

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
March 20, 2019 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Ed Parris, Chair	Danny Brothers	David Bowers	Shonna Williams
Allen Fain			

Members Absent:

Teri Gilstrap	Brooke Garren	Amanda Blanton
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Staff Present:

Meredith Durham	Jennifer Kelly	Windy Graham	Trent Acker
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Guests Present:

Laura Cox	Steve Riddle	Karen Hamrick
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I. Welcome and Introductions

Chair Ed Parris officially called the meeting to order at 3:03 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 1-23-19 Meeting Minutes

The minutes from the 1/23/2019 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: David Bowers made a motion to approve the minutes, seconded by Danny Brothers. The motion carried unanimously.

III. New Business

i. Business Services Reports

Ms. Durham referred to page 6, which showed the PY18 IWT grant summary. There have been 9 companies awarded funds for 18IWT01. The grant runs through April 2020. The OJT summary showed 6 OJT contracts with Advanced Machining (1) , J. Davis Construction (1) , Michelin (3), and Patriot Automation (1). There are also more OJT contracts in the process with Patriot Automation and the School District of Pickens County. Mr. Trent Acker stated that there has been an opportunity for additional IWT funding for WorkLink.

ii. SC Works System

Ms. Karen Hamrick referred to page 10 to highlight year-to-date activities in the SC Works Centers. As of February 2019, 13,226 individuals have visited an SC Works Center, there have been 477 workshops, and 737 referrals to partners. Ms. Hamrick reported that page 11 shows there have been 21 hiring events and 491 jobseekers in attendance at those events.

Page 12 shows a snapshot of demographics of WIOA participants. Mr. Steve Riddle shared that the year-to-date total of individuals in training services are as follows: 43 in GED training, 117 in Occupational training, and 6 in On-the-Job training. Approximately \$97,000 has been used from partner funding in PY18. There have been 151 new enrollments in PY18 through February.

Success stories were highlighted on pages 12-13.

iii. Mod. 2- Adult/DW Program Budget

Mr. Steve Riddle summarized the February 2019 expenditures.

- Regular Adult Training Budget is expended at 55.7%
- Dislocated Worker Training budget is expended at 51%
- Operator Adult budget is expended at 58.9%
- Operator Dislocated Worker budget is expended at 60.9%
- Rapid Response budget is expended at 38.5%
- Rapid Response budget #2 is expended at 13%
- 71% of the Adult Program budget has been obligated
- 26% of the Dislocated Worker budget has been obligated

iv. PY18 Monitoring- EWDS

Eckerd's monitoring report was listed on pages 21-28. Observations were noted in the report. There were no findings.

v. Q1 Performance Report

Ms. Kelly pointed to page 29 for the 1st Quarter Rolling 4 Performance Summary. WorkLink is meeting all goals.

vi. 5th Industry Cluster

Ms. Kelly pointed to page 38, which showed the 4 current in-demand industry clusters and 2 occupation exceptions for the WorkLink area. Pages 33-37 highlighted available industry clusters, bright outlook occupations, current clusters (national data) and industry projections for South Carolina in 2016-2026.

ACTION TAKEN: Danny Brothers made a motion to adopt Construction as a 5th industry cluster in the WorkLink area, seconded by David Bowers. The motion carried unanimously.

vii. ETPL Applications

Ms. Windy Graham reported that five training providers have applied for the Eligible Training Provider List, listed on pages 39-42.

Capstone Career Development Center—Ms. Windy Graham stated that Capstone Career Development Center has applied for Chairside Dental Assisting with Dental Administrative Assisting, Medical Administrative Assisting Course, and Medical Billing and Coding. All three applied for are in-demand occupations.

ACTION TAKEN: Danny Brothers made a motion to approve Capstone Career Development Center to be on the Eligible Training Provider List, seconded by David Bowers. The motion carried unanimously.

Carolina Computer Training— Carolina Computer Training has applied for Professional Certification in Digital Marketing. This is not an in-demand occupation.

ACTION TAKEN: Carolina Computer Training was tabled until further information is received.

Clemson University: Center for Corporate Learning—Ms. Windy Graham stated that Clemson University Center for Corporate Learning applied for Clinical Medical Assistant Certificate Program, PMP Certification Prep 1, PMP Certification Prep 2, and QuickBooks 2019 Series. Training costs are comparable to other schools who offer the same courses. The Clinical Medical Assistant Certificate Program results in a certification, however the others are courses only.

ACTION TAKEN: Danny Brothers made a motion to approve the Clinical Medical Assistant Certificate Program and deny all other programs Clemson University: Center for Corporate Learning applied for, seconded by David Bowers. The motion carried unanimously.

MedCerts—Ms. Windy Graham stated that MedCerts was denied from the ETPL on 6/4/2018. MedCerts has re-applied for HI-5200 Professional Biller, MF-1000 Foundational Skills for Manufacturing, and VA-3000 Veterinary Assistant.

ACTION TAKEN: David Bowers made a motion to deny MedCerts to be on the Eligible Training Provider List due to only offering online courses, seconded by Danny Brothers. The motion carried unanimously.

Tri County Technical College— Tri County Technical College is currently on the Eligible Training Provider List. They have applied for a new Electrical Lineman program that they will be offering.

The program is a comprehensive training that will prepare candidates for entry-level line work positions.

ACTION TAKEN: Shonna Williams made a motion to approve Tri County Technical College's Electrical Lineman program to be on the Eligible Training Provider List, seconded by David Bowers. The motion carried unanimously.

NOTE: Mr. Danny Brothers abstained from the vote.

viii. Strategic Plan Revision/Updates

Ms. Kelly referred to pages 43-48 and asked the committee to provide suggestions on revisions to the Strategic Plan.

The Committee members suggested developing a WorkKeys/WIN Survey for employers to ask which assessments they are implementing as a short term goal. Other regions could be encouraged to participate. The survey would include identifying resources for applicants on skills as it relates to assessments and challenges with ESOL.

Ms. Karen Hamrick provided an analysis of workshop strategies in the WorkLink region. Workshop calendars are posted on social media, the SC Works website, delivered to partners via email, and posted in the resource room weekly. WIOA requires participants to attend the Resume and Interview workshops. Workshops are offered every day each month (M-F). Attendance has been low recently, due to low unemployment rates.

Additional information on the Strategic Plan will be provided at the next OneStop Operations Committee meeting.

V. Adjourn

With no further business, the meeting was adjourned by Chair Parris at 3:58 p.m.

Respectfully submitted by: Meredith Durham