

**SANTEE-LYNCHES WORKFORCE
DEVELOPMENT BOARD MEETING
Tuesday, October 24, 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, Christine Edwards, Richmond Jones
Kershaw – Nicole Gardner, Meron Garedew, John Hornsby
Lee – George General (Chairman), Annette Karlinsky, Zina Wright
Sumter – Bobby Anderson (Vice-Chairman), Janice Poplin, Sharon Teigue, Samuel Lowery, Elizabeth Williams

Members Absent:

Kershaw – Renee Baker (Excused), Teresa Justice, Peggy McLean (Excused)
Sumter – Ashton Elmore (Excused), Calvin Hastie (Excused), Patrick Macias (Excused), Jerome Robinson

Staff Present:

Christopher McKinney, Santee-Lynches RCOG Executive Director
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 Lead
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
Matt Fields, Eckerd Workforce Development
Brian Alston, SC Department of Employment and Workforce (SCDEW)
Summer Rigby, SC Vocational Rehabilitation, Kershaw County

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 5:06 PM. A quorum was present. Chairman General entertained a Motion to approve the Agenda. **A motion was made by Ms. Janice Poplin 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.**

Mr. Bobby Anderson provided the invocation and Chairman General led the Pledge of Allegiance. Ms. Areatha Clark, Workforce Development Director introduced staff and guests. She introduced Ms. Chris Edwards from the Clarendon County Development Board as a new board member. Ms. Clark then introduced Mr. Christopher McKinney, the new Executive Director for Santee-Lynches Regional Council of Governments. In response, Chairman General asked board members to introduce themselves.

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of August 29, 2017. **A motion was made by Ms. Sharon Teigue and seconded by Mr. Sam Lowery.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

II. Greeting and Remarks – New Executive Director

Mr. Christopher McKinney, Executive Director, Santee-Lynches Regional Council of Governments introduced himself again and shared that he recently retired as Command Chief Master Sergeant for the 25th fighter Wing at Shaw Air Force Base. He commended the board for the work they are doing in our four-county region. He explained as he grew up in a small town there weren't many mentors to mentor and provide guidance to young people. He further explained that education is a key piece for mentoring children and is looking forward to working with the board in exploring ways to better serve our communities.

III. Special Presentation – Apprenticeship Program

Ms. Elizabeth Williams, Dean, Workforce Development, Central Carolina Technical College gave an overview of the South Carolina Apprenticeship program. Ms. Williams explained the mission is to make certain all employers in South Carolina have access to information and consultative services, at no-charge, regarding sponsorship of a demand-driven registered apprenticeship program. Ms. Williams further explained Apprenticeship Consultants work directly with companies to walk them through the registration process and to develop a customized apprenticeship program for their specific workforce needs. Programs are comprised of three key components: Supervised On-the-Job Learning, job-related Education and a Scalable Wage. She stated once registration is completed companies are eligible for a \$1,000 tax credit per year for up to four years. Ms. Williams then stated Apprenticeship Carolina has a grant called SC Apprenticeship Initiative Grant (SCAI) that is funded by the Department of Labor, Employment and Training Administration, that's available for manufacturing, information technology, professional services, utilities, construction, health & social assistance, public administration, and transportation & warehousing industries. This Initiative Grant has funding availability: \$37,500 per company location and \$2,500 per apprentice. The Grant will be used to fund Apprenticeship scholarships for training conducted by the technical colleges as well as a Return on Investment (RIO) Study through the University of South Carolina, Moore School of Business. Ms. Williams explained the goals of the program is to add 1,000 registered apprentices in the targeted high-tech and high-growth industries and to increase access to post-secondary credentials for apprentices, that include underrepresented populations, in targeted industries. Ms. Williams concluded her presentation by sharing a list of companies that currently have or have had in the past apprenticeships that the technical has provided assistance and support.

IV. Reports:

A. SC Works WIOA Program Report:

Ms. Mary Brown, SC Works Manager, provided the SC Works Report for measurable outcomes for the period (July 1, 2017 – June 30, 2018, reporting period thru October 12, 2017) for Program Year 2017.

She reported as of October 12, 2017 SC Works has served 602 participants in the WIOA program who are ~~both~~ either active or receiving follow-up services. SC Works has currently spent over \$46,000 in training and supportive services dollars. Ms. Brown then stated they have seven (7) Work-Experience Contracts (\$24,280 paid to CCTC students) currently in place with employers such as Caterpillar and Mancor. There are also currently 17 OJT contracts (\$28,576 reimbursed to employers) with employers such as Caterpillar and Cardinal Health (formerly Medtronic). Ms. Areatha Clark, Workforce Development Director added the Business Services Lead, Mr. Steve Berger, continues to work with employers in the region to acquire additional OJT contracts. Ms. Clark stated he has been working with Cardinal Health and recently received a request from Meritor in Clarendon regarding available OJT funding.

Ms. Mary Brown added SC Works will be working with the Airman Readiness Center at Shaw AFB to assist spouses with obtaining training and job search assistance.

B. 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 October 13, 2017. He reported SC Works has placed 430 applicants. They have had seventeen (17) Employer on the Floor Events. Mr. Jackson then reported on a Rapid Response event that occurred with Porter's Fabrication due a mass layoff that is scheduled for the beginning of November. He continued that staff assisted eighty (80) employees over a four day period with an orientation on SC Works and WIOA services, interviewing techniques, resume building and other agencies that will be able to assist them during this transition. He next stated there were 738 registrants and 50 employers that attended/participated in the Sumter County Job Fair that was held October 18, 2017.

Mr. Jackson reported on October 5, 2017 an in-house partners' meeting was held to discuss customer service issues, customer flow, and brainstorming the referral process. He stated they will continue to have these meetings on at least a quarterly basis. Mr. Jackson stated Staff Development Training will be held November 3, 2017 at the center for all SC Works center staff and on-site partners. The center will close from 12pm-4pm so that all staff/partners would be able to participate in the training. This will be ongoing as part of SC Works Certification and to ensure all staff are trained to adequately serve all customers.

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 with obtaining a career. She also stated they send youth to occupational skills training, work with them to attain their GED and provide, transportation assistance and childcare to assist them with overcoming barriers to success. 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 September 30, 2017. Ms. Wise stated PYC has enrolled 22 new participants and carried over 56 participants from PY'16 bringing the total to 78 to date.

Ms. Wise indicated that out of the 78 participants enrolled, their active case load consisted of participants who fall into the following categories: 52 Basic Skills Deficient, 47 High School Dropouts, and 63 Unemployed upon enrollment. She then provided the following year-to-date Performance

Outcomes: 2 Measurable Skills Gains, 3 GEDs & Diplomas, 4 Occupational Credentials, 3 Placements, and 9 participants in vocational training: 2 students in welding school, 3 students in phlebotomy, 2 students in truck driving school, and 2 students in EKG training.

Ms. Wise then shared a success story: Nicole Collins is 21-years old and resides in Elgin. Nicole enrolled in Palmetto Youth Connections program in March 2017. Nicole earned her GED from Kershaw County Adult Education with aspirations to enter the Healthcare field. She successfully completed Work Experience in the administrative field with Kershaw County Adult Education. Nicole has also completed training through Professional Development and Training Services in Camden where she received her Phlebotomy Certificate. Nicole is currently preparing to complete her national Phlebotomy certification.

Ms. Wise reported their Work Experience Partners are:

- Ace Parker Tires
- Caterpillar
- Clarendon School District 1
- Emmanuel Childcare Center
- Fine Arts Center of Kershaw County
- Habitat for Humanity
- Recycle City
- Stuckey's Garage
- Sumter County DSS

Ms. Wise added that outreach efforts include participation in or discussions with:

- Sumter County Job Fair
- Head Start
- Clarendon County Sheriff's Department
- Kershaw County Boys and Girls Club

D. Financial Update:

Mr. Esmonde Levy provided the financial update for Adult, Dislocated Worker, and Youth Expenditures for PY'17 through September 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.

Chart 1: Program Year 2017 Adult Financial Data – Program Funds (Carryover and First Quarter Allocation)

- SC Works spent \$116,190 of \$144,627 (grant amount), which leaves a balance of \$28,437.
- SC Works Operation spent \$12,846 of \$25,342 (grant amount), which leaves a balance of \$12,486.
- Santee-Lynches RCOG – A/E spent \$10,312 of \$15,000 (grant amount), which leaves a balance of \$4,688.

Mr. Levy stated they anticipate receiving \$712,510 total funding in October 2017.

Chart 2: Program Year 2017 Dislocated Worker Financial Data – Program Funds (Carryover and First Quarter Allocation)

- SC Works has spent \$17,156 of \$134,031 (grant amount), which leaves a balance of \$116,876.

- SC Works Operator has spent \$5,506 of \$10,861 (grant amount), which leaves a balance of \$5,355.
- Santee-Lynches RCOG – A/E spent \$8,474 of \$15,000 (grant amount), which leaves a balance of \$6,526.

Mr. Levy stated they anticipate receiving \$613,111 total funding in October 2017.

Mr. Levy explained what a Dislocated Worker is someone who has been laid off or terminated and is unlikely to return to that previous industry or occupation. Ms. Clark added dislocation can also occur if a company closes or takes their business overseas.

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

- Eckerd Workforce Development dba Palmetto Youth Connections (PYC) spent \$139,035 of \$600,000 (grant amount), which leaves a balance of \$460,965.
- Santee-Lynches RCOG – A/E spent \$10,449 of \$45,000 (grant amount), which leaves a balance of \$34,551.

A discussion ensued concerning job openings that are available but companies are unable to fill those positions because of unqualified workers. Which indicates that the number of customers served under WIOA should be higher. It was stated there are certain criteria clients have to meet in order qualify for the WIOA program. In response to the discussion, it was the recommendation of Chairman General to re-engage the Special Initiative Committee to discuss how more customers can be trained utilizing other funding in order to qualify for many of the job openings in the region.

Mr. Levy continued that a ratification of email vote to approve the transfer of \$47,298 of Dislocated Worker Program funds to the Adult Program is needed. This request is based on the projected expenditures for Adult and Dislocated Worker funding in order to close out the Program year 2016 grants. The transfer will aid in expending the Program Year 2016 funds and allow us to serve the surplus of Adults. We continue to serve more Adults than Dislocated Workers and therefore require the unused Dislocated Worker funding be transferred to serve the Adults in our region.

A Motion was made by Mr. John Hornsby and seconded by Ms. Elizabeth Williams to approve the transfer of \$47,298 of Dislocated Worker Program funds to the Adult Program. All were in favor and the Motion passed unanimously.

Mr. Levy then stated PY'17 Incumbent Worker Training (IWT) funds have been received in the amount of \$72,500 that will be available to employers. The announcement went out October 24, 2017 and will be in SCEBO and the three local newspapers. Mr. Levy then stated the funds have to be allocated by January 31, 2018 and the grant ends October 31, 2018.

V. Chairman's Comments

Chairman General stated again that he would like the Special Initiatives Committee to start meeting again. He also suggested a survey be sent to all board members to see what they want this board to accomplish this fiscal year. It was suggested at that the next board meeting focus on these topics. Chairman General also asked staff to investigate a project management software as a means for sharing up-to-date information with board members.

VI. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 6:28 PM.

Recorded by,

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