

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

February 7, 2018 - Minutes

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

Members Present:

Mike Wallace, Board Chair	Dr. Ronnie Booth	David Bowers	Danny Brothers
Edgar Brown	Pam Cobb	David Collins	Jason Duncan
Ray Farley	Brooke Garren	Billy Gibson	Teri Gilstrap
Jennifer Lannom	Melanie McLane	Ed Parris	Mike Wallace
Gene Williams			

Members Absent:

Stephanie Collins	Lisa Gillespie	Robert Halfacre	Kristi King-Brock
Pat Pruitt	Richard Blackwell		

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guest Present:

Steve Riddle	Karen Hamrick	Zach Nickerson	Karen Craven
Emily Hodge			

I. Call to Order

Chair Mike Wallace called the meeting to order at 1:02 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 introduced the newest Board member, Melanie McLane and asked everyone to introduce themselves.

II. Approval of Minutes

The minutes from the November 15, 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 Edgar Brown. The motion carried with a unanimous voice vote.

III. Director's Report

A. *WorkKeys Update*

Mr. Trent Acker stated that the RFP for a Workforce Readiness Assessment was released in July 2017. WIN is the new provider for the State of South Carolina. ACT no longer has the State contract. The WIN assessment will begin effective 2018 for eleventh grade students. ACT released an email statement on Monday, February 5th with a notice that the contract was no longer active.

B. *Digital Literacy Grant Opportunity*

The Digital Literacy Demo Grant is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The State Workforce Development Board has approved \$200,000 in federal funds to support new or established digital literacy programs. Two grants of up to \$100,000 will be awarded. It is not clear if the winning grants are less than \$100,000 that the remainder of funds will be available. WorkLink is available to assist in administrating and facilitating grant applications. The deadline for applications to be submitted is March 2nd, 2018. Awards are expected to be announced March 30, 2018.

Mr. Trent Acker pointed to a Press Release stating that Dr. Mary Gaston was awarded the Outstanding Administrator of the Year by Coalition on Adult Basic Education.

C. *Clemson SC Works Center*

Mr. Acker stated that the lease for the Clemson SC Works Center will end at the end of July. Neal Workman from Trehel met with WorkLink, and has proposed \$6 less per square foot than market costs. With the addition of partners in the Clemson center, lower costs are expected. The Clemson SC Works Center is the primary center for Pickens County. More information will be forthcoming.

D. *Adult Ed. RFP Process*

Mr. Acker stated that for the first time in more than 10 years, Adult Education has to respond to an RFP for federal funding to continue to provide Literacy services. The solicitation is currently out and responses are due soon. As part of the RFP process, Local Workforce Boards are required to review part of the RFP to the areas they serve. Mr. Acker referred to a handout in the packet for an outline of the RFP process. At least 3 Board members will be required to serve on an ad-hoc RFP committee. Instruction and training will take place for those serving. This will allow Local Workforce Boards to state if the RFP aligns with their local area. Mr. Acker and Chair Wallace will receive a timeline letter and a resolution should be made by April.

A request for information on demographics of the Board is a part of WorkLink annual monitoring this year. Mr. Acker provided an anonymous form in the packet for Board members who chose to participate. The information will be reported in aggregate to Department of Labor.

Mr. Acker reported that for the first time in 2 years, local performance data has been received. No information on validating data was received. Beginning with Committee meetings next month, performance data will be presented.

IV. Committee Reports

A.) Executive Committee

Chair Wallace reviewed the actions taken by the Executive Committee since the last Board meeting. There were 6 different email votes that took place. Chair Wallace read a summary of the actions taken:

The first action was a training request made on November 17, 2017 to increase number of exceptions that can be made to the annual participant training cap of \$5,000 from 5 to 10.

The second action, made on December 7, 2017, was an IWT modification to the Reliable Automatic Sprinkler IWT contract. The modification allowed for Reliable Sprinkler to substitute Train the Trainer with a Training within Industry course. The total dollar amount of the agreement did not change.

The third item was another IWT modification on December 20, 2017, to substitute John Maxwell Leadership training for existing trainings that could not be completed by the end of the grant period for Bosch's IWT contract. The total dollar amount of the agreement did not change.

The fourth action was to increase BorgWarner's IWT contract amount by \$2,621 with an effective date of May 30, 2017.

On January 19, 2018, the Executive Committee approved PY17 IWT awards, totaling \$150,000. The companies awarded are Allegro, Mergon, Nutra, and Proper Polymers.

The final action was an IWT modification on January 23, 2018, to increase United Tool and Mold's IWT contract by \$675 and allowed the company to substitute Mill 3D Training in place of CNC Programming training.

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

B.) Finance Committee

1) PY 17 Budget Overview

a. WorkLink Grants

i.) Adult, DW, Operator

Mr. Trent Acker stated the goal for each item is 50% and referred to the following:

- Page 17: Adult Program Budget--Credential exams and tuition are both within margin of error. No line items were misaligned. In regards to Line Item 1.6, staff training and travel will be taking place soon.

- Page 18: DW Training Budget --Staff Consumable Supplies and Staff Computers is a one time cost. Tuition is at 58%, so a future discussion can take place if additional funds are needed.
- Page 19-20: Operator Adult and DW Budget—Both are small budgets, so percentages can quickly change. There is a formula issue for the Communications line item, and will be corrected next month. Eckerd is also investigating a formula error for the Staff Salary line item.

ii.) Obligations

The Year to Date Obligations report was listed on page 21.

- The Adult column showed that \$246,241.45 has been vouchered out this program year.
- The Dislocated Worker column showed that \$43,031.06 has been vouchered out this program year.
- Additional scholarships of \$109,000 has been utilized from Tri County Technical College to leverage costs of trainings.

iii.) Youth

Ms. Karen Craven referred to page 22 to report the following information on the Youth budget:

- Through December 2017, the budget is 46.1% expended as a whole.
- Through December 31, 2017, Eckerd has provided 1,870 training hours of the 5,760 total budgeted hours, which is 32.5%.

iv.) Youth RFP Budget

Ms. Crite referred to page 23 for the Proposed Youth RFP Budget. The Youth RFP will go out this year for service providers starting July 1, 2018. The Proposed Youth RFP Budget amount gives potential providers estimates and understanding on what they would be bidding on. The service provider is not obligated to this amount when the time comes for the contract.

ACTION TAKEN: The Finance committee made a motion to approve the Proposed Youth RFP Budget as presented, seconded by Jason Duncan. The motion carried.

b. In-House Budget

Mr. Acker referred to page 24 for the In-House budget. The goal for Actual % expended is 58%. As a reminder, the Board uses funds for all costs associated with centers, and is then reimbursed by Partners. The Department of Employment and Workforce submitted first quarter payment late, on January 17, 2018. WorkLink staff, on behalf of the Board, raised concerns with DEW about the late payment.

Mr. Acker referred to page 25, for the Fund Utilization Rate Summary. By June of each year, the goal is to be 70% expended by June. December percentages are in line with goal.

Adult/DW are slightly out of focus because of \$250,000 transfer has not been processed yet. The Obligation Rate goal is 80% by final reporting in June. Beginning in 2018, the minimum to be spent on participants is 30%.

2) Ongoing Grants

i.) Incumbent Worker Training Grants

- 16IWT01: All but \$726 in funds were expended at 99.13%. The total amount of funding awarded was \$83,432.
- 16IWT01-02: Almost \$266,000 was awarded. 16IWT01-02 ends on April 1, 2018.
- Rapid Response IWT: There are 3 current Rapid Response IWT contracts with Siemag, Imperial Die Casting, and Ideal Steel. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$165,000 has been awarded, \$10,000 of which will be used for administrative costs. Companies awarded are Allegro Industries, Mergon, Nutra, and Proper Polymers. A new regulation in 17IWT01 was that companies who have a current ReadySC contract do not qualify for IWT funding.

ii.) OJT

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

iii.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 30 in the packet. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. The current ridership is at 43% of the 60% goal.

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.

iv.) Incentive Grant

The Financial Status Report for the Incentive Grant was listed on page 32 of the packet. SurfacePro tablets and marketing materials were purchased for Business Engagement. 96.18% of the grant was expended.

3) Calendar Year 2018 Meeting Dates

Mr. Acker referred to page 34 to show the 2018 Committee/Board Meeting Schedule. The August Finance meeting was changed to August 28, 2018.

ACTION TAKEN: The Finance committee made a motion to approve the 2018 Committee/Board Meeting Schedule as presented, seconded by Ed Parris. The motion carried.

C.) Youth Committee

Mr. Jason Duncan referred the Board to pages 35-36, stating that this is information only. DEW has been asked to provide further clarification.

On page 37, the Board goal for PYC is 156. A total of 138 participants have been enrolled for the year to date, including 78 new enrollments and 60 from carryover.

Page 38-39 showed the PY 2017 Youth WIOA Incentive Policy (Supersedes 8-1-16 Policy Issuance). A definition on the F19 code has not been received. Incentives are provided to participants throughout the WIOA program. There is an active phase and follow up phase of the program. PYC cannot currently provide incentives during the follow-up phase. PYC has drafted a change to the policy, so that when a definition of the F19 code is received, the Incentive Policy can be put in place. Changes in the Incentive Policy would include:

- \$100: Obtaining GED or High School Diploma (Available through end of 4th quarter after exit)
- \$100: Obtain a Nationally Recognized Occupational Skills Credential (Available through end of 4th quarter after exit)
- \$50: Common Measure: Placement (Post-Secondary and Employment) Enter and retain post-secondary enrollment (verified by National Student Clearing house), employment or the military by the end of 2nd and 4th quarter after exit. (Maximum \$100)
- Computer and/or accessories not to exceed \$650: Enter enrollment in a Degree Program in Post-Secondary during the active phase or into 2nd quarter after exit to obtain two or four year degree. Full time students must take 12 hours or more with verification of 1st semester Clearinghouse documentation prior to computer and/or accessories eligibility. Part-time students must take 6 hours and be employed. To qualify, part-time students will need to provide employment verification and verification of 1st semester Clearinghouse documentation prior to computer and/or accessories eligibility.

ACTION TAKEN: The Youth committee made a motion to approve the drafted Incentive Policy , seconded by David Collins. The motion carried.

Mr. Duncan referred to page 40 to show the Palmetto Youth Connections logo in regards to Branding the WIOA Local Youth Program. The Trademark application and service agreement was listed on pages 41-47. The approximate cost to trademark the logo is approximately \$45.

ACTION TAKEN: The Youth committee made a motion to approve the Palmetto Youth Connections brand , seconded by Danny Brothers. The motion carried.

The Youth Strategic Plan was listed on pages 48-52 of the packet. The 2015 Youth Strategic Plan PY-16 Data was shown in pages 53-71 of the packet.

ACTION TAKEN: The Youth committee made a motion to accept the PYC Data that satisfies the request of the Youth Strategic Plan, seconded by Brooke Garren. The motion carried.

ACTION TAKEN: The Youth committee made a motion to approve \$5,000 funding for transportation for the AOP BIS Showcase, seconded by Ed Parris. The motion carried.

Mr. Duncan referred to page 72 to show the 2018 Youth RFP Events and Dates, for informational purposes only.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations Committee met on January 24, 2018 and reviewed the Employer Services, SC Works Center, and WIOA Program Usage reports. All reports were for July 1-December 31, 2017.

Mr. Parris stated that 7 applications have been received for the Eligible Training Provider List. Pages 75-78 shows a detailed description of the programs.

- Florence Darlington Technical College: Approved with exception of cell phone and tablet repair tech program of study only.
- Myers Crossing LLC: Denied based on program of study not in-demand
- NDE Institute: Tabled to request more information
- Northeastern Technical College, Palmetto Training, Inc., Technical College of the Lowcountry, and Trident Technical College Division of Continuing Education and Economic Development were approved.

BOARD ACTION TAKEN: The committee made a motion to approve the recommendations from the OneStop Operations Committee as presented, seconded by Jason Duncan. The motion carried with a unanimous voice vote.

Mr. Parris stated that a large portion of the OneStop Operations Strategic Plan was built around WorkKeys data. The committee will review and restructure the plan.

WIOA Success Stories were listed on pages 85-87.

E.) Priority Populations Committee

Ms. Windy Graham referred the committee to page 88. The committee met on January 11, 2018 to hear from a guest speaker, Tracy Richardson with the AOP SC Department of Mental Health. Ms. Graham provided aggregate October through December 2017 targeted population reports for the WorkLink region at the meeting. The next Priority Populations meeting is planned for March 8, 2018.

V. Adjourn

With no other business, Chair Wallace adjourned the meeting at 2:11 pm.

Respectfully submitted by: Meredith Durham