

**Santee-Lynches Workforce
Development Board Meeting
Tuesday, August 30, 2017 - 5:00 PM
Central Carolina Technical College
Advanced Manufacturing Technology Center
853 Broad Street, Room A144
Sumter, SC 29150**

MINUTES

Members Present:

Clarendon – Robert Edwards, Richmond Jones
Kershaw – Renee Baker, Nicole Gardner, Meron Garedew, Teresa Justice
Lee – George General (Chairman), Annette Karlinsky, Zina Wright
Sumter – Patrick Macias, Janice Poplin, Sharon Teigue, Elizabeth Williams

Members Absent:

Clarendon – Christine Edwards (Excused)
Kershaw – John Hornsby (Excused), Peggy McLean (Excused)
Sumter – Bobby Anderson (Vice-Chairman), Ashton Elmore (Excused), Calvin Hastie, Sr. (Excused),
Jerome Robinson

Staff Present:

Areatha Clark, Workforce Development Director
Esmonde Levy, Workforce Development Manager
Brenda Cooper, Workforce Development Coordinator
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)
Ray Jackson - SC Works Operator, Eckerd Workforce Development

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 5:13 PM. A quorum was present. Chairman General entertained a Motion to approve the Agenda. **A motion was made by Ms. Sharon Teigue 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.**

Ms. Sharon Teigue provided the invocation and Chairman General led the Pledge of Allegiance. Ms. Areatha Clark, Workforce Development Director introduced new board members representing Clarendon County – Robert Edwards with BCA, Richmond Jones with Meritor and Christine Edwards

with Clarendon County Economic Development (not present at meeting); Kershaw County – Renee Baker with Weylchem and Meron Garedeu with Cardinal Health; and Lee County – Annette Karlinsky with Coca Cola Bottling Company. Chairman General then asked board members to introduce themselves. Ms. Clark introduced Mr. Ray Jackson as the new SC Works Operator, staff and other guests.

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of June 27, 2017. **A motion was made by Ms. Janice Poplin 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.**

II. Reports:

A. SC Works WIOA Program Report:

Ms. Areatha Clark, Workforce Development Director briefly reviewed the function of SC Works. Ms. Clark stated funding is received from the Department of Labor (DOL). These funds serve adults 18 years and older; they may be unemployed, underemployed, or in need of additional services to get back to work. SC Works also serves Dislocated Workers (DW), which are employees that were laid off due to no fault of their own. These two funding streams are from the Workforce Innovation and Opportunity Act (WIOA). These funding streams allow us to serve these individuals through the SC Works Centers. Ms. Clark then stated the South Carolina Department of Employment and Workforce (SCDEW) is one of our major partners in the centers. With SCDEW staff and SC Works Case Managers working together we are able to serve the customers by assisting them with finding employment. Ms. Clark then stated job seekers come to the SC Works Centers for 3 main reasons: 1. Search for a job; 2. File for unemployment; and 3. Training. Ms. Clark explained there are other partners that come into the SC Works Centers such as Adult Education, Vocational Rehabilitation, Department of Social Services, among others, to assist customers that need other services such as; GED, high school diploma, special needs, additional support thru other programs, etc. Ms. Clark further explained the objective is for our partners to come into the SC Works Centers so the customers will not have to go to different locations for the services they need. Ms. Clark added the SC Works Operator will be determining if the centers are providing all the services that are needed, if services are being provided at the right centers, etc. In upcoming board meetings Mr. Ray Jackson, SC Works Operator, will be providing reports on the type of services the customers are seeking, who's coming into the centers, how many are coming into the centers, etc. She added the bottom line is SC Works is here to help customers get back to work and to help meet the needs of the employers.

Ms. Clark then reviewed the SC Works Performance Report: Year in Review for Program Year 2016 (July 1, 2016 – June 30, 2017). She reported SC Works served 848 participants (active and follow-up) in the WIOA program. Ms. Clark stated \$426,035 was spent in Training and Supportive Services with 150 customers being served in those categories. Ms. Clark explained some customers have barriers such as no transportation/gas, childcare, not able to buy uniforms, etc. With Supportive Services dollars, the case managers are able to provide those services to enable the customer to go to training, work, school, etc. Ms. Clark indicated they had twenty-two (22) Work Experience contracts in the fields of welding, engineering graphics, automotive, machine tool, and mechatronics, with \$47,030 being paid directly to students. She added that there were fifty-three (53) On-the-Job Training (OJT) contracts with \$160,171 in OJT training dollars reimbursed to employers. Ms. Clark reported there was a total of 1,020 jobs placements thru the efforts of the Case Managers and other

staff in the SC Works System working together.

Ms. Mary Brown, SC Works Manager, provided the SC Works Report for Program Year 2017 (July 1, 2017 – June 30, 2018) thru August 15, 2017. She reported 567 participants (active and follow up) are being served. Ms. Brown explained new participant numbers was low due to the amount of available funding we typically have in the First Quarter. We concentrated mostly on carry over participants, providing them with the services they need. In an effort to increase enrollments/funding next month we will begin working with Central Carolina's Continuing Education Department to provide supportive services such as uniforms, tools and immunizations to those students who are enrolled in CNA, Phlebotomy and EMT scholarship classes. Over the summer SC Works has partnered with the Industrial Technology Department on their Workfirst Initiative, which allows students who are interested in the HVAC and/or Machine Tool program to work while attending classes. Ms. Brown added they currently have 5 students who have completed their requirements for the program and we look forward to assisting them with funding while they are on their work experience assignment with employers such as, Kaydon, Caterpillar, Mancor, and Manchester Fluid. Ms. Clark added the Workfirst Initiative was a result of employers coming to Central Carolina Technical College indicating their need for more workers in the field of HVAC and CNC Machine Tool.

SC Works Certification

Ms. Clark then reported the law requires SC Works Centers to be certified starting with the Comprehensive Center which is in Sumter and then the satellite center in Camden. Ms. Clark provided a handout on the SC Works Certification Standards that included standards for Management, Job Seekers, and Employers – which explained what the standards were that the State will be looking to certify a center and what we'll be measured against. Ms. Clark added the Workforce Innovation and Opportunity Act (WIOA) requires that the State Workforce Development Board establish objective criteria and procedures for use by Local Workforce Development Boards (WDBs) in assessing one-stop centers at least once every 3 years. The criteria must be used to evaluate the one-stop centers and one-stop delivery system for effectiveness, including customer satisfaction, physical and programmatic accessibility, and continuous improvement. Ms. Clark added that funding may be needed for purchasing additional equipment to better serve those with disabilities and to ensure the centers are equipped with the necessary tools to benefit those with disabilities. In addition, the criteria must be reviewed and updated every 2 years as part of the review and modification of the State Plan. Ms. Clark stated by working with the SC Works Operator, SC Works Manager, and SCDEW Regional Manager, an assessment of the center will be conducted against the standards and the assessment must be submitted to the State by September 30, 2017. The local area will have until January 31, 2018 to become fully certified.

Ms. Clark encouraged board members to visit the SC Works Centers in their respective counties.

B. SC Works Committee Report:

No Report

C. Youth WIOA Program Report:

Ms. Tammy Wise, Program Manager for Eckerd Workforce Development dba Palmetto Youth Connections (PYC), briefly explained what PYC does. She stated they work with out-of-school youth between the ages of 16-24. Ms. Wise then stated their program tries to eliminate barriers and assist

youth a obtaining a career. She also stated they send youth to vocational schools for occupational skills training, work with them to attain their GED; provide, transportation assistance and childcare. Ms. Wise explained the vocational training that is provided include welding, truck driving, EKG, CNA and Phlebotomy, etc. Ms. Wise then reviewed the Youth Performance of PYC for PY'17 through the period of July 31, 2017. Ms. Wise stated PYC enrolled 8 new participants and carried over 71 participants from PY'16 bringing the total to 79 to date. Out of those 79 participants, 65 are unemployed and 52 participants are high school drop outs.

Ms. Wise indicated that out of the 79 participants enrolled, their active case load consisted of participants who fall into the following categories: 56 Basic Skills Deficient, 52 High School Dropouts, and 65 Unemployed upon enrollment. She then provided the following year-to-date Performance Outcomes: 1 Measurable Skills Gains, 0 GEDs & Diplomas, 3 Occupational Credentials, 0 Placements, and 2 WorkKeys Credentials. Ms. Wise stated her goal this year is to get more participants in Occupational Training.

Ms. Wise then shared a success story: Daniel Green is a high school graduate. He came to PYC seeking assistance in obtaining his Commercial Driver's License. Prior to attending CDL training, Daniel was working part time at Zaxby's. He was eager and willing to jump right into training, with his end career goal to own his own trucking business. Daniel succeeded very early on, as he passed his CDL permit within five days of beginning training and passed his CDL exam in 7 weeks. His training instructor described him as a "great student." Daniel received two job offers the day after obtaining his Commercial Driver's License, therefore proving that hard work and dedication will reap great outcomes.

Ms. Wise indicated they held a 2-day Soft Skills Career Smart class at the Sumter County Library with nine participants from Clarendon, Kershaw, Lee and Sumter Counties. Chairman Hastie requested to sit in on the next Soft Skills class. Ms. Wise added PYC finished their Summer Enrichment Series. They had three classes with the last class being Financial Literacy.

Ms. Wise shared that PYC will be having a Fall Enrichment Series to include:

- Tour of CCTC in September
- Tour a manufacturing plant in October
- Obtaining A GED success story to come talk to the group in November

Ms. Wise recognized two partners, Mr. John Hornsby from Vocational Rehabilitation and Elizabeth Williams from Central Carolina Technical College for their efforts and assistance.

D. Financial Update:

Mr. Esmonde Levy provided Year in Review financial update for Adult, Dislocated Worker, and Youth Expenditures for PY'16 through June 30 2017. 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 how the monthly goal is calculated to ensure that required expenditure rates are met by the end of the program year, which is takes the grant amount times the projected goal of 85% then divide by 12 - which gives you the amount that must be spent per month to reach the 85% expenditure goal.

Mr. Levy stated all state requirements were met and there were carryover funds remaining for the first quarter of PY'17.

Chart 1: Program Year 2016 Adult Financial Data – Program Funds (Including Transfers)

- SC Works spent \$585,346 of \$585,346 (grant amount), which leaves a balance of zero.
- Santee-Lynches RCOG – A/E spent \$51,000 of \$60,000 (grant amount), which leaves a balance of \$21,692.

Chart 2: Program Year 2016 Dislocated Worker Financial Data – Program Funds (Including Transfers)

- SC Works has spent \$359,451 of \$410,000 (grant amount), which leaves a balance of \$50,549.
- 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 \$571,692 of \$600,000 (grant amount), which leaves a balance of \$28,308.
- Santee-Lynches RCOG – A/E spent \$33,740 of \$45,000 (grant amount), which leaves a balance of \$11,260.

Mr. Levy then provided financial update for PY'17 as of July 31, 2017:

Mr. Levy explained that only a percentage of the new year's funding is received in the first quarter of every year. The total contract funds include the first quarter allocation and carryover from PY'16.

Chart 1: Program Year 2017 Adult Financial Data – 1st Quarter Funding Only

- SC Works has spent \$29,962 of \$97,508, which leaves a balance of \$67,546
- SC Works Operation has spent \$1,921 of \$25,342, which leaves a balance of \$23,421
- Santee-Lynches RCOG – A/E spent \$2,568 of \$15,000, which leaves a balance of \$12,432.

All funding above includes carryover funds from PY'16 plus a percentage from 1st Quarter of PY'17 funding. It's anticipated that Santee-Lynches will be receiving \$712,510 total funding after October 1, 2017.

Chart 2: Program Year 2017 Dislocated Worker Financial Data – 1st Quarter Funding Only

- SC Works spent \$5,627 of \$134,031, which leaves a balance of \$128,404.
- SC Works Operator spent \$832 of \$10,861, which leaves a balance of \$10,038
- Santee-Lynches RCOG – A/E spent \$2,110 of \$15,000, which leaves a balance of \$12,890.

All funding above includes carryover funds from PY'16 plus a percentage from 1st Quarter of PY'17 funding. It's anticipated that Santee-Lynches will be receiving \$613,111 total funding after October 1, 2017.

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

- Eckerd Workforce Development dba Palmetto Youth Connections (PYC) spent \$43,778 of \$600,000 (grant amount), which leaves a balance of \$556,222.

- Santee-Lynches RCOG – A/E spent \$2,602 of \$45,000 (grant amount), which leaves a balance of \$42,398.

The full amount for the Youth allocation is received at the beginning of the fiscal year.

Mr. Levy then provided an update on the PY'17 Budget Proposal. Mr. Levy stated at the last board meeting carryover numbers were not available. Mr. Levy reported on the WIOA Program Allotments for Program Year 2017 to include PY'16 Carryover. Updated figures were provided for each funding streams, contract amounts, and remaining balances of un-obligated funds [see updated budget in file].

Mr. Levy then explained the Unobligated Funds are funds that can be used in the future. He then explained by awarding contracts in the amounts indicated, the 80% obligation rate and 75% expenditure rate requirements will be met for the Program Year.

III. Board Appointment of Business Services Lead

Ms. Clark reported SC Works Certification Standards require that a Business Services Team (BST) Lead is selected by the Local Workforce Development Board. The BST Lead role must be reviewed and appointed/reappointed annually. Ms. Clark added Mr. Stephen Berger has been fulfilling this role and the recommendation is for Mr. Berger to continue in this role.

Chairman General entertained a Motion to approve the recommendation for appointment of Mr. Stephen Berger to be appointed as the Business Services Lead for the Santee-Lynches local area. **A motion was made by Ms. Teresa Justice and seconded by Mr. Patrick Macias.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

IV. Chairman's Comments

Chairman General stated he would like the Special Initiatives Committee to start meeting again. He then stated he wants to start focusing more on small businesses, beginning with the Incumbent Worker Training (IWT) program. Ms. Clark added that many of the larger companies are utilizing our IWT funds, but are not utilizing our services and supporting our SC Works system. Ms. Clark stated the smaller businesses are being left behind. She added that the Special Initiatives Committee will consider how we target more of our efforts to small businesses and allow for them to compete for the same funding that is available to the larger businesses.

Chairman General asked Ms. Clark to give an update on the Executive Director position that became vacant when Dr. Mikota went to Central Carolina Technical College as their President. Ms. Clark stated the COG Board/staff have been actively searching for a new executive director. They have received approximately 19 resumes and staff are in the process of setting up telephone interviews with the COG's Search Committee.

Chairman General suggested the new board members look at the different committee's and join the committee that best suites them. Chairman General stated Ms. Clark and Mr. Levy would be available to answer any questions the new board members have.

Chairman General acknowledged the meeting schedule for Program Year 2017 and for board members to put these dates on their calendars.

V. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 6:09 PM.

Recorded by,

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