

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**September 18, 2019 Minutes**

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

**Members Present:**

Jeromy Arnett	Edgar Brown	David Collins	Stephanie Collins
Allen Fain	Brooke Garren	Billy Gibson	Lisa Gillespie
Teri Gilstrap	Robert Halfacre	Grayson Kelly	Kristi King-Brock
Ed Parris	Patrick Pruitt	Mike Wallace	Shonna Williams

**Members Absent:**

Cheryl Allmon	David Bowers	Danny Brothers	Emily Hodge
Jennifer Lannom	Melanie McLane		

**Staff Present:**

Trent Acker	Jennifer Kelly	Windy Graham	Sharon Crite
Meredith Durham			

**Guest Present:**

Renee Alexander	Karen Hamrick	JT Parnell	Karen Craven
Steve Pelissier	Melissa Rodgers	Matt Fields	

**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 June 5, 2019 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 Kristi King-Brock. The motion carried with a unanimous voice vote.**

### III. Director's Report

#### A. Draft Monitoring Report

Mr. Trent Acker referred to pages 9-18, which showed the PY18 Financial and Programmatic Monitoring Report received from the SC Department of Employment and Workforce. Mr. Acker reviewed current year issues and noted that page 18 summarizes the follow-up of prior year recommendations. WorkLink will send a response back to SCDEW, and a final response will be sent back to WorkLink.

#### B. PY18 Summary

Mr. Acker pointed to pages 19-25 and stated that WorkLink did not meet the fund utilization rate for PY18 for Dislocated Worker funding because WorkLink accepted funds from Midlands Workforce Board. The fund utilization rate for Adult and Youth was met. A response will be written from WorkLink to SCDEW explaining why the fund utilization rate was not met. Mr. Acker noted that WorkLink met the Obligation Rate and Participant Cost Rate in all three fund streams. WorkLink also passed all given performance measures. WorkLink served 13 more Adults than in PY17 and 1 fewer Dislocated Worker. WorkLink grants and expenditures were listed on page 25.

On page 26, Mr. Acker reviewed the Sanctions Policy proposed by the State Workforce Board. WorkLink had the opportunity to review and submit comments to the SWB. All comments will be reviewed and revisited at the next SWB meeting. Mr. Acker will send the comments WorkLink submitted to any interested Board member.

#### C. Rapid Response

Mr. Acker announced that a Belton company, Hydro, has announced that it will be closing. Approximately 175 employees will be affected by the layoff. Since March 2019, approximately 800 individuals have been affected by layoffs. Companies include Plastic Omnium, Shaw Industries, Pain Management Clinic, and Hydro. Smaller closures, like Fred's, have happened as well.

#### D. WDB By-laws

On page 36, Mr. Acker referred to a proposed change to a by-law of the WorkLink Board. The Council chairs have proposed to amend the Executive Committee composition to include "or a board member designee representing the college who is serving in the President's place". The full sentence reads: "The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, immediate past board chairperson, the president of Tri-County Technical College or "a board member designee representing the college who is serving in the President's place", and three at large members appointed by the three County Council chairs from among the membership.

**BOARD ACTION TAKEN: Mike Wallace made a motion to approve the change to the by-laws as written, seconded by David Collins. The motion carried with a unanimous voice vote.**

## IV. Committee Reports

### A.) Executive Committee

- i.) Chair Collins reviewed the actions taken by the Executive Committee since the last Board meeting. Chair Collins read a summary of the actions taken:

The Executive Committee approved for the WorkLink offices to close at 11:30 a.m. on Friday, August 23 in place of Friday, October 18 for staff training. The training that was scheduled for October 18 has been cancelled.

**BOARD ACTION TAKEN: Grayson Kelly made a motion to ratify the actions taken by the Executive Committee, seconded by Edgar Brown. The motion carried with a unanimous voice vote.**

### B.) Finance Committee

#### 1) Budget Overview

##### a. WorkLink Grants

##### i.) PY 18 Adult, DW, Operator Final Budgets

Ms. Renee Alexander referred to the following as of June 30, 2019:

- Page 38: Adult Operator budget— 94.1% of the Adult Operator budget expended.
- Page 39: Dislocated Worker Operator budget – 97.6% of the DW operator budget expended.
- Page 40: Adult Program budget – 86.1% of the Adult Program budget expended. Ms. Alexander noted that approximately \$140,000 of other scholarship funds were used for Adult participants.
- Page 41: DW Program budget—92.6% of the DW Program budget expended.

##### ii.) PY 18 Youth Final Budgets

Ms. Karen Craven referred to page 42 and stated that 93.1% of the Youth budget was expended through June 30, 2019. Ms. Craven pointed to the Work Experience line item and stated that 93.4% of Work Experience stipends were expended through June 2019. Ms. Craven noted that 19 students have entered advanced training in PY18.

##### iii.) PY19 Adult, DW, Operator Budgets

Ms. Renee Alexander referred to the following as of August 2019:

- Page 44: Adult Operator budget— 15.3% of the Adult Operator budget has been expended.
- Page 45: DW Operator budget – 20.1% of the DW Operator budget has been expended.
- Page 46: Adult Program budget – 18.0% of the Adult Program budget has been expended.
- Page 47: DW Program budget—9.8% of the DW Program budget has been expended.
- Rapid Response budget #2- 29.9% of the Rapid Response 2 budget has been expended.

iv.) PY19 Youth Budget

Ms. Karen Craven referred to page 48 and stated that 13.3% of the Youth budget has been expended through August 2019. Ms. Craven pointed to the Work Experience line item and stated that 8.1% of Work Experience stipends were expended through August 2019, which equates to 470 hours of training.

b. In-House Budget

i.) PY18 In-house Budget

Mr. Acker referred to the PY'18 In-House budget sheet on page 43. Mr. Acker stated that the Salaries, Fringe, and Indirect line item shows an overage, but there is not in the actual budget. He explained that this line item was forecasted to be the same in the second half of the year as it was in the first half, but in actuality it was not. The initial budget is available in previous board meeting packets.

ii.) PY19 In-house Budget

The proposed in-house budget for PY19 was listed on page 51. The budget was presented and approved by the Finance Committee, which includes the transfer of \$250,000 from Dislocated Worker funding to Adult funding for the program year. The presented PY19 budget represents all funds allocated to WorkLink for the year. Undesignated funds will be moved to the appropriate line item when funding becomes available October 1 through a budget modification with Eckerd.

**BOARD ACTION TAKEN: Ed Parris made a motion for the transfer of \$250,000 of Dislocated Worker funding to be transferred to the Adult program for PY19, seconded by Brooke Garren. The motion carried with a unanimous voice vote.**

c. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 current Rapid Response IWT contract with Lakeside Steel and Machine, with a balance of approximately \$19,000. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- PY18 IWT: Listed on pages 52-53 are the PY18 IWT grant summaries. WorkLink staff will continue to monitor the grant as expenditures are submitted. These are 18 month grants. WorkLink staff will continue to work with companies to receive reimbursement requests.

ii.) OJT

Mr. Acker referred to page 55 for the OJT Contract summary. There are 2 total active contracts with Patriot Automation and MST Concrete.

iii.) Technology Grant

Mr. Acker pointed to page 56 for a summary of items that were purchased through the Technology Grant, which ended in June. WorkLink received every anticipated item with the grant funds.

iv.) Website Provider

On page 57, Mr. Acker shared the Website Maintenance RFQ Score Card with board members. The Finance Committee recommends Art Design as the website provider.

**BOARD ACTION TAKEN: The Finance Committee made a motion to approve Art Design as WorkLink's website maintenance provider, seconded by Edgar Brown. The motion carried with a unanimous voice vote.**

C.) Youth Committee

Ms. Stephanie Collins referred to Ms. Kristi King-Brock to review the PY18 Final PYC New Enrollment Report. Ms. King Brock stated that as of June 2019, there were 158 individuals enrolled in the Youth program, exceeding the goal of 156 for PY18. PYC has a total enrollment of 55 in PY19. The next Youth Committee meeting is scheduled for October 8, 2019.

Ms. King-Brock shared that the 2020 Youth Committee recommended meeting dates are: January 21, March 3, May 5, August 4, and October 13.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the 2020 Youth Committee meeting dates as stated, seconded by David Collins. The motion carried with a unanimous voice vote.**

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations committee met on August 21, 2019. Mr. Parris stated that the Employer Services, SC Works Center, and WIOA Program Usage reports were reviewed at the committee meeting and could be viewed on pages 64-67. Some highlights include:

- 19,418 individuals served in-person through the SC Works Centers in PY2018
- 9 Rapid Response layoff events held, and there were 376 individuals affected
- 246 individuals enrolled in WIOA out of a planned 230
- 170 individuals attended WIOA training in WorkLink's five career clusters
- Leveraged \$140,210 from other funding sources to supplement WIOA training dollars

Mr. Parris referred to Ms. Windy Graham for information on the ETPL applications. Ms. Graham stated that 3 applications have been received for the Eligible Training Provider List. Pages 74-77 shows a detailed description of the programs.

- Construction Training Center, Interactive Business Training, and PSI Project Management were all approved.

**BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to approve Construction Training Center, Interactive Business Training, and PSI Project Management to be on the Eligible Training Provider List, seconded by David Collins. The motion carried with a unanimous voice vote.**

The next One Stop Operations Committee meeting will take place October 23, 2019.

**E.) Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 78. The committee met on August 13 to hear from Ms. Margaret Camp, Director of Student Accessibility Services at Clemson University. Ms. Camp is part of the Board who created the Autism Spectrum program at Clemson University. The next Priority Populations meeting is planned for October 8, 2019 with a presentation from David Rojas with Healthy Connections.

**BOARD ACTION TAKEN: David Collins made a motion to allow Stephanie Collins to continue to serve as Board Chair and Jennifer Lannom as Vice Chair through the remainder of this calendar year or until another member is in place to serve, second by Jeromy Arnett. The motion carried with a unanimous voice vote.**

Ms. Teri Gilstrap invited board members to attend the October 18<sup>th</sup> meeting at the Anderson Civic Center, which will recognize the WIOA Adult and Youth participants of the year.

Chair Collins adjourned the meeting at 2:22 pm.

*Respectfully submitted by: Meredith Durham*