

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

September 20, 2017 - Minutes

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

Members Present:

Mike Wallace, Board Chair	Richard Blackwell	Dr. Ronnie Booth	Edgar Brown
Pam Cobb	David Collins	Stephanie Collins	Jason Duncan
Lisa Gillespie	Teri Gilstrap	Ed Parris	Pat Pruitt
Gene Williams			

Members Absent:

David Bowers	Danny Brothers	Ray Farley	Brooke Garren
Billy Gibson	Robert Halfacre	Kristi King-Brock	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
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Guest Present:

Steve Riddle	Renee Alexander	Kal Kunkel	Brian Alston
Karen Craven	Mary Gaston	Amanda Hamby	Keith Scott

I. Call to Order

Chair Mike Wallace called the meeting to order at 1:02pm, 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 Wallace asked everyone to introduce themselves, stating that we have a guest from City of Anderson that will be speaking, and one new Board member. Chair Wallace welcomed everyone in attendance.

II. Approval of Minutes

The minutes from the June 7, 2017 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

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

III. Board Member Recognition

Chair Wallace asked Dr. Mary Gaston and Amanda Hamby to come forward. Both prior members of the Board were presented with a plaque as a thank you for their service. One other Board member Brooke Garren, will be presented a plaque for her service as Board Chair; however, she could not be in attendance.

IV. Special Presentation – Transportation Grant

Keith Scott, Director of Anderson Electric City of Anderson, presented information about the Transportation Grant awarded to the WorkLink Workforce Development Board and the Anderson County Electric City Transit. WorkLink, and through collaboration with Anderson County and the Electric City Transit, received one of six grants made available across the State.

As a result of this project, there is one new bus route to Belton-Honea Path. This is a project that Mr. Scott has worked on since 2003; however funds have not been available to implement the route. The \$100,000 grant allowed this pilot to go forward. The grant is intended to serve those seeking employment and training, and benefit the industries along the bus route. The route runs down Hwy 252 to Honea Path and to Hwy 178 to Belton and then comes back into Anderson on Hwy 76. Buses will run on the hour beginning at 6:20am and at 2:20pm (twice in the morning, twice in the afternoon). Ms. Scott stated that it typically takes 18 months for a route to realize its full potential. The grant awarded by WorkLink will last 12 to 13 month, which should be a good indication of whether or not the route can be picked up by other funding sources even if it doesn't reach its full potential.

Mr. Scott drove the bus for the first day of the route. Typical first day routes have zero riders, but Mr. Scott stated he picked up several riders, one of which was an employee of Richard B Campbell Nursing Home. This individual is usually picked up for work by his supervisor or walks from downtown Anderson to the Nursing Home in time to begin his shift. Among the 9 other riders, someone from Anderson Independent also rode the route, and a news article will be featured the next day. Also among the riders, one individual had a disability, and another caught the bus for school.

Mr. Scott stated that the bus will conduct a brief survey to determine the purpose of the riders, whether it be work, school, shopping or other. These reports will be turned into the WorkLink staff on a monthly basis.

Mr. Scott is also the President of the Transit Association for South Carolina. Mr. Scott stated that it's wonderful to see no cutbacks and some additions across the State. Mr. Scott asked Board members to share positive stories with representatives at the Statehouse regarding the new route. This will encourage those in positions of influence to remember the Transit system and how it makes a difference to our citizens. The transit system currently receives the same amount of money from the State as in 1986. The Transit System usually receives a quarter penny of the gas tax, roughly \$6 million per year. The costs rise each year while the transit system tries not to cut services.

In addition to the new route, there will also be an extension into the Homeland Park area, which is the more poverty stricken area of in the city of Anderson. The Gold Route, established in 2009, typically hosts 1000 rides per week, and an extension of this route down Masters Boulevard will open direct access to Electrolux, First Quality, Michelin, and several other major employers through the Transit transfer points. The gold route will run the buses at the same times as the purple route.

Mr. Scott fielded questions from the Board. One question was raised regarding sustainability at the end of the grant. Mr. Scott answered that at the end of the 12 months the route ceases unless other grant funding becomes available. To run all day every day, the bus route will cost \$220,000 per year. Belton, Honea Path and the Anderson County leadership are very interested in the success of this route. If justifiable, the route could be picked up once funding has been identified. This has been a dream of Anderson County for many years.

Ms. Gilstrap also stated that Economic Development has been meeting with Anderson County, businesses, and other partners in the community to determine the needs of the businesses, and likelihood of sustainability.

One question raised was in regards to outreach and advertising for the new routes. Ms. Gilstrap stated that they have sent the route maps to the media and the newspapers. Printed maps with the bus run times have been given out to the employers impacted. Mr. Scott added too, that the bus itself will advertise, especially in Belton and Honea Path. He mentioned that businesses are interested in wrapping the buses and advertising through the Electric City Transit, and he is open to those discussions. Further, there will be 5000 maps printed and distributed among the partners and libraries in the community.

Lisa Gillespie, SC Department of Vocational Rehabilitation in Anderson, stated that on November 3, the Belton-Honea Path High School students that are VR clients will ride the bus route and will be taught how to transfer between buses. If this is successful, other high schools throughout the county will be given the opportunity to ride and navigate the bus system in Anderson as well.

V. Director's Report

A.) Annual Monitoring – Final

Executive Director Trent Acker presented the final monitoring report from SC DEW. Each year WorkLink has a financial and programmatic monitoring conducted by SC DEW. There are three observations (no findings) listed in the report, which are considered opportunities for improvement. The monitoring report itself is very clean. It's the first year that SC DEW has taken a practical auditing approach to how they monitor. If the region is considered low risk, then they pull fewer records. WorkLink is considered a low risk area, especially when it comes to financial practices.

Mr. Acker highlighted page 17 regarding the fund utilization rate. The blue bar is training and related expenses, red is staff working directly with participants, and green is other staff and operating costs. Adult was the item called into question regarding how the bar falls. Mr. Acker stated that Adult and Dislocated Worker funding is interchangeable for us as the Board has the ability to transfer the funds between the two streams based on community need. Mr. Acker pointed out WorkLink's response to this item was listed below the graph.

Mr. Acker referenced participation levels listed on page 21. In PY13, when the economy was in a different place, the funding was higher. The number of participants follows the funding we receive. Although the numbers to be served by Eckerd Workforce Development Services were negotiated to specific numbers, Eckerd served 16 Youth and 61 Adult and Dislocated Workers above their budgeted number. The chart does reflect year over year a decline in participants served; however, Eckerd served over what was negotiated with the Board.

The last concern was regarding OJT. Mr. Acker stated that there were several influencing factors on the lower number of OJTs, the primary being staff changes. The previous Business Service Representative leaving and the onboarding process for a new Business Service Representative, including medical leave, left a little bit of time without someone working on OJT in a full-time capacity. This year our efforts will be re-doubled on the OJT front.

Mr. Acker asked the Board to take the report, look it over, and ask questions if they come up during the review process.

B.) PY18 Allocations

On page 24, Mr. Acker stated that he has been following the PY'18 appropriations budget that will start July 1, 2018. The House and Senate appropriation bills have minimal changes to the WIOA funding for PY18. In regards to the Title I program (Adult, Dislocated Worker, and Youth), the House proposes a 5% cut, whereas the Senate proposes flat funding for next year. This is a better outlook than previously discussed. Mr. Acker stated that other influences such as the allocation to our local area may affect how much our local area distribution is, but in this case, the budget looks better than in previous scenarios.

One item of note regarding Wagner-Peyser, the House does not fund this program in the PY18 budget; however, the Senate flat funds the program from PY17. Typically, the Senate appropriations budget is followed over the House's version of the budget. Mr. Acker stated that this Wagner-Peyser funding is the employment services staff, including the resource room staff.

C.) Calendar Year 2018 Board Meeting Dates

Mr. Acker stated that the Calendar for the Board meetings is listed on page 24; however, there was an error on the version of the packet. Another hardcopy, corrected version has been provided on top of your folders. Staff needed to have the final Board Calendar approved for 2018 in order to set the meeting dates with the Madren Center. Proposed calendar dates are similar to last year within a couple of dates.

D.) AOP Showcase

Mr. Acker reference page 25, stating that a Save-the-Date flyer was included in the packet. The AOP Business and Industry Showcase is scheduled for next week. Mr. Acker invited Board members to stop by if they were interested, particularly during mornings of September 26-27th. 5000 8th graders will be attending the event as well as 150-200 seniors in order to learn about future opportunities. The event will be held at the Civic Center of Anderson, from 8:45am – noon. Mr. Acker thanked all the Board members that are supporting the event. Mr. Acker also noted that WorkLink staff has been working on the event in a formal capacity this year through a cooperative agreement with the Showcase.

VI. Committee Reports

A.) Executive Committee

Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 7 different email votes that took place. Chair Wallace read a summary of the actions taken:

The first action was regarding the IWT allocations. On June 26, the Executive Committee voted to allocate additional round 2 funding for Incumbent Worker Training Grants for the following companies: Greenfield Industries for \$6,412, Reliable Automatic Sprinkler Systems in the amount of \$1,822.70, Bosch in the amount of \$8,127.30.

The second issue that was reviewed was the July 2017 Adult and Dislocated Worker program and operator budgets on June 28. The detail of the budgets can be found in the Board packet.

The third item addressed by Executive Committee was an IWT training modification for Tactical Medical Solutions. On July 24, 2017, the committee approved an alternative training request from the company.

The fourth item was an approval of the PY17 Youth modification 1 on August 10, 2017. The details of the budget can be found in the Board packet.

The fifth item addressed was an approval to close the SC Works Centers on August 21, 2017 beginning at noon and following County government schedules as it related to the total eclipse that took place on August 21, 2017. This was approved on August 16.

The sixth item was related to Hurricane Irma on September 11. The SC Works Centers closed at 2pm due to hazardous weather conditions and closure of county government offices. This was approved on September 11.

The last item addressed were the Board meeting dates, including the committee dates, voted on by Executive Committee on September 13, 2017 in order to allow time to book the Madren Center for 2018. Trent updated one Board meeting date that was incorrect in the packet. A new calendar was provided on top of each Board member's folder.

BOARD ACTION TAKEN: David Collins made a motion to ratify the actions taken by the Executive Committee, seconded by Ed Parris. The motion carried with a unanimous voice vote.

B.) Finance Committee

Mr. Acker reviewed the PY16 budgets (reflecting expenditures July 1, 2016 to June 30, 2017) in the packet beginning on pages 26. The budget summaries reflect the June closeouts.

- 89% of the Adult Program budget was expended.
- On page 27, 72.1% of the DW Program budget was expended. This rate of expenditure was little bit lower due to WorkLink receiving the Rapid Response budget. Expenditures were split between this budget and the Rapid Response budget. In the case of this grant, the operational and staff costs were charged in association with serving Dislocated Workers.
- On page 28, 86.8% of the Adult Operator budget was expended.
- On page 29, 94.7% of the DW Operator budget was expended. These budgets were spent a little bit differently than expected due to staff changes. For the most part the budgets were spent around the 90% mark as was expected.
- On page 30, 85.8% of the Rapid Response budget was expended. This was a special grant we received to training and serve Dislocated Workers during PY16. This was the grant that split costs between the Dislocated Worker grant.
- On page 31, 93% of the Youth budget was expended. Ms. Craven drew the Board's attention to line item 2.9 Work Experience. The goal for PY16 was to provide 7,102 work experience hours for the Youth participants. PYC exceeded that goal by providing a total of 7,405 hours of work experience. Ms. Craven stated that they planned for the overages so that there would be no interruption of services to students.

On page 32, Mr. Acker presented the PY16 final in-house budget expenditures. Each line item reflects what was budgeted versus what was expended. There were some overages and underages

in expenditures. It does not reflect the fourth quarter payment pending from SC DEW. Overall the remaining budget balance was positive.

Mr. Acker presented the financial data for PY17 listed in the packet on beginning on page 33. Mr. Acker stated that these reports do not currently reflect August expenditures, but only through July. Hurricane Irma shutdown the Eckerd headquarters in Florida, which in turn delayed invoices being sent to us for processing. SC DEW is aware of the delay as well.

- On page 33, 6.2% of the Adult Program budget was expended.
- On page 34, 6.1% of the DW Program budget was expended.
- On page 35, 7.9% of the Adult Operator budget was expended.
- On page 36, 7.9% of the DW Operator budget was expended.

Mr. Acker referred to the obligation reports listed on page 37. As can be seen in the chart, quite a few participants have already been promised training dollars. That number will be expected to grow as the year progresses.

The letter of intent seen on page 38 and 39 is for Eckerd Workforce Development Services Adult and Dislocated Worker program and Operator. WorkLink received technical assistance from SC DEW last year. For Adult and Dislocated Worker funding, WorkLink receives one sum of money for carryover and one sum of money on July 1, and then the balance become available on October 1. The Board typically approves the budget for the full year at the beginning of the program year; however, we don't sign a grant until all the funds become available to us after October 1. Therefore, the letter of intent says this is how much WorkLink intends to give the service provider, but this is how much the service provider has available to spend right now. The only caveat to the funding is that expenditures occurring prior to October 1 cannot be charged to funding available after October 1. At this time we have not encountered any issues with the letter of intent. The budgets can be seen following the letter of intent.

On page 53, 6.9% of the Youth Program budget was expended. Ms. Craven pointed out line item 2.9 Work Experience. The goal for PY17 is to provide 5,952 work experience hours for the Youth participants. PYC provided 248 hours of work experience during July 2017; this number will grow throughout the year.

Mr. Acker stated that the Youth funds become available in April prior to the program year beginning. Therefore, the concerns for Adult/Dislocated Worker program do not affect the Youth program.

On page 54, a Youth Budget Modification 1 is included in the packet and was approved by the Executive Committee. Mr. Kal Kunkel reviewed the budget modification, stating that the changes

are due to a shift in personnel. The overage in staff and fringe costs were moved to training in the amount of \$1,451.58. There was no overall change to the grant amount.

On page 62, the PY17 Board Budget summary can be seen. Mr. Acker drew the Board's attention to the line item, "undesignated funds." The carryover is higher than what typically would be seen. The first initial award is typically conservative until WorkLink knows what carryover and allocations from SC DEW will be. A modification to the Eckerd grants will be forthcoming.

One remaining item under in-house expenses calls for an Executive Session.

ACTION TAKEN: Stephanie Collins made a motion to go into Executive Session for the purpose of discussing a personnel matter, seconded by Jason Duncan. The motion carried. With the exception of Mr. Acker, all staff and guests were excused.

Staff and guests were invited back into the Board meeting at the conclusion of the Executive Session. Chair Wallace stated that there was no action taken during Executive Session.

Mr. Acker stated that the Make It In America report can be seen on page 63, reporting that the grant is essentially finished. Ms. Jennifer Kelly, Assistant Director for WorkLink, stated that the grant ends on September 30, 2017 and only follow-up remains.

Mr. Acker stated that WorkLink has two rounds of Incumbent Worker Training ongoing at this time. The Board can view the current contracts and expenditures on page 64 and 65. DEW has provided technical assistance, and allowed us to follow "first in, first out" in order to expend funds first that will expire sooner.

C.) Youth Committee

Mr. Jason Duncan, Vice Chair for the Youth Committee, referred the Board to pages 66-67, stating that this is information only. There is no performance update at this time.

On page 68, the Board goal for PYC is 156. The total enrollments for the year will be at a minimum 75 youth. For the month of July, PYC enrolled 6, and for August, 9 were enrolled, for a grand total of 15 for the year to date.

Mr. Duncan stated at the next meeting the Youth RFP will be discussed. The next committee meeting date can be seen in the Board packet.

D.) OneStop Operations Committee

Mr. Parris reviewed the Committee report listed in the Board packet. The OneStop Operations Committee met on August 16, 2017. Richard Blackwell, the previous chair, has moved to the Finance Committee. Mr. Parris stated that at the August 16th meeting, he was elected chair.

Mr. Parris reported out that the Business Services Team meetings are continuing on a monthly basis. At this time, there are no new OJT contracts. One possible contract with Belton Metals is pending. In regards to IWT, the \$250,000 WorkLink received from the State Workforce Development Board has been obligated, but expenditures have not begun to come yet.

Mr. Parris stated that Karen Hamrick, OneStop Operator for Eckerd Workforce Development Services, provided a brief overview of the System Wide Services and Employer Services. Reports can be found in the Board packet. Ms. Renee Alexander, Area Director, briefly covered the financial reports for Eckerd Workforce Services.

Mr. Parris reported that Steve Riddle, WIOA Program Manager, reviewed the final PY16 and the P17 July reports (found in the Board packet), 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.

For new Business, the committee looked at some requests from the Eligible Training Provider List. In order to be eligible to receive WIOA funding on behalf of students, a training provider must apply to be on the State Eligible Training Provider List (ETPL). Each Board reviews the applications for training providers that wish to provide services for our region, and determines whether or not they should be included in SCPath (ETPL database) for our region. If approved, the training provider may list trainings that they offer that lead to a recognized credential and will lead to employment upon completion. We had three requests: one not approved due to no response for a data request, the committee approved the Carolina Career School, and tabled LS Coding and Education until more information becomes available.

Mr. Parris gave a brief update on the RFPs for 2018. The Board is required to issue a request for proposals periodically in order to procure our operator and programmatic services. The grants with Eckerd Workforce Development Services cannot be extended anymore without procuring services. Therefore, an RFP will need to be written and issued in the spring of 2018 in order to allow enough for bidders to review and submit applications. An ad hoc committee will need to be formed in order to determine how the RFPs will be issued. Representatives from business, partners that do not have a conflict of interest, and representatives from each County will be asked to serve. In addition members from committees of the Board may also serve. An ad hoc committee will be appointed by Mike Wallace, Chair of the Board.

Regarding OneStop Certification Standards, Mr. Parris stated that at the last meeting, the committee issued an instruction letter that described the process for the local Board to follow in order to certify the SC Works Centers. The policy specifically laid out the monitoring process. Jennifer Kelly, staff to the Board, conducted the assessment of the Clemson SC Works during the

week of August 7, 2017, and collected the evidence to support the assessment process. The report handed out to the committee summarizes the conclusions of how well the standards were met. Documentation was provided at the meeting for the committee to review if they wished. The committee email voted their recommendation to certify the Clemson SC Works Center.

A new Unemployment Insurance system called SCUBI went live on September 10. Pat Pruitt added that SCUBI stands for Southeast Consortium Unemployment Insurance Benefits Initiative. The current Unemployment Insurance system went down over a weekend in order to implement the new system.

Mr. Parris briefly touched on the Fund Utilization Rate charts in the Board packet. DEW periodically sends out fund utilization charts for the local areas to review. The chart is intended to bring attention to three different categories of expenditures, participant costs, staff working directly with participants, and other staff and operating costs. The data is pulled from each local area's financial status report that they are required to submit to the State. Each line item of the financial status report is reflected in one of the chart bars. Mr. Parris stated that it can be confusing based on the way the information is reported. Mr. Acker added that our challenge centers around how and when the snapshot of expenditures occur. Depending on when the snapshot of expenditures is taken, DEW may owe WorkLink funding towards operating costs, which can skew the chart. According to informal polling of other areas, regions may report more aggressively for staff working with participants versus others, which may also reflect in the bar charts.

Mr. Acker stated also, the State recently set a 30% requirement for Adult and Dislocated funds to be spent on Training and other participant related costs. WorkLink ended at 33% Training costs for PY16. This new 30% floor requirement will be effective July 1, 2018.

Mr. Parris reviewed the committee's progress towards the Strategic Plan as of August 16. WorkKeys data was specifically reviewed.

- 1858 National Career Readiness Certificates issued in Anderson County.
- 634 National Career Readiness Certificates issued in Oconee County.
- 1153 National Career Readiness Certificated issued in Pickens County.

The Business Service Integration team continues to meet. Our next meeting was Friday, August 18, and the quarterly partner meeting was scheduled for August 25, 2017.

Ms. Kelly reviewed the PY16 usage reports listed in the Board packet beginning on page 72-76. Ms. Kelly stated that in regards to page 72, that WorkLink received an explanation from DEW regarding the large jump in the number of Job Search Services starting in May and continuing through this year's report. SC DEW stated that "The week of May 21, 2017 the IT Department started counting

every single job search instead of one job search per day by an individual. They feel that the new count is a true number of job searches in the system.”

- On page 73, SC Works hosted 106 hiring events serving 2,100 individuals.
- On page 74, this is a snapshot of the WIOA demographics at the time of enrollment.
- On page 75, Eckerd served 219 out of a planned 178.
- On page 76, 148 individuals received training and the number that received certificates can be seen at the bottom of the page.

In regards to PY17, the July reports begin on page 77. So far this year, we have served 1,781 customers in the Centers.

- On page 78, WorkLink has had one Rapid Response event for JCPenney. However, there have been several additional events that will be seen in future reports.
- On page 80, Eckerd has served 24 out of a planned 10 enrollments.
- On page 81, there are 58 total participants in training at this time.

Mr. David Collins asked for more information regarding the RFP extensions. Mr. Acker stated that the RFP is in the third year. We have since received additional guidance from Jake Sherbert at DEW regarding a fourth year; however, the initial RFP states no more than three years. Mr. Acker stated that we will have an ad hoc committee determine the guidelines of the RFP.

Chair Wallace called for a vote on the Carolina Career School to be included on the Eligible Training Provider List.

BOARD ACTION TAKEN: The committee made a motion to accept Carolina Career School onto the Eligible Training Provider List, seconded by Jason Duncan. The motion carried with a unanimous voice vote.

Chair Wallace called for a vote for the Clemson SC Works Center to be certified according to the State Workforce Development Board OneStop Certification Standards.

BOARD ACTION TAKEN: The committee made a motion to certify the Clemson SC Works Center according to the State Workforce Development Board OneStop Certification Standards, seconded by Teri Gilstrap. The motion carried with a unanimous voice vote.

E.) Priority Populations Committee

Ms. Gillespie referred the committee to page 101. Ms. Stevenson from Policy and Advocacy (P&A) gave a presentation to the committee on August 10. They are private, non-profit, federally mandated agency serving those with disabilities. They protect legal, civil and human rights of those with disabilities.

Ms. Gillespie stated that Ms. Windy Graham provided an aggregate report for targeted populations to the committee.

The committee discussed meeting dates for 2018, which has been voted on by the Board already.

At the committee meeting, Mr. Edgar Brown provided information on the International Brotherhood of Electrical Workers and the benefits provided to that group of workers.

Ms. Gillespie stated that the next meeting is scheduled for October 12, 2017 and will feature speaker Shelly Harris from Veterans Affairs in Pickens County.

VII. Other Business

Mr. Acker stated that there were two additional items. Mr. Acker thanked Keith Scott for his assistance in making the Transportation Grant start-up successful, Teri Gilstrap and Anderson County for the smooth announcement made on Monday at the Anderson County Courthouse and the assistance provided along the way, and Jennifer Kelly for writing the grant. WorkLink was the only area that was able to implement a new route in the State.

Richard Blackwell was not able to attend today, but wanted to share the great news of an expansion of Borg Warner. The project invested \$70 million, and will create 160 jobs. Congratulations to Oconee County.

VIII. Adjourn

Chair Wallace adjourned the meeting at 2:38pm.