

**WORKFORCE DEVELOPMENT BOARD
 BOARD MEETING**

June 5, 2019 Minutes

Board Room – Clemson University - Martin Inn & Conference Center

Members Present:

Jeromy Arnett	David Bowers	Danny Brothers	Edgar Brown
Stephanie Collins	Billy Gibson	Lisa Gillespie	Emily Hodge
Grayson Kelly	Kristi King-Brock	Melanie McLane	Ed Parris
Patrick Pruitt	Shonna Williams		

Members Absent:

Cheryl Allmon	David Collins	Allen Fain	Brooke Garren
Teri Gilstrap	Robert Halfacre	Jennifer Lannom	Mike Wallace

Staff Present:

Trent Acker	Jennifer Kelly	Windy Graham	Sharon Crite
Meredith Durham			

Guest Present:

Steve Riddle	Renee Alexander	Karen Hamrick	Karen Craven
Matt Fields	Steve Pelissier	Zach Nickerson	Melissa Rogers
Daniel Ellzey	Mark Hendrick		

I. Call to Order

The meeting was called to order at 1:00 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. Special Presentation

Mr. Daniel Ellzey, Executive Director of Department of Employment and Workforce presented to the Board. Mr. Ellzey shared his vision and plan for leading the agency. DEW plans to focus on a Rural Initiative as a high priority, including transportation barriers for jobseekers.

III. Approval of Minutes

The minutes from the April 17, 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: Danny Brothers made a motion to approve the minutes as presented, second by Jeromy Arnett. The motion carried with a unanimous voice vote.

IV. Director's Report

A. PY19 Local Allocations

Mr. Trent Acker referred to page 6 , which showed a comparison of South Carolina's allocations for PY'19 vs. PY'18 allotments. WorkLink received a \$52,000 year-over-year decrease for the Adult fund stream, \$151,000 year-over-year increase for Dislocated Worker, and a year-over-year increase of \$32,000 for Youth.

B. Rapid Response Events Overview

Mr. Acker provided a Rapid Response events summary for Shaw Industries and Plastic Omnium on page 7 of the Board packet. Several events, including group orientation sessions, job fairs, and SC Works/ Unemployment registration sessions have been provided for both companies. The SC Works Career Coach bus was on-site at Shaw Industries to assist in registrations.

C. Quarterly Performance

On pages 8-11, Mr. Acker reviewed WorkLink's quarterly performance data. The performance provided was PY'18 3rd Quarter Rolling-4 . WorkLink passed all performance measures in Adult, Dislocated Worker, and Youth programs.

D. Early Center Closures

Mr. Acker referred to page 12 in the packet, which showed proposed SC Works Center Closures for PY19.

- On Thursday, August 29, 2019, the Clemson SC Works Center will close at noon due to traffic concerns from Clemson University's first home game.
- On Friday, October 18, 2019, all locations will close at 11:30 a.m. for staff training on Partner Programs.
- On Friday, November 22, 2019, all locations will close at noon for staff training on SC Works policies and procedures and the annual thanksgiving meal.
- On Friday, April 3, 2020, all locations will close at 11:30 a.m. for staff training on Sensitivity and Etiquette training.
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BOARD ACTION TAKEN: Edgar Brown made a motion to accept the PY19 center closures as presented, second by Melanie McLane. The motion carried with a unanimous voice vote.

E. Voluntary Reallocation

Mr. Acker stated that WorkLink has been given an opportunity to accept \$100,000 in Dislocated Worker funds from the Midlands Workforce Development Board. This would become part of WorkLink's formula Dislocated Worker funds. \$90,000 will be available in program funds, and \$10,000 is available in administrative funds.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to accept \$100,000 in Dislocated Worker funds from Midlands Workforce Development Board, second by Ed Parris. The motion carried with a unanimous voice vote.

F. PY 2019 Chair and Vice Chair

BOARD ACTION TAKEN: Danny Brothers made a motion to table the vote and allow Stephanie Collins and Jennifer Lannom to continue in their respective roles as Chair and Vice Chair until the September, 18, 2019 Board meeting, second by Edgar Brown. The motion carried with a unanimous voice vote.

V. 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:

On 5/29/19, the Executive Committee voted to approve the Local and Regional plan modifications.

BOARD ACTION TAKEN: Grayson Kelly made a motion to ratify the actions taken by the Executive Committee, seconded by Ed Parris. 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 April 2019:

- Page 13: Adult Program budget— 71.5% of the Adult Program budget expended.
- Page 14: Dislocated Worker Program budget – 59.1% of the DW program budget expended. The indirect cost shows at 100% currently, but Modification 3 will remedy this line item.
- Page 18: Operator Adult budget – 75.7% of the Operator Adult budget expended.
- Page 19: Operator DW budget—78.5% of the Operator DW budget expended.
- Page 15: Rapid Response Grant 1—52.9% expended. This grant did not expend as planned, due to most Dislocated Workers returning back to work. The unused funds will be sent back to the state.
- Page 16: Rapid Response Grant 2—23.9% expended. This grant will continue through September 2019.
- Page 17: Obligation Report-- Total vouchers paid is \$271,047.23 and vouchers not paid is \$59,273.73. There is currently \$27,274.71 left in Adult funding and \$66,313.28 in DW

funding. 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, Operator Modification 3

Eckerd has requested a budget modification to move funds from Dislocated Worker to Adult, and to move funds from Staff Salaries and Fringe and Operating to Training and Supportive Services. Eckerd conducted a review and did a true up of costs through April 2019. The requested changes facilitate training and support services needs of participants. There is no overall change to the total contract budget approved in Modification #1 of \$842,000. Ms. Renee Alexander reviewed pages 22-27, which shows Staff and Operating Costs Narrative, Cost and Price Analysis Worksheet, Participant Flow Basis and Projections, and Budget Flow Projections.

BOARD ACTION TAKEN: David Bowers made a motion to approve PY18 Adult, DW, Operator Modification 3 as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

iii.) PY19 Adult, DW, Operator Budgets

Pages 28-30 shows Options A and B for the Adult/Dislocated Worker Budgets submitted for review. Option B was presented to the Board as the recommendation from the Budget Negotiations Committee. A 2% staff increase was built in to Option B. Also, 2 additional staff members will be added directly to the grant. There will be no indirect costs associated with the 2 additional staff members. There is a reduction in Staff Costs and Retirement. There is an increase in workers compensation, health insurance, total fringe, local mileage, and operating costs. Page 31 shows the Participant Flow Basis and Projections. There will be 216 new enrollments (197 Adult and 19 Dislocated Worker) for PY19.

BOARD ACTION TAKEN: Ed Parris made a motion to approve PY19 Adult and DW program budget Option B as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

Page 32 shows Options A and B for the PY19 One-Stop Operator Budget. Option B was presented to the Board as a recommendation from the Budget Negotiations Committee. Staff Costs, fringe benefits, workers compensation, health insurance, and FICA were increased. There was a reduction in several line items, with overall operating costs being reduced \$2,450.53.

BOARD ACTION TAKEN: Grayson Kelly made a motion to approve PY19 One-Stop Operator budget Option B as presented, seconded by Jeromy Arnett. The motion carried with a unanimous voice vote.

iv.) PY18 Youth

Ms. Karen Craven referred to page 34 and stated that 75% of the Youth budget has been expended through April 2019. 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 65.9% of Work Experience stipends have been expended as of April 2019. Ms. Craven noted that 20 students have entered advanced training in PY18.

v.) PY19 Youth Budget

Ms. Renee Alexander referred to pages 35-36 in the packet for the Youth Budget Comparison chart and notes. Option A was presented to the Board as a recommendation from the Budget Negotiations Committee. There is an increase in staff costs and fringe benefits. There is a reduction in operating costs, training, supportive services, and contract costs. The subtotal contract costs reduction is \$5,037.82.

BOARD ACTION TAKEN: The Finance Committee made a motion to approve PY19 Youth budget Option A as presented, seconded by Melanie McLane. The motion carried with a unanimous voice vote.

b. In-House Budget

i.) PY'18 In-house Budget

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

- The Outreach line item overage was caused from additional necessary advertising costs.
- There are no anticipated challenges in meeting the fund utilization and obligation rate goals.

c. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 current Rapid Response IWT contract with Lakeside Steel and Machine. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 18IWT01: Listed on page 39 is the PY18 IWT grant summary. WorkLink staff will continue to monitor the grant as expenditures are submitted. This is an 18 month grant. There is also another opportunity for additional funding that the IWT committee is in the process of awarding to companies.

ii.) OJT

Mr. Acker referred to page 42 for the OJT Contract summary. There are 2 total active contracts with Patriot Automation and School District of Pickens County, and 1 recently closed with Patriot Automation. Advanced Machining, Michelin, and J. Davis' contracts have been reimbursed. OJT participants have the option to participate in continued services with

their assigned Career Coach after OJT concludes. WorkLink will continue to reach out to employers for OJT.

iii.) Technology Grant

Mr. Acker pointed to page 43 for a summary of items that will be or have been purchased through the Technology Grant, which is set to end at the end of June 2019.

iv.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 41 in the packet, which shows invoices received and ridership numbers through May 29, 2019. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. 46% has been spent through May 2019.

C.) Youth Committee

Ms. Stephanie Collins referred to Ms. Kristi King-Brock to review the PY18 PYC New Enrollment Report. Ms. King Brock stated that as of May 2019, there were 157 individuals enrolled in the Youth program. The goal for PY18 is 156 enrollments.

Ms. King-Brock noted that the Eckerd Youth Monitoring report was included on pages 45-60 in the packet. There were no findings. Pages 61-62 highlighted Youth Success Stories. Page 63 showed Youth participant graduates from the Oconee Adult Education ceremony.

The next Youth Committee meeting is scheduled for August 6th, 2019.

D.) OneStop Operations Committee

Mr. Ed Parris stated that the OneStop Operations committee met on May 22, 2019. Mr. Parris stated that the Employer Services, SC Works Center, and WIOA Program Usage reports were reviewed at the committee meeting.

Mr. Parris stated that WIOA requires the State Workforce Development Board to establish standards for each SC Works Center to meet in order to serve jobseekers, employers, and manage partners. This process must be completed once every three years. The One Stop Operations committee email voted to recommend certification of the Anderson, Clemson, Seneca, and Easley SC Works Centers for the period of July 1, 2019- June 30, 2021. Ms. Jennifer Kelly reviewed the monitoring and documentation collection, as well as the One Stop Operations plan located on pages 92-108. The Business Engagement plan was listed on pages 125-131.

BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to certify the Anderson, Clemson, Seneca, and Easley SC Works Centers for the period of July 1, 2019- June 30, 2021, seconded by Edgar Brown. The motion carried with a unanimous voice vote.

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 132-134 shows a detailed description of the programs.

- Carolina Computer Training was denied, due to not being an in-demand occupation and not in the WorkLink industry cluster.
- ECPI University was approved.
- Key Movement LLC was denied, due to the training not leading to a recognized credential.
- Second Chance Jobs LLC was denied, due to the training not taking place within 100 miles, and not leading to a recognized credential.

BOARD ACTION TAKEN: The OneStop Operations Committee made a motion to approve ECPI University to be on the Eligible Training Provider List, and to deny Carolina Computer Training's Professional Certification in Marketing, Key Movement LLC, and Second Chance Jobs LLC, seconded by Emily Hodge. The motion carried with a unanimous voice vote.

The next One Stop Operations Committee meeting will take place August 21, 2019.

E.) Priority Populations Committee

Ms. Lisa Gillespie referred the committee to page 136. The committee met on May 14 to hear from Mike Cannon with Foothills CAN. Margaret Camp, Director of Student Accessibility Services at Clemson University, was approved to be join the Priority Populations Committee. The next Priority Populations meeting is planned for August 13, 2019.

Chair Collins adjourned the meeting at 2:22 pm.

Respectfully submitted by: Meredith Durham