

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**November 7, 2018 - Minutes**

**Seminar Room I – Clemson University - Martin Inn & Conference Center**

**Members Present:**

Ronnie Booth	Danny Brothers	Edgar Brown	Allen Fain
Billy Gibson	Lisa Gillespie	Teri Gilstrap	Robert Halfacre
Emily Hodge	Melanie McLane	Ed Parris	Patrick Pruitt
Shonna Williams			

**Members Absent:**

Cheryl Allmon	Jeremy Arnett	David Bowers	David Collins
Stephanie Collins	Brooke Garren	Kristi King-Brock	Jennifer Lannom
Mike Wallace			

**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

**Guest Present:**

Julia Gamarra Mendoza	Kal Kunkel	Steve Riddle	Karen Craven
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**I. Call to Order**

The meeting was called to order at 1:00 pm.

**BOARD ACTION TAKEN: Ed Parris made a motion to elect Robert Halfacre to serve as Chair for the November 7, 2018 Board meeting, second by Ronnie Booth. The motion carried with a unanimous voice vote.**

Mr. Robert Halfacre announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes.

**II. Approval of Minutes**

The minutes from the September 19, 2018 meeting were emailed with the meeting notice and included in the meeting packet. Chair Halfacre called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Ronnie Booth made a motion to approve the minutes as presented, second by Ed Parris. The motion carried with a unanimous voice vote.**

### **III. Director's Report**

#### *A. 2018 FUR Response*

Mr. Trent Acker referred to page 8, which showed the Fund Utilization Rate Response from the WorkLink Workforce Development Board. WorkLink did not meet the Fund Utilization Rate in PY'17 for the Dislocated Worker fund stream. Mr. Acker stated that the reason WorkLink did not meet the requirement is because in early June, WorkLink Workforce Development Board received \$100,000 in excess Dislocated Worker funds from the Midlands Workforce Development Board via the voluntary reallocation process. Mr. Acker stated that before receiving the additional funding, WorkLink was on track to meet the FUR for Dislocated Worker. Mr. Acker does not anticipate any issues meeting the FUR requirement in Program Year 2018.

#### *B. 2018 AOP Showcase*

Pages 9-11 displayed the AOP Showcase student passports and transportation schedules for the 2018 event. The AOP Showcase will take place November 13-14, 2018 at the Anderson Civic Center from 8:45 a.m.- 12 p.m. each day. Mr. Acker extended an invitation to Board members. The total transportation costs for the 2018 event was approximately \$14,000. WorkLink funded \$5,000 to assist in transportation costs, and the balance is paid by the AOP Showcase Board. Each county also contributes to the event.

#### *C. Final Performance*

Mr. Acker referred to page 12, which highlighted the PY 2017 WIOA Quarterly Report Summary. The WorkLink area met or exceeded all goals for PY'17.

### **IV. Committee Reports**

#### **A.) Executive Committee**

- i.) Chair Halfacre reviewed the actions taken by the Executive Committee since the last Board meeting. There were 2 different email votes that took place. Chair Halfacre read a summary of the actions taken:

On October 8, 2018 the Executive Committee approved the award for the PY'18 Janitorial Services Contract to Greene Solutions Group.

On October 16, 2018, the Executive Committee approved a modification to increase Allegro Industries IWT agreement by \$294.20 and 1 trainee.

**BOARD ACTION TAKEN: Danny Brothers made a motion to ratify the actions taken by the Executive Committee, seconded by Ronnie Booth. The motion carried with a unanimous voice vote.**

## B.) Finance Committee

### 1) PY 18 Budget Overview

#### a. WorkLink Grants

##### i.) Adult, DW, Operator

Mr. Steve Riddle referred to the following as of September 2018:

- Page 13: Adult Program budget— 24.7% of the Adult Program budget expended.
- Page 14: Dislocated Worker Program budget – 27.6% of the DW program budget expended.
- Page 15: Obligation Report-- Total vouchers paid is \$232,000. The Obligation Report is a way to track additional training funds that may be needed and to keep track with obligations for the year.
- Page 17: Operator Adult budget – 22.5% of the Operator Adult budget expended.
- Page 18: Operator DW budget—22.3% of the Operator DW budget expended.

##### ii.) PY18 Adult/DW, Modification 1

Mr. Kal Kunkel referred to pages 19-26, which showed PY18 WorkLink Adult/DW Contract Budget Modification #1. Eckerd requested an additional \$102,000 from available carry-over funds and to transfer Formula Dislocated Worker funds to Adult to increase Training and Supportive Services for Adult participants. WorkLink is also requesting Rapid Response funds from SC DEW to serve Dislocated Workers. Mr. Kunkel reviewed the Budget modification Narrative, Grant Budget Summary, Cost and Price Analysis worksheet, and Participant Flow Projections listed on pages 19-26 of the Board packet.

**BOARD ACTION TAKEN: The Finance Committee made a motion to approve the Adult/DW budget modification request as presented, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

##### iii.) PY18 Rapid Response Request

Mr. Kunkel referred to pages 27-32, which showed the PY'18 WorkLink Rapid Response Request. Eckerd requested \$94,000 of the Rapid Response funding to serve Dislocated Workers in the WorkLink region that will allow the transfer of Formual Dislocated Worker funds to Adult to increase Training and Supportive Services for Adult participants. Mr. Kunkel reviewed the Grant Budget Summary, Cost and Price Analysis Worksheet, and Participant Flow Projections listed on pages 27-32. Forty five Dislocated Worker participants may be served through this funding.

**BOARD ACTION TAKEN: The Finance Committee made a motion to approve the PY'18 Rapid Response request as presented, seconded by Edgar Brown. The motion carried with a unanimous voice vote.**

##### iv.) Operator Modification 1

Mr. Kunkel referred to pages 33-40, which showed the PY'18 WorkLink Operator Budget Modification #1. Eckerd requested a budget modification to increase the One Stop Operator

budget by \$5,000 from carry over funds to facilitate a pay increase for the One Stop Manager to align the salary to their new minimum baseline for this position. Mr. Kunkel reviewed the Grant Budget Summary, Cost and Price Analysis Worksheet, and Participant Flow Projections listed on pages 33-40.

**BOARD ACTION TAKEN: Ronnie Booth made a motion to approve the Operator Budget Modification request as presented, seconded by Emily Hodge. The motion carried with a unanimous voice vote.**

v.) PY18 Youth

Ms. Karen Craven referred to page 41 and stated that the 19.3% of the Youth budget has been expended. Ms. Craven pointed to the Work Experience line item and stated that 100% of those funds are mandated to be expended by the end of PY'18. Ms. Craven stated that 19% of Work Experience stipends have been expended as of September 2018.

vi.) PY'18 Youth Modification 1

Mr. Kal Kunkel referred to pages 42-50 , which showed the PY'18 Youth Modification #1. Mr. Kunkel stated that the overall contract amount will still total \$600,000. Mr. Kunkel stated that 2 staff members have resigned, and only 1 of those positions will be replaced, resulting in a decrease of staff salaries by \$27,200.12. Budget funds will be shifted based on staffing changes.

**BOARD ACTION TAKEN: The Finance Committee made a motion to approve the Youth Budget Modification request as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.**

b. In-House Budget

i.) PY'18 In-house Budget

Mr. Acker referred to the PY'18 In-House budget sheet on page 51 to note the following:

- Training and Memberships, Dues and Fees line items are spending a bit ahead of schedule, due to the time of year those items are due.
- The Undesignated Funds line item will be where the requested Operator and Program modifications will come from.
- The next budget will reflect all items approved by the Board.

V. Ongoing Grants

i.) Incumbent Worker Training Grants

- Rapid Response IWT: There is 1 current Rapid Response IWT contract with Patriot Automation, and 2 recently closed contracts with Siemag and Ideal Steel shown on page 53. SCMEP conducts a Competitive Analysis on each company and determines a need for certifications and trainings to prevent layoffs.
- 17IWT01: \$150,000 has been awarded to 4 companies. Companies awarded are Allegro Industries, Mergon, Nutra, and Proper Polymers. The PY'17 grant ended

October 31, 2018. Meredith Durham is working with the awarded companies to receive reporting documents.

- 18IWT01: Listed on page 55, WorkLink has received approximately \$200,000 in training funds for IWT. An additional \$17,000 can be used for staff time for this grant. Solicitation has been sent out to companies.

ii.) OJT

Mr. Acker referred to page 54 for the OJT Contract summary. There are 5 total contracts with Advanced Machining, J. Davis Construction, and Michelin. Advanced Machining and J. Davis' contracts were unsuccessful and are in the process of reimbursement. OJT participants have the option to participate in continued services with their assigned Career Coach after OJT concludes. Michelin's OJT contracts are in conjunction with the Michelin Manufacturing Scholars program. WorkLink will continue to reach out to employers for OJT.

iii.) Technology Grant

Mr. Acker referred to the loose page in the back of the Board packet to review the Technology grant. WorkLink was awarded \$122,500 for a technology grant to use for technology upgrades in the SC Works Centers. WorkLink is now in the process of firm procurement.

iv.) Transportation Demo Grant

The Transportation Grant Summary was listed on page 57 in the packet, which shows invoices received and ridership numbers. The priority of ridership is training, education, and employment. Electric City Transit is tracking ridership numbers. The current ridership is at 43% of the 60% goal.

v.) 2019 Committee Meeting Dates

The 2019 Committee Meeting Dates were listed on page 79 in the Board packet.

**BOARD ACTION TAKEN: Teri Gilstrap made a motion to approve the 2019 Committee meeting dates as presented, seconded by Ed Parris. The motion carried with a unanimous voice vote.**

C.) Youth Committee

Mr. Robert Halfacre referred to Ms. Karen Craven to review the revised PYC Enrollment Commitment form and WorkLink Supportive and Incentive Policy on pages 58-60. Ms. Craven noted that the revision of the PYC Enrollment Commitment Form was seen in Item #9. She stated that incentives can now be given during follow-up, but students are required to sign a payment voucher and sign a slip to pick up the incentive. The goal of the form revision is to make clear to students that they must visit with PYC staff twice to receive an incentive during follow up.

**BOARD ACTION TAKEN: The Youth Committee made a motion to approve the Item #9 revision in the PYC Enrollment Commitment Form, seconded by Edgar Brown. The motion carried with a unanimous voice vote.**

Ms. Craven referred to pages 59-60, which showed the WorkLink Incentive Policy. Ms. Craven stated that the Incentives line item was increased from \$17,000 to \$20,000. Ms. Craven stated that the recommended changes are as follows:

- Program Skills Gain in Reading or Math Incentive: Increase from \$25 to \$50.
- Non-Common Measure: Pre-Employment Work Maturity Skills: Increase to \$50 at the mid-point and an additional \$50 at class end, totaling \$100.
- Add a Platinum WIN Certificate incentive of \$100.
- Add Obtain an Occupational Training Skills Credential: Hospitality Support Specialist: \$100.

**BOARD ACTION TAKEN: Ronnie Booth made a motion to send the proposed WorkLink Incentive Policy changes back to the Youth Committee for additional review, seconded by Teri Gilstrap. The motion carried with a unanimous voice vote.**

Ms. Craven stated that the recommended changes for the WorkLink Youth Program's Work Experience stipends are an increase from \$7.75 to \$8.25, and in Specialized in-demand career pathway training from \$8.00 to \$10.00 per hour.

**BOARD ACTION TAKEN: The Youth Committee made a motion approve the increased WorkLink Youth Program's Work Experience stipends as presented, seconded by Teri Gilstrap. The motion carried with a unanimous voice vote.**

Mr. Halfacre referred to page 62 and highlighted that there are 99 total PY'18 PYC enrollments.

**D.) OneStop Operations Committee**

Mr. Ed Parris stated that the previous OneStop Operations committee meeting was cancelled due to lack of a quorum. Mr. Parris referred to pages 63-67 which showed the SC Works usage reports. Mr. Parris noted that page 65 showed a demographic chart of WIOA enrollments. He stated that Job Seeker enrollment reports are reflecting July 2018 numbers. WorkLink has not received final demographic information from the Department of Employment and Workforce.

Mr. Parris referred to Ms. Jennifer Kelly for information on the Solar Panel Installation moratorium. Ms. Kelly stated that a Board member requested to consider revising the moratorium on Solar Panel Installation, due to growth of Solar Panel Installation projects planned for this area.

**BOARD ACTION TAKEN: Danny Brothers made a motion to remove Solar Panel Installation training from the moratorium, second by Teri Gilstrap. The motion carried with a unanimous voice vote.**

Mr. Parris referred to Ms. Windy Graham for information on the ETPL applications. Ms. Graham stated that 4 applications have been received for the Eligible Training Provider List. Page 75 shows a detailed description of the programs.

- Carolina School of Massage is located in Greenville, SC and has applied for the Massage Therapy program. Massage Therapy is an in-demand occupation.

**Due to lack of a motion, Carolina School of Massage was denied.**

- Excel Truck Driver Training is located in Piedmont, SC and has applied for Class A Truck Driver Training and Class B Truck Driver Training. Class A and B Truck Drivers are both in-demand occupations.

**BOARD ACTION TAKEN: Robert Halfacre made a motion to approve Excel Truck Driver Training to be accepted on to the Eligible Training Provider List, second by Danny Brothers. The motion carried with a unanimous voice vote.**

- MAU Workforce Solutions is located in Greer, SC and has applied for Powered Industrial Vehicle Beginners Program-Standard, Powered Industrial Vehicle Enhancement Course, and Powered Industrial Vehicles Beginners Program-Plus (forklift certificates). There is minimal classroom training associated with these courses.

**BOARD ACTION TAKEN: Ronnie Booth made a motion to deny MAU Workforce Solutions to be on to the Eligible Training Provider List, second by Teri Gilstrap. The motion carried with a unanimous voice vote.**

- Online Consulting, Inc. is an online training program and has applied for AutoCAD program. AutoCAD is an in-demand occupation.

**BOARD ACTION TAKEN: Edgar Brown made a motion to deny Online Consulting, Inc. to be on to the Eligible Training Provider List, second by Danny Brothers. The motion carried with a unanimous voice vote.**

#### **E.) Priority Populations Committee**

Ms. Lisa Gillespie referred the committee to page 77. The committee met on October 11 to hear from Mary Jeffers with National Alliance on Mental Health. Ms. Gillespie stated that the unemployment rate for individuals with disabilities is 8%. The next Priority Populations meeting is planned for January 8, with a representative from Ripple of One as the speaker. Mr. Pat Pruitt stated that Ripple of One and SC Works will be hosting a back-to-work program.

## **VI. Other Business**

**BOARD ACTION TAKEN: Danny Brothers made a motion to appoint Jeromy Arnett, Teri Gilstrap, and Emily Hodge to serve on the IWT Ad-hoc Committee, second by Ed Parris. The motion carried with a unanimous voice vote.**

**BOARD ACTION TAKEN: Ronnie Booth made a motion to close the SC Works Centers beginning at 12 p.m. on November 16, 2018 for a staff luncheon and training, second by Melanie Mclane. The motion carried with a unanimous voice vote.**

Mr. Acker stated that on December 13, 2018 the Development Corporation of Anderson County is hosting a breakfast that will be recognizing two WIOA Anderson County participants as Participant of the Year.

Mr. Acker stated that two local areas did not request IWT funding from DEW. DEW is still attempting provisionally to serve those areas. WorkLink may be asked to participate in some way, but more information is forthcoming.

**VII. Adjourn**

Chair Halfacre adjourned the meeting at 2:10 pm.

*Respectfully submitted by: Meredith Durham*