

**SANTEE-LYNCHES WORKFORCE  
DEVELOPMENT BOARD MEETING  
Tuesday, January 23, 2018 - 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  
Kershaw – Renee Baker, Nicole Gardner, Meron Garedew  
Lee – George General (Chairman), Annette Karlinsky, Zina Wright  
Sumter – Bobby Anderson (Vice-Chairman), Ashton Elmore, Calvin Hastie, Sr., Victoria Johnson, Janice Poplin, Elizabeth Williams

**Members Absent:**

Clarendon – Christine Edwards (Excused), Richmond Jones (Excused)  
Kershaw – John Hornsby (Excused), Teresa Justice, Peggy McLean (Excused)  
Sumter – Sam Lowery (Excused), Jerome Robinson, Sharon Teigue (Excused)

**Staff Present:**

Christopher McKinney, Santee-Lynches RCOG Executive Director  
Areatha Clark, Workforce Development Director  
Esmonde Levy, Workforce Development Manager  
Brenda Cooper, Workforce Development Coordinator  
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  
Brian Alston, SC Department of Employment and Workforce (SCDEW)  
Adam Wagoner, 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 5:03 PM. A quorum was present. Chairman General entertained a Motion to approve the Agenda. **A motion was made by Mr. Calvin Hastie and seconded by Ms. Annette Karlinsky.** 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.

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of November 28, 2017. **A motion was made by Mr. Bobby Anderson and seconded by Ms. Meron Garedew.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

## **II. Reports:**

Reports were received as presented.

## **III. Committee Reports**

### **Special Initiatives**

Mr. Bobby Anderson, Chairman, Special Initiatives Committee, reported the committee met January 22, 2018 and discussed Placement/Enrollment rates from Sumter Career Center and Central Carolina Technical College and will be continuing to collect data from other schools in our four county region. The committee discussed creating a survey for business and industry to determine what their needs are; why they have turnover, why they are unable to fill positions, why aren't there enough workforce to fill these position, etc. Mr. Esmonde Levy interjected that COG Staff implemented a similar survey five years ago. The survey could be reviewed and used to create a template for a more updated survey.

Mr. Christopher McKinney, Executive Director, Santee-Lynches Regional Council of Governments stated he will be meeting with all school superintendents in our four county region to encourage and remind them that they are a part of the workforce development process. He also will be meeting with all principals and faculty to discuss how they can be proactive in educating the children, to include preparing them for non-college degrees and preparing them for the workforce. Mr. McKinney then stated he will be meeting with Chambers of Commerce to find out what their needs are regarding workforce and how Santee-Lynches RCOG can collaborate with them.

Ms. Nicole Gardner added Ms. Jennings from Lakewood High School reached out to SC Works to suggest having Workforce Consultants come to Lakewood High School to present information on soft skills, what employers are looking for in candidates. Staff will also be conducting mock interviews to assist with preparing the students for the workforce. It was then discussed the need for this type of program in all schools in the Santee-Lynches region.

Chairman General encouraged board members to consider joining the Special Initiatives Committee, as there are many initiative this committee is trying to develop and implement.

### **Youth Committee**

Mr. Calvin Hastie, Sr., Chairman, Youth Committee, reported the committee met January 19, 2018. Mr. Hastie shared information on the increase in crime in Sumter and stated the youth in the community shared via social media that they wanted to do something about the crime. As a result, a forum was held Sunday, January 21, 2018 to discuss this matter with several committees being formed to mentor, to talk with industry, etc. The next meeting will be held February 11, 2018 at 3:00PM at the James Clyburn Regional Transportation Authority (RTA). Mr. Hastie encouraged everyone to join in. He also shared on Wednesday, January 31, 2018 at 10:00AM at Thompson Industrial, there will be a celebration by The DREAM Team (success stories) for 13 young adults who were unemployed, had criminal records,

etc. and are now gainfully employed. Ms. Clark added Ms. Brenda Cooper and Ms. Tammy Wise attended the forum held on Sunday to offer their assistance and talk about the different programs offered under WIOA and will be attending in the future.

A discussion ensued concerning turnover with business and industry. Several of the board members stated that employees being terminated for drug use is currently low. However, more are being terminated due to attendance issues, not following the rules, poor job performance and other soft skills-related issues.

Mr. Hastie then shared he will talking to a group called Concerned Clergy and would like to have someone give a presentation on the different programs from Workforce Development.

Mr. General suggested generating a list of events that staff and board members can attend to help “get the word out” about the Santee-Lynches Workforce Development Board and its programs.

### **Individuals with Disabilities Committee**

Ms. Areatha Clark, Workforce Development Director, reported on behalf of Mr. Sam Lowery, the Individuals with Disabilities Committee Chairman. She reported the committee met January 18, 2018. Ms. Clark explained the board is required by law to create this committee and it is responsible for ensuring that SC Works and the youth program make all services available to those with disabilities and to ensure that the processes are in place that will enable someone with a disability to get the services they need. Ms. Clark added this committee is responsible for reviewing processes and working with other organizations to ensure that we identify those with invisible and visible disabilities so we may serve them better and/or refer them to the appropriate agency for their particular need. Ms. Clark stated that frontline staff will be provided additional training to enable them to better serve individuals with disabilities. Ms. Clark then added the committee discussed looking for other funding streams and other resources to provide transportation for those with disabilities. The Committee will meet again next month to further discuss these options.

## **IV. Other Business**

### **SC Works Certification**

Ms. Areatha Clark reported that is has been shared at previous board meetings that our SC Works Centers must be certified. The first center to be certified is the Comprehensive Center in Sumter. All board members received a copy of the SC Works Certification Standards (Management Standards, Job Seeker Standards and Business Services Standards) and a report on where the Sumter SC Works stood with meeting those Standards. Ms. Clark announced that the Sumter SC Works Comprehensive Center has met all requirements to become SC Works certified and the Santee-Lynches Workforce Development Board would need to officially approve the SC Works Comprehensive Center in Sumter as being SC Works certified in accordance with associated Standards.

Chairman General entertained a Motion to approve the SC Works Comprehensive Center in Sumter as being SC Works certified in accordance with the associated Standard. **A motion was made by Ms. Janice Poplin and seconded by Ms. Elizabeth Williams.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

### **WIOA Eligible Training Provider Approval**

This agenda item will be tabled until the next Workforce Development Board meeting.

### **Ratification of Email Vote: Business Services Incentive Funds**

Chairman General called for a motion to ratify the email vote of the Board to move \$608.74 from the unexpended amount of Business Services Incentive Funds from identified line items to the Training/Staff Development line item to cover the additional costs needed for training for the Business Services Lead. **The Motion was made by Mr. Bobby Anderson and seconded by Mr. Calvin Hastie. All were in favor and the Motion passed unanimously.**

### **Vote to Approve Funding Allocations for Incumbent Worker Training Applications**

Mr. Levy stated the South Carolina Department of Workforce has awarded the Santee-Lynches Workforce Development Area \$72,500 in Incumbent Worker Training Funds for Program Year 2017. Mr. Levy then stated six (6) Incumbent Worker Training applications were received; of which four met the minimum required score to receive funding. The following companies were approved by the Rating and Ranking Committee:

- Becton Dickinson (Sumter County) - \$5,000
- Cardinal Health (Kershaw County) - \$14,715
- Carolina Filters (Sumter County) - \$48,105
- Georgia Pacific (Clarendon County) - \$4,680

**Chairman General entertained a Motion to Approve the Funding Allocations for Incumbent Worker Training to the identified companies as presented. A motion was made by Ms. Ashton Elmore and seconded by Ms. Janice Poplin.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed. Ms. Meron Garedeu did not vote.**

### **V. Follow-Up – Program Year 2017 Board Goals**

Ms. Areatha Clark shared the Board's Goals and reminded the members these are the goals that will be worked on in Program Year 2017. She stated the Marketing Committee met to discuss ways to market the Board and workforce programs. On Behalf of the Committee, Mr. Bob Edwards reported the Marketing Committee met on December 13, 2017. It was discussed as to how to identify our target audience (i.e. clients, industry and/or general public). The committee determined that members of our board need to be familiar with what our services are and that it's important that a simple, direct presentation be developed that our board could use when being asked to speak at various meetings.

Mr. Edwards then stated the committee discussed at length an array of methods that can be used to "get the word out". Along with developing a presentation, it was agreed, by all in attendance, we need to put a concerted effort into using various social media outlets to promote the Board and its programs.

The committee decided that they would contact the colleges in our community to see if there is a student who would be interested in interning with us to help develop the presentation.

Mr. Edwards stated the committee suggested taking some time at this board meeting to have each member answer four questions in a handout and turn them in for later discussion.

Ms. Areatha Clark added Ms. Sharon Teigue put together a PowerPoint Presentation presented and is following up with the colleges on possible interns to assist us with this process.

**VI. Chairman's Comments**

**Executive Session (Contractual Matter)**

**A motion was made by Mr. Bobby Anderson to go into Executive Session to discuss a contractual matter. It was seconded by Mr. Ashton Elmore. All were in favor and the motion passed unanimously.**

**No Board action was taken in executive session.**

**A motion was made by Mr. Bobby Anderson to come out of Executive Session and it was seconded by Ms. Janice Poplin. All were in favor and the motion passed unanimously.**

**VI. Adjourn**

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 6:16 PM.

Recorded by,

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