

WORKFORCE INVESTMENT CORPORATION
Youth Committee Meeting Summary
August 8, 2017 @ 11:00am
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Kristi King-Brock, Chair	Jason Duncan	Berdina Hill
Rick Murphy	Crystal Noble	Gene Williams
Robert Halfacre		

Members Absent:

Amy Bradshaw	Elaine Bailey	Ray Farley
Tim Mays	William Mosley	Melissa Rosier

Staff Present:

Sharon Crite	Jennifer Kelly	Trent Acker
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Guest Present:

Karen Craven	Anne Marie Baker	Amanda Lucas
Kal Kunkel		

I. Welcome and Introductions

Chair Kristi King-Brock called the meeting to order at 11:03am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes. Introductions were made. Chair Brock welcomed new member Berdina Hill to the Youth Committee. Ms. Hill is taking Lisa Gillespie's place as a representative of SC Department of Vocational Rehabilitation.

II. Approval of 3-7-2017 Meeting Minutes

The minutes from the 3/7/17 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brock called for corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: Robert Halfacre made a motion to approve the minutes as submitted, seconded by Crystal Noble. The motion carried unanimously.

III. Palmetto Youth Connections Report

Karen Craven, Palmetto Youth Connections Program Manager, reviewed the Palmetto Youth Connections PY'16 Monthly Update Report. This report reflects the entire program year July 1, 2016 to June 30, 2017.

- PYC currently has 53 carryover participants, 107 new enrollments with a total of 160 active participants served.
- From the last committee meeting in March until June 30, 2017, 34 new participants were enrolled (18 in March, 7 in April, 5 in May, and 4 in June).
- There are 79 currently in follow-up. Follow-up is where PYC looks at retention and performance of the program. This number changes regularly due to participant flow in and out of the program.
- Ms. Craven provided performance data from PY'15. There has been no new performance data released for the committee to review.
- In PY16, Anderson served 77 participants, 30 in Oconee, and 58 in Pickens.

Ms. Craven gave the committee a copy of the PYC PY'16 Dashboard, reflecting data from July 1, 2016 to June 30, 2017. In PY'16, PYC served:

- 46 males (43%) and 61 females (57%).
- 54 Younger Youth (53%) and 49 Older Youth (47%).
- 106 out of 107 dropouts (99%); only one had a high school diploma (1%).
- 60 basic skills deficient participants (56%), which means the participant scored at or below 8.9 in reading or math.
- 67 unemployed (64%).

Ms. Craven referred the committee to the caseload breakdown, stating currently 165 participants are being served through PYC, including both active and follow-up.

- PYC has 77 Anderson County residents, 30 Oconee County residents, and 58 Pickens County residents in the program at this time. Ms. Craven noted that the Ms. Carr has 9 cases in Pickens County, although she is primarily located in Oconee, in order to lighten the load for the Pickens County Career Coach.
- Ms. Craven stated the Measurable Skills Gain reflects either increases in math or reading gains, a minimum of 12 credit hours earned, or credentials earned by participant. 109 participants have achieved this performance measure. There were 85 GEDs earned and 12 high school diplomas, and 56 occupational skills credentials (3 of which were in the medical field, 53 in hospitality). For the first quarter placement rates, 208 were positively placed (10 in post-secondary, 198 in employment, of which 27 were placed in higher than minimum wage positions).
- As of PY'15 performance measures, PYC was meeting or exceeding all of the measures. At this time, there is no new performance data available to share with the committee.
- Ms. Craven reviewed the PY'16 enrollments, stating that PYC exceeded the goal by 4, enrolling 160 out of a planned 156.
- There were 69 WorkKeys certificates earned in PY'16. Ms. Craven stated that there were 15 Gold, 51 Silver, and 3 Bronze. Although the number may seem low in comparison with the number of enrollments, the 69 reflects the students that took the WorkKeys exam while in the program. Most participants are now taking the WorkKeys test as part of the high school exit exam.
- Ms. Craven introduced Ms. Anne Marie Baker, stating that she taught 408 Career Smart classes, of which there were 66 resumes created. All participants are required to attend the Career Smart workshops and participate in a mock interview while they are in the program.

Ms. Craven referred the committee to another handout given out at the beginning of the meeting, the PY'17 Monthly Update Report.

- PYC has met the monthly enrollment goal of 6 for July.
- They anticipate 60 carryover participants, but will not know the exact number until October.
- Total active enrollments includes the 60 carryovers plus 6 new enrollments for a total served being 66.
- The total in follow-up currently equals 79, but this number fluctuates as participants enter and exit follow-up.
- There are a total of 77 Anderson County residents, 30 Oconee, and 58 Pickens being served.
- The total new enrollment goal for PY17 remains 156 for the year.

IV. New Business:

a. PY'16 Grant Expenditure Goal

Ms. Craven reviewed the final expenditure budget report for PY'16 (which can be found in the packet), stating that PYC met the 93% expenditure goal as set forth by the committee. The total budget equaled \$679,323.39. Ms. Craven referred the committee to line item 2.9, Work Experience, expended at 104.3%. Sharon Crite and Ms. Craven meet monthly to review the expenditures and were aware that the line item would be slightly overspent, and agreed that the remainder of the budget would cover the overage. PYC's work experience goal was for participants to work 7,102 hours in PY'16. The actual total number of hours worked by participants exceeded the goal at 7,405 hours. Some of the students were placed in employment because of their work experience opportunities. Ms. Craven stated she would have success stories available at future meetings. Ms. Crite stated that, behind the PY'16 budget report, the committee could see the expenditures for March, April and May, and was for historical and contextual purposes only.

b. PY'16 3rd/4th Quarter Youth Performance/SCDEW

Ms. King-Brock stated that the committee still does not have any performance data for review at this time. Ms. Brock referred to Ms. Amanda Lucas from SC Department of Employment and Workforce to give additional insight regarding performance. Ms. Lucas stated that DEW does not have any additional news at this time.

Ms. Lucas shared that this would be her last meeting attending the WorkLink Youth Committee as she has accepted a position with Apprenticeship Carolina. Ms. Brock asked Ms. Lucas for feedback on recommendations regarding the Youth Committee. Ms. Lucas recommended, due to the Work Experience focus under WIOA, that the committee consider adding Work Experience information (such as number of participants and hours worked) on the dashboard and/or monthly report. Ms. Lucas reminded the committee that 20% of Youth funding must be expended on work-based learning, which WorkLink has accomplished in PY'16, and it would be helpful to see the participant data in relation to the financial data Ms. Craven reports on at each committee meeting. Ms. Craven stated that she will add this to the report, and further added that there were 33 participants that participated in Work Experience in PY'16.

c. PY'16 Board Enrollment Goal

Ms. Brock referred the committee to the status update report provided in the packet. The goal for the year was 156; PYC exceeded the goal by 4 participants, making the total number served 160.

d. PY'17 WDB Board Approved Youth Budget

Ms. Brock stated that the Youth Budget for PY'17 was approved at the June WorkLink Board meeting. Ms. Brock turned the presentation of the PY'17 Youth Budget over to Ms. Craven. Ms. Craven stated that the total approved budget equals \$645,357.23, which is a \$34,000 dollar difference from PY'16. Despite the difference in funding, the enrollment goal of 156 will remain the same from PY'16 to PY'17. Ms. Craven referred the committee to the comparison between the PY'16 modification no. 2 budget to the PY'17 budget, which can be found in the Youth committee packet.

- Salaries and fringe remained close to the same amounts.
- Ms. Craven referenced the Operating budget line item, stating that the Adult Ed facility costs and communications remained the same. There was a reduction to staff consumable supplies, copy/print, and staff travel (staff will not be attending SETA this year). There was an increase to the postage line item. Students will now be FedEx'd their checks for security purposes.
- The training line item saw an increase in participant books due to billing costs from Tri-County Technical College during PY'16, and an increase to occupational tuition. There were also reductions in credential exam fees, tuition at Adult Education, and Work Experience. The reduction in Work Experience follows the 20% rule required under WIOA, and is based on WorkLink's yearly Youth allocation.
- There were no changes to the Supportive Services line item.
- Indirect costs and fees remained close to the PY'16 number.

e. PY'17 Youth Budget Mod 1

Ms. Brock referred to Kal Kunkel, Operations Director for Eckerd, to review the proposed modification no. 1 to the Youth Budget. Mr. Kunkel stated that the proposed budget reflects a staffing change to the management structure. This budget moves Amanda Wagner out and Renee Alexander into the budget, which decreases salary costs down \$1,300.88, fringe down \$150.69, and increases the occupational tuition training line item up by \$1,451.58. The overall budget remains the same.

ACTION TAKEN: Jason Duncan made a motion to approve the proposed modification 1 to the PY17 Youth Budget as presented to the committee, seconded by Robert Halfacre. The motion carried unanimously.

f. 2017 Upcoming AOP BIS Showcase

Ms. Brock turned the floor over to Rick Murphy to discuss the Anderson-Oconee-Pickens Business and Industry Showcase. Mr. Murphy stated that this an annual event for 8th graders, which allows student to explore careers for the purpose of drafting their initial graduation plan for college and post high school life. All businesses that attend are recruited by the economic development offices in each of the three counties. The event is scheduled for September 25-27, and will see approximately 5,000 students across the three counties. Presentations will be given to students to explain why this event is important. On the afternoon of the first day, the top 150 high school senior students from the Career and Technology Centers will be invited to have a networking lunch with the businesses. Mr. Murphy stated that data will be available regarding the event starting this year. Each school will be represented by a school specific t-shirt.

This year the AOP Business and Industry Showcase Board will partner with WorkLink to administer the AOP board's business. Brandi Runion will continue to provide the financial reporting and support that she has in the past. Mr. Murphy invited the group to come to the Civic Center to visit the event.

Mr. Murphy extended a thank you to the Youth Committee for their continued support regarding transportation of students to the event every year.

V. Other Business

a. Discussion & Recommendations for 2018 Youth RFP

Ms. Brock reminded the committee that the Youth RFP is due to be released in the spring of 2018, and the committee will be discussing the elements to be included in the RFP at the next meeting. Ms. Brock encouraged all committee members to be present for the discussion. The committee meeting will be October 4 at the Clemson SC Works Center.

b. SC Job Ready University

Mr. Murphy stated that he went to the SC Job Ready University training in Greenville a few weeks previously, hosted by SC Department of Employment and Workforce. Mr. Murphy asked the committee for feedback. At this time, most members were not familiar with the curriculum. Ms. Craven stated that PYC plans to be administrators and to incorporate the soft skills curriculum into the Career Smart classes offered by Ms. Baker once additional information becomes available.

VI. Adjourn

Ms. Brock thanked everyone for attending and adjourned the meeting.

Respectfully submitted by: Jennifer Kelly