



WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
October 18, 2017 @ 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Members Present

Ed Parris-Chair	Amanda Blanton	David Bowers
Danny Brothers	Brooke Garren	Teri Gilstrap

Members Absent:

Mike Wallace

Staff Present:

Jennifer Kelly	Meredith Durham	Trent Acker
Windy Graham		

Guests Present:

Kal Kunkel	Steve Riddle	Renee Alexander
Karen Hamrick		

I. Welcome and Introductions

Chair Ed Parris officially called the meeting to order at 3:01 p.m. welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Introductions were made of everyone in attendance.

II. Approval of 08-16-2017 Meeting Minutes

The minutes from the 8/16/2017 meeting were emailed to committee members and included in the meeting packet. Chair Parris called for corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: David Bowers made a motion to approve the minutes, seconded by Brooke Garren. The motion carried unanimously.

III. PY'17 Reports

a. Business/ Employer Services Reports

Ms. Meredith Durham referred to the PY'17 On the Job Training Summary report, which shows that one contract has been initiated with Belton Metal. Ms. Durham continues to market the OJT program to companies in the Anderson, Oconee, and Pickens area. Ms. Durham stated that the WorkLink Annual Job Fair will take place January 4, 2018, in partnership with Tri County Technical College. The job fair will be from 3-7 p.m. in the Industrial Business Development Center at TCTC. Ms. Durham referred to Mr. Acker for reporting on the Incumbent Worker Training Grants. He

explained that, in order to utilize all funds for the first round, DEW will allow for companies approved in 16IWT01-02 to use funds from 16IWT01.

- 16IWT01: \$83,432 funding; ended September 30, 2017. Final documentation is being gathered for the completion of this grant.
- 16IWT01-02: \$265, 000 funding; ends in March of 2018. Expenditures are starting to be processed.

Mr. Acker stated that PY'17 IWT funding is forthcoming. Unlike former grants, all participants must be registered in SCWOS for PY'17. Funds for PY'17 must be allocated by the end of December 2017.

b. SC Works System

Ms. Karen Hamrick reported that through the end of September 2017:

- 5,193 jobseekers were served at a center
- 269 workshops were offered
- 129 referrals to Partners
- 74 hiring events with 529 jobseekers in attendance
- 3 Rapid Response events with 39 individuals in attendance

c. WIOA Adult/DW Program

Mr. Steve Riddle referred to the Usage report found in the Committee packet. As of October, 79 new participants have been enrolled, which brings total enrollments to 17 ahead of scheduled. In regards to training and follow-up services, 19 were approved for occupational training—2 in Administrative, 6 in Healthcare, and 11 in Manufacturing. In follow-up 1st quarter, 45 individuals entered employment, which equals 8% employment rate for first quarter.

The Training budget on page 18 shows 51% of training funds are obligated thus far, as well as \$64,000 in scholarship money. Mr. Riddle stated that the Executive Director of WorkLink has approval from the Board to give 5 exceptions per year to the training cap of \$5,000. Mr. Riddle stated that 5 participants have already been approved. Mr. Riddle asked for an increase from 5 to 10.

ACTION TAKEN: Danny Brothers made a motion to increase the training cap exceptions to be made by the Executive Director of WorkLink to no more than 10 participants, seconded by Amanda Blanton. The motion carried unanimously.

d. Financial

Ms. Renee Alexander summarized the September 2017 expenditures.

- 22.6% of the Adult Training budget is expended.
- Staff costs are at 25.4% as expected.
- 27.8% of the DW Training Budget is expended.
- 18.8% of the Operator Adult Budget is expended.
- 66.8% of the Operator DW Budget is expended, but formula changes will reflect new percentages in the future.

IV. New Business

a. Budget Modification 1

Mr. Kal Kunkel referred to page 19 for the Budget Modification 1. Eckerd requested an additional \$90,000 from available carryover funds to increase training and support services to Adult and Dislocated Worker participants, which will serve an additional 14 participants. Part of the modification also reflects a 2% increase for Eckerd staff that make \$50,000 or less and have been employed for at least 1 year, which brings a total increase to \$4,754.90.

Mr. Kunkel referred to page 21 to report the following:

- A net zero change to operating costs
- Training costs: Line item 2.3 Credential exams and assessments will be increased by \$750
- Training costs: Tuition line item increased by \$71204.65
- Supportive services: \$5,350 increase due to transportation demand
- Proportional change for indirect and general liability insurance equals \$7,270.48

ACTION TAKEN: Danny Brothers made a motion to approve Budget Modification 1 as presented, seconded by David Bowers. The motion carried unanimously.

Mr. Kunkel referred to pages 27 -29 for the Operator Budget and reported the following:

- Net zero change to bottom line of the contract
- 2% pay increase for affected staff and reflects the transition between Matt Fields and Renee Alexander.
- On page 28, there is a bottom line increase of \$1,742.88 for the 2% staff increase
- On page 29, there is a reduction in operating costs across several categories by the same amount
- Net zero change to overall \$85,000

ACTION TAKEN: Amanda Blanton made a motion to approve the Operator Budget Modification as presented, seconded by Brooke Garren. The motion carried unanimously.

b. ETPL Applications

Carolina Construction School-- Ms. Windy Graham stated that, in August, Carolina Construction School was denied due to not providing the information that was requested of them. They applied for 3 programs of study, which are Class A CDL, Class B CDL, and Heavy Equipment Operator. CCS has since provided that information. From October 2016-August 21, 2017: 6 individuals have been enrolled in CDL Class A with a job placement rate of 83%; 1 individual was enrolled in CDL Class B with a job placement rate of 100%; 8 enrolled in Heavy Equipment Operator with a 100% job placement rate. CCS is located in Lancaster, SC. The tuition for Class A CDL is \$3,695, Class B CDL is \$2,976, and Heavy Equipment Operator is \$5,995.

ACTION TAKEN: Danny Brothers made a motion to approve Carolina Construction School as

an eligible training provider for the WorkLink region, seconded by Brooke Garren. The motion carried unanimously.

ECPI University-- Ms. Windy Graham stated ECPI University applied for 2 programs of study: Electronics Engineering Technology Associate's degree and Electronics Engineering Technology Bachelor's degree. The tuition cost of the Associate's degree program is \$36,750 and the cost of the Bachelor's degree program is \$65,424. ECPI has several locations, with 3 offices in the state. Courses are instructor taught, online, and lab based learning.

ACTION TAKEN: Brooke Garren made a motion to approve ECPI University as an eligible training provider for the WorkLink region, seconded by Danny Brothers. The motion carried unanimously.

LS Coding and Education, LLC-- Ms. Windy Graham stated LS Coding and Education applied for 2 online programs of study: Professional Medical Coding and Auditing and Abstracting. Tri County Technical College and Greenville Technical College both offer Medical Coding courses. Three regions have denied LS Coding and Education, LLC.

ACTION TAKEN: David Bowers made a motion to deny LS Coding and Education, LLC as an eligible training provider for the WorkLink region, seconded by Danny Brothers. The motion carried unanimously.

Smart Horizons-- Ms. Windy Graham stated that Smart Horizons is designed to obtain a High School Diploma and a specific area of general study (Protection Officer, Childcare Worker, Commercial Driver's License, etc). Smart Horizons is instructor taught in California and available online. Smart Horizons is not accredited by the Commission for Higher Education.

ACTION TAKEN: Amanda Blanton made a motion to deny Smart Horizons as an eligible training provider for the WorkLink region, seconded by Brooke Garren. The motion carried unanimously.

West Coast Training-- Ms. Windy Graham stated that West Coast Training applied for 3 instructor taught courses: Heavy Equipment Operator, Crane and Rigger, and Mobile Crane Operator. Training would require travel to Washington State to participate in each of the listed courses.

ACTION TAKEN: Amanda Blanton made a motion to deny West Coast Training as an eligible training provider for the WorkLink region, seconded by David Bowers. The motion carried unanimously.

V. Old Business

a. Transportation Grant

Ms. Jennifer Kelly stated that the new transportation route has been running for approximately 1 month. The first full report from Electric City Transit should be available at the end of November. The route that runs to Belton-Honea Path currently has fluctuating rider numbers, but most routes take 18 months to reach full potential. The route runs 4 hours per day and 5 days per week. The Gold route includes stops to First Quality, Electrolux, and Michelin Boulevard. The Purple route includes stops at or near Richard Campbell Nursing Home, Patrick B. Harris Mental Health, Timken, Baldor, PCA, and Homtex. Existing employees of the listed companies are using the route more than new hires.

b. Strategic Plan

Ms. Jennifer Kelly referred to page 36 for the Standard Report. Anderson County has awarded 11,090 NCRCs, Oconee County has awarded 4,114 , and Pickens has awarded 6,967. Business Service Integration and Partner Teams are meeting monthly and/or quarterly. The next Business Service Integration Team meeting is October 20th, followed by a Quarterly Partner meeting on November 17th. Objective 3 shows that in PY'15, 16 participants finished certification through our program and in PY'16, 16 participants finished. SC Works Centers are currently working with Pickens County Career and Technology Center on piloting a CNC program in Spring 2018 that takes place from 4-7 p.m. Staff are also co-located in the Anderson Adult Education Center, and Adult Education staff are co-located at the Clemson SC Works Center to teach GED classes.

Workshops: Some workshops that are not currently offered in the WorkLink region are Soft Skills, Marketing Yourself, and Preparing for Success. Low workshop attendance is being experienced statewide. The goal of 8 workshops offered has been met each month. Monthly calendars, flyers distributed by Workforce Specialists, and social media are current marketing strategies for workshops. The workshop calendar will be emailed out to all partners each month. Ms. Hamrick suggested creating a weekly workshop calendar for jobseekers for easy accesibility. Workshop times will also be adjusted. Workforce specialists suggested that workshops be offered outside of SC Works Centers and/or to offer an incentive for attending.

Ms. Kelly referred to page 38 for progress on WorkKeys profiles. The item was tabled until further WorkKeys data becomes available.

c. 2018 Request for Proposal(s)

The committee went into Executive Session to discuss contractual matters.

No action was taken during the Executive Session. Mr. Acker stated that 2018 is an RFP year for the Operator, Adult and DW program.

VI. Other Business

Chair Parris called for other business.

VII. Adjourn

With no further business, the meeting was adjourned by Chair Parris at 4:06 p.m.

Respectfully submitted by: Meredith Durham