

**SANTEE-LYNCHES WORKFORCE
DEVELOPMENT BOARD
SC WORKS COMMITTEE MEETING
Thursday, March 16, 2017 - 8:30 AM
SC WORKS SUMTER CENTER
31 E. CALHOUN STREET
SUMTER, SC 29150**

MINUTES

Members Present:

Bobby Anderson, Chairman, George General, John Hornsby, George Kosinski, Janice Poplin, Anita White

Members Absent:

Brad Branham, Sam Lowery (Excused)

Workforce Development Staff Present:

Areatha Clark – Workforce Development Director

Mary Brown – SC Works Manager

Esmonde Levy –Workforce Development Manager

Becky Minegar – Santee-Lynches Regional Council of Governments Administrative Assistant

I. Welcome:

Mr. Bobby Anderson, Chairman welcomed the committee members and called the Santee-Lynches Workforce Development Board's SC Works Committee Meeting to order at 8:35 AM. A quorum was present.

II. Approval of Minutes (M):

Chairman Bobby Anderson called for a motion to approve the minutes from August 18, 2016. A Motion was made by Ms. Janice Poplin and seconded by Mr. John Hornsby. There were no revisions to the minutes; all were in favor and the Motion passed unanimously.

III. SC Works Performance Update:

Ms. Mary Brown, SC Works Manager reviewed the SC Works Performance Update for measurable outcomes for the period July 1, 2015 – June 30, 2016 for Program Year 2016. She reported as of March 8, 2017 SC Works served 714 participants (active and follow-up) with 99 of these being carryover participants; two hundred eighty-two (282) new participants enrolled and three hundred thirty-three (333) participants in follow-up. Ms. Brown then reported SC Works had a total of seven hundred and three (703) job placements with forty-five (45) being from Case Managers and six hundred fifty-eight (658) being from the SC Works System as a whole. Ms. Brown then reported one hundred twenty-seven (127) participants have been served in Training and/or Supportive Services category, with thirty-three (33) from

Kershaw/Lee Counties and ninety-four (94) from Clarendon/Sumter Counties. Ms. Brown then reported \$173,869 was spent in Training with \$63,428 in Kershaw/Lee Counties and \$110,441 in Clarendon/Sumter Counties. There were \$81,763 in Supportive Services spent with \$25,993 being spent in Kershaw/Lee Counties and \$55,770 in Clarendon/Sumter Counties. Ms. Brown indicated they had twenty-two (22) Work Experience contracts and \$43,110 has been paid directly to students. Seventeen (17) On-the-Job Training (OJT) contracts have been secured with \$60,719 in OJT training dollars spent.

Ms. Areatha Clark explained the Business Services Representative (Mr. Steve Berger) found out as a result of finalizing Work Experience (WE) contracts with a lot of the companies that they did not know about On-the-Job Training (OJT) program. She further explained the Business Services Representative has been working with a lot of new companies where he is able to not only talk about the WE program but also the OJT program. Ms. Clark stated they will also be working with Central Carolina Technical College on a different initiative – internship with employers concentrating on HVAC and CNC Machine & Tool Operators year-round, beginning in August. This program is in the planning stage and on April 4, 2017 they will be bringing employers to the table that are needing and actively recruiting these types of employees.

A discussion ensued concerning the need for CNC Operators and Injection Molding Operators and how to get more trained in a short period of time. It was suggested to add Injection Molding training with CNC training at Palmetto Training, the new training provider in Sumter. It was also discussed developing an action plan for determining training needs to make the program successful. It was suggested to do a survey to find out what the employers need. It was also suggested to develop questions for businesses on what their needs are and for the Business Services and Integrated Business Services Representatives to add these questions to their agenda when talking with employers. Mr. John Hornsby added that Vocational Rehabilitation has completed some surveys in the past to determine employer needs and would be willing to share information gathered with staff and the committee.

IV. Finance Report

Mr. Esmonde Levy provided a financial update for SC Works Expenditures for PY'16 through January 31, 2017:

Chart 1: Program Year 2016 Adult Financial Data – Program Funds

- SC Works has spent \$358,190 of \$550,000 (grant amount), which leaves a balance of \$277,292.

Mr. Levy explained again how a monthly goal is calculated to ensure that required expenditure rates are met by the end of the program year.

Mr. Levy added that it is anticipated that there will be an influx of OJT opportunities, but primarily for WIOA Adults. With the Adult numbers rising, there will be a need for a transfer of funds (expenditures) to the Dislocated Worker program in the very near future.

Chart 2: Program Year 2016 Dislocated Worker Financial Data – Program Funds

- SC Works has spent \$65,676 of \$410,000 (grant amount), which leaves a balance of \$344,324.

V. Request for Proposal for Operator Services

Ms. Areatha Clark stated by law we have to procure out One-Stop/SC Works Operator Services. This does not include day to day case management services currently provided in house. Ms. Clark then stated the Request for Proposals (RFP) will be for \$120,000 to operate the centers. She explained the Workforce Innovation and Opportunity Act (WIOA) of 2014 authorizes local Workforce Boards to develop and oversee a local one-stop delivery system for the provisions of workforce services to job-seekers and employers in the local region. WIOA Section 107 (g) (2) requires local areas to select an operator through a competitive process. The LWDB must issue a Request for Proposal (RFP) to solicit qualified organizations with the expertise and capacity to fulfill the role of One-Stop Operator. The Operator will be responsible for the facilitation of the centers, Day-to-Day Operations and Oversight of regional SC Works Centers, coordinate the service delivery of required one-stop partners., maintain the one-stop delivery system to meet the needs of the local area; labor market data, information sharing, partner and customer surveying and business engagement coordination, assure there is consistency of services including but not limited to career services, training and workshops and continuously improve the one-stop system, provide quarterly reports to the WDB on activities for both job seekers and businesses at the centers, coordinate the implementation of the Memorandum of Understanding with One-Stop partners, functional Supervision of Partner Staff, expand partnerships and increase integrated service delivery, develop strategies to improve cross partner performance, report to Board, stakeholders and partners on system activities, data collection and access to information and outcomes, achievement of SC Works Centers Certification, and other duties as assigned by the SLWDB.

VI. Extension of Contract for Adult and Dislocated Worker Services

Ms. Areatha Clark stated the law only requires to procure out One-Stop/SC Works Operator services. Therefore, the option is available to extend the contract with Santee-Lynches Regional COG to provide WIOA Adult and Dislocated Worker services in-house.

A Motion was made by Mr. John Hornsby and seconded by Mr. George General to present to the Workforce Development Board for approval: to release a Request for Proposals for One-Stop/SC Works Operator Services and to extend the contract with Santee-Lynches Regional COG to provide in house WIOA Adult and Dislocated Worker Services. All were in favor and the motion passed unanimously.

VII. Other Business

None.

VIII. Adjournment

The meeting was adjourned at 9:28 AM.

Recorded by,

Becky Minegar, Administrative Assistant, Santee-Lynches Regional Council of Governments