



Santee-Workforce Development Board Meeting
Tuesday, January 22, 2019 - 5:00 PM
Central Carolina Technical College
Advanced Manufacturing Technology Training Center
853 Broad Street, Room A101
Sumter, SC 29150

MINUTES

Members Present:

Clarendon – Richmond Jones
Kershaw – Renee Baker, Nicole Gardner, John Hornsby, Stewart Kidd
Lee – George General (Chairman), Annette Karlinsky, Zina Wright
Sumter – Bobby Anderson (Vice-Chairman), Ashton Elmore, Victoria Johnson, Sam Lowery Janice Poplin, Sharon Teigue, Elizabeth Williams

Members Absent:

Clarendon – Robert Edwards (Excused), Christine Edwards (Excused)
Kershaw – Meron Garedew, Teresa Justice
Sumter – Calvin Hastie, Sr. (Excused), Jerome Robinson

Staff Present:

Areatha Clark, Workforce Development Chief
Esmonde Levy, Workforce Development Manager
Freda Amerson, Workforce Development Coordinator
Steve Berger, SC Works Business Services Lead
Becky Minegar, SLRCOG Administrative Assistant

Guests:

Amanda Wagner, Eckerd Connects – Workforce Development
Eric Haddock, Eckerd Connects – Workforce Development
Caroline Rogerson, Eckerd Connects – Workforce Development
Ray Jackson, SC Works Operator, Eckerd Connects - Workforce Development
Kal Kunkel, Eckerd Connects – Workforce Development
Julia Gamarra Mendoza, SC Department of Employment and Workforce (SCDEW)
Summer Rigby, SC Vocational Rehabilitation, Kershaw County
Sharon Vaughn, Telamon Corporation
Ray Eibel – Educational Data Systems, Inc. (EDSI)

1. Welcome & 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.

2. Invocation/Pledge of Allegiance

Mr. Ray Jackson provided the invocation and Chairman General led the Pledge of Allegiance.

3. Introduction of Guests

Ms. Areatha Clark, Workforce Development Director, introduced guests and staff. She also introduced Mr. Steward Kidd as the newest board member representing Kershaw County.

4. Adoption of Agenda

Chairman General entertained a Motion to approve the Amended Agenda. **A motion was made by Ms. Sharon Teigue 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.**

5. Approval of Meeting Minutes – October 23, 2018

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of October 23, 2018. **A motion was made by Ms. Janice Poplin and seconded by Ms. Nicole Gardner.** There being no discussion, Chairman General called for the vote. **All were in favor and the motion passed unanimously.**

6. Report for the Santee-Lynches Regional COG Executive Director

None

7. Reports

WIOA Report

Ms. Areatha Clark reported on the WIOA Adult and Dislocated Worker program for PY'18 thru the period of January 10, 2019. A comparison review was completed for the same period for PY'17 and PY'18. Ms. Clark noted that there are less participants in follow-up for this program year than last program year, which means more of the customers came into the program, were served quickly and moved on out. Ms. Clark added with less in follow-up its necessary to work toward more new enrollments.

Ms. Clark reminded the Board that at the October meeting it was discussed that the allocation was received late in the year - November 2018. With the funds being received so late in the year we've had to balance how we serve customers; a determination had to be made on the number to serve in training at the time vs. putting them on hold until funding was received? Ms. Clark explained this is something has to do each year because money is not spent until it's received. She further explained, until our allocation was received, carryover funds were used. In order for the carryover funds to last until the new allocation was received, staff had to manage these funds very tightly to prevent the local area/Santee-Lynches COG from becoming overextending itself.

**Program Year 2017
(July 1, 2017 – June 30, 2018)
Reporting Period thru
1/10/2018**

**Program Year 2018
(July 1, 2018 – June 30, 2019)
Reporting Period thru
1/10/2019**

SC Works # of WIOA Participants Served		
Carryover Participants	81	89 – Clarendon: 7, Sumter: 63, Kershaw: 10, Lee: 3, Other: 6
New Participants Enrolled	191	218 – Sumter/Clarendon: 173, Kershaw/Lee: 45
Participants in Follow-up	452	314
Total Served (Active & Follow-Up)	721	621
SC Works Training and Supportive Service Dollars		
Training Dollars Spent	\$128,725	\$120,786
	Kershaw/Lee Counties - \$37,260 Clarendon/Sumter Counties - \$91,465	Kershaw/Lee Counties - \$4,750 Clarendon/Sumter Counties - \$116,036
Supportive Services Dollars Spent	\$42,139	\$64,590
	Kershaw/Lee Counties - \$13,999 Clarendon/Sumter Counties - \$28,139	Kershaw/Lee Counties - \$7,791 Clarendon/Sumter Counties - \$56,830
# of Participants Receiving Training and/or Supportive Services	81	99
	Kershaw/Lee Counties – 25 Clarendon/Sumter Counties - 56	Kershaw/Lee Counties – 19 Clarendon/Sumter Counties - 80
Work Experience (WE) Contracts Dollars	\$25,080	\$35,500
WE Contracts	8	11
On-the-Job (OJT) Training Dollars	\$70,946	\$31,805
OJT Contracts	32	11

Ms. Clark continued the training dollars are close to the same amount as the previous year. However, the supportive services dollars increased in PY '18. Ms. Clark explained the training may not cost as much but because the customer must travel a distance (Florence, Columbia, etc.) in order to get their training, supportive services dollars will be much higher.

She further stated because of receiving funding so late, we were unable to write many OJT contracts. Again, now that funding has been received, we are having to play catch up. Mr. Steve Berger our Business Services Representative has been calling on employers in order to increase the number of OJT contracts for the region.

Ms. Clark shared a WIOA success story: Yadira Viera is a Work First student in her second year at Central Carolina Technical College studying CNC Machine Operator. Ms. Viera completed her Work Experience at Mancor in Kershaw County. Due to her high academic grades and work experience, Ms. Viera has had a job offer from BD making \$27.50 an hour as a CNC Machine Operator. A discussion followed concerning highlighting Ms. Viera through social media and putting out a press release.

SC Works Operator Report

Mr. Ray Jackson provided the SC Works Operator report (July 1, 2018 – December 31, 2018):

- November 2018 unemployment rate for South Carolina was 3.1% with 4.3% in Clarendon County, 3.2% in Kershaw County, 4.3% in Lee County, and 3.7% in Sumter County.
- 7,940 distinct customers received services; 16,153 total services were provided
- Overall job placements for 2018 year to date was 1,109
- In the Santee-Lynches Region the target is 88 placements per month:
 - October - 97

- November – 93
- December – 98

Mr. Jackson indicated the State has initiated the Back to Work Program which is a partnership between Santee-Lynches SC Works and the SC Department of Employment and Workforce (SCDEW). The first six week Back to Work program had 7 participants that taught them soft skills, job-earning and job-succeeding skills such as resume writing, interview tips, how to dress for an interview, how to look someone in the eye, how to shake a hand and how to carry yourself confidently. There were 5 of the 7 students who attend graduation. Mr. Christopher McKinney, Executive Director of Santee-Lynches Regional Council of Governments and State Representative David Weeks spoke at the graduation held on December 18, 2019. Mr. Jackson stated they have 21 participants enrolled for the February 2019 class. Mr. Jackson further stated the Back to Work Program was featured in The Item and the in the SCDEW newsletter. Mr. Jackson indicated once the participant has graduated from the program, there is a 30, 60, and 90-day follow-up to monitor their progress and offer any other services that are needed.

Mr. Jackson reported Ms. Janice Poplin with Thompson Industrial, reached out to him about having a Job Fair for a targeted population. Ms. Poplin announced there will be a Job Fair held on Tuesday, March 12, 2019 from 4:00pm – 7:00pm, as part of a business partnership with Crosswell Drive Elementary School and Chestnut Oaks Middle School. SC Works is also a partner in this endeavor. A discussion ensued about having this type of partnership in the other counties. Ms. Areatha Clark added that this job fair could be considered a pilot and if it is successful, it could be considered for promotion in the other counties in the region.

Youth Report

Ms. Caroline Rogerson Eckerd Connects - Workforce Development, reviewed their Youth Performance Report for PY'18 through the period December 30, 2018. Ms. Rogerson stated they have served 97 participants with 49 participants being carryover with a goal of 160 participants. Ms. Rogerson stated the low numbers are due to staffing challenges and Eckerd has now hired Brandy Paige, Career Coach for Lee and Clarendon Counties. Performance Outcomes reviewed: 36 Measurable Skill Gains, 8 GED & Diploma, 17 Occupational Credentials, and 38 Placements. Ms. Rogerson reported they had 22 Work Experience Contacts written, 34 Career Smart completers, and 10 participants attending vocational training.

Ms. Rogerson then shared two success stories:

Kaitlyn Strickland has had several events in her life that others would consider barriers, but that she considers building blocks that have given her the strength and resilience to overcome anything in her path. Kaitlyn is a parent, in foster care, and was a high school dropout when she entered the program at only 17 years old. She earned her GED after attending classes with Adult Education for only two months. Kaitlyn was eager to gain work experience caring for animals and was placed on a Work Experience at Second Chance Animal Shelter. Her supervisor, Sheri, continues to praise Kaitlyn for her time at the shelter thus far and describes her as a go-getter and eager to learn and accomplish all aspects of her work assignment. Kaitlyn's goal is to attend Veterinary Technician Training and become certified in order to obtain full time employment. There is no doubt that Kaitlyn will succeed in anything that she puts her mind to. We are proud to have Kaitlyn represent the WIOA program with her strong work ethic, infectious personality and constant optimism.

Shatoria McCoy is a high school graduate who sought services in order to find a better job and take advantage of the opportunity to attend occupational skill training. Shatoria was working part-time as a

Salad Bar prep, working less than 20 hours a week and desperately wanted a career change. Since becoming a participant in the program, Shatoria has shown that there is nothing that will prevent her from attaining her goals. She began attending Sumter County Adult Education for basic skills training in Math and recently successfully completed a post TABE in Math. Her dream is to become a C.N.A is close at hand. She is due to complete her C.N.A training through Professional Development and Training Services this month and she is currently placed on a Work Experience with Caris Healthcare as a Home Health Aid. Shatoria has stated that this is just the beginning for her. She desires to also take Phlebotomy and EKG training and is looking forward to becoming a marketable candidate in the healthcare field as a Patient Care Technician.

A discussion followed regarding finding innovative ways to get the word out. It was suggested to use these students as recruiters/ambassadors for the program. Ms. Rogerson stated they currently have student ambassadors that attend job fairs, career fairs and outreach functions.

It was then suggested to have these participants promote services/recruit over the next couple of months, track the referrals that result from their efforts and provide a status report at the next board meeting.

Financial Report

Mr. Esmonde Levy provided the financial update for Adult, Dislocated Worker, and Youth Expenditures for PY'18 through December 31, 2018. 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 2018 Adult Financial Data as of 12/31/2018

- SC Works spent \$402,688 of \$500,000
- SC Works Operator spent \$38,817 of \$80,075
- SC Works A/E spent - \$15,609 of \$97,240

Mr. Levy explained the availability of transferring funds from Dislocated Worker to Adult. He then explained the Administrative Entity numbers are low based on our projected goal and we have the ability to transfer these funds also.

Chart 2: Program Year 2018 Dislocated Worker Financial Data as of 12/31/2018

- SC Works spent \$72,837 of \$400,000
- SC Works Operator spent \$15,894 of \$34,318
- SC Works A/E spent \$12,536 of \$83,350

Mr. Levy added that the board will consider a transfer later in the meeting to help shore up spending for the Dislocated Worker program.

Chart 3: Program Year 2018 Youth Finance Data as of 12/31/2018

- Eckerd Workforce Development spent \$220,661 of \$600,000 (grant amount), which leaves a balance of \$379,339.
- Santee-Lynches RCOG – A/E spent \$17,126 of \$97,240

Mr. Levy stated their numbers are a little behind in spending but with further conversations and hiring a new career coach Eckerd has put an action plan in place and should be on track next month.

Mr. Levy as provided as information a breakdown of Eckerd participant costs as of 12/31/2018:

- Work Experience: \$34,3742
- Training: \$23,975
- Supportive Services: \$26,635
- Total Participant Costs: \$85,352

Mr. Levy provided the Incumbent Worker Training (IWT) update. He stated the grant was received in October 218 and the Program Year 2018 IWT procurement began in November 2018. Mr. Levy explained the State requires 70% of the awarded funds be obligated by the end of January. The deadline for applications was December 21, 2018 but due to a lack of response, the deadline was extended to Wednesday, January 16, 2019. There were five (5) applications received. Mr. Levy then stated the Rating and Ranking Committee will complete their process by Wednesday, January 23, 2019 with an email being sent to the Board for an email vote shortly thereafter. With Board approval, contracts will be executed before the January 31, 2019 deadline. The Local Area will have until April 30, 2019 to obligate the remaining 30% of funds; prior to which we will go out for another procurement process.

A discussion followed concerning how the funds are awarded and if any company didn't receive any of these IWT funds. Mr. Levy stated he's not aware of any company being denied funding however, there have been time when we've had to choose which trainings are allowed based on the amount of funding we have available. Ms. Clark added, in the past if the application did not get approved for funding it was because the application did not meet the criteria. It was further discussed how the Request for Applications was made available to the public. Ms. Clark stated they have a bidders list (which includes all companies that have applied in the past) and all on that list received the Request for Application as well as the availability of the funds being published in the newspapers, through Economic Developers, Technical College, etc.

Finance Sub-Committee Report (Dislocated Worker to Adult Transfer Request)

On the behalf of the Finance Sub-Committee, Chairman General reported that a request is being made to transfer \$300,000 of Dislocated Worker Funds to the Adult Program. This request is based on the fact that we continue to serve more Adults than Dislocated Workers and therefore require the unused Dislocated Worker funding be transferred to serve the Adults as well as to close out the Program Year 2017 Funds.

A Motion was made by Mr. Bobby Anderson and seconded by Mr. Sam Lowery to approve the transfer of \$300,000 of Dislocated Worker Program funds to the Adult Program. All were in favor and the Motion passed unanimously.

Individuals with Disabilities Committee

Mr. Sam Lowery, Chairman of the Individuals with Disabilities Committee, reported the purpose of this committee, which is 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. Mr. Lowery asked the board for their ideas or innovative ways to encourage those with disabilities to come into the centers so that staff can assist them in finding job opportunities as well as ideas for educating employers. It was suggested to design a flyer to be placed in pertinent locations, such as waiting rooms in doctor

offices, to tell about the opportunities available to those with a disability. Mr. Lowery stated SC Vocational Rehabilitation has an abundance of resources for those with visible and invisible disabilities and is working as a partner with SC Works.

8. SC Works

Title 1 Adult and Dislocated Worker Services for '19

Mr. Bobby Anderson, Chairman of the SC Works Committee, provided an update on the Title 1 Adult and Dislocated Worker Services for PY'19 procurement process. The Request for Proposal (RFP) for Title I WIOA Adult and Dislocated Worker Services was released September 6, 2018 with the due date of October 26, 2018. The Rating and Ranking Committee met November 15, 2018. Four (4) Proposals were received; Eckerd Youth Alternatives dba Eckerd Connects Workforce Development, Job Training Unlimited, Inc., Two Hawk Workforce Services, and Educational Data Systems, Inc. (EDSI). Each proposer gave a brief presentation of their services.

Mr. Anderson stated the SC Works Committee voted to award Eckerd Youth Alternatives, dba Eckerd Connects Workforce Development the Title 1 Adult and Dislocated Workers Services for 2019. Rating and Ranking Scores were as follows: Eckerd Youth Alternatives dba Eckerd Connects Workforce Development - 96, Job Training Unlimited, Inc. – 83.5, Two Hawk Workforce Services – 84.8, and Educational Data Systems, Inc. (EDSI) – 84.3.

A Motion was made by Mr. Anderson and seconded by Ms. Sharon Teigue to award Eckerd Youth Alternatives dba Eckerd Connects Workforce Development the contract for Title 1 Adult and Dislocated Workers Services for 2019. All were in favor and the Motion passed unanimously.

9. Chairman's Remarks

Chairman General suggested that the IWT applicants make a presentation or be available to answer any questions during the IWT Rating and Ranking process.

10. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 6:18 PM.

Respectfully Submitted,



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