



**WORKFORCE INVESTMENT CORPORATION
OneStop Operations Committee Meeting Minutes
May 18, 2016 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room**

Members Present

Amanda Blanton	Danny Brothers	David Bowers
Amanda Hamby	Teri Gilstrap	

Members Absent:

Richard Blackwell	Ed Parris
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Staff Present:

Jennifer Kelly	Trent Acker	Windy Graham
Patty Manley		

Guest Present:

Renee Alexander

I. Welcome and Introductions

David Bowers, Vice Chair, called the meeting to order at 3:07pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 3-16-2016 Meeting Minutes

The minutes from the 3/16/16 meeting were emailed to committee members and included in the meeting packet. Vice Chair Bowers called for corrections/amendments to the minutes or a motion to approve.

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

III. Strategic Planning

Vice Chair Bowers asked Jennifer Kelly, Program Director for WorkLink, to report.

Ms. Kelly reported the updated information for Objective 1 was included on pages 8-9 stating the charts show the baselines as of Oct 20, 2015 and the number of WorkKeys certificates awarded since the baseline was established.

ANDERSON COUNTY											
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]											
WORKFORCE		TOTAL	BRONZE	SILVER	GOLD	PLATINUM	NOT	NCRC	10.20.15	5.18.16	
		NCRC	NCRC	NCRC	NCRC	NCRC	EARNED	PLUS	Baseline	Difference	
Current	Private	851	141	477	230	+	-	17	753	98	
	Public	580	86	330	161	+	-	81	530	50	
Emerging & Transitioning	High School	2863	727	1489	623	24	-	325	2859	4	
	College	96	14	57	25	0	-	6	85	11	
	Adult Education	722	179	459	84	0	-	94	658	64	
	Unemployed	1277	307	754	215	+	-	71	1121	156	
	Recent Veteran	9	0	8	0	0	-	0	8	1	
Workforce category not identified		49	17	23	9	0	-	0	49	0	
Totals		6447	1443	3597	1347	+	-	594	6063	384	
NCRC Earned WKIV*		3996								3620	376
										Difference from previous review	189
OCONEE COUNTY											
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]											
WORKFORCE		TOTAL	BRONZE	SILVER	GOLD	PLATINUM	NOT	NCRC	10.20.15	5.18.16	
		NCRC	NCRC	NCRC	NCRC	NCRC	EARNED	PLUS	Baseline	Difference	
Current	Private	289	37	180	65	+	-	7	258	31	
	Public	304	31	159	109	5	-	127	274	30	
Emerging & Transitioning	High School	778	176	402	193	7	-	0	777	1	
	College	23	0	14	6	0	-	0	17	6	
	Adult Education	272	73	174	24	0	-	0	252	20	
	Unemployed	726	171	450	104	+	-	6	595	131	
	Recent Veteran	0	0	0	0	0	-	0	0	0	
Workforce category not identified		97	29	58	9	0	-	0	97	0	
Totals		2492	521	1437	518	+	-	140	2273	219	
NCRC Earned WKIV*		1608								1393	215
										Difference from previous review	98
PICKENS COUNTY											
ACT NATIONAL CAREER READINESS CERTIFICATE [NCRC]											
WORKFORCE		TOTAL	BRONZE	SILVER	GOLD	PLATINUM	NOT	NCRC	10.20.15	5.18.16	
		NCRC	NCRC	NCRC	NCRC	NCRC	EARNED	PLUS	Baseline	Difference	
Current	Private	377	46	232	95	4	-	22	318	59	
	Public	221	22	143	56	0	-	44	183	38	
Emerging & Transitioning	High School	1546	374	769	389	14	-	161	1541	5	
	College	64	8	32	22	0	-	5	55	9	
	Adult Education	974	158	614	202	0	-	98	898	76	
	Unemployed	754	143	471	138	0	-	61	635	119	
	Recent Veteran	9	0	7	0	0	-	0	7	2	
Workforce category not identified		299	65	188	46	0	-	0	299	0	
Totals		4244	817	2456	949	0	-	391	3936	308	
NCRC Earned WKIV*		2432								2119	313
										Difference from previous review	141

Ms. Kelly reported items have been updated and included in the meeting packet regarding Objective 2 on page 9 regarding Business Services Integration Team meetings and Partner meetings.

Ms. Kelly stated there were no updates to report for Objective 3 at this meeting stating we are continuing to work on this item.

Ms. Kelly reported the Committee will address Objective 4 – *Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers* – and deferred to Renee Alexander, Program Manager, for Eckerd to provide historical data regarding workshops.

Ms. Alexander stated a baseline needed to be established for what our numbers look like and are open to suggestions. One way discussed is to look at the total number of workshop attendees for the Program Year, divide that number by 4 which would give a goal to achieve for each quarter. Ms. Alexander stated they are looking for direction from the Committee regarding setting a goal to increase by a certain number or a percentage for each program year.

Ms. Alexander provided copies of the typical workshops calendar reporting there were 86 workshops scheduled in April 2016 with just over 50 attendees for the month. Historical data for 6 months showed 381 attendees (63.5 per workshop per mo.) which is equivalent to 3.9% of people coming into the Centers are participating and attending workshops. Workshops are facilitated by SCDEW staff, are marketed in a variety of avenues and there was coordination with the Easley Library to hold workshops but those also yielded low participation.

Ms. Alexander reiterated, they are asking for suggestions and guidance from this Committee on how to work to meet and accomplish objective 4 adding that WIOA participants are required to attend workshops.

Discussions held regarding guidelines/regulations mandating DEW vs. WIOA workshops and the issuance of certificates which were issued when TCTC conducted the classes but are not currently being issued by Center staff.

Mr. Bowers confirmed the Committee wishes to delay making a decision until the August meeting to set goals based on Ms. Alexander's data..

Teri Gilstrap reported on the Work Ready Communities Initiative stating WorkKeys was taken out of Senate version of state budget and inquired if this Committee or the Board wishes to support &/or advocate that it be included back into the budget. Trent Acker responded it would need to be addressed by the Board explaining this would need to be made via a formal recommendation by this Committee requesting a letter of support for the Workforce Communities Initiative and funding as related to WorkKeys testing.

ACTION TAKEN: Teri Gilstrap made a motion that the OneStop Operations Committee make a formal recommendation to the Executive Committee to draft a letter of support for the Work Ready Communities Initiative and more importantly funding as related to WorkKeys testing to the Board, seconded by Amanda Hamby. Motion carried.

IV. SC Works Operations

a. SC Works Update

Ms. Alexander reported hiring events are continuing to be scheduled at the Comprehensive Center and satellite Centers to meet the needs for employers and jobseekers. Ms. Alexander highlighted 2 events held for SCDOT in an effort to recruit individuals for training for CDL and heavy equipment operators.

Continuing to work toward getting MOU's and RSA's in place for Centers.

Communication has gone out regarding the Partner meeting scheduled for 5/20/16 and we are expecting new partners to be attending.

b. Outreach

Ms. Kelly reported from the May Outreach Committee meeting stating flyers and business services folders have been printed and have been able to include articles in news paper outlets. The Committee made a decision to change tactics somewhat going forward regarding marketing via social media and websites and Caroline Warner from Oconee Economic Development will be attending the June meeting to provide information on marketing and outreach.

c. SC Works Center Reports

Ms. Kelly provided a brief overview of the System Wide Services and Employer Services provided from 7/1/15 through 5/31/16 as shown on pages 14-16 of the meeting packet.

V. Adult/DW Program

a. Program Overview

Ms. Alexander referred to page 17 and provided a brief overview of the Training and Follow up services report which shows the individualized career services (a snapshot of who is in the program) and an overview of training services provided . Ms. Alexander also reported as of today (5/18/16), there are 176 new enrollments in WIOA which is just 3 shy of the PY'15 enrollment goal putting Eckerd at 90% of the Adult goal and just

under the 90% goal for DW stating the Adult/DW program is currently on track for meeting enrollment goals.

b. Usage Reports

Ms. Kelly stated Ms. Alexander covered information in her report with the exception of the demographic snapshot for participants in WIOA which can be found on page 15.

c. Eligible Training Provider List Policy

Windy Graham reported the Eligible Training Provider list is being reviewed and updated at the State level to be in compliance with WIOA requirements which is expected to roll out October 2016. As a result, each local area is being asked to review their Eligible Training Provider List Policy. Ms. Graham stated the policies we are currently following are WIA policies and referred to pages 19-20 which is a draft Local Eligible Training Policy and includes new requirements regarding online & continuing eligibility to ensure we are meeting the WIOA requirements. Ms. Graham continued on pages 21-22 which includes a draft of the ETPL Appeals Procedure for a training provider who applies to be included but is denied and chooses to appeal.

Mr. Acker stated the new policy will accomplish the updates as required by WIOA adding this is brought to this Committee to review, ask questions and approve or make suggestions for approving the policy.

ACTION TAKEN: Amanda Blanton made a motion to approve the draft ETPL Policies as presented, seconded by Danny Brothers. Motion carried with a unanimous vote.

Discussion ensued regarding the review of industry clusters for the WorkLink area more specifically Retail Trade, CDL and Highway Construction Trades. Following discussion the Committee made a recommendation to disallow Retail training as it does not lead to a self sufficient wage but to include an exception for CDL, A&B and Highway Construction Training due to those trainings and trades being in high demand for the WorkLink area.

ACTION TAKEN: Danny Brothers made a motion to discontinue approving training for the Retail Trade industry as these occupations do not lead to self-sufficient wages but to allow CDL, A & B, truck driver training and Heavy Equipment Operator trainings to be approved, until such time as the industry clusters may be updated, seconded by Teri Gilstrap. Motion carried with a unanimous vote.

VI. Financial Update

Ms. Kelly reported there was no traditional budget to include in the meeting packet due to transition from Henkels & McCoy to Eckerd stating with the accounting systems changing invoices have been delayed for this month.

Ms. Kelly also reported the PY'16 Negotiations meeting(s) will be kicking off Monday, 5/23/16.

VII. Employer Services

a. Business Engagement and Services

Patty Manley reminded Committee members the employer hiring events are now quarterly vs. monthly and referred to page 23 which shows the Oconee County Hiring event scheduled for 5/19/16 at Shaver Recreation Center gym from 4pm – 7pm. To date we have 16 employers and staffing agencies attending as well as several partner agencies including Vocational Rehabilitation, United Way and Goodwill.

Ms. Manley reported on the Business engagement goal set by State WDB for WorkLink which is 685 new businesses engaged via a marketing lead entered in SCWOS adding, those areas meeting their goal will receive an Incentive Grant of \$10,000. As of Friday, 5/13/16, WorkLink was at 92.7% (635 out of goal of 685). We are continuing to meet employers and get marketing lead information entered in SCWOS. Ms. Manley stated the SCDEW LVER and Recruiters have been major players in helping to meet the goal.

b. Incumbent Worker Training Grants

Ms. Manley reported she continues to track expenditures and trainings with the local companies noting a modification is in process for Bosch for the \$2,250.88 defunded from Imperial Die Casting.

Grant #	Company	Awarded	Spent	Balance	Mod.
15IWT01-01	Sharpe Mfg	9,129.60	9,129.60	-	
15IWT01-02	Tactical Medical Sol	15,300.00	4,500.00	10,800.00	
15IWT01-03	Allegro Industries	3,999.60	678.60	-	(3,321.00)
15IWT01-04	Robert Bosch	1,312.50	-	3,563.38	2,250.88
15IWT01-05	Imperial Die Casting	14,150.88	11,900.00	-	(2,250.88)
15IWT01-06	Plastic Omnium	1,755.42	5,076.42	-	3,321.00
		45,648.00	31,284.62	14,363.38	

c. **On-the-Job Training Coordination Update**

Ms. Manley referred to the OJT report given at the back of the packet and asked Ms. Kelly to provide an update on the transfer of funds. Ms. Kelly stated the balance of DWT-NEG funds were transferred to participant costs therefore the spreadsheet shows move of funds from DW to DWT NEG and to Adult.

Ms. Manley provided the following update:

- A modification is in process for MoreSun Custom Woodworking to extend end date due to projects being rescheduled.
- Reliable Sprinkler is requesting 3 additional WIOA participants in hopes for contracts to be implemented. If this happens in the next 2-3 weeks as much as \$5,294.40 in adult funding could be obligated.
- Continuing to work with Eckerd Career Coaches to identify qualified participants for several companies requesting OJT.

VIII. Other Business

Vice Chair Bowers opened the floor to other business.

Mr. Acker reported he communicated with Pat Pruitt who during this meeting received approval from DEW to count those workshops facilitated by SCDEW recruiters to HS students in our Workshops count.

IX. Adjourn

Respectfully submitted by: Patty Manlehy