



WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
August 22, 2018 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Ed Parris, Chair Danny Brothers David Bowers Teri Gilstrap (via telephone)

Members Absent:

Brooke Garren Amanda Blanton

Staff Present:

Jennifer Kelly Windy Graham Trent Acker

Guests Present:

Renee Alexander 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 the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 5-23-18 Meeting Minutes

The minutes from the 5/23/18 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. PY'17 Reports & New PY18 Reports

a. Business Services Reports

Mr. Acker referred to page 5, which shows final expenditures of \$210,605.86 for the second round of IWT funding in PY'16 (16IWT01-02). The PY'16 and PY'17 Rapid Response IWT grants were also listed on page 5. Page 6 shows the PY'17 IWT grant with a balance of \$141,133.90.

The On-the-Job Training summary was listed on page 7. There are currently 5 contracts with Advanced Machining (1), J. Davis Construction (1), and Michelin (3). Meredith Durham continues to reach out to employers for the potential of OJT contracts.

b. SC Works System

Ms. Karen Hamrick referred to page 8 to highlight year-to-date activities in the SC Works Centers. As of June 2018, 19,524 individuals have visited an SC Works Center, there have been 849 workshops, and 594 referrals to partners. Ms. Hamrick reported that page 9 shows there have been 263 hiring events and 2,124 jobseekers in attendance at those events. Rapid Response Activities are also shown, with Alice Manufacturing being the most recent event. Page 10 shows a snapshot of demographics of WIOA participants.

Ms. Hamrick referred to page 13, which shows that 2,455 individuals have visited an SC Works Center in July 2018. There have been 43 workshops with 118 in attendance during the month of July. Page 14 shows that there were 21 hiring events with 106 jobseekers in attendance during July 2018.

i. WIOA Success Story Awards

Mr. Trent Acker stated that Anderson County will be holding an event in December that will recognize workforce success stories. A Youth and Adult/DW participant will be awarded. Candidates will be identified and their stories will be shared with the OneStop Operations Committee to vote on, in order to choose a winner.

ii. Technology Grant

Mr. Acker stated that the State Workforce Board approved a Technology Grant in the amount of \$1,500,000 for technology upgrades in the SC Works centers. WorkLink will submit their proposal to DEW on September 7, 2018.

iii. Janitorial Services RFQ

Mr. Acker noted that the current janitorial contract will end soon. An RFQ will be released in the next few weeks.

iv. Active Shooter Staff Training Day

Ms. Hamrick has set up an Active Shooter Staff Training with Pickens County Sheriff Department on September 7, 2018. All WorkLink SC Works centers will be closing early on the 7th. A notification of closing has been posted in all centers and online.

c. WIOA Adult/DW Program

Ms. Renee Alexander reported on specifics of WIOA participants. Ms. Alexander referred to page 10, which shows a snapshot of participant demographics. There have been 234 WIOA enrollments through June 2018. Page 12 shows program outcomes and follow up services: 146 individuals gained employment, 74 gained a credential, and 114 achieved a measurable skills gain. The biggest training provider is Tri County Technical College with 30 participants. \$148,685 of Tri County Technical College's funds has been utilized. Ms. Alexander referred to pages 15-17 for participant demographics and WIOA Career, Training, and Follow-Up Services reports for July 2018.

d. Financial

Ms. Renee Alexander summarized the June 2018 expenditures.

- Regular Adult Training Budget is expended at 97.9%
- Dislocated Worker Training budget is expended at 83%
- Operator Adult budget is expended at 93.1%
- Operator Dislocated Worker budget is expended at 98.3%

Ms. Jennifer Kelly pointed to pages 22-41, which shows a letter of intent and anticipated budgets for the PY '18 WIOA Operator and Adult/DW Program Services. The full amount from DEW will not be available until October 1st, 2018. The budgets listed in the packet are what Eckerd Connects will follow until the final award is given. Eckerd is anticipating a total budget amount of \$740,000 for the Adult/DW Program and \$85,000 for Operator in PY '18.

Ms. Renee Alexander summarized the July 2018 expenditures.

- Regular Adult Training Budget is expended at 8.6%
- Dislocated Worker Training budget is expended at 5.7%
- Operator Adult budget is expended at 7.5%
- Operator Dislocated Worker budget is expended at 7.5%

IV. New Business

a. WIOA Q3 Performance Reports

Ms. Windy Graham referred to pages 42-43 to highlight the PY'17 WIOA 3rd Quarter Performance Reports. Ms. Graham stated that WorkLink is meeting or exceeding each performance measure listed in the reports. The WIOA Performance Goals for PY '18 and '19 were listed on page 44. Ms. Graham also reported the 4th Quarter Performance Reports to the committee members.

b. Self Sufficiency Wage

Ms. Graham stated that previously the One Stop Operations Committee decided that the self sufficiency wage rate was \$12.47. Mr. Acker and Ms. Graham stated that the committee has the option to lower the self sufficiency wage rate from \$12.47 to \$12.32. Wages will be negotiated with the Department of Employment and Workforce. The current self sufficiency wage rate was established from a United Way wage study. The One Stop Operations Committee agreed to keep the self sufficiency wage rate at \$12.47 per hour.

c. ETPL Policy

Ms. Graham referred to pages 46-52 and stated that there are currently two policies for the ETPL: the Eligible Training Provider Policy and the policy on the appeals process. Ms. Graham recommended merging the two policies into one, as well as adding information about apprenticeships into the policy. The purpose of merging the two policies is to make information more clear to applicants applying to the ETPL.

ACTION TAKEN: Danny Brothers made a motion to combine the two existing ETPL policies into one comprehensive policy, seconded by David Bowers. The motion carried unanimously.

d. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on page 45.

SC Vocational Rehabilitation—Ms. Windy Graham stated that SC Vocational Rehabilitation applied for Heavy Equipment Operator Training. Clients who enroll in this training must be eligible for SC Vocational Rehabilitation’s services and would automatically be co-enrolled with a WIOA Career Coach.

ACTION TAKEN: Danny Brothers made a motion to approve SC Vocational Rehabilitation as an eligible training provider, seconded by David Bowers. The motion carried unanimously.

N.A.B.S. Inc.—Ms. Windy Graham stated that N.A.B.S. Inc. applied for a training to teach customers how to weave hair. N.A.B.S. Inc. was sent a denial letter based on the moratorium in place on Barbering and Cosmetology. N.A.B.S. Inc. is in the process of appealing the denial.

Strategic Management Solutions—Ms. Windy Graham stated that Strategic Management Solutions applied for Lean Six Sigma Green Belt with Minitab training. Ms. Shaniqua Green with Strategic Management Solutions stated that she is not a training provider, but is considered a consultant. Strategic Management Solutions trains where space is available on college campuses in the Charleston area.

ACTION TAKEN: Teri Gilstrap made a motion to approve Strategic Management Solutions as an eligible training provider, seconded by Danny Brothers. The motion carried unanimously.

e. PY18 Request for Proposals

David Bowers made a motion to go into Executive Session, second by Danny Brothers.

IV. Old Business

a. Strategic Plan

Ms. Jennifer Kelly referred to page 54-60 for the Strategic Plan Updated Report.

- The Business Services Integration Team and Partners will be meeting August 24, 2018.
- WIOA Success Story posters have been printed and placed in the WorkLink SC Works Centers and will be posted at job fairs.
- The Clemson SC Works Center has been certified as of 2017 and the certification is hanging in the lobby of the center. The Satellite Centers have not been certified, but a state workgroup has been formed in order to formalize Satellite Center standards.

b. Transportation Grant

Mr. Acker referred to page 53 for the summary of ridership and expenditures for the Transportation Grant. The total ridership total is at 43%, with a goal of 60%. The chart on page 53 shows the reason for individual ridership broken down by Training Access, Employment Access, and Maintained or Completed Training. Electric City Transit has spent 58% of the Transportation Grant funds as of August 2018.

V. **Other Business**

Mr. Trent Acker stated that WIN is in the process of consolidating a Validation Report. Mr. Acker referred to page 61, which shows the WIN Testing in the SC Works Centers Policy. The Clemson SC Works Center will offer WIN Testing twice per month.

ACTION TAKEN: Teri Gilstrap made a motion to suspend strategies and/or goals associated with WorkKeys and WIN until further information is given, seconded by Danny Brothers. The motion carried unanimously.

VI. **Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 4:03 p.m.

Respectfully submitted by: Meredith Durham