

**WORKFORCE DEVELOPMENT BOARD
 BOARD MEETING**

November 15, 2017 - Minutes

Seminar Room I – Clemson University - Martin Inn & Conference Center

Members Present:

Mike Wallace, Board Chair	Dr. Ronnie Booth	Danny Brothers	Edgar Brown
Pam Cobb	Stephanie Collins	Jason Duncan	Ray Farley
Brooke Garren	Lisa Gillespie	Robert Halfacre	Kristi King-Brock
Jennifer Lannom	Patrick Pruitt	Mike Wallace	Gene Williams

Members Absent:

Richard Blackwell	David Bowers	David Collins	Billy Gibson
Teri Gilstrap	Melanie McLane	Ed Parris	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guest Present:

Steve Riddle	Renee Alexander	Zach Nickerson	Karen Craven
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I. Call to Order

Chair Mike Wallace called the meeting to order at 1:01 pm, 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 and welcomed new board member, Jennifer Lannom. Chair Wallace recognized and thanked board member Brooke Garren for serving as Board Chair last year. Chair Wallace asked board members to complete a Conflict of Interest form.

II. Approval of Minutes

The minutes from the September 20, 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: Dr. Ronnie Booth made a motion to approve the minutes as presented, second by Kristi King-Brock. The motion carried with a unanimous voice vote.

III. Director's Report

A. *DOL Funding Recision*

Mr. Trent Acker referred to page 13, which includes a chart reflecting a small recision in funding issued by the Department of Labor. The chart reflects the original and reduced amounts for each program budget. Mr. Acker noted that the chart does not reflect the full amount of the grant, only the grant portion of the funds that WorkLink received effective October 1st, 2017. There was a reduction of \$4,733 in Adult funding and \$3,877 in Dislocated Worker funding. The reduction in funding will not impact any services delivered.

Mr. Acker stated that funding is received in 2 cycles: a small portion in July and the remaining balance in October. Funds were issued in mid-November. Related to that, WorkLink requests a drawdown from Eckerd each month for reimbursement of monthly costs. The drawdown did not get processed due to DEW turnover in staff. The Appalachian Council of Government has paid bills from their general fund balance, but will be replenished when paid from DEW.

B. *IWT Changes*

Mr. Acker referred to page 14 for a summary of changes for the PY'17 Incumbent Worker Training Grant. The IWT committee will meet following the board meeting to discuss changes. Some of the changes for the new grant include:

- More data entry required in SCWOS to capture and track participant information
- No ReadySC projects can combined with IWT funds
- Incumbent Worker must have established employment history with the company for 6 months (can include time with staffing agency onsite)
- Additional options are available for employers to match funds

C. *AOP Showcase*

Mr. Acker distributed the AOP Showcase booklet, which highlights companies and partners that participated in the Showcase. Approximately 4,700 students attended the showcase to visit with 50 local employers and partners. Mr. Acker stated that there is a possibility the AOP Showcase will be moved to November for 2018, in order to give schools more time to plan and prepare students for the event. The Board through the Youth committee funded approximately \$5,000 to assist school districts with transportation costs.

IV. Committee Reports

A.) Executive Committee

Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 4 different email votes that took place. Chair Wallace read a summary of the actions taken:

The first action was an IWT modification made on October 3, 2017. The Executive committee approved a modification to the IWT agreement with Bosch. The modification allowed the company to substitute Allen Bradley Micgologix PLC, Electrical Safety, and Black Hammer Certification in

place of previously approved training courses. This did not impact the amount of the existing grant agreement.

The second action, made on October 13, 2017, was another IWT modification for an increase of as much as \$37,697.50 to BorgWarner's IWT grant award.

The third item was a partial closure of the SC Works Centers at noon on November 17, 2017 to allow for staff training. The Executive committee approved the closure on October 25, 2017.

The final action taken on October 30, 2017, was a third IWT modification to extend Material Management's grant period to October 31, 2017 to accommodate scheduling conflicts with the training providers.

BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the actions taken by the Executive Committee, seconded by Edgar Brown. The motion carried with a unanimous voice vote.

Chair Wallace recognized board member, Jason Duncan for hiring a participant from the iBest Manufacturing program at Tri County Technical College. The participant is a CNC operator at Oconee Machine and Tool and was featured in a recent success story in a TCTC publication.

B.) Finance Committee

1) PY 17 Budget Overview

i.) Adult, DW, Operator

Ms. Renee Alexander referred to the following:

- Page 18: The amount expended on the Adult Training Grant through October is 35.7%, exceeding the goal of 33.3%.
- Page 19: The amount expended on the Dislocated Worker Grant is 33.6%, exceeding the goal of 33.3%.
- Page 20: The amount expended on the Operator Grant is 26.7%.
- Page 21: The amount expended on the Operator Dislocated Worker Grant is 79.1%, but will reflect different numbers as Eckerd makes the appropriate changes.

ii.) Obligations

The Year to Date Obligations report was listed on page 22.

- The Adult column showed that \$162,612.57 has been vouchered out this program year.
- The Dislocated Worker column showed that \$19,575.12 has been vouchered out this program year.
- The total budget for the Adult and Dislocated Worker Grants is \$321,787.
- Eckerd already has a commitment to pay \$267, 557.09 for this program year.

Ms. Alexander explained training budgets to new board members.

iii.) Adult, DW Operator Budget Mod. 1

Ms. Alexander referred to pages 23-30 for the first modification to the Adult DW training budgets. Eckerd requested an additional \$90,000 from carryover funds to increase Training and Supportive Services to Adult & Dislocated Worker participants. Eckerd plans to serve an additional 14 participants. This modification also reflects management staff transitions for Matt Fields and Renee Alexander and a 2% pay increase for case management staff.

ACTION TAKEN: The Finance committee made a motion to approve the modification as presented, seconded by Danny Brothers. The motion carried.

iv.) Adult/DW Transfer

Ms. Alexander referred to page 31-36 for the second part of the modification. Eckerd requested a modification to the One Stop Operator Contract to reflect management staff transitions for Matt Fields and Renee Alexander. This modification also reflects a 2% pay increase for case management staff making \$50,000 or less per year. There is no change to the overall contract amount.

ACTION TAKEN: The Finance committee made a motion to approve the modification as presented, seconded by Gene Williams. The motion carried.

v.) Youth

Ms. Karen Craven referred to page 37 to report the following information on the Youth budget:

- Through October 2017, the budget is 33.3% expended as a whole.
- \$6,442.99 has been obligated, in addition to what's already been expended.
- Through October 31, 2017, Eckerd has provided 1,092.98 training hours of the 5,760 total budgeted hours.

vi.) Youth Budget Mod. 2

Ms. Craven referred to pages 38-45 for the second Youth Budget Modification. Eckerd requested an overall increase to the contract budget of \$4,502.73 for 2% salary increases for Eckerd employees earning \$50,000 or less per year as part of a company wide Cost of Living increase. Eckerd also transferred \$1,000 from Participant Incentives to Participant Books. The overall contract value is now \$649,859.96.

ACTION TAKEN: The Finance committee made a motion to approve the modification as presented, seconded by Dr. Ronnie Booth. The motion carried.

vii.) In-House Budget

Mr. Acker referred to page 46 for the In-House budget. A recommended transfer of \$250,000 from Dislocated Worker funds to Adult funds was presented by Mr. Acker on behalf of the Finance Committee. The numbers on the In-House Budget reflect the revised grant amounts.

ACTION TAKEN: The Finance committee made a motion to approve the transfer of funds, seconded by Jason Duncan. The motion carried.

2) Ongoing Grants

i.) Incumbent Worker Training Grants

- 16IWT01: All but \$726 in funds were expended. The total amount of funding awarded was \$83,432.
- 16IWT01-02: Almost \$266,000 was awarded. Employer reimbursements are beginning to be processed, but the grant is still in its infancy. 16IWT01-02 ends in February 2018.
- Rapid Response IWT: There are 2 current Rapid Response IWT contracts with Siemag and Imperial Die Casting. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$165,00 has been awarded, \$10,000 of which will be used for administrative costs. Solicitation will be forthcoming.

ii.) Make it in America Grant

Ms. Jennifer Kelly referred to page 49 to show that the grant ended with 97.15% expenditures. Tri County, Northeastern, and Greenville Technical Colleges participated. There were 339 successful completers across 3 regions:

- 115 completers from the WorkLink area
 - 20 in Mechatronics
 - 57 in South Carolina Manufacturing Certification
 - 31 in CNC
 - 7 in Welding

iii.) OJT

Mr. Acker referred to page 50 for the OJT Contract summary. There is currently one contract with Belton Metal. More contracts should be forthcoming.

iv.) Transportation Demo Grant

The first Transportation Demo Grant reimbursement and report should be available by the 20th of November. There have been approximately 40-45 riders on the Belton Honea Path line per week. Typically, it takes 18 months for a line to reach its potential.

C.) Youth Committee

Ms. Kristi King-Brock, Chair for the Youth Committee, referred the Board to pages 51-52, stating that this is information only. There is no performance update at this time.

On page 53, the Board goal for PYC is 156. A total of 97 participants have been enrolled for the year to date.

Page 54 showed a list of the RFP Committee Members. The RFP will go out in January 2018.

ACTION TAKEN: The Youth committee made a motion to approve the RFP Committee members, seconded by Dr. Ronnie Booth. The motion carried.

Ms. King-Brock referred to pages 55-56 for a packet of information on changes that took place through the new authorization for the Youth program.

Page 57 shows a summary of the in-school Youth program. There were 19 referrals from Crescent High School. Of those referrals:

- 9 were eligible
- 8 of 9 were enrolled
- 6 received Work Experience
- 5 enrolled in post-secondary education
- 4 gained employment
- 1 remained in post secondary education
- 4 remain employed at an average wage of \$12/hr.

The next Youth Committee meeting is January 23, 2018, which will serve as the Strategic Planning meeting. The committee will be discussing the possibility of rebranding the local Youth program.

D.) OneStop Operations Committee

Ms. Kelly reviewed the standard usage reports listed in the Board packet beginning on page 61-65. Pages 64-65 will be updated to include WIOA items. Success stories are listed on pages 66-69. Ms. Kelly highlighted one success story of a participant who has a disability and received Medical Terminology and Coding courses at Tri County Technical College and is now successfully employed. Another success story that was passed to DEW, was a participant who was in prison and homeless, and received Class A CDL training from TCTC and is now successfully employed at an average of \$28 per hour.

Ms. Kelly stated that 5 applications have been received for the Eligible Training Provider List. The 2 that WorkLink chose to recommend are Carolina Construction and ECPI University. Page 70 shows a detailed description of the programs.

Chair Wallace called for a vote on Carolina Construction and ECPI to be included on the Eligible Training Provider List.

BOARD ACTION TAKEN: The committee made a motion to accept Carolina Construction and ECPI onto the Eligible Training Provider List, seconded by Gene Williams. The motion carried with a unanimous voice vote.

Mr. Trent Acker referred to page 59 to speak on additional guidance in review of RFPs for service providers. Previous language stated that grants should not exceed 3 total years. After additional guidance has been received from DEW, the requirement period is now up to a total of 4 years.

Mr. Acker recommended that the Board move into Executive session to discuss a contractual matter. With the exception of Mr. Acker and Ms. Kelly, Chair Wallace excused all staff and guests.

The Board invited staff and guests back to the meeting. Mr. Wallace stated that no decisions were made during the executive session.

BOARD ACTION TAKEN: Robert Halfacre made a motion to extend the Adult/DW/Operator contract one year, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

E.) Priority Populations Committee

Ms. Lisa Gillespie referred the committee to page 73. The committee met on October 12 to hear from a guest speaker, Sherri Harris, from the Veteran Affairs office. In December, Veteran ID cards should become available in hopes of becoming a federally recognized form of ID.

The Disability and Employment Workshop for SSI and SSDI was held on November 8 in Anderson and was very well received.

The next Priority Populations Committee meeting will take place on January 11, 2018.

V. Adjourn

With no other business, Chair Wallace adjourned the meeting at 2:06 pm.

Respectfully submitted by: Meredith Durham