

**SANTEE-LYNCHES WORKFORCE
DEVELOPMENT BOARD MEETING
Tuesday, May 22, 2018 - 5:00 PM
Central Carolina Technical College
Advanced Manufacturing Technology Center
853 Broad Street, Room A530
Sumter, SC 29150**

MINUTES

Members Present:

Clarendon – Robert Edwards, Richmond Jones
Kershaw – Nicole Gardner, John Hornsby
Lee – Annette Karlinsky, Zina Wright
Sumter – Bobby Anderson (Vice-Chairman), Sam Lowery, Janice Poplin, Sharon Teigue, Elizabeth Williams

Members Absent:

Clarendon – Christine Edwards
Kershaw – Renee Baker, Meron Garedew (Excused), Teresa Justice, Peggy McLean
Lee – George General, Chairman (Excused)
Sumter – Ashton Elmore (Excused), Calvin Hastie, Sr. (Excused), Victoria Johnson (Excused), Jerome Robinson

Staff Present:

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:

Tammy Wise, Eckerd Connects - Workforce Development (Youth)
Ray Jackson, SC Works Operator, Eckerd Connects - 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
Emily Catoe, 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 Vice-Chairman Bobby Anderson at 5:05 PM. A quorum was present. Vice-Chairman Anderson entertained a Motion to approve the Agenda. **A motion was made by Ms. Janice Poplin and seconded by Ms. Sharon Teigue.** There being no discussion, Vice-Chairman Anderson called for the vote. **All were in favor and the motion passed unanimously.**

Vice-Chairman Anderson provided the invocation and led the Pledge of Allegiance. Ms. Areatha Clark, Workforce Development Director introduced staff and guests.

Vice-Chairman Anderson entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of March 27, 2018. **A motion was made by Mr. John Hornsby and seconded by Ms. Annette Karlinsky.** There being no discussion, Vice-Chairman Anderson called for the vote. **All were in favor and the motion passed unanimously.**

II. Reports:

SC Works Operator Report:

Mr. Ray Jackson, SC Works Operator, provided the SC Works Operator Report for the month of April 2018. He reported SC Works served a total of 1,533 customers in the Sumter location and a total of 477 customers served in the Camden location during this period. Also provided in the report are the services provided to each customer (i.e. employment services, veteran services, UI services, WIOA, HHS, TAA, etc.).

Mr. Jackson then reported on all job order referrals for the period of July 1, 2017 – April 30, 2018– with 17,497 being internal referrals and 58,779 being external referrals. He then continued that out of the internal job order referrals, 6,961 referrals were conducted by staff and 10,529 were internet referrals.

Mr. Jackson reported Unemployment Rates for January – March, 2018:

Area	Jan 2018	Feb 2018	Mar 2018
South Carolina	4.3%	4.6%	4.1%
Santee-Lynches			
Sumter	5.9%	5.4%	5.0%
Clarendon	6.9%	6.3%	5.5%
Kershaw	5.1%	4.6%	4.1%
Lee County	6.3%	6.4%	5.8%

Mr. Jackson indicated they have had hiring events on-the-floor at SC Works, 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 employers are seeking to fill. Ms. Jackson then provided “Hiring Events” that have been held at the Sumter and Camden SC Works Centers during the month of April 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.

<u>Date</u>	<u>Hiring Event</u>	<u>Referrals</u>
➤ 4/2/2018	Adecco Staffing (Camden)	3
➤ 4/4/2018	Accustaff (Sumter)	20
➤ 4/6/2018	Defender Services (Sumter)	10
➤ 4/11/2018	Accustaff (Camden)	2
➤ 4/13/2018	Defender Services (Sumter)	6
➤ 4/16/2018	Adecco Staffing (Camden)	4
➤ 4/18/2018	Accustaff (Sumter)	5
➤ 4/18/2018	Pilgrim’s Pride (Camden)	4
➤ 4/19/2018	Defender Services (Sumter)	5
➤ 4/27/2018	Defender Services (Sumter)	7

➤ 4/30/2018 Adecco Staffing (Camden) Rescheduled

SC Works Monthly Pre-Release Orientations

- Wateree River Correctional Institutions
- Lee Correctional Institution
- Turbeville Correctional Institution

Mr. Jackson stated he and other partners had a meeting regarding Crown Laundry with the purpose of looking at current plans supporting Crown Laundry, identifying areas for improvement, and to put a plan in place for continued support of Crown recruiting. It was noted that Crown has terminated 116 employees in the last 8 month – approximately 95% of the these terminations were for attendance. High turnover has resulted in applications being available through several avenues to include: Lee County Chamber of Commerce, Bishopville Library, Vocational Rehabilitation, Lee County SC Works, Sumter County SC Works, and Crown.

Also reported was that Mr. Jackson attended the 2018 4th Annual South Carolina Farmworkers Institute, which encompasses agencies, organizations and advocates participating in sharing their skills, knowledge, and resources through presentations and networking opportunities. The Migrant Seasonal Farmworker program is currently being operated out of the Sumter SC Works Center for the Santee-Lynches local workforce area.

Mr. Jackson provided information on the Back to Work Program that is currently being implemented at SC Works in partnership with the Clean Slate Reentry program and the Midlands Fatherhood Coalition. It is a job readiness boot camp designed to assist individuals with getting back into the workforce. The program is both hands-on and lecture style which lasts for 5 weeks, April 30 – June 1, 2018. The program currently has 8 participants.

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 May 10, 2018) for Program Year 2017. She provided a 3-year overview of Program Years 2015, 2016 and 2017 year to date:

Program Year 2015	Program Year 2016	Program Year 2017
July 1, 2015 – June 30, 2016 Reporting Period: Entire Year	July 1, 2016 – June 30, 2017 Reporting Period: Through 5/10/2017	July 1, 2017 – June 30, 2018 Reporting Period: Through 5/10/2018

SC Works # of WIOA Participants Served

Carry Over Participants	193	99	81 Clarendon: 8, Sumter: 48, Kershaw: 15, Lee: 6, Other: 4
New Participants Enrolled	231	344	303 Clarendon: 38, Sumter: 183, Kershaw: 55, Lee: 21, Other: 6
Participants in Follow-Up	697	335	398
Total Served (Active & Follow-Up)	1121	778	782

SC Works Training & Supportive Services

# of Participants Receiving Training and/or Supportive Services	Training Services Expenditures	\$280,511 Clarendon/Sumter: \$205,416 Kershaw/Lee: \$75,095	\$280,533 Clarendon/Sumter: \$203,130 Kershaw/Lee: \$77,403	\$390,144 Clarendon/Sumter: \$269,070 Kershaw/Lee: \$121,074
	Supportive Services Expenditures	\$147,594 Clarendon/Sumter: \$105,776 Kershaw/Lee: \$41,818	\$119,683 Clarendon/Sumter: \$85,724 Kershaw/Lee: \$33,959	\$82,715 Clarendon/Sumter: \$55,815 Kershaw/Lee: \$26,900
		136 Clarendon/Sumter: 84 Kershaw/Lee: 52	150 Clarendon/Sumter: 113 Kershaw/Lee: 37	187 Clarendon/Sumter: 108 Kershaw/Lee: 79
	Work Experience Contract Dollars	\$35,295 Clarendon/Sumter: \$27,940 Kershaw/Lee: \$7,355	\$54,595 Clarendon/Sumter: \$46,365 Kershaw/Lee: \$8,230	\$25,080 Clarendon/Sumter: \$17,560 Kershaw/Lee: \$7,520
	Work Experience Contracts	18	22	8
	On-the-Job (OJT) Training Dollars	\$148,100 Clarendon/Sumter: \$63,243 Kershaw/Lee: \$84,857	\$154,696 Clarendon/Sumter: \$95,508 Kershaw/Lee: \$59,188	\$85,000 Clarendon/Sumter: \$45,553 Kershaw/Lee: \$39,447
	OJT Contracts	70	45	37

Youth WIOA Program Report:

Ms. Tammy Wise, Program Manager for Eckerd Workforce Development reviewed their Youth Performance Report for PY'17 through the period of May 11, 2018. Ms. Wise stated PYC has enrolled 167 participants and has 3 more participants to enroll next week. This puts them over the goal of 155 enrollments. 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, in festivals, vocational rehabilitation, etc.

She reviewed the demographics of their participants who are currently active in the program: 68% Unemployed, 71% over 18 years old, 67% Basic Skills Deficient, 57% High Schools Dropouts. Ms. Wise then broke out enrollment participants by county:

Clarendon County:

- 72% Unemployed
- 53% Over 18 Years Old
- 88% Basic Skills Deficient
- 69% High School Dropouts

Kershaw County:

- 44% Unemployed
- 96% Over 18 Years Old
- 40% Basic Skills Deficient
- 44% High School Dropouts

Lee County:

- 55% Unemployed

- 27% Over 18 Years Old
- 73% Basic Skills Deficient
- 55% High School Dropouts

Sumter County:

- 80% Unemployed
- 83% Over 18 Years Old
- 66% Basic Skills Deficient
- 57% High School Dropouts

Also provided was the following year-to-date Performance Outcomes: 55 Measurable Skills Gains, 24 GEDs & Diplomas, 40 Occupational Credentials, and 71 Placements. Ms. Wise explained Outcome Statistics associated with the performance outcomes: 53% achieved a measureable skill gain, 40% high school dropouts earned a GED/Diploma, 39% earned occupational credentials, and 69% were placed into either employment or education after completing the program.

Ms. Wise concluded by stating that 16 participants will be attending a 5 week welding class at Central Carolina Technical College. This class was created specifically for Eckerd Youth participants.

Financial Report:

Mr. Esmonde Levy provided the financial update for Adult, Dislocated Worker, and Youth Expenditures for PY'17 through April 30, 2018. He also provided comparison reports for each funding stream for Program Years 2016 and 2017 year-to-date.

Chart 1: Program Year 2017 Adult Financial Data – Program Funds (Including Transfers)

- SC Works spent \$436,123 of \$500,000 (grant amount), which leaves a balance of \$63,877.
- SC Works Operation spent \$50,630 of \$80,075 (grant amount), which leaves a balance of \$29,445.
- Santee-Lynches RCOG – A/E spent \$31,775 of \$65,000 (grant amount), which leaves a balance of \$33,225.

Chart 2: Two Year (Program Year 2016 and Program Year 2017) Comparison of the SC Works Operator Only – (Including Transfers)

- As of April 30, 2018 the SC Works Operator spent \$436,123 of \$500,000 (grant amount) and in April 2017, the SC Works Operator spent \$647,600 of \$647,600 (this includes a transfer). Mr. Levy stated in Program Year 2017 the Operator is working with less money and serving more customers.

Chart 3: Program Year 2017 Dislocated Worker Financial Data – Program Funds (Including Transfers)

- SC Works has spent \$371,397 of \$400,000 (grant amount), which leaves a balance of \$28,603.
- 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 \$29,069 of \$65,000 (grant amount), which leaves a balance of \$38,931.

Chart 4: Two Year (Program Year 2016 and Program Year 2017) Comparison of the Dislocated Worker Operator Only – (Including Transfers)

- As of April 30, 2018 the SC Works Operator spent \$371,397 of \$400,000 (grant amount – which includes the transfer) and in April 2017 SC Works Operator spent \$100,443 of \$410,000 (grant amount – which does not include a transfer).

Chart 5: Program Year 2017 Youth Financial Data – (Program Funds only)

- Eckerd Connects Workforce Development spent \$497,005 of \$600,000 (grant amount), which leaves a balance of \$102,995.
- Santee-Lynches RCOG – A/E spent \$30,709 of \$45,000 (grant amount), which leaves a balance of \$14,291.

Chart 6: Two Year (Program Year 2016 and Program Year 2017) Comparison of the Youth Finance Operator Only

- As of April 30, 2018 the Eckerd Connects Workforce Development spent \$428,548 of \$600,000 (grant amount) and in April 2017.

III. Committee Reports

Youth Committee - Contract Extension (M)

Ms. Sharon Teigue provided the Youth Committee report for Mr. Calvin Hastie. Ms. Teigue reported that the Committee met on May 10, 2018 and voted to extend Eckerd Connects' Youth contract for one year. As a result, **Ms. Teigue then brought forth a Motion to extend Eckerd Connects' Youth Contract for one year. It was seconded by Mr. John Hornsby. There being no discussion, Vice-Chairman Anderson called for the vote. All were in favor and the motion passed unanimously.**

SC Works Committee - Contract Extension (M)

Vice-Chairman Bobby Anderson provided the SC Works Committee report. He reported the committee met on May 17, 2018. They voted to extend the SC Works Operator contract with Eckerd Connects for one year. As a result, **Mr. Anderson then brought forth a Motion to extend Eckerd Connects' SC Works Operator's Contract for one year. It was seconded by Ms. Janice Poplin. There being no discussion, Vice-Chairman Anderson called for the vote. All were in favor and the motion passed unanimously.**

Conflict of Interest Update/In-house Contract Update

Ms. Areatha Clark reminded the Board that the Conflict of Interest Policy will be implemented as of July 1, 2018. Ms. Clark again briefly 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 then stated at the March Board Meeting it was voted to send a letter to the Stated requesting a procurement extension for one year. Ms. Clark added the State has provided a letter of approval of this request. An update of the procurement process will be provided at each board meeting starting in the new program year.

Finance Committee (M)

Ms. Esmonde Levy stated after a completed review of budgets and expenditures, there is a need for an additional \$75,650 (Adult funding - \$29,455; Dislocated Worker funding - \$27,383; and Youth funding - \$18,812) in funding from Unobligated Funds for the Administrative Entity – Santee-Lynches Regional COG. This request is to help ensure we meet the needs of the Administrative Entity staff as well as shoring up the budget due to staff shifting from SC Works to the Administrative Entity.

Vice-Chairman Anderson entertained a Motion to **approve granting Santee-Lynches Regional COG \$75,650 in additional funds. A motion was made by Ms. Sharon Teigue and seconded by Ms. Annette Karlinsky.** There being no discussion, Vice-Chairman Anderson called for the vote. **All were in favor and the motion passed unanimously.**

IV. Other Business

Eligible Training Providers

Ms. Clark provided an updated list of Workforce Innovation and Opportunity Act (WIOA) Eligible Training Providers for the Santee-Lynches Area. Ms. Clark stated the process has changed under WIOA and if a provider wishes to provide services to customers in the local area they have to be approved to be on the local area's list. The following Providers and Providers are submitted for approval: Carolina Construction School, LLC: Heavy Equipment Operator (\$6,170) and Class A Truck Driving (\$3,937); Florence Darlington Technical College: Welding – Pipe Fitting (\$4,300), Welding – Construction Pre-Pipe (\$3,300) and Welding – Pipe (\$3,725); Pee Dee Regional EMS – Emergency Medical Technician (\$1,450); Professional Medical Training Center – Medical Administrative Assistant (CMAA) (\$905).

A Motion was made by Ms. Janice Poplin to accept the presented additions to the WIOA Eligible Training Provider List for the Santee-Lynches local area. It was seconded by Mr. Rich Jones. All were in favor and the Motion passed unanimously.

V. Chairman's Comments

Vice-Chairman Anderson encouraged board members to join a committee.

VI. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 5:57 PM.

Recorded by,

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