

**SANTEE-LYNCHES WORKFORCE
DEVELOPMENT BOARD MEETING
Tuesday, June 27, 2017 - 5:00 PM
Central Carolina Technical College
Advanced Manufacturing Technology Center
853 Broad Street, Room A144
Sumter, SC 29150**

MINUTES

Members Present:

Kershaw – Nicole Gardner, John Hornsby
Lee – George General (Chairman), Zina Wright
Sumter – Calvin Hastie, Sr., Janice Poplin, Sharon Teigue, Anita White, Elizabeth Williams

Members Absent:

Clarendon – George Kosinski (Excused)
Kershaw – Brad Branham, Teresa Justice, Peggy McLean (Excused)
Sumter – Ashton Elmore (Excused), Patrick Macias (Excused), Jerome Robinson

Staff Present:

Areatha Clark, Workforce Development Director
Esmonde Levy, Workforce Development Manager
Mary Brown, SC Works Manager
Steve Berger, SC Works Business Services
Becky Minegar, SLRCOG Administrative Assistant

Guests:

Amanda Wagner – Eckerd Workforce Development dba Palmetto Youth Connections (PYC)
Tammy Wise – Eckerd Workforce Development dba Palmetto Youth Connections (PYC)
Amanda Lucas – SC Department of Employment and Workforce (SCDEW)
James Krivejko – Kershaw County Economic Development Board

I. Welcome and Call to Order:

The Santee-Lynches Workforce Development Board of Directors (WDB) Meeting was called to order by Chairman George General at 5:07 PM. A quorum was present. Chairman General entertained a Motion to approve the Agenda. **A motion was made by Mr. John Hornsby and seconded by Ms. Sharon Teigue.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

Mr. Calvin Hastie provided the invocation and Chairman General led the Pledge of Allegiance. Ms. Areatha Clark, Workforce Development Director introduced staff and guests. Ms. Clark stated at the August board meeting Mr. James Krivejko will be replacing Peggy McLean on the board for Kershaw County Economic Development and Ms. Chris Edwards will be replacing George Kosinski for

Clarendon County Economic Development. Ms. Clark then stated the staff is still trying to solicit new Board Members.

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of May 23, 2017. **A motion was made by Mr. Calvin Hastie and seconded by Mr. John Hornsby.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

II. Reports:

A. SC Works Report:

Ms. Mary Brown, SC Works Manager, provided the SC Works Report for measurable outcomes for the period (July 1, 2016 – June 30, 2017, reporting period thru June 16, 2017) for Program Year 2016. She reported as of June 16, 2017 SC Works has served 841 participants in the WIOA program who are both either active or receiving follow-up services. 150 of those participants are currently enrolled in Occupational Skills Training or receiving Supportive Services assistance. Ms. Brown stated SC Works has hired two new Case Managers and are off to a great start. Ms. Brown then stated they are working with Central Carolina Technical College (CCTC) and the Industrial Technology Department with providing work-based learning (Work Experience) to 22 students in the fields of welding, engineering graphics, automotive, machine tool, and mechatronics. Currently, there are 53 OJT contracts with new employers participating: Caterpillar (both Hydraulic and the Pin Plant), Envirovac, Medtronics, and Haier America. Ms. Brown indicated SC Works as a whole has successfully placed to date over 1,000 customers.

Ms. Clark added SC Works has been working with several training providers in the healthcare field to find clinical sites. She added they have been working through Chairman General to secure Care South as a site so the customers don't have to travel a long distance to get the clinical training that's needed. Ms. Clark stated a new provider in Camden, Professional Development and Training Services is looking for additional sites for their participants.

Ms. Brown requested that the board members provide suggestions/comments to Ms. Areatha Clark on any additional information they would like reported at meetings.

B. Youth Provider Report:

Ms. Keidrian Kunkel, Eckerd Workforce Development dba Palmetto Youth Connections (PYC), reported that PYC enrolled one hundred fifty-seven (157) participants as of June 26, 2017 with 98 of those enrollments currently being active. Ms. Kunkel reported they twenty-seven (27) High School Credentials; twenty-four (24) Occupational Skills Credentials; forty (40) Literacy Numeracy Gains; Ms. Kunkel stated the literacy/numeracy gains had a big jump from last year. She then stated fifty (50) placements in employment, college, or the military; thirty (30) Work Experiences (this number has doubled since the last meeting) and sixty-two (62) Career Smart completers. Ms. Wagner stated PYC is now partnering with Mr. Bob Edwards, Plant Manager for BCA (Bicycle Corporation of America) in Manning and one participant has been placed there on a Work Experience. PYC also has another new partnership with the Town of Summerton in the Clerk of Court's office.

Ms. Kunkel then shared a success story: "Michael Cummings came to PYC in November 2016 because he needed help earning his High School Diploma. Working with Adult Education, Michael was able to graduate and begin exploring his career interest in manufacturing. Michael completed Career Smart,

updated his resume and began honing his skills for employment. PYC partnered with BCA (Bicycle Corporation of American) in Manning and the plant manager, Bob Edwards agreed to a work experience for Michael. Within six months of entering Palmetto Youth Connections, Michael finds himself working in the industry that interests him the most. In fact, BCA has a policy allowing for an extra \$1 an hour each week if the employee is on time and does not miss any days. Michael has earned this bonus since beginning WEX in early May. Michael is happy to be learning about manufacturing and is looking forward to attending manufacturing training in the future.”

Ms. Kunkel also highlighted the recent Adult Education Graduation in Sumter County. She then highlighted another Student Success: “Tyquan Pope who received special recognition at the Sumter Adult Education graduation for being a part of the Robotics Program.” Ms. Sharon Teigue added Tyquan has been accepted to CCTC in the Mechatronics Program.

Ms. Kunkel then shared PYC will be doing a Summer Enrichment Series offering youth classes once a month during the summer. This is an effort to keep Adult Education students in particular engaged in the program over the summer. She also reported that PYC purchased Dexterity Tests for each county in the region for pre-manufacturing preparation for students interested in this field.

Ms. Kunkel added a staff success spotlight: Kelly Gowins, PYC Career Coach for Sumter and Lee Counties won the 2017 Sumter Adult Ed Go-Getter Award.

Ms. Kunkel shared their list of Work Based Learning Partners. Ms. Kunkel asked that any board member interested in becoming a partner or know of any company that would be interested in partnering with PYC to contact her.

C. Financial Update:

Mr. Esmonde Levy provided the financial report thru May 31, 2017 of Program Year 2016. Mr. Levy explained that at the beginning of the year goals are set to ensure that local and State financial requirements will be met for the program year. Mr. Levy briefly explained again how a monthly goal is calculated to ensure that required expenditure rates are met by the end of the program year.

Chart 1: Program Year 2016 Adult Financial Data – (Program Funds including Transfer)

- SC Works spent \$482,527 of \$550,000 (grant amount) this includes a transfer of \$230,000, which leaves a balance of \$67,473.
- Santee-Lynches RCOG – A/E spent \$38,308 of \$60,000 (grant amount), which leaves a balance of \$21,692.

Chart 2: Program Year 2016 Dislocated Worker Financial Data – (Program Funds including Transfer)

- SC Works spent \$338,634 of \$410,000 (grant amount) this includes a transfer of \$230,000 from Adult, which leaves a balance of \$71,366.
- Santee-Lynches RCOG – A/E spent \$41,773 of \$60,000 (grant amount), which leaves a balance of \$18,227.

Chart 3: Program Year 2016 Youth Financial Data – (Program Funds only)

- Eckerd Workforce Development dba Palmetto Youth Connections (PYC) spent \$488,625 of \$600,000 (grant amount), which leaves a balance of \$111,375.

- Santee-Lynches RCOG – A/E spent \$33,740 of \$45,000 (grant amount), which leaves a balance of \$11,260.

Ms. Clark added PYC is making significant strides with Work Based Learning. Ms. Clark stated not only is PYC required to spend a certain portion of the contract each year but now under WIOA they are required to spend 20% of funds on Work Based Learning.

D. Finance Committee Report:

At the request of Finance Sub-Committee Chairman George General, Mr. Esmonde Levy gave the Finance Committee's Report regarding the PY'17 Proposed Budget. He reported on Program Year 2017 Proposed Budget Allocation Assumptions. Ms. Levy stated that the local area has not received an actual Notice of Funds Allocation (NFA) from the State. However, official notification has been received via email from the State.

Mr. Levy continued that based on official information received from the State, our region should anticipate a 2.6% increase across the board. The PY'16 Allocation was \$1,995,647 and the PY'17 Allocation is \$2,047,748. This amounts to a \$52,101 increase overall.

A discussion ensued concerning the 2.6% increase over last program year. Ms. Clark stated they thought there was going to be a decrease because the State's overall amount allocated from the Department of Labor decreased for the Adult and Youth Programs. She then stated the State looks at the characteristics of the local area (unemployment rate, population, etc) to determine the amount of funding each local area would receive.

A discussion continued relating to a new manufacturing company coming to Lee County – Crown Laundry. Crown Laundry will hire 80 employees by December 2017. Ms. Clark stated the Business Services Representative, Mr. Steve Berger, will be working with Lee County, City of Bishopville, and WLTX to plan a Job Fair in Bishopville that will be held on August 9, 2017. It was suggested to send Crown Laundry an invitation to the job fair.

Mr. Levy then reported on the Program Year 2017 Budget Assumptions:

- Current Program Year 2016 service providers would not utilize all of their current funding.
- Maintain some PY'16 funds to carry into PY'17 for the 1st Quarter of that year.

Mr. Levy reported on the WIOA Program Allotments for Program Year 2017:

- Adult - \$712,510
- Dislocated Worker - \$613,111
- Youth - \$722,127
- Total Allocation - \$2,047,748

Mr. Levy then presented the PY'17 Proposed Budget. He stated that he would not have the carryover amount for each funding stream until after the end of the fiscal year (after June 30, 2017).

PY'17 Allocation – Program:

Adult (\$641,259), Dislocated Worker (\$551,800), Youth (\$649,914), Total (1,842,973)

PY'17 Allocation – Admin:

Adult (\$71,251), Dislocated Worker (\$61,311), Youth (\$72,213), Total (\$204,775)

Total Available Funding:

Adult (\$712,510), Dislocated Worker (613,111), Youth (722,127), Total (\$2,047,748)

Proposed PY'17 Contracts and their proposed amounts:

- Palmetto Youth Connections (PYC) - \$600,000 (Youth Program Funds)
- SC Works - \$900,000 (Adult - \$500,000 and Dislocated Worker - \$400,000 Program Funds)
- Santee-Lynches RCOG Administration - \$160,000 (Admin Funds)
- Santee-Lynches RCOG Program Administrative Entity - \$175,000 (Adult - \$65,000, Dislocated Worker - \$65,000, and Youth - \$45,000 Program Funds)
- SC Works Operator (Eckerd Workforce) - \$114,393 (Adult - \$80,075, Dislocated Worker - \$34,318 Program Funds)
- SC Works Operator Administration - \$5,607 (Adult - \$3,925, Dislocated Worker - \$1,682)
- Unobligated Funds - \$92,748 – (Adult, Dislocated Worker, and Youth Funds)

Mr. Levy then explained that by awarding contracts in the amounts indicated, the 80% obligation rate and 75% expenditure rate requirements will be met for the Program Year.

Ms. Clark added the carryover funds lines are blank because at this point we won't know what the carryover will be until all expenses are turned in. She then added the carryover amount will be reported at the August board meeting via an updated budget.

Chairman General entertained a Motion to approve the PY'17 Proposed Budget. **A Motion was made by Ms. Sharon Teigue to approve the PY'17 Proposed Budget and seconded by Ms. Janice Poplin.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

III. Chairman's Comments

Chairman General announced Dr. Michael Mikota has accepted the position of College President at Central Carolina Technical College and will start July 17, 2017.

Chairman General announced Ms. Anita White is retiring at the end of June. He then presented her with a plaque for all her hard work and dedication to the Workforce Development Board.

Mr. Calvin Hastie shared various upcoming community events with the board members.

IV. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 5:44 PM.

Recorded by,

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