

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
August 21, 2019 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Ed Parris, Chair Danny Brothers (via telephone) David Bowers
Allen Fain (via telephone) Shonna Williams

Members Absent:

Amanda Blanton Brooke Garren Teri Gilstrap

Staff Present:

Jennifer Kelly Windy Graham Trent Acker Meredith Durham

Guests Present:

JT Parnell Karen Hamrick Renee Alexander

I. Welcome and Introductions

Chair Ed Parris officially called the meeting to order at 3:02 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 5-22-2019 Meeting Minutes and Reports

The minutes from the 5/22/19 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. Along with the minutes, programmatic and financial reports were emailed to committee members beforehand. WorkLink and/or Eckerd staff was available to give brief updates and answer any questions about the reports that were sent out. Reports were available on pages 6-23 of the packet.

ACTION TAKEN: David Bowers made a motion to approve the minutes and reports sent with the agenda, seconded by Danny Brothers. The motion carried unanimously.

III. PY'18 Reports

i. Business Services Reports

Ms. Meredith Durham referred to page 24, which shows the 18IWT01 summary report. There are a total of 9 companies receiving funds for 18IWT01. WorkLink staff continues to review expenditures as they are submitted. The 18IWT01-02 grant summary was listed on page 25, and the Rapid Response IWT grants summary was listed on page 26. There is one ongoing RRIWT grant

with Lakeside Steel and Machine, that will end in September. The OJT summary showed a total of 2 OJT contracts for PY19 with MST Concrete Products and Patriot Automation.

ii. SC Works System

Mr. Trent Acker stated that SC Works staff members that are located in the Anderson SC Works Center will be relocated into the resource room at that location. Cubicles will be set up to allow for office space within the room.

WorkLink plans to re-apply for a Re-Entry Grant opportunity from the Department of Employment and Workforce. WorkLink is working on the grant application primarily with Anderson County, but also with Pickens and Oconee counties as well. The application is due September 6th. Three regions will be funded by DEW.

Mr. Acker stated that WorkLink has been awarded a \$5,000 Outreach Grant from DEW to be used for SC Works outreach materials.

Anderson County will be hosting an annual Community Impact Awards ceremony and would like to recognize an Adult WIOA participant. Four applications have been submitted. Ms. Jennifer Kelly will email applications received from the career coaches to committee members to review. Ms. Kelly asked each committee member to vote on one participant to be recognized via email, and submit the vote by the end of the week.

Ms. Karen Hamrick stated that on Friday, August 23, SC Works WorkLink centers will be closed for staff training. The Clemson SC Works Center will close at noon on Thursday, August 29, for traffic concerns due to a Clemson football game.

iii. WIOA Adult/DW Program Budget

Ms. Jennifer Kelly stated that the PY19 Letter of Intent was given to Eckerd Connects. The Letter of Intent was given to Eckerd instead of the full grant award, because the full allocation is not received until October 1st for the Adult/DW program. Five hundred fifty one individuals are anticipated to be served. The Letter of Intent and funding details are listed on pages 44-53 of the packet.

Mr. Trent Acker referred to page 54 and noted that staff must spend a 30% minimum of expenditures on direct participant costs. WorkLink's current participant cost rate is 33.97%.

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on pages 55-58.

Construction Training Center—Ms. Windy Graham stated that Construction Training Center has applied for a Drywall certificate program. It is an in-demand occupation. The total cost is \$4,200.00.

ACTION TAKEN: David Bowers made a motion to approve the Construction Training Center's Drywall program for the ETPL list, seconded by Danny Brothers. The motion carried unanimously.

Interactive Business Training—Interactive Business Training, formerly CCT Business Training, has re-applied for all programs that were previously approved as CCT Business Training.

ACTION TAKEN: Danny Brothers made a motion to approve Interactive Business Training to be on the ETPL list, seconded by David Bowers. The motion carried unanimously.

PSI Project Management—PSI Project Management has applied for the Project Management Training Program for PMP/CAPM Exam Prep and Project Managers. The total cost of the program is \$2,810.00.

ACTION TAKEN: David Bowers made a motion to approve PSI Project Management's Project Management program to be on the ETPL list, seconded by Shonna Williams. The motion carried unanimously.

Ms. Jennifer Kelly stated that the WorkLink is in the process of reviewing the Supportive Service Policy, which was listed on pages 60-66 of the packet. Ms. Kelly provided scenarios that may present a need for change in the policy. The low income definition is \$12,490 per year in Seneca, Anderson, and Pickens.

IV. Strategic Plan Discussion

WorkLink's Strategic Plan was listed on pages 74-84. Ms. Kelly stated that WorkLink's Strategic Plan ends next year. Ms. Kelly reviewed the current strategies and recommended edits listed in the plan with committee members. Mr. Parris suggested to continue tracking WIN testing participants.

IIV. Other Business

Ms. Kelly reviewed PY'18 4th quarter performance data. WorkLink is passing all performance goals.

V. Adjourn

With no further business, the meeting was adjourned by Chair Parris at 4:58 p.m.

Respectfully submitted by: Meredith Durham