

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**January 24, 2018 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Ed Parris, Chair                      David Bowers                      Danny Brothers                      Brooke Garren

**Members Absent:**

Amanda Blanton                      Teri Gilstrap

**Staff Present:**

Jennifer Kelly                      Meredith Durham

**Guests Present:**

Renee Alexander                      Steve Riddle

**I. Welcome and Introductions**

Chair Ed Parris officially called the meeting to order at 3:08 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

**II. Approval of 10-18-17 Meeting Minutes**

The minutes from the 10/18/17 meeting were emailed to committee members and included in the meeting packet. Chair Parris called for corrections/amendments to the minutes or a motion to approve.

**ACTION TAKEN: David Bowers made a motion to approve the minutes, seconded by Danny Brothers. The motion carried unanimously.**

**III. PY'17 Reports**

a. Business Services Reports

Ms. Meredith Durham reported that for the 16IWT01-02 grant, approximately \$63,000 has been spent. Ms. Durham expects several more expenditures to be turned in by the end of February. Currently, there are 3 Rapid Response Grants: Imperial Die Casting, Siemag, and Ideal Steel. Ideal Steel is not listed in the packet because the contract is new. PY'17 IWT contracts are in the process of being signed. One change in PY'17 is that companies who use ReadySC funds are not eligible for IWT.

One On-the-Job training contract was completed on January 8, 2018 for Belton Metal Company. The contract for the Truck Driver position was completed successfully, with a reimbursement amount of \$5,040. Ms. Durham is in the process of meeting with several more companies who are interested in OJT.

b. SC Works System

Ms. Renee Alexander referred to page 11 to highlight year-to-date activities in the SC Works Centers. As of December 2017, 9496 individuals have visited an SC Works Center, there have been 450 workshops, and 270 referrals to partners. Ms. Alexander reported that page 12 shows there have been 135 hiring events and 1053 jobseekers in attendance at those events. Rapid Response Activities are also shown, with AFCO being the largest event, at 323 individuals attending. Page 13 shows a snapshot of demographics of WIOA participants.

c. WIOA Adult/DW Program

Ms. Alexander referred to Mr. Steve Riddle to report on specifics of WIOA participants. Mr. Riddle referred to page 14, which shows career interest in participants. Most participants are interested in Healthcare, Manufacturing, CDL, and Welding. There have been 104 WIOA enrollments through December is 104 and 134 to date. Page 15 shows program outcomes and follow up services: 75 individuals gained employment, 59 gained a credential, and 74 achieved a measurable skills gain. The biggest training provider is Tri County Technical College with 33 participants. Seventy two percent (72%) of funds has been vouchered for PY'17, and \$94,000 of Tri County Technical College's funds has been utilized.

d. Financial

Ms. Renee Alexander summarized the December 2017 expenditures.

- Regular Adult Training Budget is expended at 50.6%
- Dislocated Worker Training budget is expended at 51%
- Operator Adult budget is expended at 45.1%
- Operator Dislocated Worker budget is expended at 68.3%
- Weekly financial report shows the Adult budget is \$343,000 and of that, \$243,000 has been vouchered. The Dislocated Worker budget is \$44,000, and \$38,843 has been vouchered.

**IV. New Business**

a. ETPL Applications

Ms. Jennifer Kelly reported that seven training providers have applied for the Eligible Training Provider List.

**Florence Darlington Technical College**—Ms. Jennifer Kelly stated that Florence Darlington Technical College applied for Cell Phone and Tablet Repair Tech., Pipe Fitting, Truck Driver—CDL, Valve Technician—Programming and Operation, Welding-Construction-Pre-Pipe, and Welding-Pipe.

**ACTION TAKEN: Danny Brothers made a motion to approve Florence Darlington Technical College as an eligible training provider in the program names listed except for Cell Phone Tablet and Repair, seconded by Brooke Garren. The motion carried unanimously.**

**Myers Crossing**—Ms. Jennifer Kelly stated that Myers Crossing applied for Heavy Equipment Operation and Solar Panel Installation.

**ACTION TAKEN: David Bowers made a motion to deny Myers Crossing as an eligible training provider, seconded by Brooke Garren. The motion carried unanimously.**

**NDE Institute**—Ms. Jennifer Kelly stated that NDE Institute applied for Non-Destructive Testing. NDE Institute only provides the Non-Destructive Testing program in person. The NDE Institute is located in Rock Hill. The Committee tabled the NDE Institute application. Windy will do further research on the Non-Destructive Testing Program.

**Northeastern Technical College**—Ms. Jennifer Kelly stated that Northeastern Technical College applied for Emergency Medical Technician-Basic and Medical Assistant programs.

**ACTION TAKEN: Danny Brothers made a motion to approve Northeastern Technical College as an eligible training provider, seconded by Brooke Garren. The motion carried unanimously.**

**Palmetto Training Inc.**—Ms. Jennifer Kelly stated that Palmetto Training Inc. applied for Truck Driver-CDL. This course is only offered in person at Palmetto Training Inc. in Walterboro, Sumter, and North Charleston.

**ACTION TAKEN: Brooke Garren made a motion to approve Palmetto Training Inc. as an eligible training provider, seconded by David Bowers. The motion carried unanimously.**

**Technical College of the Lowcountry**—Ms. Jennifer Kelly stated that Technical College of the Lowcountry applied for Advanced Patient Care Technician, Emergency Medical Technician, Patient Care Technician, and Phlebotomy.

**ACTION TAKEN: Danny Brothers made a motion to approve Technical College of the Lowcountry as an eligible training provider, seconded by Brooke Garren. The motion carried unanimously.**

**Trident Technical College**—Ms. Jennifer Kelly stated that Trident Technical College applied for A+ Certification, Advanced Manufacturing Technologies(Electrical Systems), Advanced Manufacturing Technologies (Hydraulics and Pneumatics), Emergency Medical Technician, Massage Therapy, Network+ Certification, Patient Care Technician, Property Management, Truck Driver Training, and Welding.

**ACTION TAKEN: Danny Brothers made a motion to approve Trident Technical College as an eligible training provider, seconded by Brooke Garren. The motion carried unanimously.**

b. Adult Education RFP

Mr. Trent Acker reported that as a part of WIOA, Adult Education and Literacy Providers are required to apply for federal funding. Local area Board members will be asked to review an RFP, which consists of 12 or 13 portions. The Department of Education will send a rubric and ask the Board to review the process and submit required information. Mr. Acker asked the Committee members to consider participating in the process. More information will be provided.

**IV. Old Business**

a. Transportation Grant

Mr. Acker referred to page 25 for the summary of ridership and expenditures for the Transportation Grant. The total ridership total is at 43%, with a goal of 60%. The chart on page 25 shows the reason for individual ridership broken down by Training Access, Employment Access, and Maintained or Completed Training. Mr. Acker stated that he is inquiring with Electric City Transit on how ridership numbers are calculated.

b. Strategic Plan

Ms. Jennifer Kelly referred to page 25 for the Strategic Plan Updated Report.

- There have been 63 new WorkKeys certificates in Anderson, 27 in Oconee, and 31 in Pickens.
- The Business Services Integration Team met in October and will meet again on January 26.
- The Quarterly Partner meeting was held on November 17 . The Core Partner meeting will be held on February 22, in which partners who are required to cost-share will determine the budget for the OneStop Centers.
- The High School Diploma-GED objective is ongoing.
- A weekly workshop calendar is now posted in the SC Works Centers resource rooms.
- Under the Employer Engagement piece of the Strategic Plan, WorkKeys has been tabled until further information is available.
- The current Business engagement goals is to increase new employers by 5% per year. More options and resources will be brought to the committee in the future.

**V. Other Business**

Chair Parris called for other business.

**VI. Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 3:56 p.m.

*Respectfully submitted by: Meredith Durham*