

**SANTEE-LYNCHES WORKFORCE  
DEVELOPMENT BOARD  
SC WORKS COMMITTEE MEETING  
Tuesday, February 20, 2018 - 8:30 AM  
SC WORKS SUMTER  
31 E. CALHOUN STREET  
SUMTER, SC 29150**

**MINUTES**

**Members Present:**

Bobby Anderson, Chairman, Nicole Gardner, George General, Janice Poplin

**Members Absent:**

John Hornsby, Sam Lowery

**Workforce Development Staff Present:**

Esmonde Levy –Workforce Development Manager

Brenda Cooper – Workforce Development Coordinator

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

**Guest:**

Ray Jackson – SC Works Operator/Center Manager, Eckerd Connects-Workforce Development

**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 8:41 AM. A quorum was present.

**II. Approval of Minutes (M):**

**Chairman Bobby Anderson called for a motion to approve the minutes from August 21, 2017. A Motion was made by Ms. Janice Poplin and seconded by Ms. Nicole Gardner.** There were no revisions to the minutes; **all were in favor and the Motion passed unanimously.**

**III. SC Works Performance Update:**

Mr. Esmonde Levy, Workforce Development Manager, reviewed the SC Works Performance Report: Program Year 2017 (July 1, 2017 – June 30, 2018) through February 14, 2018. He reported SC Works served 763 participants (active and follow-up) in the WIOA program. A discussion ensued concerning if there is a goal to meet for total number of targets served. Mr. Levy explained there is not a target number however, there is an internal goal through SC Works budget of participant flow. Mr. Levy stated he would get that information. It was then discussed revising the SC Works Performance Report. It was suggested to have a three (3) year (year-to-date) comparison on where we've been and where we should be, a goal

objective, more explanation to better understand the reporting, as if the “members listening are not knowledgeable”, etc. It was also suggested to compare this area to other parts of the State.

Mr. Levy stated \$194,175 was spent in Training Dollars and \$53,572 was spent in Supportive Services. Mr. Levy indicated they had eight (8) Work Experience contracts with \$25,080 being paid and thirty-two (32) On-the-Job (OJT) contracts were secured with \$70,946 in OJT training dollars reimbursed to employers.

The Committee further discussed having a goal for Work Experience and would like to know the number of all individuals coming into the centers and what services they are needing, possibly creating a monthly Dash Report.

#### **IV. Financial Report**

Mr. Esmonde Levy provided a financial update for SC Works Expenditures for PY'17 (July 1, 2017 – June 30, 2018) through January 31, 2018:

##### **Chart 1: Program Year 2017 Adult Financial Data – Program Funds**

- SC Works has spent \$381,522 of \$500,000 (grant amount), which leaves a balance of \$118,478.

##### **Chart 2: Program Year 2017 Dislocated Worker Financial Data**

- SC Works has spent \$75,999 of \$400,000 (grant amount), which leaves a balance of \$226,667.

Mr. Levy added a transfer from Dislocated Worker to Adult would be forthcoming.

It was then discussed to have more of a narrative (in layman’s terms), for this committee and at the Workforce Development Board meeting, concerning the Adult and Dislocated Program and why Dislocated Worker funds have to be transferred.

It was also discussed to be more proactive when there is a company getting ready to layoff employees such as; offer services, educate, etc. It was explained SCDEW has a Rapid Response Team that works in conjunction with SC Works to reach out to these companies that are laying off/closures. It was then suggested to have better reporting to the Workforce Development Board regarding this initiative and reporting new industry.

It was discussed getting software (Base Camp) to better communicate with Board Members/Committee Members in real time of the progress of the Centers.

#### **V. SC Works Operator Report**

Mr. Ray Jackson, SC Works Operator, provided the SC Works Operator Report for July 1, 2017 – June 30, 2018, reporting period thru February 13, 2018. He reported SC Works has had 5,284 staff referrals, 7,889 self-service referrals with 13,183 total number of referrals. Mr. Jackson then reported SC Works has placed 642 applicants.

It was also discussed to revise the SC Works Report to include more information such as more services. It was also explained the data that is obtained for this report is not in "real time" and are waiting on the employer to report back.

Mr. Jackson then provided hiring events year-to-date information showing the number of companies, referrals, job offers, and veteran. Mr. Jackson explained a hiring event is when an employer comes into the center ("individual career fair") and participants have been scheduled to interview with said employer.

The question was asked if there is a relationship with Brian Rauschenbach of the Economic Development Board, who works with employers, and SC Works? It was suggested this would be a good relationship for resources and to better work together.

Mr. Jackson informed the committee of Workforce Education Outreach:

- Maywood Middle School – November 9, 2017
- Hillcrest Middle School – January 18, 2018
- Lakewood High School – February 6, 2018
- Lakewood High School – February 20, 2018
- Lakewood High School – February 27, 2018

SC Works Monthly Pre-Release Orientations

- Wateree River Correctional Institutions
- Lee Correctional Institution
- Turbeville Correctional Institution

## **VI. Conflict of Interest Policy**

Mr. Esmonde Levy explained the Conflict of Interest Policy. He indicated the State is required to have a conflict of interest policy regarding single entities performing multiple functions in a local workforce area under Title I of the Workforce Innovation and Opportunity Act (WIOA).

Conflicts of interest must be avoided when aligning Title I local area functions, entities and services. Structures that create situations allowing for a single entity to have control over the administration and use of funds, oversight of programs and the local one-stop delivery system, and provision of direct services are at the very least a perceived conflict of interest. Although allowable, the clear intent of WIOA is to avoid single entities performing multiple functions.

Mr. Levy then provided Conflict of Interest Policy Revisions/Clarifications.

1. The policy would include provisions for local areas to request a temporary waiver for valid exceptions. As procedure, state staff would provide such requests to the SC Works Management Committee of the State Workforce Development Board (SWDB).

Examples of exceptions include:

- National disaster grants;
- Transition centers to handle mass layoff events;
- Termination of contract, either by local board or by a service provider;
- Revised procurement timelines due to Request for Proposal (RFP) responses.

2. Business services are not included in the policy. Therefore, an entity designated as the fiscal agent and/or staff to the board could provide business services within the local area. Language would be in the policy to clarify.
3. The effective date of the policy would be July 1, 2018. If necessary, local boards may request an extension to complete procurement actions. Full implementation and compliance with the policy must be in place no later than July 1, 2019.

Mr. Bobby Anderson requested to have a meeting with himself, Mr. George General, Ms. Areatha Clark, and Mr. Christopher McKinney, Executive Director, Santee-Lynches RCOG regarding the Conflict of Interest Policy and what can be done to keep these services in-house.

**VII. Other Business**  
**None**

**VIII. Adjournment**

The meeting was adjourned at 9:52 AM.

Recorded by,

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