

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**October 23, 2019 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Ed Parris, Chair                      Brooke Garren                      Shonna Williams

*Informational Meeting Only  
No quorum*

**Members Absent:**

Danny Brothers                      Amanda Blanton                      David Bowers                      Allen Fain  
 Teri Gilstrap

**Staff Present:**

Jennifer Kelly                      Meredith Durham                      Trent Acker

**Guests Present:**

JT Parnell                      Karen Hamrick                      Renee Alexander

**I. Welcome and Introductions**

Chair Ed Parris officially called the meeting to order at 3:03 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

**II. Consent Agenda**

Chair Parris stated that committee members received an email on Monday with the consent agenda. The consent agenda included the following items:

- 8/21/19 Meeting Minutes
- Employer Services Reports (listed on pages 5-8)
- Programmatic and Financial Reports (listed on pages 9-18):
  - Ms. Karen Hamrick provided an overview of the PY19 Usage Report for the OneStop Operator and WIOA Program.
    - 5,208 individuals have visited an SC Works WorkLink center in PY19.
    - 129 workshops offered, with 120 individuals in attendance
    - 124 referrals to partners
    - 15 hiring events with 94 total participants
    - 4 Rapid Response events with 55 total participants (Fred’s and Pain Management)
    - 25 WIOA enrollments for September 2019
    - \$78,092 has been used in other scholarship funding available to participants
  - Ms. Renee Alexander provided an overview of the PY19 budgets through September 30, 2019.

- Regular Adult Training Budget is expended at 27.9%
  - Dislocated Worker Training budget is expended at 12.8%
  - Operator Adult budget is expended at 22.5%
  - Operator Dislocated Worker budget is expended at 27.9%
  - Rapid Response grant budget is expended at 53.5%
- Ms. Alexander reviewed the PY19 year-to-date ITA obligation report on page 18.
- Strategic Plan Report (listed on pages 19-29):
  - Ms. Jennifer Kelly stated that WIN testing was added to the Strategic Plan on page 20. The information entered represents the data from testing only in the Clemson SC Works center. Ms. Kelly referred to page 22, which shows that August and September workshop numbers were updated. Pages 26-27 showed the Apprenticeship Carolina updates.

An email will be sent to all committee members for electronic voting on items needed.

### III. PY'18 Reports

#### i. Business Services Reports

Ms. Meredith Durham stated that on October 10, 2019 approximately 150 employees attended the Hydro Rapid Response event and job fair. There were 20 employers represented at the event.

Ms. Durham pointed to pages 30-31 to provide an update on Sector Strategies. The Manufacturing Sector Partnership launched in March 2019 for the 14 county upstate area. Three action teams have been formed as a result of employer priorities: Talent Team, Middle Skills Team, and Regulatory Team. The Core Team consists of 11 partners throughout the Upstate region. The core team is responsible for reporting back to the regional partners and asking for assistance when needed. The overall group is set to meet again in January.

Ms. Durham announced that SC Works business services staff is partnering with Pickens County Economic Development and the School District of Pickens County on a workforce initiative. The Business Services staff has provided an Introduction to Resumes and Interview Skills workshops as part of the initiative. In the future, staff will work to build resumes with students and complete mock interviews. This initiative will prepare the students for a Spring job fair with Pickens County employers.

#### ii. SC Works System

Ms. Karen Hamrick stated the the SC Works check-in kiosk has been in the Clemson Center since January 28. The Seneca location will begin using the kiosk on November 4, and Anderson will follow. Ms. Hamrick stated that referrals to partners have increased in PY19 and are expanding to additional agencies. There is a new process to file weekly claims beginning on November 3, 2019. All claimants must file their weekly claim online, not by phone. YouTube videos are available with directions on how to file. Ms. Hamrick noted that DEW has developed a Your Next Step training in partnership with Midlands Technical College that all SC Works

Center staff will be required to complete. The training is designed to equip staff to provide services to jobseekers and businesses to ensure customers receive high quality services each time they engage with the system.

iii. WIOA Adult/DW Program Budget

Ms. Alexander reviewed the proposed program budget modification #1. Ms. Alexander referred to page 32, and stated that this is the first modification for the program year. Eckerd is requesting a modification to increase the dollars for the training grants to \$842,000, which is an increase of \$118,000. Pages 33-35 showed support details for the modification. Page 36 showed the Customer Flow Chart, which indicated that approximately 508 new participants planned to be served, with a total of 553 participants that includes new, active, carryover, and follow up. Ms. Alexander reviewed the Adult and DW budget comparisons on pages 37-40 with the committee.

**IV. New Business**

iv. ETPL Applications

Ms. Windy Graham reported that one training provider has applied for the Eligible Training Provider List, listed on page 42.

**RB Sigma**—Ms. Windy Graham stated that RB Sigma has applied for three online Lean programs courses (Six Sigma Black Belt, Six Sigma Green Belt, and Six Sigma Yellow Belt). RB Sigma is located in Ohio. Greenville Technical College, Tri County Technical College, and New Horizons have courses in Strategic Management and the cost is comparable.

The recommendation is to deny RB Sigma based on reasons 1 and 6 of the Eligible Training Provider List Reasons for Denial. An email vote will be sent to the committee.

v. Supportive Service Policy

Ms. Kelly stated that the current Supportive Service policy is on pages 43-49 of the packet. The new policy is shown on pages 50-64. Ms. Kelly stated that WorkLink has applied for a Re-entry grant with Anderson County and other partners. During the grant application process, a conversation was held to see if re-entry participants could be enrolled into WIOA to assist with supportive services costs. The revised policy will allow for more customer assistance. The Needs Related Payments section of the policy was revised. The current cap for any supportive service is \$3,000 per participant for the program year. Transportation assistance and training related assistance will no longer be low income.

**IIV. Other Business**

Mr. Parris announced the 2020 OneStop Operations Committee Meeting Schedule for 2020. The meeting dates are January 22, March 18, May 20, August 19, and October 21.

V. **Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 3:44 p.m.

*Respectfully submitted by: Meredith Durham*