



**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**May 22, 2019 @ 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**Members Present**

Ed Parris, Chair	Danny Brothers	David Bowers	Teri Gilstrap
Allen Fain	Amanda Blanton	Shonna Williams	

**Members Absent:**

Brooke Garren

**Staff Present:**

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

Steve Riddle	Karen Hamrick	Renee Alexander	Matt Fields
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**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 3-20-2019 Meeting Minutes**

The minutes from the 3/20/19 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'18 Reports**

**i. Business Services Reports**

Mr. Acker referred to page 6, which shows the 18IWT01 summary report. Expenditures are beginning to be submitted. IWT grants now have an 18 month period to expend funds. The PY'17 Rapid Response IWT grants were also listed on page 7. The OJT summary showed a total of 8 OJT contracts with Advanced Machining, J. Davis Construction, Michelin North America, Patriot Automation, and School District of Pickens County.

ii. SC Works System

Ms. Karen Hamrick referred to page 11 to highlight year-to-date activities in the SC Works Centers. As of April 2019, 16,241 individuals have visited an SC Works Center, there have been 405 workshops, and 821 referrals to partners. Ms. Hamrick reported that page 12 shows there have been 240 hiring events and 575 jobseekers in attendance at those events. Rapid Response Activities were also listed, with Anderson Independent Mail, Plastic Omnium, Freds, and Shaw Industries participating. There have also been Expungement workshops each quarter, with at least 15 attendees participating at each session.

Ms. Jennifer Kelly stated that WorkLink has applied for a Re-entry grant with Anderson County, through the Department of Employment and Workforce. The total grant award is \$150,000 over a 2 year period. Five grants total will be awarded to local areas. WorkLink has also applied for an Outreach grant with SC DEW. Ms. Kelly stated that there were no significant changes to the MOU and Cost Allocation Plan.

Page 13 shows a snapshot of demographics of WIOA participants. Mr. Steve Riddle shared that approximately \$124,035 has been used from partner funding in PY18. There have been 222 new enrollments in PY18 through May. Pages 15-16 highlight participant success stories.

iii. WIOA Adult/DW Program Budget

Ms. Karen Hamrick and Mr. Steve Riddle summarized the April 2019 expenditures.

- Regular Adult Training Budget is expended at 71.5%
- Dislocated Worker Training budget is expended at 59.1%
- Operator Adult budget is expended at 75.7%
- Operator Dislocated Worker budget is expended at 78.5%
- Rapid Response budget is expended at 52.9%
- Rapid Response budget #2 is expended at 23.9%

Ms. Renee Alexander stated that the Rapid Response 1 grant is discontinued as of April 30, 2019. The Rapid Response case manager will be moved to the traditional program.

**IV. New Business**

iv. PY'19 Eckerd Budgets

Ms. Jennifer Kelly stated that the first Budget Negotiations Committee meeting has taken place. Negotiations are still in the process of being finalized. Ms. Kelly has a copy of the budgets if committee members would like to view them.

v. SC Works Certification Standards

Ms. Kelly stated that the Clemson SC Works Certification needs to be renewed, and the Satellite centers need to be certified. The SC Works Certification Standards Instruction Letter, State Instruction Letter, Management Standards, Job Seeker Standards, Business Services Standards, and PY'18 SC Works Certification Standards Assessment Report were included in the packet.

WorkLink recommends that the Clemson, Anderson, Easley and Seneca centers be certified July 1, 2019-June 30, 2021. The SC Works Operations Plan was located on pages 58-73. The The WorkLink Business Engagement Plan was listed on pages 74-80. Ms. Kelly and Ms. Hamrick reviewed changes made to these plans. The draft certificates were listed in the packets beginning on page 81.

vi. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on pages 85-87.

**Carolina Computer Training**—Ms. Windy Graham stated that Carolina Computer Training has applied for the Professional Certification in Digital Marketing. It is not an in-demand occupation. The total cost is \$2,299.00. Carolina Computer Training has been previously approved for the ETPL.

**ACTION TAKEN: Amanda Blanton made a motion to deny the Professional Certification in Digital Marketing program, seconded by David Bowers. The motion carried unanimously.**

**ECPI University**—ECPI University has applied for Computer and Information Science, Bachelor of Science-Cybersecurity Concentration. This program is an in-demand occupation. The total cost of the program is \$67,156.00. ECPI has been previously approved for the ETPL.

**ACTION TAKEN: Danny Brothers made a motion to approve the Computer and Information Science, Bachelor of Science- Cybersecurity Concentration, seconded by David Bowers. The motion carried unanimously.**

**KEY Movement LLC**—Key Movement LLC has applied for the CDL Learners Permit Course. This program is an in-demand occupation. The total cost of the program is \$423.00. This program is an in-person program located in Columbia and Hemingway, SC.

**ACTION TAKEN: Danny Brothers made a motion to deny Key Movement LLC, seconded by David Bowers. The motion carried unanimously.**

**Second Chance Jobs, LLC**—Second Chance Jobs, LLC has applied for Pre-Apprenticeship Certificate Training (PACT)- Basic HVAC, PACT Building Construction Technology, PACT Carpentry, PACT Electrical, PACT Landscaping, PACT Masonry, PACT Painting and Finishing, PACT Pest Control, PACT Plumbing, and PACT Weatherization. These are instructor taught programs in Mount Pleasant, SC. Each program is \$7,500.

**ACTION TAKEN: David Bowers made a motion to deny Second Chance LLC, seconded by Danny Brothers. The motion carried unanimously.**

**IV. Other Business**

Mr. Trent Acker reviewed PY'18 3<sup>rd</sup> quarter rolling 4 performance data. WorkLink is passing all performance goals.

**V. Adjourn**

With no further business, the meeting was adjourned by Chair Parris at 4:51 p.m.

*Respectfully submitted by: Meredith Durham*