guest Present:**

Karen Craven	David Shellhorse
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**I. Welcome and Introductions**

Chair Kristi King-Brock called the meeting to order at 10:45am welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions of everyone in attendance were made.

**II. Approval of 01-11-16 Meeting Minutes**

The minutes from the 01/11/16 meeting were emailed with the meeting notice and included in the meeting packet. Chair King-Brock called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: Doug Newton made a motion to approve the minutes as submitted, seconded by Janice Ward. The motion carried unanimously.**

### III. Palmetto Youth Connections (Report Jan-Feb)

Karen Craven, Palmetto Youth Connections Program Manager, referred the Committee to the Dashboard available in the committee packet. The Dashboard reflects data thru February 2016.

Ms. Craven reviewed the follow information from the Dashboard:

- 69 new enrollments this program year, for a total of 168 out of a goal of 175. All 69 new enrollments are HS dropouts.
- The county caseload breakdown reflects 108 youth participants in Anderson, 56 in Oconee, and 66 in Pickens for a total of 230 active and follow-up being served.
- Year to date outcomes show the following gains: 20 Literacy/Numeracy; 35 HS Diploma/GED; 53 Occupational Credentials; 71 Positive Placements
- WorkKeys shows 21 participants earned certificates – 5 Gold & 16 Silver

Ms. Craven called attention to the PY15 Monthly Update Report which shows the same information and data as the Dashboard but in a summary format.

### IV. New Business

#### a. **Retain YC Member Elaine Bailey (Retierd)**

Chair King-Brock stated althouth Elaine Bailey has retired from Department of Social Servies, Ms. Bailey has a wealth of knowledge which is valuable to this Committee therefor recommends the Committee retain Ms. Bailey as a member of the Youth Committee.

**ACTION TAKEN: Janice Ward made a motion to approve retaining Elaine Bailey as a member of the Youth Committee, seconded by Doug Newton. The motion carried.**

#### b. **2016 AOP BIS Funding (Pending PY'16 Youth Allocation)**

Chair King-Brock brought to the Committee for consideration to recommend allocating \$5,000 for the 2016 AOP BIS pending our Youth allocation from the State.

**ACTION TAKEN: Mary Gaston made a motion to approve recommendation to allocate \$5,000 for the 2016 AOP BIS pending PY'16 Youth allocations from the State, seconded by Janice Ward. The motion carried.**

**c. WorkLink Youth Program Transition - Information**

Trent Acker acknowledged that Palmetto Youth Connections through Henkels & McCoy has been our Youth Program provider for 9 years. Referring to pages 7-9 Mr. Acker reported in February, Henkels & McCoy made a strategic decision to transition out of the training & workforce development field and has gifted their division to Eckerd, a non-profit company based out of Florida. Henkels and McCoy will transition the entirety of that division as of April 1, 2016. For WorkLink, this means that all three grants with Henkels and McCoy, Operator, Adult/Dislocated Worker program, and the Youth program will be transitioned under the purview of the Board with no changes to the contract terms and scope of work. The Executive Committee will meet to discuss and vote on this on March 23, 2016 in order to meet the April 1, 2016 transition date. Mr. Acker added Eckerd specializes in Youth programs, and will carry out our Adult/Dislocated Worker program and Operator as a pilot region. All program staff will be receiving offer letters from Eckerd.

Going forward under Eckerd, there will be no profit charged against the grant and the indirect rate will go down slightly from 11% to 8.28%, allowing funding to go towards providing services instead of profit and indirect costs.

Chair King-Brock stated Eckerd is funded by the Annie E. Casey Foundation which speaks to their professionalism and more specifically their performance working with at risk youth.

**d. PY'15/PY'16 Youth Budget Negotiation Committee**

Chair King-Brock stated Jason Duncan and Elaine Bailey have been asked to serve on the Committee with herself and Sharon Crite. This Committee will serve as the 2016 Budget Negotiation Committee as well as the Committee to oversee the PY'15 Budget transition from Henkels & McCoy to Eckerd.

**ACTION TAKEN: Janice Ward made a motion to approve PY'15/PY'16 Youth Budget Negotiation Committee of Kristi King-Brock, Jason Duncan, Elaine Bailey, and Sharon Crite, seconded by Doug Newton. The motion carried.**

**e. Formal Gap Analysis Phase II**

David Shellhorse provided a handout based on the the outcome of Phase I of the Formal Gap Anyalsis which shows Future/Ideal State and Current Situation and guided the committee through very detailed discussions regarding steps needed to bridge the Gap.

Mr. Shellhorse will compile comments and provide the summary of the discussion to Ms. Crite to be presented at the next Youth Committee meeting.

**f. PY'15 – 2<sup>nd</sup> Qtr. Youth Performance**

Sharon Crite referred to page 12 which shows a snapshot of the Youth 2<sup>nd</sup> quarter performance measures noting we are meeting and/or exceeding in all goals.

**g. PY'15 – Grant Expenditures (12/21/15-02/21/16)**

Ms. Crite referred to pages 13-14 and deferred to Ms. Craven to review the expenditure levels for the PYC grant. Ms. Craven stated the Youth budget for PY15 totals: \$702,148. PYC's goal is to spend a least 93% of the grant by June 30, 2016. Thru February 21, 2016, PYC has expended \$437,500.94 which is 62.3% of their grant.

Ms. Craven brought the committee's attention to the Work Experience line item 2.9, stating that 20% of Youth funding must be expended in this activity due to new WIOA laws. As of February 21, the Work Experience line item is at 61.1% expended which equates to 4489 man hours worked.

**V. Other Business**

**a. 2015 Youth Strategic Plan (YSP) Pgs. 31-38**

Information only, each Youth Committee member should have an electronic copy of Youth Strategic Plan.

**b. 2015 Youth Strategic Plan Sub-Committee**

Jason Duncan, Vice Chair referred to pages 15-16 which are the 2015 Youth Strategic Plan Sub-Committees stating all members are asked to serve on one of the sub-committees listed.

**c. Tri County Tech Named One of Top 150 Community Colleges**

Vice Chair Duncan referred to page 17 which is from the GSA Business Report and is included as information on Tri County Technical College being named one of the Top 150 Community Colleges in the Country.

**d. GED Test Passing Score Revision and New Performance Levels**

Vice Chair Duncan referred to page 18 and deferred to Mary Gaston for comments.

Dr. Gaston reported the State lowered the GED passing scores from 150 to 145 and has added two new performance levels. Dr. Gaston also stated now hopefully many other GED testers may be closer to passing the test.

**VI. Adjourn**

*Respectfully submitted: Patty Manley*