

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
May 20, 2020 @ 3:00pm
via Zoom/ Conference Call

Members Present

David Bowers, Vice Chair	Danny Brothers	Amanda Blanton	Allen Fain
Brooke Garren	Teri Gilstrap		

Members Absent:

Ed Parris, Chair	Shonna Williams
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Staff Present:

Jennifer Kelly	Meredith Durham	Trent Acker
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Guests Present:

Kal Kunkel	Karen Hamrick	Matt Fields
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I. Welcome and Introductions

Vice Chair David Bowers officially called the meeting to order at 3:02 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

II. Consent Agenda

Vice Chair Bowers stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 3/18/2020 Meeting Minutes (pages 2-3)
- Employer Services Reports (pages 4-6)
- Programmatic and Financial Reports (pages 7-16)

ACTION TAKEN: Danny Brothers made a motion to accept all consent agenda items as presented, seconded by Amanda Blanton. The motion carried unanimously.

III. SC Works System Updates

i. Overall SC Works Status Update

Mr. Trent Acker reported that the Clemson and Anderson SC Works centers will reopen on Tuesday, May 26. The Clemson center will proceed with normal hours and will follow CDC guidelines in re-opening. Staff will be available to help troubleshoot individuals' Unemployment Insurance claims and complete job searches. Office hours in Clemson will be 8:30 a.m.-5 p.m. with a lunch closure from 12-1 p.m. Tri County Technical College has granted SC Works access to the TCTC Anderson campus as a temporary location to open the Anderson SC Works center in. There will be access to a computer lab and multi-purpose room to allow a total capacity of 16-18

individuals total. The Anderson location will be opening 8:30 a.m.-5 p.m. with a 12-1 p.m. lunch closure. A TCTC security guard will be available at the Anderson location. Both of these centers will be soft openings and not advertised until procedures are refined.

Ms. Karen Hamrick provided an update on SC Works center traffic. The last day that WorkLink SC Works centers saw customers was March 29. SC Works staff has been answering phone calls since the center closures. There have been a total of 11,878 calls answered since March 30, 2020. There have been 37,000 initial claims filed in the WorkLink area from March to the beginning of May (8 week period). Over 4,500 individuals registered for SC Works in March, followed by over 10,000 in April.

ii. Re-Entry Navigator Grant Update

Mr. Acker provided an update on the grant status. WorkLink will administer the Re-entry grant and the subrecipient will be Anderson County, who will be responsible for employing the Re-Entry Navigator position to assist all three counties. The three month startup phase has been extended to the end of July. An MOU and service delivery will have to be in place at the end of the startup phase. WorkLink staff will monitor detention center closures.

IV. WIOA Adult/DW Program Updates

i. ETPL Renewal Notices

Mr. Acker stated that the ETPL renewals must happen every year. Each training provider is required to submit data for participants and courses in general. This is the first year that training providers will be required to submit this information for renewal.

ii. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on pages 17-21.

ChartPros Market Education Services—ChartPros has applied for Price Action Mastery Certification. The cost is \$1,295 and it is in online format.

ACTION TAKEN: Allen Fain made a motion to deny ChartPros Market Education Services to be on the Eligible Training Provider List, seconded by David Bowers. The motion carried unanimously.

Joshua Career Institute—Joshua Career Institute has applied for Accounting and Administrative courses. The average price is \$8,365 and they are both in online format. Joshua Career Institute is located in Texas.

ACTION TAKEN: Amanda Blanton made a motion to deny Joshua Career Institute to be on the Eligible Training Provider List, seconded by David Bowers. The motion carried unanimously.

Penn Foster—Penn Foster has applied for Pharmacy Technician program. The cost is \$1,099 and it is in online format.

ACTION TAKEN: Amanda Blanton made a motion to deny Penn Foster to be on the Eligible Training Provider List, seconded by David Bowers. The motion carried unanimously.

V. PY 2020 Budget Negotiations

Mr. Kal Kunkel reviewed the PY2020 Proposed Adult/DW budgets with committee members. Mr. Kunkel stated that the budget forms that were sent to committee members were based on the same budgetary amount as last year's budget, which was \$842,000. The budget comparison total will allow for a side-by-side comparison of the budget. Mr. Kunkel noted that the Staff Salaries line increase is a result of staff changes that occurred in PY19. One of the career coaches resigned and the position was not filled initially. There was a modification in PY19 to move part of that career coach's salary to training, so for PY20 the salary was moved back into the Staff Salaries and Fringe line items. \$7,471 of the Staff Salaries line item was to ensure equity of pay across positions.

Mr. Kunkel noted that there was an uptick in local mileage in the Operating Costs category. This amount may be adjusted as staff serves participants more remotely. Consumable supplies are approximately the same cost as last year. Copy/print line item slightly increased based on the 2 year average costs. Operating costs have decreased by almost \$8,500 from last year to this year.

Mr. Kunkel stated that funds budgeted for tuition costs is \$344,000. There was a decrease in Credential Exam Fees because additional funds were added in the second part of PY19. The Training category has decreased by \$91,568.84. There was an uptick in the Childcare line item, and Transportation line item was the same as PY19. The indirect rate increase of 6.74% equated to \$1,585.66.

ACTION TAKEN: Teri Gilstrap made a motion to enter into Executive Session, seconded by Danny Brothers. The motion carried unanimously.

ACTION TAKEN: Danny Brothers made a motion to accept the PY2020 proposed Adult/DW program budget with a modification to make Career Coach #2 100% whole, but withhold the overall Staff Salaries increase that was proposed and do not allow at this time, seconded by Teri Gilstrap. The motion carried unanimously.

Mr. Matt Fields reviewed the proposed Adult/DW OneStop Operator budget for PY2020. Mr. Fields stated that the overall net increase was \$264 for Staff Salaries. Copy/Print, Staff Travel, Indirect and General Liability decreased. Training costs were reduced based on what was spent in PY2019.

ACTION TAKEN: Amanda Blanton made a motion to accept the PY2020 proposed Adult/DW OneStop Operator budget, seconded by Brooke Garren. The motion carried unanimously.

V. Other Business

Vice Chair Bowers stated the next OneStop Operations Committee meeting will be held on August 19, 2020 at 3 p.m.

VI. Adjourn

With no further business, the meeting was adjourned at 4:15 p.m.

Respectfully submitted by: Meredith Durham