



**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

June 11, 2014 - Minutes

Board Room - Martin Inn & Conference Center – Clemson University

Members Present:

Trent Acker	Ronnie Booth	David Bowers
Kristi King-Brock	David Collins	Stephanie Collins
Mary Gaston	Billy Gibson	Robert Halfacre
Grey Parks	Terence Hassan	Ed Parris
Pamela Smith	Jeff Trahan	Mike Wallace

Members Absent:

Elaine Bailey	Richard Blackwell	Stan Brooks
Danny Brothers	Mike Crawford	Jason Duncan
Butch Harris	Michael Keith	Burriss Nelson

Staff Present:

Jennifer Kelly	Sharon Crite	Patty Manley
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Guest Present:

Karen Craven	Pat Pruitt	Scott Ferguson
Steve Riddle	Ann Marie Baker	Renee Alexander
Russell Johnson	Paul Corbeil	

I. Call to Order

Vice Chair Robert Halfacre called the meeting to order, announced a quorum was present to conduct the business of the Board and stated the meeting was being recorded for processing of minutes.

II. Approval of Minutes

The minutes from the April 2, 2014 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: Kristi King-Brock made a motion to approve the minutes as submitted, second by Ronnie Booth. The motion carried with a unanimous voice vote.

III. Committee Reports

A.) Youth Council

Youth Council Chair, Kristi King-Brock reported from the May 5, 2014 Youth Council meeting.

i. PY'13 2nd & 3rd Quarter Youth Performance Report

Ms. King-Brock referred to pages 8-11 of the meeting packet for Board members review of Performance Goals for PY'13 and stated that performance measures are currently being met and/or exceeded.

ii. PY'13 Youth Outreach Update

Ms. King-Brock deferred to Karen Craven of Henkels & McCoy to provide an update on outreach efforts, materials and plans.

Ms. Craven reported on the progress of Youth Council's outreach efforts that has been ongoing since July 2013 which started with a simple jingle. Next were billboards, flyers, table tents, cooler labels, coupons, pole signs and a television ad with Northland Cable. These efforts have resulted in numerous phone calls into our Centers from youth as well as parents asking for information for their youth.

Ms. King-Brock acknowledged Mike Wallace in his efforts to secure substantial in-kind donations resulting in our cost being much less than the actual value of the outreach efforts.

iii. Youth Waiver Request From DOL

Ms. King-Brock referred to page 12 reporting the Youth Council would to pursue requesting a waiver from DOL for flexibility for mentoring a youth and is bringing it to the Board for approval to move forward with request.

BOARD ACTION TAKEN: Motion from Youth Council to move forward with Youth Waiver Request from DOL, second by Ronnie Booth. The motion carried with a unanimous voice vote.

iv. Youth Membership Application(s)*

Ms. King-Brock referred to applications for Youth Council membership from Gene Williams, Oconee County Adult Education; Stormie Moore, former PYC participant; and Clara Williams, parent of an eligible youth. These applications were included in the meeting packet and presented for Board approval.

BOARD ACTION TAKEN: Motion from Youth Council to approve and accept Youth Membership applications as presented, second by Trent Acker. The motion carried with a unanimous voice vote.

v. Youth Council PY'15 RFP Discussions – Next Meeting (08/04/14)

Ms. King-Brock reported the Youth Council will be discussing the RFP for PY'15 at length at their August 4, 2014 meeting.

B.) Workforce Skills & Education Committee

Jennifer Kelly reported on behalf of Committee Chair, Richard Blackwell and referred to pages 15-17 which a report from the May 19, 2014 WSEC is meeting.

i. SC Works Reports

Ms. Kelly referred to pages 18-22 stating these are the reports for the SC Works Center's and the WIA program for Board members review. Ms. Kelly reported the provider is doing well at this time providing services to the community adding there will be a focus on outreach in the coming months.

ii. Supportive Services Policy Revision

Ms. Kelly referred to pages 23-30 and provided a summary of the revision, outlined in red, to the Supportive Services Policy as follows:

- Page 26 – Work Clothing or Uniforms will be increased from \$150 to \$250.
- Online Classes has been redlined. The WSEC agreed this should be included in the Satisfactory Progress Policy vs. the Supportive Services Policy as this is not financial in nature.
- Page 27 – Transportation Reimbursement – In an effort to streamline processes, this item is being increased slightly due to increased gas prices in increments of \$10 per day for up to 40 miles, \$15 per day for up to 80 miles, and \$20 per day for up to 120 miles.
- Page 28 – Work Based Activities has been redlined – historically there has been no pay out for these activities but the policy allowed for reimbursement of half the cost. The Committee agreed to have this reimbursement roll up into regular cost.

BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to approve revisions to Supportive Service Policy as presented, second by Ronnie Booth. The motion carried with a unanimous voice vote.

iii. Committee Membership Application

Ms. Kelly referred to page 31 which is an application presented for Board approval from Amanda Blanton of Tri County Technical College to serve as an Ad hoc member to the WSEC.

BOARD ACTION Taken: Motion from Workforce Skills & Education Committee to approve and accept the application as presented to serve as Ad hoc member to the WSEC, seconded by Kristi King-Brock. Motion carried with a unanimous voice vote.

C.) Business Partnerships Committee

Committee Chair, Ed Parris provided an update from the Business Partnerships Committee May 15, 2014 meeting.

i. Committee Update

Mr. Parris reported on the Business Engagement Plan stating a specific due date for submission to the state had not been received as of our meeting date, however we were given a rough draft of the plan, which will be revised once all partner information has been updated. Expect to have final copy of the plan by the August meeting.

Mr. Parris reported the committee also reviewed the second set of Employer Services Metrics as set by DEW. Since DEW still has not given any information as to how they arrived at the performance measures, the committee asked that we continue to seek clarification on this.

The committee reviewed a report showing the OJT contracts currently in place with it being stated that the biggest barrier that they are experiencing with trying to write contracts is that many employers are hiring through staffing agencies. We also discussed the need to address the verbiage regarding OJT for budget negotiations for PY'14. It was decided that beginning March 1, OJT funds will be opened up on a first-come, first serve basis, regardless of the county fair share rate. The committee is interested in tracking retention rate and county of residence regarding OJT contracts, as well as placing more emphasis on direct placement from WIA caseloads rather than reverse referrals. Regarding the OJT Grant, more specifically the Adult-Dislocated Worker Contract Budget Modification #4, we discussed and supported the de-obligation of \$17,280.00.

Mr. Parris reported the Work Ready Communities Initiative website was accessed for Anderson, Oconee, and Pickens counties. Pickens County has met 100% of the ACT goals, while Anderson County is at 92% and Oconee County is at 84%.

Mr. Parris reported the Committee discussed Rapid Response Incumbent Worker Training Grants and the difficulty some companies have since they are required to pay for the trainings up front before they can request reimbursement. Questions regarding this have been submitted to the state, but no response has been received at this time.

D.) Finance Committee

Committee Chair, Stephanie Collins provided an update from the Finance Committee meeting May 19, 2014.

i. PY'13 Budget Overview:

a. WorkLink Grants

Ms. Collins referred to pages 33-37 and provided a brief overview of the overall In House Budget stating the expenditure rate is at 87% of a goal of 88%. Ms. Collins reported the expenditures are recorded through April 2014 with the following items to note:

- WorkLink was late in receiving payment from DEW for the 2nd quarter invoice in the amount of \$25,160 due to payment being issued on 5/1/2014

to the incorrect vendor. DEW stopped that payment and reissued a check to WorkLink which has been received along with the 3rd quarter payment. Both payments will be reflected in the May expenditures.

- The Travel line item will be increasing due to Windy Graham attending training in Florida in May and Sharon Crite attending training in Atlanta in June.
- The Training line item will be increasing due to procurement being made for Career Development Facilitator, Team Building, Customer Service, & Resume Writing Training for staff that includes Adult/DW & Youth Staff and will be completed by 6/30/2014.

Ms. Collins provided the following summary on the following grants:

Rapid Response Incumbent Worker Grants

- Palmetto Plating Company – the training for this grant has ended, however, we requested and received an extension of the grant with SCDEW through 5/31/2014 which will allow Palmetto Plating additional time to pay the training provider.
- Technology Solution of SC – the training for this grant is ongoing with an end date of 9/1/2014.
- Kroeger Marine Construction – the training for this grant is ongoing with an end date of 2/27/2015.
- Roylco, Inc. – the training for this grant is ongoing with an end date of 4/30/2015.

Incentive Grant

- 13INC01 Grant was received from SCDEW for \$5,453 and has been approved for Outreach. This grant does not end until 6/30/2015. The Outreach ad hoc Committee discussed during the WSEC update will be involved with these funds.

Make It in America Grant

- The MiiA Grant expenditures through April 2014 have been reported. These funds were awarded to the COG and sub granted to the three technical colleges as mentioned.

Dislocated Worker National Training National Emergency Grant

- The DWT NEG was allocated to Henkels & McCoy and expenditures through April 2014 have been reported. Henkels & McCoy will discuss recruitment efforts to get participant enrolled in this grant.

b. Henkels & McCoy PY'13 Adult/DW Grant Expenditure Review

(i) Henkels & McCoy PY'13 Adult/DW Grant Modification Request #4

Ms. Collins reported that Jennifer Kelly & Brandi Runion meet monthly with Henkels & McCoy, most recently regarding the line items that were underspending. Henkels & McCoy has presented modification #4 which is a de-

obligation of \$69,777 and has been approved by the Workforce Skills & Education Committee, the Finance Committee, and the Executive Committee.

Ms. Kelly referred to pages 38-42 which details the budget modification calling attention to the summary as outlined at the bottom of page 39.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving Modification #4 as presented to de-obligate \$69,777. Motion carried with a unanimous voice vote.

c. Henkels & McCoy PY'13 Youth Grant Expenditure Review

Ms. Collins referred to page 43 which is a summary the expenditures for the Youth grant through April 2014 showing expenditures are at 72.08% of a goal of 75%.

ii. PY'14 Budget

a. PY'14 Allocations from SCDEW

Ms. Collins referred to page the overall allocations for PY'14 for all 12 areas in SC are shown on page 44 stating WorkLink region is highlighted in yellow showing that overall we received a decrease of 5.24% from PY'13.

b. PY'14 Henkels & McCoy In-House Budget Transfer Request (Transfer of 50% of Program DW funds to Program Adult Funds)

Ms. Collins reported the projected PY'14 budget has been presented and includes a request to transfer 50% of Program Dislocated Worker funds to Program Adult funds.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving transfer of 50% of Program DW funds to Program Adult funds as presented in the amount of \$325,258. Motion carried with a unanimous voice vote.

c. PY'14 WorkLink In-House Budget Proposal

Ms. Collins referred to page 45 stating the PY'14 WorkLink In-House budget has been presented and includes a 4.57% decrease from the PY'13 budget.

Ms. Collins reported the following items to note:

- Salary, Fringe & Indirect has been reduced due to 2 staff members charging hours to MiiA Grant and DWT NEG grant.
- SC Works Centers & Satellites may change due to some staff changes by SCDEW. If we remain at the current staff level at the centers and only add a SCDEW Intake Coordinator, our costs will be reduced from the PY because of PY'13 startup/move costs experienced.
- Outside Services (Strategic Plan) increased this year due to the completion of our 5 year plan. The Executive Committee has approved for this to be advertised to begin in early July. Amount of \$45,000 is contingent upon the bids that are received for this service.

- Training reduced due to training in PY'13 that isn't needed in PY'14.
- Job Fair costs tabled until true carryover numbers are received.
- IT Maintenance/Support costs reduced due to PY'13 move costs.
- Outreach increased to \$15,000 to coincide with the Incentive grant to provide Outreach for the SC Works Centers.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving the PY'14 In-House Budget as presented. Motion carried with a unanimous voice vote.

d. Henkels & McCoy PY'14 Adult/DW Grant

Ms. Collins reported from page 46, stating the PY'14 Adult/DW budget has been presented as approved by the Negotiations Committee, WSEC, Finance Committee, & Executive Committee for a total budget of \$1,450,000.

Ms. Kelly referred to page 51 for comparison between Modification #4 and PY'14. Ms. Kelly further noted that service level numbers are projected to remain the same as last PY.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving PY'14 Adult/DW budget as presented for a total of \$1,450,000. Motion carried with a unanimous voice vote.

e. Henkels & McCoy PY'14 Youth Grant

Ms. Collins reported the PY'14 Youth budget has been presented as approved by the Negotiations Committee, Youth Council, Finance Committee, & Executive Committee for a total budget of \$800,000.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote PY'14 Youth budget as presented for a total of \$800,000. Motion carried with a unanimous voice vote.

IV. Other Business

Steering Committee Update

The Steering Committee met on June 4, 2014 and addressed Board membership for the WorkLink Workforce Investment Board. Terms typically run from July 1 – June 30 in 3 year increments.

The following re-appointments were made (new term will be July 1, 2014 to June 30, 2017):

- Kristi King-Brock – Partner, Community Based Organization (Anderson Interfaith Ministries)
- Burriss Nelson – Partner, Economic Development (Anderson Economic Development)
- Trent Acker – Partner, Economic Development (Alliance Pickens)
- Leon “Butch” Harris – Business Sector, Oconee County (Koyo Bearings USA)
- Ed Parris – Business Sector, Pickens County (Phillips Staffing)
- Terence Hassan – Business Sector, Anderson County (State Farm Insurance)

The following new appointments were made (new term will begin July 1, 2014 and end June 30, 2017):

- Doug Newton – Business Sector, Pickens County (TTI)
- Amanda Hamby – Business Sector, Anderson County (Allegro Industries)
- Brook Dobbins – Business Sector, Oconee County (Itron)
- Becky Godbey – Partner, Title V Older Worker Program (Goodwill Industries)

Rolling off the Board:

- Stan Brooks – Business Sector, Pickens County (Alice Manufacturing)

The Steering Committee also re-newed the Memorandum of Understanding as it pertains to the locations and partners involved with providing services through the SC Works Center model.

Executive Director Search

As of 6/10/2014, 48 resumes with cover letters and references have been received. The posting closes at 11:59pm today, 6/11/2014.

Ms. Runion was able to post the job to the following locations.

- Monster.com (posted) – Will stay up until June 11
- Anderson Independent (posted in 5/11 newspaper and will be in 5/18 newspaper)
- Worklink.scworks.org (posted) – Will stay up until June 11
- Scacog.org (posted) – Will stay up until June 11
- Seta.org (sent info to them on 5/8 for posting) – Will stay up until June 11
- NAWB.org (sent info to them on 5/12 to see what the price is) – Will stay up until June 11 – HAVE NOT RECEIVED ANY RESPONSE
- Board Member email (sent on 5/8)
- Greenville News (sent them an email on 5/12 to get price and get this posted) – Will request 2 Sunday postings - DECIDED NOT TO POST
- Indeed.com (got all information entered, just need credit card from the office to get it posted) – Will stay up until June 11
- Partners email (sent on 5/13)
- SC Works Online Services (posted 5/13)

The Search Committee will begin reviewing the resumes once the job posting closes.

WorkLink Office Water Damage Update

On Sunday, May 11, 2014 staff discovered a water leak originating from the women's bathroom in the WorkLink hallway, resulting in 2 to 3 inches of standing water. The clean-up process has been completed; however, restoration is still underway. Staff is working on collecting quotes for restoration of the building. Steve Pelissier and Don Zimmer of the COG are working with legal counsel, the insurance company, Trehel, and the Janitorial service to cover the costs of the damages.

Strategic Plan

An RFP for the Strategic Plan has been issued and will be closed out on June 20, 2014. The Executive Committee will review all results and determine whether or not to procure these services or have WorkLink and COG staff complete the Strategic Planning process.

State Monitoring Report

The State Monitoring Report as well as WorkLink's response was briefly reviewed.

Outreach Ad hoc Committee

The Executive Committee met on May 28, 2014 to discuss several items including outreach and a proposal from DEW. Danny Brothers gave approval for staff to create an outreach ad hoc committee that will focus on outreach initiatives for the SC Works Centers. In addition to this, DEW has evaluated the foot traffic in the three counties and would like to propose a pilot project that will require UI claimants to report to the offices in the WorkLink region for services. This will assist us in our outreach efforts.

V. Adjournment

With no further business to discuss, the meeting was adjourned.

Respectfully submitted by: Patty Manley, Office Manager