

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

February 6, 2019 Minutes

Seminar Room II – Clemson University - Martin Inn & Conference Center

Members Present:

Jeromy Arnett	Danny Brothers	Stephanie Collins	Allen Fain
Brooke Garren	Billy Gibson	Emily Hodge	Grayson Kelly
Ed Parris	Patrick Pruitt	Mike Wallace	
Teri Gilstrap (via phone)			

Members Absent:

Cheryl Allmon	Ronnie Booth	David Bowers	Edgar Brown
David Collins	Lisa Gillespie	Robert Halfacre	Kristi King-Brock
Jennifer Lannom	Melanie McLane	Shonna Williams	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guest Present:

Zach Nickerson	Kal Kunkel	Renee Alexander	Steve Riddle
Karen Hamrick	Karen Craven		

I. Call to Order

The meeting was called to order at 1:01 pm. Ms. Stephanie Collins announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes.

II. Approval of Minutes

The minutes from the November 7, 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. Director's Report

A. Staff Training

Mr. Trent Acker proposed on April 5, 2019, that all SC Works Center staff receive sexual harassment, sensitivity, and etiquette training. In order for training to take place, the centers would need to close at 11:30 a.m. Staff will ensure that appropriate measures are taken to notify the public through signs posted in centers and on social media accounts.

BOARD ACTION TAKEN: Mike Wallace made a motion to close all SC Works WorkLink Center locations on April 5, 2019 beginning at 11:30 a.m. for staff training, second by Ed Parris. The motion carried with a unanimous voice vote.

B. Sector Strategies

Mr. Trent Acker referred to pages 9-10 in the meeting packet, which shows a launch invitation and partner letter written for the Sector Strategies initiative. WIOA is required to develop sector strategy partnerships. WorkLink is part of the Greater Upstate Sector Partnerships team (WorkLink, Greenville, Upstate, and Upper Savannah regions), which is focused on diversified manufacturing. The Greater Upstate launch event will be a forum for employers to participate in and discuss issues and solutions in diversified manufacturing industry. The partner letter will be delivered to all partners in the Greater Upstate area.

C. PY18 WIOA Performance

Mr. Acker referred to page 11, which shows PY18 WIOA performance rolling four through 1st quarter, which is provided from the Department of Employment and Workforce. WorkLink is shown on the second column. WorkLink is meeting or exceeding all goals. The boxes filled in with gray represent baseline measures.

D. Success Stories

A video was shown to the Board highlighting the Adult and Youth Participants of the Year that were recognized at an Anderson County Manufacturing Alliance meeting. The Adult participant is Ms. Kandace Bell, and the Youth participant is Mr. Justin Loveland.

IV. 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 11/14/2018 the Executive Committee approved a request in the amount of \$94,000 of Rapid Response funding from the Department of Employment and Workforce. These funds have since been awarded and will be discussed further in the Finance Committee section of the Board meeting.

On 11/15/2018 the Executive Committee approved a proposal from the Youth Committee to increase the incentive for GED/High School Diploma to \$150.00 and modify the incentive for achieving a WorkKeys or WIN score bronze or greater to \$100.00.

On 12/26/2018 the Executive Committee approved the funding recommendations of the ad hoc IWT Committee, the details of which will be covered in the Finance Committee section of the Board meeting.

On 1/7/2019 the Executive Committee approved the selection of A3 Communications as the winner of the bid to replace and enhance the phone system in the Clemson SC Works Center.

On 1/28/2019 the Executive Committee approved a total transfer of \$470,000.00 from the DW program to the Adult program. The details of the transfer will be covered in the Finance Committee section of the Board meeting.

BOARD ACTION TAKEN: Jeromy Arnett made a motion to ratify the actions taken by the Executive Committee, seconded by Patrick Pruitt. The motion carried with a unanimous voice vote.

B.) Finance Committee

1) PY 18 Budget Overview

a. WorkLink Grants

i.) Adult, DW, Operator

Ms. Renee Alexander referred to the following as of December 2018:

- Page 16: Adult Program budget— 39.3% of the Adult Program budget expended.
- Page 17: Dislocated Worker Program budget – 62.7% of the DW program budget expended. Ms. Alexander stated the line item showing the overage will be addressed when Kal goes over the modification.
- Page 18: Operator Adult budget – 42.9% of the Operator Adult budget expended.
- Page 19: Operator DW budget—43.4% of the Operator DW budget expended.
- Page 20: Rapid Response Grant PY17—26.2% expended.
- Page 21: Rapid Response Grant PY18—5.6% expended. This is a new grant.
- Page 22: Obligation Report-- Total vouchers paid is \$145,145.30 and vouchers not paid is \$43,696.22. The Obligation Report is a way to track additional training funds that may be needed and to keep track with obligations for the year.

ii.) PY18 Adult/DW, Modification 2

Mr. Kal Kunkel stated that Eckerd is requesting a budget modification to move \$470,000 in 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 budget back to where they were on Formula Dislocated Worker Budget. There is no overall change to the total contract budget approved in Modification #1 of \$842,000.

BOARD ACTION TAKEN: The Finance Committee made a motion to approve the Adult/DW budget modification #2 request as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

iii.) PY18 Youth

Ms. Karen Craven referred to page 31 and stated that the 40.6% of the Youth budget has been expended through December 2018. Ms. Craven pointed to the Work Experience line item and stated that 100% of those funds are mandated to be expended by the end of PY'18. Ms. Craven stated that 24.9% of Work Experience stipends have been expended as of December 2018.

b. In-House Budget

i.) PY'18 In-house Budget

Mr. Acker referred to the PY'18 In-House budget sheet on page 32 to note the following:

- Proposed transfer request is highlighted on the in-house budget sheet. Mr. Acker reminded Board members that the law allows a transfer of up to 100% of funds in either direction.
- AOP Showcase budget was fully expended.
- Salaries, fringe, and indirect costs have changed because a portion of that funding can now be charged to the IWT grant.
- Facilities costs decreased due to 3 FTE DSS employees moving into the Clemson SC Works Center.

c. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 current Rapid Response IWT contract with Lakeside Steel and Machine and 3 recently closed contracts with Patriot Automation, Siemag, and Ideal Steel shown on page 34. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 18IWT01: Listed on page 33, WorkLink has received approximately \$200,000 in training funds for IWT. The awarded companies are United Tool and Mold, Michelin, Ulbrich, PMi2, Paragon Hotel Company, era-contact, McLaughlin Body Company, Shaw Industries, and Reliable Automatic Sprinkler.

ii.) OJT

Mr. Acker referred to page 36 for the OJT Contract summary. There are 5 total contracts with Advanced Machining, J. Davis Construction, and Michelin. Advanced Machining and J. Davis' contracts were unsuccessful and have been reimbursed. OJT participants have the option to

participate in continued services with their assigned Career Coach after OJT concludes. Michelin's OJT contracts were all successful and have been reimbursed. WorkLink will continue to reach out to employers for OJT.

iii.) **Technology Grant**

Mr. Acker stated WorkLink was awarded \$122,500 for a technology grant to use for technology upgrades in the SC Works Centers. WorkLink is now in the process of firm procurement of substantial technology services. WorkLink will receive a new phone system and other technology upgrades.

iv.) **Transportation Demo Grant**

The Transportation Grant Summary was listed on page 35 in the packet, which shows invoices received and ridership numbers through October 2018. 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. An extension has been awarded through June 2019.

C.) **Youth Committee**

Ms. Stephanie Collins referred to Mr. Trent Acker to review the I-Best Integrated Manufacturing/Healthcare Pathways, listed on pages 37-39. Mr. Acker stated that the Pathways were developed by Tri County Technical College and Adult Education centers in Anderson, Oconee, and Pickens counties.

Mr. Acker referred to page 40, which shows the actual awards paid to the AOP School Districts for the 2018 AOP Showcase. The yellow highlighted sections show the amount that WorkLink paid. The total amount paid to districts was \$4,805.05.

The Youth Committee adopted to fund \$2,500 for the 2019 AOP Showcase, as opposed to \$5,000 in previous years. Mr. Acker stated that the AOP Showcase balance sheet is healthy, relative to the need for participants and Youth Committee.

BOARD ACTION TAKEN: The Youth Committee made a motion to fund \$2,500 for the 2019 AOP Showcase event, seconded by Ed Parris. The motion carried with a unanimous voice vote.

Ms. Crite stated that the proposed PY19 Youth Budget Negotiation Committee members are Kristi King-Brock, Robert Halfacre, Jeromy Arnett, and Rick Murphy.

BOARD ACTION TAKEN: The Youth Committee made a motion approve the PY19 Youth Budget Negotiation Committee members as presented, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

Ms. Crite referred to page 41 and highlighted that there are 120 total PY'18 PYC enrollments.

Ms. Crite stated that there were 2 new Youth membership applications listed on pages 42-43, for Ms. Berdina Hill and Ms. Sheila Ford.

BOARD ACTION TAKEN: The Youth Committee made a motion approve the 2 new Youth membership applications as presented, seconded by Patrick Pruitt. The motion carried with a unanimous voice vote.

Ms. Crite referred to pages 44-73, which shows the Youth Strategic Plan. The Youth Committee recommends adding WIN testing into the Strategic Plan.

BOARD ACTION TAKEN: The Youth Committee made a motion add WIN testing into the Youth Strategic Plan, seconded by Jeromy Arnett. The motion carried with a unanimous voice vote.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations committee met on January 23, 2019. Mr. Parris referred to pages 76-79 which showed the SC Works usage reports through December 2018.

Mr. Parris referred to Ms. Windy Graham for information on the ETPL applications. Ms. Graham stated that 4 applications have been received for the Eligible Training Provider List. Page 75 shows a detailed description of the programs.

- Clemson University Center for Corporate Learning was tabled because the Committee requested more information on costs for similar programs in the local area.
- Fred's Appliance Academy was denied based on the following factors: training programs offered are not within the four in-demand career clusters adopted by WorkLink, and the training provider does not offer programs of study within 150 miles of Clemson, SC.

The Adult/DW Program, OneStop Operator, and On-the-Job Training Coordination RFPs were released on October 16, 2018 and closed on December 11, 2018. The RFP Committee members are Danny Brothers, Teri Gilstrap, Mike Wallace, and Ed Parris.

BOARD ACTION TAKEN: Allen Fain made a motion enter budget negotiations with Eckerd Workforce Development for Adult/DW Program for PY2019, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

BOARD ACTION TAKEN: Jeromy Arnett made a motion to enter budget negotiations with Eckerd Workforce development for the OneStop Operator for PY2019, seconded by Patrick Pruitt. The motion carried with a unanimous voice vote.

BOARD ACTION TAKEN: Emily Hodge made a motion keep On-the-Job Training Program in-house, seconded by Billy Gibson. The motion carried with a unanimous voice vote.

E.) Priority Populations Committee

Mr. Pat Pruitt referred the committee to page 80. The committee met on January 8 to hear from Felicia Roberson, the Back-to-Work Coordinator with the SC Department of Employment and Workforce. Mr. Pruitt stated that the unemployment rate for individuals with disabilities is 7.7%. The next Priority Populations meeting is planned for March 12, 2019.

Chair Collins adjourned the meeting at 2:04 pm.

Respectfully submitted by: Meredith Durham