

**Santee-Lynches Workforce
Development Board Meeting
Tuesday, March 27, 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, Christine Edwards, Richmond Jones
Kershaw – Renee Baker, Nicole Gardner, John Hornsby
Lee – George General (Chairman), Annette Karlinsky
Sumter – Bobby Anderson (Vice-Chairman), Ashton Elmore, Calvin Hastie, Sr., Janice Poplin, Elizabeth Williams

Members Absent:

Kershaw – Meron Garedew (Excused), Teresa Justice, Peggy McLean
Lee – Zina Wright (Excused)
Sumter – Victoria Johnson (Excused), Sam Lowery, 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 Connects - Workforce Development dba Palmetto Youth Connections (PYC)
Tammy Wise, Eckerd Connects - Workforce Development dba Palmetto Youth Connections (PYC)
Ray Jackson, SC Works Operator, Eckerd Connects - Workforce Development
Matt Fields, Eckerd Connects - Workforce Development
Brian Alston, SC Department of Employment and Workforce (SCDEW)
Adam Wagoner, SC Department of Employment and Workforce (SCDEW)
Pat Sherlock, SC Department of Employment and Workforce (SCDEW)
Kristopher Foster, Palmetto Youth Connections Youth Participant

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 5:04 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. Calvin Hastie.** 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 January 23, 2018. **A motion was made by Mr. Bobby Anderson and seconded by Mr. Ashton Elmore.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

II. Reports:

SC Works WIOA Program Report:

Ms. Brenda Cooper, Workforce Operations Coordinator, provided the SC Works Report for measurable outcomes for the period (July 1, 2017 – June 30, 2018, reporting period thru March 19, 2018) for Program Year 2017. She reported as of March 19, 2018 SC Works has served 1,079 participants in the WIOA program who are either active or receiving follow-up services. SC Works has currently spent over \$210,926 in training dollars and \$60,372 in supportive services dollars. Ms. Cooper then stated they have eight (8) Work-Experience Contracts currently in place and have currently spent \$25,080 in Work Experience dollars. There are also currently 34 On-the-Job (OJT) Training contracts with \$74,744 dollars spent.

A discussion ensued with a suggestion of breaking this report out by each county in the Santee-Lynches Region in order to see a better overall picture.

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 28, 2018. He reported SC Works has placed 753 applicants. Mr. Jackson stated the Santee-Lynches region ranked 4th with the highest preliminary unemployment rate of 5.8% in South Carolina for January 2018. Mr. Jackson further stated that Clarendon County had 6.9% unemployment rate which ranked 10th in the state; Kershaw County with 5.1%; Lee County with 6.3%; and Sumter County with 5.9% unemployment rate. Mr. Jackson explained the Santee-Lynches region was ranked #1 in the number of job openings advertised online, as well as potential candidates in the workforce system in South Carolina as of March 15, 2018. He then stated the Santee-Lynches region ranked #2 (1.93) in the number of unemployed per job opening, with 5,406 unemployed and 2,807 job openings.

Mr. Jackson proceeded with the employers in the Santee-Lynches region with job openings advertised online as of March 12, 2018:

- Kershaw Health Medical Center – 118
- McLeod Health – 58
- Becton, Dickinson and Company – 53
- Travel Centers of America, LLC – 38
- Navajo – 34
- Central Carolina Technical College – 30
- SONIC Corporation – 30
- Kershaw County School District – 28
- Pilot Flying J – 28
- McDonald's Corporation – 27

Mr. Jackson indicated they have had hiring events on-the-floor which provides networking opportunities for employers and job seekers. Employers advertise employment opportunities and job seekers articulate their knowledge, skills, and abilities that are relevant to the positions the employer are seeking to fill. Ms. Jackson then provided "Hiring Events" that have been held at the Sumter and Camden SC Works Centers during the months of January 1, 2018 through March 23, 2018 and the number of job referrals that have come out of these events. Mr. Jackson stated it takes 60 to 90 days before placement numbers are available.

- 1/8/2018 – Waffle House – 9
- 1/9/2018 – Tender Care Home Health – 1
- 1/17/2018 – Tender Care Home Health – 8
- 1/22/2018 – Boys & Girls Club (Camden) – 1
- 1/29/2018 – Adecco Staffing – 54
- 2/5/2018 – Adecco Staffing (Camden) – 24
- 2/12/2018 – Adecco Staffing (Camden) – 5
- 2/26/2018 – Adecco Staffing – 11
- 2/27/2018 – First Priority Home Health – 4
- 3/2/2018 – Defender Services – 6
- 3/5/2018 – SCDC (Camden) – 3
- 3/6/2018 – Verizon Wireless – 80
- 3/6/2018 – Automated Personnel – 12
- 3/7/2018 – Dana Corporation (Lugoff) – 22
- 3/12/2018 – Adecco Staffing (Camden) – 5
- 3/13/2018 – Accustaff (Camden) – No Report
- 3/20/2018 – Norman Williams (Sumter) – No Report
- 3/22/2018 – Palmetto Subs (Sumter) – No Report
- 3/23/2018 – Sykes (Sumter) – No Report

Mr. Jackson shared Workforce Educational Outreach events:

- 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
- United Way – March 12, 2018
- Lakewood High School – March 13, 2018
- Lakewood High School – March 19, 2018
- Sumter High School – March 22, 2018
- Lakewood High School – March 26, 2018
- Lakewood High School – March 27, 2018

These events provide softskills training to juniors and seniors.

Mr. Jackson stated SC Works monthly Pre-Release Orientation at local correctional institutions:

- Wateree River Correction Institution
- Lee Correctional Institution
- Turbeville Correctional Institution

Mr. Jackson also stated they have secured contracts with local radio stations for advertisement and are continuing to use social media to "get the word out" about SC Works and their programs. A discussion ensued concerning ways to categorize what employers are needing. Mr. Jackson stated the employers identify what position(s) they are hiring for and he would be adding that information to his future report.

A discussion ensued concerning training in the pre-release program and will those in the correctional institutions have a skill when they are released? Ms. Nicole Gardner, SCDEW Regional Manager stated the SCDEW staff goes out once a month to the correctional facilities to talk about soft skills training and services provided at the SC Works Centers. Ms. Gardner stated the correctional institutions do provide educational and vocational training for inmates. Ms. Tammy Wise has been in contact with the local detention center in Sumter to offer soft skills training for inmates ages 16-24.

Youth WIOA Program Report:

Ms. Tammy Wise, Program Manager for Eckerd Workforce Development dba Palmetto Youth Connections (PYC), introduced Kristopher Foster, a WIOA Youth participant and PYC success story. She stated Kristopher came to PYC as a high school dropout and enrolled in Sumter County Adult Education on October 19, 2017. Ms. Wise then stated because of his excellent TABE scores Kristopher was placed in fast track classes and attained his GED in twenty (20) days, November 6, 2017. Kristopher is now placed on a Work Experience (WE) at Caterpillar counting inventory and once he completes his WE, Caterpillar will hire him full time. Ms. Wise indicated Kristopher took him mother to dinner with his first paycheck and has been able to purchase his first automobile. Kristopher stated he is grateful for his Career Coach, Kelly Gowins and how helpful she has been. He further stated the best part of PYC was finishing school and getting a good job.

Ms. Wise then reviewed the Youth Performance of PYC for PY'17 through date of March 27, 2018. Ms. Wise stated PYC has enrolled 154 participants and has two more scheduled for enrollment to put them over their goal of 155 enrollments. Ms. Wise then stated about half of their enrollments are high school dropouts. Ms. Wise indicated PYC typically gets their participants from Adult Education but with less than half of participants being high school dropouts they have had to do a lot of recruiting elsewhere. Ms. Wise stated she has been doing a lot of outreach to churches, festivals, vocational rehabilitation, etc. She then reviewed the demographics of their participants who are currently active in the program: 73% Unemployed, 78% over 18 years old, 66% Basic Skills Deficient, 47% High Schools Dropouts. Ms. Wise then broke out enrollment participants by county:

Clarendon County:

- 83% Unemployed
- 60% Over 18 Years Old
- 96% Basic Skills Deficient
- 63% High School Dropouts

Kershaw County:

- 53% Unemployed
- 88% Over 18 Years Old
- 38% Basic Skills Deficient
- 38% High School Dropouts

Lee County:

- 75% Unemployed
- 88% Over 18 Years Old
- 75% Basic Skills Deficient
- 38% High School Dropouts

Sumter County:

- 78% Unemployed
- 83% Over 18 Years Old
- 59% Basic Skills Deficient
- 43% High School Dropouts

She then provided the following year-to-date Performance Outcomes: 34 Measurable Skills Gains, 12 GEDs & Diplomas, 38 Occupational Credentials, and 71 Placements. Ms. Wise explained Outcome Statistics associated with the performance outcomes: 33% achieved a measureable skill gain, 25% high school dropouts earned a GED/Diploma, 37% earned occupational credentials, and 35% were placed into either employment or education after completing program.

Ms. Wise then shared upcoming Enrichment Seminars:

- Thursday, March 15, 2018 – Inexpensive Healthy Eating & Sneaky Exercising: South Sumter Resource Center 10:00 AM (Confirmed)
- Thursday, April 19 – Basic Legal Information: Sumter Resource Center 10:00 AM (Confirmed)
- Thursday, May 17, 2018 – Owning Your Own Business: The Joys and Heartbreak (A panel discussion): Camden Adult Education 10:00 AM (Tentative)
- Thursday, June 14, 2018 – CEO's & HR (A panel discussion): FE Dubose, Manning 10:00AM (Tentative)
- Thursday, July 19, 2018 – Personal Safety, Self-Defense and Situational Awareness, Bishopville Police Chief, Location Unknown (Tentative)
- Thursday, August 16, 2018 – YOU are our next Leader, South Sumter Resource Center, 10:00AM (Tentative)

Financial Update:

Mr. Esmonde Levy provided the financial update for Adult, Dislocated Worker, and Youth Expenditures for PY'17 through February 28, 2018. 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 (Including Transfer)

- SC Works spent \$491,046 of \$550,000 (grant amount), which leaves a balance of \$58,954.
- SC Works Operation spent \$39,516 of \$80,075 (grant amount), which leaves a balance of \$40,559.
- Santee-Lynches RCOG – A/E spent \$26,560 of \$65,000 (grant amount), which leaves a balance of \$38,440.

Chart 2: Program Year 2017 Dislocated Worker Financial Data – Program Funds (Including Transfer)

- SC Works has spent \$89,375 of \$410,000 (grant amount), which leaves a balance of \$320,625.
- SC Works Operator has spent \$16,935 of \$34,318 (grant amount), which leaves a balance of \$17,383.
- Santee-Lynches RCOG – A/E spent \$21,699 of \$43,301 (grant amount), which leaves a balance of \$43,301.

Mr. Levy added that once the email vote is ratified, an additional transfer will be completed, which will shore up the expenditure level for the Dislocated Worker funding stream.

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

- Eckerd Workforce Development dba Palmetto Youth Connections (PYC) spent \$431,796 of \$600,000 (grant amount), which leaves a balance of \$168,204.
- Santee-Lynches RCOG – A/E spent \$25,672 of \$45,000 (grant amount), which leaves a balance of \$19,328.

III. Committee Reports Youth Committee

Mr. Calvin Hastie, Sr., Chairman, Youth Committee, reported that the Youth Committee met prior the board meeting and the information presented today by the Youth Provider was also covered at the Youth Committee meeting. He added during Spring Break he will be taking youth to the Department of Juvenile Justice to tour the facility. He also stated the South Sumter Park will be having tennis lessons, softball, track and field, mentoring etc.

Individuals with Disabilities Committee

No official Report

Mr. General asked Ms. Clark to explain the purpose of this committee. Ms. Clark stated the main task is to make sure the required processes, procedures, equipment, etc. are in the available to ensure that all customer, those with disabilities as well as those that do not have a disability are being served at the SC Works Operation Centers. Ms. Clark further stated the all of the necessary equipment was procured and placed in the SC Works Centers to ensure that they are equipped to handle and serve all clientele.

IV. Other Business

Ratification of Email Vote for the Transfer of PY '17 Funds from Dislocated Worker to Adult (M)

A request has been made and an email vote tallied for the approval of a transfer of \$250,000 from Dislocated Worker Program to Adult to [transfer of expenditures from Adult program to Dislocated Worker program]. This request is based on actual expenditures and projected expenditures for Adult and Dislocated Worker Funding through the end of Program Year 2017; this request also takes into consideration that the local area continues to serve more Adults than Dislocated Workers.

A Motion was made by Mr. Bobby Anderson to Ratify the email vote for the transfer of \$250,000 in PY'17 Funds between the Adult and Dislocated Worker programs. It was seconded by Mr. Calvin Hastie. There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

Conflict of Interest Policy and Board Action (M)

Ms. Areatha Clark stated the Conflict of Interest Policy will be implemented as of July 1, 2018. Ms. Clark reviewed the policy with the Board. She indicated that a local area can no longer serve as the administrative entity and operate Adult, Dislocated Worker, and Youth programs in-house. Ms. Clark explained the proposed transition plan to shift from providing services in-house to contracting out WIOA Adult and DW Eligibility Determination and Case Management Services:

- Submit a letter to State Requesting a Waiver until July 1, 2019
- Release a Request for Statement of Qualifications – July 2, 2018
- Release a Request for Proposals – September 1, 2018
- Board Approval of Qualified Proposal – November 27, 2018 Meeting

Ms. Clark stated if the first process does not net a qualified contractor, there will be sufficient time to procure out. Ms. Clark then stated we will need at least five board members, one from each county, to serve on the Rating and Ranking Committee to rate and rank the proposals at the appropriate time.

Chairman General called for a Motion to submit a letter to the State requesting a waiver for implementation by July 1, 2019. A Motion was made by Mr. John Hornsby and seconded by Mr. Bobby Anderson. There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

V. Follow-up – Program Year 2017 Board Goals

Ms. Clark stated she would be emailing Board Members the form they need to be completed for the Marketing Committee of the Board.

VI. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 6:05 PM.

Recorded by,

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