

WORKFORCE DEVELOPMENT BOARD
Youth Committee Meeting Minutes
October 3, 2016 @ 11:00am
Wells Fargo Bank, Meeting Room, Clemson, SC

Members Present

Kristi King-Brock	Jason Duncan	Amy Bradshaw
Tim Mays	Rick Murphy	Crystal Noble
Elaine Bailey	Melissa Rosier	Mary Gaston
Lisa Gillespie		

Members Absent:

Gene Williams	Ray Farley	Janice Ward
Terence Hassan	Doug Newton	Robert Halfacre

Staff Present:

Trent Acker	Sharon Crite	Patty Manley
-------------	--------------	--------------

Guest Present:

Karen Craven	Anne Marie Baker	Amanda Lucas
Amanda Wagner	Kristen Sullivan	

I. Welcome and Introductions

Chair Kristi King-Brock called the meeting to order at 11:00 am welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions of everyone in attendance were made.

II. Approval of 8-1-2016 Meeting Minutes

The minutes from the 08/01/16 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: Rick Murphy made a motion to approve the minutes as submitted, seconded by Crystal Noble. The motion carried unanimously.

III. Palmetto Youth Connections (Report 7/1/16 – 8/31/16)

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections WorkLink Dashboard and the Monthly Update Report Karen Craven provided reports which show numbers through 9/18/16 for Youth Services and began with the PY'16 Mo. Update Report then on to the Dashboard

- New enrollments 28 since 7/1/16 for a total of 97 participants currently enrolled and 136 in follow up.
- 27 of 28 are High School drop outs; 14 are Basic Skills Deficient; 12 were unemployed.
- 3 Literacy/Numeracy Gains; 11 GED/HS earned; 2 Occupational Credentials; 81 positive Placements with 10 Post Secondary & 71 employment.

Ms. Craven reported 5 of the high school dropouts are from Pickens County and are results of the Credit Recovery Program. Ms. Craven also reported she met with Connect to College several times during the past year and worked with Cindy Mobley, Director, to develop a more stream-lined referral process which has resulted in 22 referrals to date with 57 Career Smart classes taught.

IV. New Business

a. 2016 WorkLink Local Plan

Trent Acker provided a brief explanation of the Greater Upstate Region which we are now a part of and the new requirement of a Regional Plan under WIOA stating a draft of the Plan is on our website.

The Local Plan is also required as in years past which involves, in large portion, the same results and responses as our current Strategic Plan and is also on the website in draft form along with back up documentation. Once completed and after public comment period, it will be submitted to the State for approval.

b. PY 16 Grant Expenditures (7/1/16-8/31/16)

Ms. Craven referred to pages 4-5 of the meeting packet and provided an update on the Youth budget of \$679,323 which is currently 13.2% expended as of 8/31/16 and highlighting the Work Experience line item, which is currently at 23% expended adding currently PYC has 21 Work experience employers/businesses on board and is continuing to reach out to businesses on a regular basis.

c. PY 15 4th Quarter/Final Performance

Chair King-Brock referred to page 6 which shows PY'15 final performance stating PYC is meeting &/or exceeding goals but noted this data is 2 years old and will have an effect current data due to changes brought about with WIOA.

Mr. Acker reported there is no final information or news to share regarding performance negotiations adding staff will keep Committees informed as updates are received.

d. PY 15 PYC Enrollment Update

Chair King-Brock referred to page 8 which shows enrollment status adding to date, PYC has served 190 participants for this program year.

e. 2016 AOPBIS Showcase Update

Rick Murphy expressed thanks to the Youth Committee and Workforce Development Board for support with transportation reporting the Showcase event was very successful. Surveys have gone out and they are waiting to receive feedback. A couple new things added for this year was every student was provided a t-shirt which was helpful for identifying students, and a luncheon was provided for Career & Technology seniors which was catered by the Career Center Culinary Arts students.

f. State Instruction Letter – Legal Aid Services (Expungement)

Chair King-Brock referred to pages 10-11 which is a State Instruction Letter regarding Legal Aid Services stating this is exciting news as it possibly opens the door for us to assist individuals who have made mistakes and are trying to get their life back in order and on track to get into the workforce.

g. PY 16 PYC Incentive Policy Revised Per SCDEW (WIOA)

Ms. Craven referred to pages 11-13 which is a draft of the PY'16 Incentive Policy noting page 12 has the addition of Legal Aid Services with the Incentives and Criteria table shown on page 13. Ms. Craven reported in previous program years, incentives could be earned in both active and follow up phases however, under WIOA incentives now can only be earned during active phase.

Chair King-Brock stated the Youth Committee will need to make a recommendation following a presentation from Ms. Kristen Sullivan which will then have to go before the Board for the final approval.

h. Presentation by Kristen Sullivan – 10th Circuit Solicitor's Office

Sharon Crite introduced Ms. Kristen Sullivan and deferred to her for presentation.

Ms. Sullivan stated her office covers Anderson and Oconee counties adding the application and expungement information provided today covers only those two counties. Expungement is technical but simple and applications can be done in person with a photo ID & SSN, by fax, email or mail with copies of picture ID and copy of SS card. Applications must be completed in entirety with special attention to identifying information and mailing address and the process usually takes 10-12 weeks to process according to date received and fees paid.

Ms. Sullivan provided handouts for Committee members with a detailed overview of the expungement process and provided the following phone numbers for contacts: Anderson office # 864-260-4042 & Oconee office # 864-718-1072.

- i. Legal Aid Services (Expungement) WorkLink Area-Youth
Chair King-Brock recommended the Youth Committee provide guidance to PYC for working with Youth and provide funds in the budget.

ACTION TAKEN:; Elaine bailey motion to provide guidance to PYC and allocate funds in the PY'16 Youth Budget for expungements, second by Jason Duncan. Motion carried unanimously.

- j. 2017 Youth Committee Meeting Schedule
Chair King-Brock referred to page 14 requesting Committee members to note and add these meeting dates to their calendars.

V. Other Business:

Chair King-Brock stated the WorkLink Region Gap Analysis will be discussed at the next Youth Committee Meeting, Tuesday, January 17, 2017 from 10:00am -12:00pm, which will also be the annual youth strategic plan meeting. Chair King-Brock also informed Committee members, in the future, lunch will be catered the first meeting of the year or meetings that are scheduled to run two hours or more.

VI. Adjourn

With no further business, the meeting was adjourned.

Respectfully submitted by Patty Manley, Office Manager