

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

**Members Present**

Ed Parris, Chair	Danny Brothers	David Bowers	Brooke Garren
Amanda Blanton	Allen Fain		

**Members Absent:**

Teri Gilstrap	Shonna Williams
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**Staff Present:**

Jennifer Kelly	Windy Graham	Trent Acker
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**Guests Present:**

Steve Riddle	Karen Hamrick	Kal Kunkel	JT Parnell
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**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 8-22-18 Meeting Minutes**

The minutes from the 8/22/18 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: Danny Brothers made a motion to approve the minutes, seconded by David Bowers. The motion carried unanimously.**

**III. New Business**

**i. Business Services Reports**

Mr. Acker referred to page 7, which shows final expenditures of \$101,293.76 for 17IWT01. The PY'17 Rapid Response IWT grants were also listed on page 9. Mr. Acker also reviewed the 18IWT01 funding recommendations with the committee. The OJT summary showed 5 OJT contracts with Advanced Machining (1) , J. Davis Construction (1) , and Michelin (3).

ii. SC Works System

Ms. Karen Hamrick referred to page 10 to highlight year-to-date activities in the SC Works Centers. As of December 2018, 9,717 individuals have visited an SC Works Center, there have been 236 workshops, and 583 referrals to partners. Ms. Hamrick reported that page 11 shows there have been 217 hiring events and 456 jobseekers in attendance at those events. Rapid Response Activities were also listed, with Culp Velvet Wovens and Sears participating.

Page 12 shows a snapshot of demographics of WIOA participants. Mr. Steve Riddle shared that 61% of individuals who have been tested for WorkKeys or WIN scored Silver, and 15% scored Gold. Approximately \$67,000 has been used from partner funding in PY18. There have been 114 new enrollments in PY18 through December.

A success story video was shown that highlighted the Adult Participant of the Year at the Anderson County Industry Breakfast that was held in December.

iii. Mod. 2- Adult/DW Program Budget

Mr. Kal Kunkel summarized the December 2018 expenditures.

- Regular Adult Training Budget is expended at 39.3%
- Dislocated Worker Training budget is expended at 62.7%
- Operator Adult budget is expended at 42.9%
- Operator Dislocated Worker budget is expended at 43.4%
- Rapid Response budget is expended at 26.2%
- Rapid Response budget #2 is expended at 5.6%

Mr. Kal referred to page 20, which shows Contract Budget Modification #2. Eckerd is requesting a budget modification to move funds from Adult back to Dislocated Worker because of changes received from SC DEW on the Rapid Response grant. Most of the changes are to move staff salaries and fringe benefits that SC DEW would not allow in the Rapid Response grant budget back to the Formula Dislocated Worker budget. There is no overall change to the total contract budget approved in Modification #1 of \$842,000.

**ACTION TAKEN: Danny Brothers made to approve Contract Budget Modification #2 as presented, seconded by Brooke Garren. The motion carried unanimously.**

iv. WIOA Q1 Performance Reports

WorkLink has exceeded and/or met all measures in the Adult, DW, and Youth programs in the first quarter.

v. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on page 29.

**Clemson University Center for Corporate Learning**—Ms. Windy Graham stated that Clemson University Center for Corporate Learning has applied for the Clinical Medical Assistant Certificate Program with Clinical Externship. It is an in-demand occupation. The total cost is \$3,950.

**ACTION TAKEN: Danny Brothers made a motion to table Clemson University Center for Corporate Learning until additional information is received, seconded by Amanda Blanton. The motion carried unanimously.**

Fred's Appliance Academy—Fred's Appliance Academy has applied for Basic Appliance Repair. Fred's Appliance Academy is located in Ohio and is a lab based program. The total cost of the program is \$4,259.95.

**ACTION TAKEN: Amanda Blanton made a motion to deny Fred's Appliance Academy until additional information is received, seconded by Allen Fain. The motion carried unanimously.**

vi. 5<sup>th</sup> Industry Cluster

Ms. Jennifer Kelly explained that WorkLink has the ability to adopt a 5<sup>th</sup> Industry Cluster. The current 4 industry clusters are Administrative and Support and Waste Management and Remediation Services, Health Care and Social Assistance, Manufacturing, and Professional, Scientific, and Technical Services. Clusters are based on the 16 that the EDA adopted.

vii. MOU/Cost Allocation Plan

Ms. Kelly stated that the MOU/Cost Allocation Plan meeting with partners will be coming up on February 28, 2019.

viii. PY18 Monitoring- EWDS

Ms. Kelly and Ms. Graham completed PY18 monitoring for Eckerd Workforce Development Services. The monitoring report will be included in the next meeting's packet.

#### **IV. Old Business**

i. PY18 Request for Proposals

The Request for Proposals ad-hoc committee meeting has been rescheduled to February 5, 2019.

ii. Transportation Grant

Ms. Kelly referred to page 31 for the summary of ridership and expenditures for the Transportation Grant. The total ridership total is at 43%. Electric City Transit has expended 99% of the grant. The chart on page 31 shows the reason for individual ridership broken down by Training Access, Employment Access, and Maintained or Completed Training.

iii. Technology Grant

Ms. Kelly stated that WorkLink was approved for \$122,411 to upgrade the phone systems, update electrical outlets in the training room, and to upgrade various equipment in SC Works resource center locations. A kiosk will also be placed in the resource center as a new tool for check in.

iv. Strategic Plan

Ms. Kelly referred to page 41 to discuss the updates to the Strategic Plan. Ms. Kelly proposed updating goals from the Strategic Plan at the next One Stop Operations Committee meeting.

**V. Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 4:53 p.m.

*Respectfully submitted by: Meredith Durham*