

**WORKFORCE INVESTMENT BOARD**

**BOARD MEETING**

**February 26, 2014 - Minutes**

**Martin Inn & Conference Center – Clemson University**

**Members Present:**

Trent Acker Richard Blackwell David Bowers

Stan Brooks Danny Brothers, Chair David Collins

Stephanie Collins Jason Duncan Grey Parks

Terence Hassan Ed Parris Mike Wallace

**Members Absent:**

Elaine Bailey Ronnie Booth Kristi King-Brock

Karen Carter Mike Crawford Mary Gaston

Billy Gibson Robert Halfacre Butch Harris

Michael Keith Burriss Nelson Pamela Smith

**Staff Present:**

Ronnie Allen Sharon Crite Jennifer Kelly

Patty Manley Brandi Runion Windy Graham

Renee Murdock

**Guest Present:**

Karen Craven Matt Fields Scott Ferguson Amanda Lucas Ann Marie Baker Dana Grant

Kal Kunkel Steve Pelissier Paul Corbeil

1. **Call to Order**

Chair Danny Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board and the meeting was being recorded for processing of minutes. Introductions were made by all in attendance and Chair Brothers acknowledged and welcomed guest Paul Corbeil from the State Workforce Investment Board to the meeting.

1. **Approval of Minutes**

The minutes from the October 30, 2013 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: A motion was made by Stephanie Collins to approve the minutes as submitted, second by Mike Wallace. The motion carried with a unanimous vote.**

1. **Committee Reports**
2. **Youth Council**
3. **PY’13 1st Quarter Youth Performance Report**

Sharon Crite referred to pages 7 - 8 of the meeting packet for Board members review of Performance Goals for PY’13.

1. **PY’14 Youth Contract Extended**

In the absence of the Youth Council Chair & Vice Chair, Chair Brothers presented a motion from the Youth Council for Board approval as follows.

**BOARD ACTION TAKEN: Motion from Youth Council to extend the Palmetto Youth Connections contract to Henkels & McCoy for PY’14, second by David Collins. The motion carried with a unanimous vote.**

1. **PY’14 Restore Youth Program with FT Youth Program Mgr.**

Chair Brothers presented a motion from the Youth Council for Board approval. Ms. Crite stated the Program Manager’s time has been split 50/50 for PY’13 in order to provide assistance to the Adult & Dislocated Worker program.

**BOARD ACTION Taken: Motion from the Youth Council to restore the Program Manager position back to 100% for the PY’14 Youth Program, seconded by Trent Acker. The motion carried with a unanimous vote.**

1. **PY’14 Youth Budget Negotiation Team**

Chair Brothers presented a motion from the Youth Council for Board approval as follows.

**BOARD ACTION Taken: Motion from the Youth Council to approve the PY’14 Youth budget Negotiation Team consisting of Kristi King-Brock, Robert Halfacre, Elaine Bailey, Brandi Runion, Jennifer Kelly, Ronnie Allen & Sharon Crite, seconded by Stan Brooks. The motion carried with a unanimous vote.**

1. **Youth Council Membership Application**

Chair Bothers referred to page 9 stating the Youth Council voted to accept and approve this application for membership to the Youth Council from Jeff Trahan on January 13, 2014.

**BOARD ACTION Taken: Motion from the Youth Council to approve membership application from Jeff Trahan as presented, seconded by Stephanie Collins. The motion carried with a unanimous vote.**

1. **Workforce Skills & Education Committee Update**

Committee Chair, Richard Blackwell provided an update from the January 22, 2014 WSEC meeting.

1. **Business Plan**

Mr. Blackwell referred to page 10 of the meeting packet and provided an informational update on the SC Works OneStop Certification Standards which are due June 30, 2014 tp the State for review. Mr. Blackwell reported the SC Works Center Business Plan in one of the requirements for certification approval. The Business Plan has been reviewed & approved by the Workforce Skills & Education Committee as well as the Executive Committee and was submitted to the SC DEW on December 31, 2013.

1. **Grant Extension**

Mr. Blackwell reported the WSEC voted to extend the Henkels & McCoy Adult & Dislocated Worker Grant for PY’14 further stating a Request for Proposal will be issued next year due to procurement requirements.

**BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to extend the Adult & DW contract to Henkels & McCoy for PY’14, second by Mike Wallace. The motion carried with a unanimous vote.**

Mr. Blackwell reported the WSEC voted to nominate Richard Blackwell, Mary Gaston, David Bowers, Trent Acker and Burriss Nelson to serve on the Budget Negotiation Team and presented to the Board for approval.

**BOARD ACTION Taken: Motion from the Workforce Skills & Education Committee to approve the PY’14 Adult & DW Budget Negotiation Team consisting of Richard Blackwell, Mary Gaston, David Bowers, Trent Acker & Burriss Nelson, seconded by Mike Wallace. The motion carried with a unanimous vote**

1. **Eligible Training Provider List**

Mr. Blackwell reported an application has been received from Norris Mechanical to be included on the Eligible Training Provider List however, the committee voted to deny the application for the following reasons:

* 1. Norris Mechanical has only been in business for a short period of time and cannot provide placement rates.
  2. The owner has not followed through on obtaining a non-public post-secondary institution license from the SC Commission on Higher Education.
  3. The welding instruction class offered would be an expedited class whereas typical welding programs last for approximately two years for a student to reach the journeyman level and most industries hier journeyman level welders.

**BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to deny Norris Mechanical’s request to be added to the Eligible Training Provider List, second by David Bowers. The motion carried with a unanimous vote.**

1. **Ad hoc Committee Members**

Mr. Blackwell reported that overtime, the WSEC has been reduced from 9 members to 4 current members and stated after discussion at the January 22, 2014 meeting committee members agreed to from an ad hoc committee consisting of the three local economic developers to assist with outreach to Business representatives in the community to serve as ad hoc committee members on the WSEC.

1. **Board Education**

Mr. Blackwell deferred to Karen Craven of Henkels & McCoy who provided educational information to Board members on WIA Program Enrollment Services for Adult and Dislocated Workers via a Power Point presentation and handouts.

Following the presentation, Chair Brothers, in an effort to gain a better understanding and appreciation of the services being offered at the SC Works Centers as well as the participants we serve, requested Patty Manley coordinate a schedule of visits/obersvations to the SC Works Centers as well as the Adult Education Centers and create a calendar communicating these dates & times. Chair Brothers encouraged all Board members to visit the SC Works Centers according to the calendar schedule and their availablilty. Stephaine Collins also made a suggestion for the Committee’s to consider holding meetings at the various Center locations.

1. **Business Partnerships Committee Update**

Committee Chair, Ed Parris provided an update from the Business Partnerships Committee January 16, 2014 meeting.

1. **Committee Update**

Mr. Parris provided an update on the current On-the-Job (OJT) contracts training hours and reimbursement rates and noted that OJT funds are currently being underspent with approximately 38% currently obligated. Mr Parris reported that it was brought to the Committee’s attention that US Engine Valve is requesting additional OJT funds due to an expansion and ongoing hiring needs. Henkels & McCoy have made various attempts to contact employers informing them of the OJT program in various forms however, the Committee decided it would be beneficial to provide an OJT program presentation at upcoming SHRM meetings. Mr. Parris stated the Committee made the decision to refrain from giving an answer to US Engine Valve until the SHRM presentations could be made, giving as many employers as possible a chance to learn about the program and take advantage.

Mr. Parris provided an update on the current Rapid Response Incumbent Worker Training Grants (RR IWT) and the WorkReady Communities Initiative stating the counties in our service region are continuing to make good progress.

1. **SC Works Certification Business Services Standards**

Mr. Parris reported the Committee received an update on the SC Works Certification Business Services Standards and stated as soon as the final guidelines are received from the state, they will be brought before the Committee for a vote of endorsement.

1. **Business Services Lead**

Mr. Parris reported there is currently no one serving in the position of Business Services Lead stating the Committee voted to recommend to the Board the Business Services Lead should be stated as a “position” rather than naming an individual and more specifically the Business Services Lead position be filled by the Staff Liasion for the Business Partnership Committee.

**BOARD ACTION Taken: Motion from Business Parthership Committee to appoint the Business Partnership Committee Staff Liasion position as the Business Services Lead, seconded by David Collins. Motion carried with a unanimous voice vote.**

1. **Finance Committee**

Committee Chair, Stephanie Collins reported the Finance Committee was not able to meet in January due to inclement weather and had to conduct the necessary Committee meeting business via email votes. Ms. Collins deferred to Brandi Runion to provide Committee update.

1. **WorkLink Grants:**
2. **WIA Budget Overview**

Brandi Runion referred to page 40 of the meeting packet which is the overall WorkLink budget for PY’13 with a modification request to transfer an additional $111,206 (15%) from DW Program funds to Adult Program funds. We had previously transferred 35%, however the DOL CAP is 50% so this transfer would put us at the CAP. This modification request was approved by Executive Committee via email vote on January 23, 2014.

Ms. Runion reported the Finance Committee brings a motion for Board approval for the following:

Line Item shifts: Increase:

Printing by $1,500

Telephone Voice by $546

Telephone LD by $144

Increase Reimbursement from SCDEW for Facility Costs by $4,119

Ms. Runion noted the remainder of $1,929 will go back into the Undesignated funds line item.

**BOARD ACTION Taken: Motion from Finance Committee to approve budget modification as presented, seconded by Jason Duncan. Motion carried with a unanimous voice vote.**

1. **PY’13 Incentive Funds**

Ms. Runion referred to page 41 of the meeting packet stating WorkLink has been awarded a grant in the amount $5,453 from SCDEW for our PY’13 Incentive Funds which will not end until 06/30/15. Ms. Runion reported this comes as a motion from Workforce Skills & Education Committee and Finance Committee for Board approval to use these funds to provide outreach for the SC Works Centers stating the WSEC will determine tha mode of outreach.

**BOARD ACTION Taken: Motion from Finance Committee to approve Incenticve Funds be used for Outreach as presented, seconded by Stan Brooks. Motion carried with a unanimous voice vote.**

Ms. Runion referred to page 42 of the meeting packdet and provided an update on the Rapid Response Grants with Palmett Plating Company and Technology Solutions.

Referring to page 43, Ms. Runion provided an update on the Dislocated Worker Training National Emergecny Grant. This which shows expenditures through January 2014. Ms. Runion reported she has learnded from DEW, that we can transfer certain articipants from Dislocated Worker to this grant stating Henkels & McCoy has identified 6 participants that can be transferred.

Ms. Runion referred to page 44 providing an update on the Make It In America Grant stating the grants have been awarded by DOL to Tri County Technical College, Greenville Technical College & Northeastern Technical College which will run 10/1/13 – 09/30/16.

1. **Henkels & McCoy:**
2. **Adult/DW Grant (Mod. #2 approved by Exec. Committee 1/23)**

Ms. Runion referred to page 45 of the meeting packet which is a summary of expenditures for the Adult & DW grant stating they have currently spent 46.83% of this grant. Ms. Runion reminded Board members that WorkLink staff meet monthly with Henkels & McCoy to look closely at the expenditures of this budget.

Pages 46-53 are a summary of the Budget Modification.

1. **Youth Grant**

Ms. Runion referred to page 54 which is a summary of the Youth grant with expenditures through January 2014 stating Henkels & McCoy has currently spent 49.2% of this grant.

1. **Other Business**
2. **WorkLink Five Year Local Plan**

Ronnie Allen referred to pages 56-57 and reported the SC Department of Employment and Workforce has accepted the WorkLink Workforce Investment Area Five Year Local Plan as submitted in December 2013.

Mr. Allen also reported we are launching work on our Strategic Plan for the next five years (2014-2018) and will be working with Doug Burns from the ACOG for facilitation. Mr. Allen stated the Executive Committee will be meeting and forming sub-committees to build on our current Strategic Plan.

Chair Brothers reported the Executive Committee met on October 30, 2013 for a presentation and discussion of a new pilot workforce development program which may possibly open additional training funds from SNAP (Supplimental Nutrition Assistance Program) thru DSS (Dept. of Social Services). Chair Brothers reported as the Executive Committee understood the presentation, this program would take the existing workforce development relationship with our partners, the Workforce Development Alliance, and create another proposed single entry system for job seekers and students. A motion was passed to Table the item for further discussion. Chair Brothers reported the Executive Committee met agaon on January 9, 2014 for further discussion and was in agreement this proposal would be a duplication of workforce development efforts and activities that are currently in place for our three county service region therefore, the Executive Committee passed a motion to respectfully decline the Workforce Investment Board’s participation in the proposed program.

Richard Blackwell reminded Board members of the March 6th Business & Education Forum to be held at Tri County Technical College. Mr. Blackwell also expressed appreciation to the Workforce Investment Board for support reporting the AOP BIS has been tracked since it’s inception and since Clemson University began hosting this event, they have seen a 78% increase in participation.

Mr. Allen reported to Board members that DEW has released the sinage which is still in place at the old SC Works location for us to place at our new locations. Dr. Booth has given Mr. Allen persmission for the signs to be installed at the Quick Jobs Development Buildings and Mr. Allens will be working with Brian Swords on placement.

1. **Adjournment**

With no further business to discuss, Chair Brooks called for a motion to adjourn meeting.

**BOARD ACTION Taken: Motion from Trent Acker to adjourn meeting, seconded by David Bowers. Motion carried with a unanimous voice vote.**

*Respectfully submitted by: Patty Manley, Office Manager*