

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
October 19, 2016 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Amanda Hamby	Teri Gilstrap	Ed Parris
David Bowers	Amanda Blanton	

Members Absent:

Richard Blackwell	Danny Brothers
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Staff Present:

Jennifer Kelly	Patty Manley	Trent Acker (via telephone)
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Guest Present:

Renee Alexander	Kal Kunkel	Steve Riddle
Kristin Sullivan		

I. Welcome and Introductions

Vice Chair David Bowers officially called the meeting to order at 3:25pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 08-17-2016 Meeting Minutes

The minutes from the 08/17/16 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: Ed Parris made a motion to approve the minutes, seconded by Amanda Hamby. The motion carried unanimously.

III. Expungements

Jennifer Kelly provided an introduction of the DEW Expungement Policy calling attention to page which is the policy issued by Department of Employment and Workforce. Under WIOA, we are allowed to pay for expungements for participants in our program as a supportive service. Ms. Kelly stated, in order for us to pay for expungements, the Committee will need to decide whether or not to allow this into our supportive service policy.

Ms. Kelly introduced Ms. Kristen Sullivan from the 10th Circuit Solicitor's Office covering Anderson and Oconee Counties adding Ms. Sullivan has been invited to speak on the process to expunge a record and the associated costs with expunging a record.

i). Special Presentation

Ms. Sullivan provided an overview of the expungement process for our area stating the application is very simple and can be submitted numerous ways. Response is received by applicant within a week. Payments are the same across the State. Some expungements can only be done once others can be done additional times. Expungements are done for 1st offence of convictions on record. There are nine (9) categories of cases in which a person, if eligible, is entitled to have all criminal records relating to arrest or conviction expunged and destroyed however, expungements do not apply to 3rd party sites such as websites.

Ms. Sullivan provided Committee members with the following contact numbers:

- 10th Circuit Office - 864-260-4042
- Oconee – Katy Smith - 864-718-1072
- Anderson Pardon Office – Karin Buckner – 864-260-2230

ii). DEW Expungement Policy

Following the conclusion of the presentation Vice Chair Bowers excused Ms. Sullivan from the meeting then called for discussions and/or question/answer session, in consideration to modify the current Supportive Services Policy in include expungements.

Ms. Kelly explained that if approved, a modification to the policy will be drafted to include expungements to be covered up to a certain dollar amount and presented to the Board for final approval.

Following discussions, the Committee agreed to have staff draft a modification to the Supportive Services Policy to include verbiage that one expungement would be paid for as long as reasonable expectation of employment up conclusion of the expungement process and all other WIOA activities could be expected. The Committee will review prior to presenting to full Board for approval.

ACTION TAKEN: Motion from Amandy Hamby for staff draft a modification to the Supportive Services Policy to include expungements as discussed, seconded by Ed Parris. Motion carried.

IV. Old Business

a. Strategic Plan - Workshops

Vice Chair Bowers referred to pages 11-12 reporting at the last meeting, the Committee reviewed the 4th strategic action item: ***Increase the number of workshop attendees and thereby increase the number of basic work skills certificates provided by the One-Stop Centers.***

The proposal from previous meetings was to use PY'15 data as a baseline, however, the Committee further discussed what that increase should look like. The committee tabled this item and requested Renee Alexander bring additional information regarding the Workshops to the committee for review. Mr. Bowers deferred to Ms. Alexander for update.

Ms. Alexander referred to pages 13-16 and provided data and information as requested from the August meeting on trends regarding workshop attendance for PY'15 pointing out the information is broken down by day of week and by time of day workshop offered.

Vice Chair Bowers called for discussion to establish a baseline for workshops in an effort to know if attendance is increased for this program year and vote once the baseline has been established.

Following discussions, Vice Chair Bowers called for the Committee to make a recommendation or action at this meeting and not table the item again. Ms. Kelly offered for staff to review the following options to present at the next meeting:

- A sliding scale to measure success – tie the goal to caseloads, traffic and UI
- Revise the Strategic Plan goal
- Online workshop options
- Best practices from other areas in the State

ACTION TAKEN: Motion from David Bowers for staff to evaluate and investigate the four options as discussed to revise Strategic Plan Goal, second by Amanda Blanton. Motion carried.

b. Self-sufficiency Rate

Ms. Kelly referred to pages 17-18 reporting the Committee reviewed the UW self-sufficiency report at the August Committee meeting adding, as shown on page 19, we are currently set at 10.47/hr which is 170% of the current U.S. issued Lower Living Standard Income Level for South Carolina (LSIL) for rural Oconee County (Pickens and Anderson are slightly higher due to being metropolitan areas). Ms. Kelly further reported the Incumbent Worker Training (IWT) Grant Committee made a decision to pilot the self-sufficiency wage of 200% or \$12.32/hr for the local IWT grant proposing this Committee wait to see how employers react to the slightly higher pay rate for the local IWT grant.

ACTION TAKEN: Motion by Ed Paris to approve piloting a higher self-sufficiency wage of \$12.32 per hour via the 16IWT01 Local Incumbent Worker Training grant, second by Amanda Hamby. Motion carried. Motion carried.

V. **Reports**

a. SC Works System

Ms. Alexander referred to pages 20-25 reporting the Adult budget is expended at 18.9% however there are charges that were incurred that will bring the expenditure rate more in line with goal; the Dislocated Worker (DW) budget is currently showing expenditures at 14% out of the 25% goal. Ms. Alexander reported the low expenditure rate is due to staff changes. Going forward, the report will only reflect operating cost and no training due to the Rapid Response Dislocated Worker grant recently received. Continuing, Ms. Alexander reported the Operator budget is currently expended at 11.6% highlighting the ITA report on page 25 showing \$107,263.44 currently obligated for training.

b. WIOA Adult/DW Program

Ms. Alexander referred to the Usage Reports on pages 26-30 which show 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.

Ms. Alexander stated a Workshops calendar is included on page 31 and success stories for WIOA participants are located on pages 32-35 as information for committee members.

c. Employer Services

Patty Manley reported the Business Services Team meetings are continuing to be held on a monthly basis stating the September meeting was held at the Industrial Technology Center in Sandy Springs with a tour of the Welding department given by Paul Phelps and in October, Mr. Steve Finger will present information on a Ride to Work Initiative that is being discussed in Oconee County to the members of the BSIT.

Ms. Manley reported, since the 5/18/16 OneStop Operations Committee meeting we've held 1 quarterly job fair and several stand alone hiring events:

- i). The Pickens County quarterly job fair was held 10/13/16 at Rock Springs Bapt. Church in one of their gyms from 3-6pm with 27 employers, staffing agencies & partners participating and 80 job seekers attending.
- ii). The following stand-alone hiring events at area SC Works Centers have been hosted:
 - Trace Staffing at the Easley Center with 8 job seekers
 - Statosphere at the Seneca Center with 20 job seekers
 - Addus Home Care at the Anderson Center with 1 job seeker
 - Schneider Electric/VOLT at the Seneca Center with 90 job seekers
 - Trace Staffing at the Seneca Center with 5 job seekers
- iii). Upcoming Events:
 - Burger King at Anderson Center
 - Staff One Plus at Clemson Center
 - Regional Upstate Job Fair in Greenville

Ms. Manley reported the local Incumbent Worker Training Grant has been received from the State in the amount of \$83,432. Trent Acker, Jennifer Kelly, Ms. Manley, Richard Blackwell, Teri

Gilstrap, and Ray Farley met on 10/17/16 for planning purposes. Solicitation will go out 10/24/16 with applications due by 11/4/16 with a follow up meeting scheduled for 11/17/16 to review applications and make decisions on which companies to award funding.

Ms. Manley reported no new On-the-Job (OJT) contracts have been written since the August OneStop Operations Committee meeting adding she is continuing to meet with and talk to employers to promote OJT, has spoken at SHRM meetings to share OJT information with local HR representatives and continues to communicate with Career Coaches to keep them abreast of employers interested in OJT in an effort to place WIOA participants.

VI. New Business

Ms. Kelly provided a brief overview on the close of PY'15 SC Works Center and reports listed as shown on pages 18-22.

a. Eligible Training Provider List – Halsey, LLC

Trent Acker reported, via phone, WorkLink staff received an application from Halsey Street, LLC requesting approval to be placed on the Eligible Training Provider List. Halsey Street, LLC provides training on Solar Photovoltaic Entry Level Installation, which is an in-demand occupation across the United States, but according to O*Net is not in-demand in South Carolina. The cost of this course will be \$3,000 and training will be available in various parts of South Carolina, one of which will be in Spartanburg. Tri-County Technical College is currently discussing adding this program through Halsey Street.

ACTION TAKEN: Motion from Amanda Hamby to allow the process to continue with Hulsey Street, LLC and TCTC prior to making a recommendation for Board approval to approve or deny the application to the ETPL, seconded by David Bowers. Motion carried.

b. Budget Modification 2

Kal Kunkel provided 2 additional pages to meeting packet and reported Eckerd is requesting an addition of \$100,000 from carryover funds to the Adult/DW program budget stating the majority of which will fund occupational training and supportive services with a small amount to provide increases to career coach salaries.

ACTION TAKEN: Motion from David Bowers to accept and approve budget modification 2, increase AD/DW budget by \$100,000 of carryover funds as presented, second by Amanda Hamby. Motion carried.

Mr. Kunkel presented an increase of \$840.26 to staff costs to the Rapid Response budget.

ACTION TAKEN: Motion from Amanda Hamby to approve budget mod 2 to the Rapid Response budget as presented, seconded by Amanda Blanton, Motion carried.

c. Meeting Dates for 2017

Mr. Bowers stated the 2017 proposed meeting dates are in the packet for review adding the dates are in keeping with the previous program year, the third Wednesday afternoon of each month at 3pm and called for discussion and vote for meeting dates for Calendar Year 2017: January 18, March 22, May 17, August 16, and October 18

ACTION TAKEN: Motion from Amanda Hamby to approve proposed Committee meeting dates for 2017, seonded by Amanda Blanton/Teri Gilstrap. Motion carried.

d. Business Incentive Grant

Ms. Manley reported WorkLink achieved and exceeded the Business Engagement goal of 685 new employers engaged with the SC Works System for PY15. As of June 30, 2016, WorkLink engaged a total of 975 new businesses or 142% of goal and has received the \$10,000 Incentive Grant which is to be used for Business & Employer Services. Staff proposed the funds be allocated to the Job Fair line item to be used for business and employer services outreach & related expenses.

Ms. Manley reported, staff brings a recommending for the Committee's approval to form an ad hoc Committee (comprised of Patty Manley, Pat Pruitt, Meredith Durham, Leanne Cobb, Trent Acker and the Economic Developers) to discuss and make recommendations on how the funds should be used as related to job fair & employer outreach services following methodology and procurement polocies and present recommendations for expenditures to Trent Acker for approval prior to moving forward.

ACTION TAKEN: Motion from David Bowers to approve staff's recommendation to allocate the Incentive Grant of \$10,000 for Job Fair and related expenses and to form an ad hoc committee to carry out the Business Incentive Grant as presented, second by Amanda Blanton. Motion carried.

VII. Other Business

Mr. Acker provided information on the current state of WorkKeys assessments that are to be sunset by ACT. (phone communication very broken Bowers requested Mr. Acker email information to committee members.

VIII. Adjourn

Respectfully submitted by: Patty Manley