



**WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
May 23, 2018 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room**

Members Present

Ed Parris, Chair Danny Brothers Brooke Garren Teri Gilstrap

Members Absent:

Amanda Blanton David Bowers

Staff Present:

Jennifer Kelly Windy Graham Trent Acker

Guests Present:

Renee Alexander Steve Riddle Karen Hamrick

I. Welcome and Introductions

Chair Ed Parris officially called the meeting to order at 3:01 pm welcoming everyone in attendance, and announced that the meeting was being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 3-25-18 Meeting Minutes

The minutes from the 3/25/18 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: Brooke Garren made a motion to approve the minutes, seconded by Teri Gilstrap. The motion carried unanimously.

III. PY'17 Reports

a. Business Services Reports

Mr. Acker referred to page 8, which shows the balance of \$163,379.67 for the second round of IWT funding in PY'16 (16IWT01-02). There is approximately \$100,000 in expenditures that are not reflected on the chart. The PY'16 and PY'17 Rapid Response IWT grants were also listed on page 8. Page 9 shows the PY'17 IWT grant that has just begun.

One On-the-Job training contract was successfully completed for Belton Metal Company. Another contract with J. Davis Construction began on March 19, 2018 for the position of Carpenter Helper. Ms. Meredith Durham is in the process of meeting with several more companies who are interested in OJT.

b. SC Works System

Ms. Karen Hamrick referred to page 10 to highlight year-to-date activities in the SC Works Centers. As of April 2018, 16,034 individuals have visited an SC Works Center. There have been 752 workshops, and 464 referrals to partners. Ms. Hamrick reported that page 11 shows there have been 219 hiring events and 1,812 jobseekers in attendance at those events. Rapid Response Activities are also shown, with BiLo being the most recent event. Page 12 shows a snapshot of demographics of WIOA participants.

c. WIOA Adult/DW Program

Ms. Hamrick referred to Mr. Steve Riddle to report on specifics of WIOA participants. Mr. Riddle referred to page 13, which shows career interest in participants. Most participants are interested in Healthcare, Manufacturing, CDL, and Welding. There have been 191 WIOA enrollments through April 2018. Page 14 shows program outcomes and follow up services: 111 individuals gained employment, 56 gained a credential, and 132 achieved a measurable skills gain. The biggest training provider is Tri County Technical College with 43 participants. \$144,685 of Tri County Technical College's funds has been utilized.

d. Financial

Ms. Renee Alexander summarized the April 2018 expenditures as follows:

- Regular Adult Training Budget is expended at 84.4%.
- Dislocated Worker Training budget is expended at 65%.
- Operator Adult budget is expended at 81.7%.
- Operator Dislocated Worker budget is expended at 91.3%.
- Weekly financial report shows the Adult budget is \$380,059 and of that, \$357,369.46 has been vouchered.
- The Dislocated Worker budget is \$64,008, and \$56,409.41 has been vouchered.

IV. New Business

a. PY18 Proposed Budgets- Program and Operator

Ms. Renee Alexander pointed to the PY18 budget of \$740,000, based on the anticipation of what WorkLink has available. Ms. Alexander reviewed the breakdown of the Budget Summary, which included \$651,715 in Adult funds and \$88,285 in Dislocated Worker funds. Ms. Alexander also reviewed the Price Cost Analysis, which shows how staff allocations and salaries are broken down. The third page showed the Cost Price Analysis of line items. The bulk of funds, totaling \$317,933, is in line item 2.6 Training for Participants. The Adult and DW breakdowns were also provided. Eckerd intends on serving 571 participants in PY18.

Mr. Acker stated that funding for PY18 decreased significantly over last year's award, therefore the proposed total amounts in the budgets are reduced. Mr. Acker stated that any final carryover and additional funding granted to Eckerd going forward would be targeted towards direct participant costs such as training and supportive services in an effort to boost service levels and funding to the Mod 2 comparison featured in the PY18 budgets.

Mr. Acker drew the committee's attention to the indirect cost rate. Eckerd has modified how they will apply the indirect cost rate, which was previously applied against the whole grant award, to only go against operating line items such as salary, fringe, and operational items. The percentage is larger at 12%, but the overall impact to the budget will be smaller than previous years.

Mr. Acker stated that Eckerd has been able to leverage \$150,000 in scholarships and other training funds on behalf of participants in PY17, and will continue to do so in PY18 as those funds are identified and available to our participants.

Ms. Alexander also reviewed the Operator budget, which looks very similar to the PY17 budget at \$85,000. This budget is already lean so there are not many changes recommended. Ms. Alexander noted that there is no training associated with this budget, and no customer flow specific to this grant either.

ACTION TAKEN: Brooke Garren made a motion to approve PY18 Proposed Adult/DW Program and Operator budgets as presented, seconded by Danny Brothers. The motion carried unanimously.

b. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on pages 21-22. The current Reasons for Denial sheet was included on page 20.

Career Step, LLC—Ms. Windy Graham stated that Career Step, LLC applied for Computer Technician, Medical Administrative Assistant with EHR, Medical Assistant, Medical Transcription Editor, Pharmacy Technician, and Professional Medical Coding and Billing. Career Step is located in Utah.

ACTION TAKEN: Brooke Garren made a motion to deny Career Step, LLC as an eligible training provider, seconded by Danny Brothers. The motion carried unanimously.

Horry-Georgetown Technical College—Ms. Windy Graham stated that Horry-Georgetown Technical College applied for Emergency Medical Technician-Basic, Intro to Early Childhood Education, Physical Therapist Assistant, Plumbing Certificate, and Truck Driver-CDL. Horry-Georgetown Technical College is located in Conway, SC.

ACTION TAKEN: Ed Parris made a motion to deny Horry-Georgetown Technical College as an eligible training provider, seconded by Teri Gilstrap. The motion carried unanimously.

Pee Dee Regional EMS—Ms. Windy Graham stated that Pee Dee Regional EMS applied for Emergency Medical Technician. Pee Dee Regional EMS is located in Florence, SC.

ACTION TAKEN: Danny Brothers made a motion to deny Pee Dee Regional EMS as an eligible training provider, seconded by Brooke Garren. The motion carried unanimously.

V. Old Business

a. Strategic Plan

Ms. Jennifer Kelly referred to page 23 for the Strategic Plan Updated Report.

- There are 11,514 National Career Readiness Certificates in Anderson, 4,292 in Oconee, and 7,195 in Pickens.
- The Business Services Integration Team met in April and will meet again on May 25, 2018.
- The Quarterly Partner meeting was held on February 16, 2018 and will meet again on May 25, 2018.
- An OJT brochure has been developed in the format of the AOP Pathways Community Resources sheets and was made available for the committee to review.
- Items planned for outreach are: marketing of success stories, outreach brochures, quarterly partner meetings, and a resource and referral manual that will be regularly shared and updated with partners and staff.

b. Transportation Grant

Mr. Acker referred to page 33 for the summary of ridership and expenditures for the Transportation Grant. The total ridership total is at 44%, with a goal of 60%. The chart on page 33 shows the reason for individual ridership broken down by Training Access, Employment Access, and Maintained or Completed Training.

VI. Other Business

Mr. Trent Acker referred to pages 29-32 for an FAQ on WIN South Carolina Ready to Work Assessments.

Satellite Center monitoring has been successfully completed and the report will be included in the Board meeting packet.

VII. Adjourn

With no further business, the meeting was adjourned by Chair Parris at 3:59 p.m.

Respectfully submitted by: Meredith Durham