



WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
January 22, 2020 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Danny Brothers Shonna Williams Amanda Blanton David Bowers
Teri Gilstrap (via Zoom)

Members Absent:

Ed Parris, Chair Allen Fain Brooke Garren

Staff Present:

Jennifer Kelly Meredith Durham Trent Acker

Guests Present:

JT Parnell Karen Hamrick Matt Fields

I. Welcome and Introductions

Mr. 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. Introductions were made of everyone in attendance.

II. Consent Agenda

Mr. Bowers stated that committee members received an email on Monday with the consent agenda. The consent agenda included the following items:

- 8/21/19 Meeting Minutes
- Employer Services Reports (listed on pages 5-8)
- Programmatic and Financial Reports (listed on pages 9-18)
- Strategic Plan Report (listed on pages 19-29)

ACTION TAKEN: Danny Brothers made a motion to approve the 8/21/19 meeting minutes and reports sent via email as part of the consent agenda, seconded by Shonna Williams. The motion carried unanimously.

III. PY'19 Reports

i. Business Services Reports

Ms. Meredith Durham stated that on January 2, SC Works WorkLink partnered with Tri County Technical College to host a job fair, where 18 employers and approximately 80 individuals attended. The next Sector Strategies Upstate meeting will be held Tuesday, January 28 at BMW in

Spartanburg. The next session of the Pickens County Workforce Initiative will be during the first week of February and the topic will be interviewing skills.

ii. SC Works System

Ms. Karen Hamrick stated that there are two Rapid Response events coming up, GNC in Anderson and Chef's Pantry in Easley. Ms. Hamrick stated that Shea Marsden with DSS will be placed in the Clemson Center effective 1/23/20. Your Next Step training is a statewide training that will take place for all staff beginning in February. This training is designed to enhance service delivery across all staff statewide. DEW is the coordinating agency and Midlands Technical College will be facilitating the online portion of the training. Ms. Hamrick will be responsible for implementing and tracking progress in the local WorkLink offices.

iii. Re-entry Navigator Update

Mr. Trent Acker shared that WorkLink applied for the Re-entry Navigator grant in coordination with Anderson County and was issued a conditional award. WorkLink will receive the final grant package after responses are turned in to DEW. The grant period will be 2 years. Anderson County plans to hire a staff person who will be a specialized case manager who will serve individuals in the pre-release population or those with a barrier to employment because of a criminal record in Anderson, Oconee, and Pickens counties. Anderson County plans to move forward with the Re-entry Navigator program if the results of the grant are quantitative. The grant budget is \$150,000 and is anticipated to serve 40 individuals.

iv. Outreach Grant

WorkLink received an Outreach grant from DEW last year. Approximately \$5,000 was approved for outreach items, such as folders, job fair signs, usb drives, notepads, grocery totes, and post card mailings.

v. MOU/Cost Allocation Plan

WorkLink has a memorandum of understanding with 4 partners in the region: DSS, Adult Education, Vocational Rehabilitation, and DEW. There will be a meeting on February 20th to negotiate the proposed budget for PY20 WorkLink center costs.

IV. WIOA Adult/DW Program Updates

vi. WIOA Adult/DW Program Budget

Mr. JT Parnell pointed to page 14 for a case load breakdown. There have been 146 total enrollments in PY19, with participants in 6 industry clusters. Approximately \$121,000 in scholarships has been used for participant training costs. There have been 91 participants year-to-date in occupational training. Mr. Parnell pointed to pages 16-17 to review the Adult and DW Operator invoices. On pages 18-19, Mr. Parnell reviewed the Adult and DW program invoices. Expenditures percentages can be seen on these pages in the meeting packet. Page 20 showed the Obligation report.

Ms. Jennifer Kelly highlighted a success story video of a participant named Dawson Hanks. Mr. Parnell also stated that he received an email from a previous participant who stated that Career Coach, Jeff Snider, motivated and assisted her with training and in her daily life.

vii. ETPL Applications

Ms. Windy Graham reported that one training provider has applied for the Eligible Training Provider List, listed on page 33.

SBL Driving Academy—Ms. Windy Graham stated that SBL Driving Academy Inc, which is part of Superior Bulk Logistics, has applied for Class A CDL training. Four other workforce regions have approved them.

ACTION TAKEN: Danny Brothers made a motion to approve SBL Driving Academy to be on the Eligible Training Provider List, seconded by Shonna Williams. The motion carried unanimously.

viii. Eckerd Monitoring

Ms. Kelly stated that Eckerd is monitored on a yearly basis. The 2020 planned dates for monitoring are February 3-7, with the exit meeting held on February 10.

V. Request for Proposals/Extension of Grants

ACTION TAKEN: Danny Brothers made a motion to go into Executive Session for purposes of discussing extension of the Eckerd Workforce Development grants, seconded by David Bowers. The motion carried unanimously.

ACTION TAKEN: Danny Brothers made a motion to extend the Adult/DW Program Services grant and the OneStop Operator grant with Eckerd Workforce Development Services for one year beginning July 1, 2020, and to use the OneStop Operations committee members as the Budget Negotiations committee members, seconded by Teri Gilstrap. The motion carried unanimously.

VI. Other Business

Mr. Bowers announced the 2020 OneStop Operations Committee Meeting dates that remain are March 18, May 20, August 19, and October 21.

V. Adjourn

With no further business, the meeting was adjourned by Mr. Bowers at 3:42 p.m.

Respectfully submitted by: Meredith Durham