

**WORKFORCE DEVELOPMENT BOARD  
 BOARD MEETING**

**September 19, 2018 - Minutes**

**Executive Board Room – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Stephanie Collins, Chair	Jeromy Arnett	Ronnie Booth	Edgar Brown
Allen Fain	Brooke Garren	Billy Gibson	Lisa Gillespie
Robert Halfacre	Emily Hodge	Jennifer Lannom	Melanie Mclane
Ed Parris	Patrick Pruitt	Mike Wallace	Shonna Williams

**Members Absent:**

Cheryl Allmon	David Bowers	Danny Brothers	David Collins
Teri Gilstrap	Kristi King-Brock		

**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

**Guest Present:**

Julia Gamarra Mendoza	Pat Michaels	Steve Pelissier	Matt Fields
Renee Alexander	Karen Craven		

**I. Call to Order**

Chair Stephanie Collins called the meeting to order at 1:00 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. Ms. Collins introduced new board members: Emily Hodge, Shonna Williams, and Allen Fain.

**II. Approval of Minutes**

The minutes from the June 6, 2018 meeting were emailed with the meeting notice and included in the meeting packet. Chair Collins called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Mike Wallace made a motion to approve the minutes as presented, second by Jeromy Arnett. The motion carried with a unanimous voice vote.**

### **III. Special Presentation**

Mr. Pat Michaels, Co-Chair of the State Workforce Board provided an overview of the Board's activities. Mr. Michaels has been a part of the State Workforce Board for 6 years and has chaired the Governance Committee. He is also the CEO of Goodwill Industries of Upstate/Midlands South Carolina. There are 4 objectives of the SWB's strategic plan: Preparing the workforce for jobs, aligning resources and strategies, identifying workforce needs, and engaging stakeholders through outreach. The two target audiences are a person seeking skills or employment and businesses who need Human Resources support to meet the needs of the business. Mr. Michaels discussed the SC Works Outreach and Marketing initiative and invited Board members to become more involved with the initiative. Incumbent Worker Training and Innovation Grants are both funded through the State Workforce Board. Other grants that the SWB funds are Priority Population Entrepreneurship, Re-entry Navigator, Technology Enhancement, and Adult Education Training.

### **IV. Director's Report**

#### **A. DEW PY17 Summary**

Mr. Acker referred to page 9, which showed DEW's report of WorkLink's PY'17 performance in key areas. The Fund Utilization rate goal each year is 70% to be expended in each of the 3 fund streams. The goal was met in the Adult and Youth fund streams, and was 61% in Dislocated Worker. Mr. Acker explained that the Dislocated Worker percentage was not met because WorkLink received \$100,000 in additional funds from another area at year end. Mr. Acker stated that WorkLink met the Obligation Rate goal of 80% in each of the three fund streams. The WorkLink area met or exceeded all performance measures and goals. The PY'17 WorkLink Participation Levels were 323 Adult participants, 41 Dislocated Worker participants, and 160 Youth Participants.

#### **B. PY17 Monitoring Report**

Mr. Acker referred to page 16 to review the response sent to the Department of Employment and Workforce regarding the PY'17 Monitoring Report. Mr. Acker reviewed the findings and responses with the Board members. A corrective action plan was included in the response to DEW.

#### **C. Performance Negotiations**

Mr. Acker referred to page 43 to discuss WorkLink's PY'18 and PY'19 WIOA Performance Goals. Mr. Acker stated that the 12 local areas adopted the State goals for percentage performance, and individually negotiated the wage levels.

#### **D. 2018 AOP Showcase**

A Save-the-Date for the AOP Showcase was shown on page 44. The 2018 AOP Showcase will take place on November 13-14 at the Anderson Civic Center. The Board viewed the promotional video for the 2018 event. Mr. Acker invited the Board to attend the Showcase. Every 8<sup>th</sup> grader from each middle school in Anderson, Oconee, and Pickens counties attend the Showcase.

### *E. Technology Grant Request*

Page 45 showed the application for the State Workforce Board's Technology Grants. Board staff, Eckerd staff, and partners coordinated to complete the application. Once the grants are awarded, awardees will have 6 months to complete final procurement and spend the awarded funds.

## **V. Committee Reports**

### **A.) Executive Committee**

- i.) Chair Collins reviewed the actions taken by the Executive Committee since the last Board meeting. There were 2 different email votes that took place. Chair Collins read a summary of the actions taken:

On June 15, 2018 the Executive Committee voted to receive \$100,000 in Dislocated Worker funds via reallocation of resources from Midlands Workforce Development Board. The Executive Committee also voted on June 15, 2018 to transfer \$90,000 of Dislocated program funds to the Adult program.

On August 16, 2018 the Executive Committee voted to close the Satellite SC Works Centers at 12 p.m. and the Comprehensive Center at 2 p.m. on September 7, 2018 in order to allow available staff to attend Active Shooter training presented by Sherriff Rick Clark from Pickens County.

**BOARD ACTION TAKEN: Mike Wallace made a motion to ratify the actions taken by the Executive Committee, seconded by Brooke Garren. The motion carried with a unanimous voice vote.**

### **B.) Finance Committee**

#### 1) PY 17 Budget Overview

##### a. WorkLink Grants

##### i.) Adult, DW, Operator ( PY 17 Final)

Mr. Matt Fields referred to the following:

- Page 55-56: Adult Operator Budget—93.1% of the Adult Operator budget has been spent. 98.3% of the Dislocated Worker Operator budget has been spent.

Ms. Renee Alexander referred to the following:

- Page 57: Adult Program Budget—97.9% of the Adult Program budget was spent.
- Page 58: DW Program Budget –83% of the DW Program budget was spent.

##### ii.) PY17 Youth

Ms. Karen Craven referred to page 59 and stated that the 94.8% of the Youth budget was spent in PY'17. Ms. Craven stated that 107.2% of the Work Experience line item was spent.

iii.) PY'18 Adult/DW/Operator

Mr. Acker referred to page 60, which shows the letter of intent for the PY '18 Grant Awards for WIOA Operator and Adult/DW Programs.

Ms. Renee Alexander referred to the following:

- Page 75: Adult Program budget— 19% of the Adult Program budget has been spent.
- Page 76: Dislocated Worker Program budget – 23.1% of the DW program budget has been spent.
- Page 79: Rapid Response budget—4.6% of the Rapid Response budget has been spent. An additional Case Manager has been hired for the Rapid Response grant as of July 30.

Mr. Matt Fields referred to the following:

- Page 77: Adult Operator Budget – 15.1% of the Adult Operator budget has been spent. 15.3% of the DW Operator budget has been spent. Both Adult Operator and DW Operator budgets have an August goal of 16.7%.

iv.) PY'18 Youth

Ms. Karen Craven referred to page 80 and stated that 13.8% of the Youth budget has been expended. Ms. Craven pointed to line item 6505, which shows that 13.5% of the Work Experience line item has been spent.

b. In-House Budget

i.) PY'17 In-house Budget (Final)

Mr. Acker referred to the PY'17 final In-House budget sheet to note the following:

- There was a small unexpected overage on Salaries, Fringe, and Indirect line item.
- There was an approximately \$1,300 overage on Contractual and Outside Services line item.
- The total In-House budget was approximately \$3,000 below budget, so no modifications were needed.

ii.) PY'18 In-house Budget

Mr. Acker referred to the PY'18 In-house budget in the packet. Mr. Acker pointed out that the Contractual and Outside Services line item shows a proposed increase of \$7,000, for financial services that are provided for the WorkLink region. Other changes to the budget are nominal.

**BOARD ACTION TAKEN: The Finance Committee made a motion to approve the PY'18 proposed In-house Budget as as presented, second by Ed Parris. The motion carried with a unanimous voice vote.**

## VI. Ongoing Grants

### i.) Incumbent Worker Training Grants

- Rapid Response IWT: There are 2 current Rapid Response IWT contracts with Patriot Automation and Ideal Steel. Siemag is closed pending one final reimbursement. Imperial Die Casting IWT contract is final. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$150,000 has been awarded to 4 companies. Companies awarded are Allegro Industries, Mergon, Nutra, and Proper Polymers. There has been approximately \$9,000 in funds expended as of September 19, 2018.

### ii.) OJT

Mr. Acker referred to page 84 for the OJT Contract summary. There are 5 contracts with Advanced Machining, J. Davis Construction, and Michelin. Michelin's OJT contracts are in conjunction with the Michelin Manufacturing Scholars program. WorkLink will continue to reach out to employers for OJT.

### iii.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 85 in the packet, which shows invoices received and ridership numbers. 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.

## C.) Youth Committee

Mr. Robert Halfacre referred to pages 87, 92, and 93 to discuss changes that the Youth Committee are recommending to the Board.

**BOARD ACTION TAKEN: The Youth Committee made a motion to change the verbiage and revise the highlighted information on the listed forms on pages 86-93, second by Edgar Brown. The motion carried with a unanimous voice vote.**

Mr. Halfacre referred to page 94 and presented data from PY'14- PY'17 for In-School Youth enrollments.

**BOARD ACTION TAKEN: The Youth Committee made a motion to suspend serving In-School Youth and focus on serving Out-of-School Youth, second by Edgar Brown. The motion carried with a unanimous voice vote.**

Mr. Halfacre pointed to page 95, which shows the 2018 Youth RFP Final Bidder's Meeting Summary.

**BOARD ACTION TAKEN: The Youth Committee made a motion to remove the non-responsive language extension listed on page 95 in the Board packet for future RFPs, second by Ronnie Booth. The motion carried with a unanimous voice vote.**

The 4<sup>th</sup> quarter Youth performance was listed on page 96. Mr. Halfacre referred to page 97 for the Youth Service Provider Enrollment Status report. There were a total of 160 total enrollments for PY'17. The PY'18 Youth Service Provider Enrollment Status report was listed on page 98, and showed a total of 62 enrollments for PY'18 as of August 2018.

The next scheduled Youth Committee meeting is October 2, 2018.

#### **D.) OneStop Operations Committee**

Mr. Ed Parris stated that the OneStop Operations Committee met on August 22, 2018 and reviewed the Employer Services, SC Works Center, and WIOA Program Usage reports. All PY'17 reports were listed on pages 103-112 and are on track to meet their goals.

Mr. Parris stated the One Stop Operations Committee discussed the release of the requests for proposals for Adult and Dislocated Worker services, SC Works Operator, and On-the-Job Training Coordination. The RFP's are planned to be released on October 16, 2018 and will close December 11, 2018. The committee will finalize a recommendation in January 2019 and a recommendation to the Board will be forthcoming no later than the June 2019 Board meeting. Volunteers to serve on the RFP review committee are Mike Wallace, Teri Gilstrap, Ed Parris, and Danny Brothers.

**BOARD ACTION TAKEN: The One Stop Operations Committee made a motion to approve the PY'18 Request for Proposals as listed in the above paragraph, second by Mike Wallace. The motion carried with a unanimous voice vote.**

Mr. Parris announced that the Committee reviewed Eckerd Workforce Development Services' proposed budgets for PY'18 for the Adult/DW Operator and Adult/DW Program. The budgets were approved and moved to Finance for consideration.

Mr. Parris stated that 3 applications have been received for the Eligible Training Provider List. Page 113 shows a detailed description of the programs.

- SC Vocational Rehabilitation: Approved.
- Strategic Management Solutions: Approved.
- Neal Associate's Barber Supplies: Denied based on a moratorium that includes Barbering.

**BOARD ACTION TAKEN:** The One Stop Operations Committee made a motion to approve SC Vocational Rehabilitation and Strategic Management Solutions to be accepted on to the Eligible Training Provider List, second by Mike Wallace. The motion carried with a unanimous voice vote.

**BOARD ACTION TAKEN:** The One Stop Operations Committee made a motion to adopt the updated Eligible Training Provider Policy as seen on pages 114-119 in the Board packet, second by Ronnie Booth. The motion carried with a unanimous voice vote.

The One Stop Operations Committee reviewed the progress towards the Strategic Plan as of August 22, 2018. WorkKeys data was specifically discussed, and initial information from DEW and the WIN realm have been reviewed. The committee voted to suspend WorkKeys/WIN as it relates to the strategic plan. A WIN Testing Policy for the SC Works Centers was included in the packet.

The One Stop Operations Committee selected a participant to be awarded as the WIOA Alumnus of the Year at an Anderson County Economic Development event.

The next OneStop Operations Committee meeting will take place October 24, 2018.

**E.) Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 123. The committee met on August 9, 2018 to hear from Shea Marsden with Department of Social Services. Ms. Gillespie stated that the unemployment rate for individuals with disabilities is 8.3%. The next Priority Populations meeting is planned for October 11, 2018 with a representative from National Alliance on Mental Health as the speaker.

**VII. Other Business**

**BOARD ACTION TAKEN:** Brooke Garren made a motion to approve the Proposed 2019 Board Meeting Schedule, second by Jeromy Arnett. The motion carried with a unanimous voice vote.

**VIII. Adjourn**

Chair Collins adjourned the meeting at 2:24 pm.

*Respectfully submitted by: Meredith Durham*