



Santee-Lynch Workforce Development Board Meeting
Tuesday, June 11, 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 – Robert Edwards
Kershaw – Nicole Gardner, John Hornsby, Stewart Kidd
Lee – George General (Chairman), Zina Wright
Sumter – Bobby Anderson (Vice-Chairman), Janice Poplin, Sharon Teigue, Elizabeth Williams

Members Absent:

Clarendon – Christine Edwards, Richmond Jones
Kershaw – Renee Baker (Excused), Meron Garedew (Excused), Teresa Justice (Excused)
Lee – Annette Karlinsky (Excused)
Sumter – Ashton Elmore (Excused), Calvin Hastie, Sr. (Excused), Victoria Johnson, Sam Lowery, Jerome Robinson

Staff Present:

Christopher McKinney, Executive Director
Areatha Clark, Workforce Development Chief
Esmonde Levy, Workforce Development Manager
Freda Amerson, Workforce Development Coordinator
Steve Berger, SC Works Business Services Lead
April Barr, WIOA Title I Manager
Becky Minegar, SLRCOG Administrative Assistant

Guests:

Amanda Wagner, Eckerd Connects – Workforce Development
Caroline Rogerson, Eckerd Connects – Workforce Development
Matt Fields, Eckerd Connects – Workforce Development
Ray Jackson, SC Works Operator, Eckerd Connects - Workforce Development
Summer Rigby, SC Vocational Rehabilitation, Kershaw County

1. **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.

2. **Invocation/Pledge of Allegiance**

Vice-Chairman Bobby Anderson provided the invocation and Chairman General led the Pledge of Allegiance.

3. **Introduction of Guests**

Ms. Areatha Clark, Workforce Development Chief, introduced staff and guests.

4. **Adoption of Revised Agenda**

Chairman General entertained a Motion to approve the Revised Agenda. **A motion was made by Ms. Janice Poplin 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.**

5. **Approval of Previous Meeting Minutes – March 26, 2019**

Chairman General entertained a Motion to approve the Workforce Development Board (WDB) Meeting Minutes of March 26, 2018. **A motion was made by Ms. Sharon Teigue and seconded by Ms. Janice Poplin.** 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**

Mr. Christopher McKinney, Executive Director, Santee-Lynches Regional Council of Governments stated as staff were working through the budgeting process for Adult and Dislocated Worker services, to include reviewing the amount of funding that has been expended and the amount of available carryover funds that will be needed to operate in the first quarter of Program Year 2019, a hold had to be put on training early in the program year [March 2019]. In order to continue to serve our Adults and Dislocated Workers at an optimum level in the midst of budget cuts, Mr. McKinney reached out to two COGs that were not going to be able to spend their Dislocated Worker funds and was able to procure some of those funds.

Mr. McKinney added he and Esmonde Levy have been working on developing metrics for Training Providers providing services in the region. He explained we have several training organizations who partner with us to provide training to our Youth, Adults, and Dislocated Workers. We have developed metrics to measure customers outcomes associated with training (Did they successfully complete training? Did they find employment? Did they find employment in the field that they were trained in?) Mr. McKinney further added when this is finalized, employers will be receiving feedback and the metrics results will be placed on the Santee-Lynches Regional COGs website. The objective in developing these metrics is to ensure effective training is being provided in the region.

7. **Reports**

Information Only

8. **Committee Reports**

- **Youth Committee**
 - **Eckerd Connects Youth Contract Extension**

Ms. Sharon Teigue provided the Youth Committee Report. Ms. Teigue stated it is that time of the year where extension of contracts is considered for another Program Year. Our local policy allows for a contract to be extended up to three times after the initial contract. The last Youth Request for Proposal (RFP) was released at the end of PY'15 for PY'16.

Eckerd Youth Alternatives dba Eckerd Connects (Youth) received their first contract in PY'16. Their contract was extended for PY'17 and PY'18. Thus, they are eligible for one additional extension.

Eckerd Connects (Youth) has met all requirements of their contract, have exceeded their enrollment goals, and are currently meeting all Department of Labor Youth Performance Measures.

Ms. Teigue added in the last 20 years of different youth providers, Eckerd Connects has been, by far, the best and are doing an outstanding job.

Ms. Sharon Teigue made a motion to approve the extension of Eckerd Connects' Youth Contract for 1 additional year (Program Year 2019). Ms. Nicole Gardner seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **SC Works Committee**

- **Eckerd Connects Operator Contract Extension**

Vice-Chairman Bobby Anderson provided the SC Works Committee Report. Vice-Chairman Anderson stated Eckerd Connects (SC Works Operator) received their first contract in PY'17. Their contract was extended for PY'18. Thus, they are eligible for two additional extensions.

Eckerd Connects' Operator has met all requirements of their contract, and have continued to be an integral part of creating seamless service delivery and partnerships through and for our SC Works Centers/Systems.

Vice-Chairman Anderson made a motion to approve the extension of Eckerd Connects' SC Works Operator Contract for 1 additional year (Program Year 2019). Ms. Sharon Teigue seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Certification of SC Works Centers**

Ms. Areatha Clark provided an update on the Certification of the SC Works Centers. She stated a year ago we certified the SC Works Comprehensive Center in Sumter. Ms. Clark added they received guidance this year the SC Works Comprehensive Center in Sumter must be recertified, along with satellite sites. Currently we have only one satellite center and that's SC Works in Camden. Ms. Clark stated these standards will ensure we have the right centers in place and have all the right partners on board to be able to provide the necessary services to our businesses and to the job seekers.

Ms. Clark added there are three standards that must be met in our comprehensive center and our satellite center. Highlights of the standards were provided as follows:

Job Seeker Standards

- ✓ Measures Customer Satisfaction with services and staffing and that there are methods in place for customer feedback that is used for process improvement
- ✓ Ensures that a system is in place to assess projected employer demand and the alignment of job seeker resources with these demands
- ✓ Job Seekers have multiple access to SC Works Services (in centers and on-line)
- ✓ SC Works provides a consistent menu of services via literature in resource centers and information on-line
- ✓ Efficient customer service is provided to job seekers; staff are well trained at all centers and centers are well-equipped to assist with marketing job seekers to employers
- ✓ Jobseekers learn about services in a customer-focused program-neutral way (i.e. first-time customer's folder is made available)
- ✓ Effective assessment and career guidance services are available to job seekers
- ✓ SC Works Centers market as many jobs as possible and help job seekers to advance their skill level

Business Services Standards

- ✓ There is a fully integrated multi-agency business serves team comprised of federally mandated partners (IBST)
- ✓ Businesses are consulted on their workforce needs
- ✓ A business engagement plan is in place that supports the Workforce Board's vision and is responsive to business needs
- ✓ There is a link between IBST, economic development and education entities
- ✓ Measures business satisfaction with processes and outcomes
- ✓ A consistent menu of demand-driven services is offered to businesses

Management Standards

- ✓ Partner integration in the centers is evident through non-duplication of services
- ✓ Management structure is clear, along with roles and responsibilities of partners
- ✓ There are integrated staff development plans (includes training and collaboration)
- ✓ Accountability for results
- ✓ Accessible to all job seekers and business customers
- ✓ Professional appearance maintained and centers are safe and secure

Vice-Chairman Anderson made a motion to certify the SC Works Comprehensive (Sumter) and Satellite (Camden) Centers in accordance with the prescribed SC Works Certification Standards. Mr. John Hornsby seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Finance Committee**

- **Ratification of Email Vote for Reallocation and Transfer of Funds**

- Ratification of Approval to Receive Reallocated funds from Lower Savannah COG \$300,000 (\$270,000 Program Funds/ \$30,000 Administrative Funds) in Dislocated Worker funds.

- Ratification of Approval to Receive Reallocated funds from Midlands COG \$30,000 (\$27,000 Program Funds / \$3,000 Administrative Funds) in Dislocated Worker funds. In addition, Ratification of Approval to Transfer these funds to the Adult Funding Stream.

A motion was made by Ms. Janice Poplin and seconded by Ms. Nicole Gardner to ratify the email vote to approve the Reallocation of Dislocated Worker Funds from Lower Savannah COG (\$300,000) and Midlands COG (\$30,000) and to transfer the \$30,000 from the Dislocated Worker funding stream to the Adult funding stream. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

Mr. Levy stated we are requesting a transfer of Program Year 2018 Funds from Dislocated Worker to Adult. The transfer amount requested is \$200,000 of Dislocated Worker Program Funds to the Adult Program (this is a transfer of expenditures from Adult to Dislocated Worker). This request is based on the additional funding offered to Santee-Lynches by Lower Savannah COG. The transfer will aid in continuing to expend Program Year 2018 funds, allowing for carryover into the first quarter of Program Year 2019 and Program Year 2020, as well as serve the surplus of Adults. We continue to serve more Adults than Dislocated Workers and therefore require the additional 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 transfer \$200,000 of Dislocated Worker Program Funds to the Adult Program. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

➤ Approval of 2019 Budget

Mr. Esmonde Levy reported on the Program Year 2019 Budget Allocation Assumptions. Mr. Levy stated Based on official information received from the State, our region should anticipate an overall reduction of \$186,624 over the three funding streams, an 8.9% overall reduction from the PY'18 Allocation.

- \$88,336 reduction in Adult Funds (8.7% reduction from the PY'18 Allocation)
- \$94,687 reduction in Youth Funds (8.6% reduction from the PY'18 Allocation)
- \$3,601 reduction in Dislocated Worker Funds (.99% reduction from the PY'18 Allocation)

Program Year 2019 Budget Assumptions:

1. Current Program Year 2018 service providers would not utilize all their current funding.
2. Maintain some PY'19 funds to carry into PY'20 for the 1st Quarter of that year.

Mr. Levy reported on the WIOA Program Allotments for Program Year 2019:

- Adult - \$573,738
- Dislocated Worker - \$530,555
- Youth - \$568,578
- Total Allocation - \$1,672,871

A comparison of PY'18 and PY'19 WIOA Program Allotments:

WIOA Program Allotments for Program Year 2019				
PY 2019	Adult	Youth	Dislocated Worker	Total
State Total	\$11,326,204	\$11,731,447	\$14,897,573	\$37,955,224
Local Distribution	85.00%	85.00%	70.00%	
	\$9,627,273	\$9,971,730	\$10,428,301	\$30,027,304
Santee-Lynches	\$573,738	\$568,578	\$530,555	\$1,672,871
% of State Distribution	5.96%	5.70%	5.09%	5.57%

WIOA Program Allotments for Program Year 2018				
PY 2018	Adult	Youth	Dislocated Worker	Total
State Total	\$12,570,393	\$13,017,374	\$15,513,622	\$41,101,389
Local Distribution	85.00%	85.00%	70.00%	
	\$10,684,834	\$11,064,768	\$10,859,535	\$32,609,137
Santee-Lynches	\$662,074	\$663,265	\$534,156	\$1,859,495
% of State Distribution	6.20%	5.99%	4.92%	5.70%

Mr. Levy then reviewed the Santee-Lynches Workforce Development of PY19 Budget Proposal. He pointed out that the SC Works Operator Contract was increased by \$10,000 to partially fund a Front Desk that has been created and mandated by the State. This position will assist all customers that come into the center and direct them to the appropriate partner for services. Also, of note, is that Eckerd's Youth contract was cut by \$100,000 for PY'19 due to budget cuts. Staff have discussed this cut with Eckerd Connects and they have committed to continuing to provide optimum services to the Youth in the region.

Santee-Lynches Workforce Development PY'19 Budget Proposal				
	ADULT	DW	YOUTH	TOTAL
PY'18 Carryover Program PROJECTED	\$77,500	\$14,957	\$107,970	\$200,427
PY'18 Carryover Admin PROJECTED	\$21,694	\$16,807	\$28,541	\$67,042
PY'19 Allocation Program	\$515,999	\$477,500	\$511,720	\$1,505,219
PY'19 Allocation Admin	\$57,739	\$53,046	\$56,858	\$167,643
Reallocation of Dollars		\$300,000		\$300,000
Transfer of DW to Adult Funding	\$200,000	-\$200,000		
Total Projected Funding PY'19	\$872,932	\$662,310	\$705,089	\$2,240,331
Contracts				
	ADULT	DW	YOUTH	TOTAL
Eckerd Connects Youth	\$0	\$0	\$500,000	\$500,000
Eckerd Connects Adult/DW	\$430,000	\$320,000	\$0	\$750,000
SC Works Operator Program	\$86,723	\$37,167	\$0	\$123,890
SC Works Admin	\$4,277	\$1,833	\$0	\$6,110
SC Works Center Costs (MOU)	\$32,735	\$12,885	\$0	\$45,620
SLRCOG Admin	\$56,454	\$45,549	\$56,485	\$158,488
SLRCOG Program A/E	\$149,010	\$144,699	\$77,947	\$371,656
Total Contracts	\$759,199	\$562,133	\$634,432	\$1,955,764
Balance Unobligated Funds	\$113,733	\$100,177	\$70,657	\$284,567

Chairman General entertained a motion to approve the PY'19 Proposed Budget. A Motion was made by Mr. Bobby Anderson and seconded by Ms. Sharon Teigue. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

9. Other Business

- **Incumbent Worker Training (IWT) Funds**

Mr. Levy provided the Program Year 2018 Incumbent Worker Training Round #2 Results. He stated the total funds awarded for IWT were not obligated in the first procurement round. A second and third round of procurement was initiated, and funding was offered to Advanta Southeast in Clarendon County (\$4,024), Caterpillar Inc. in Sumter County (\$8,970) and Weylchem in Kershaw County (\$12,500). Mr. Levy then stated because of unforeseen circumstances Weylchem was not able to accept the IWT award, which meant there was additional funding available. However, due to the time restraint on initiating another round of procurement for these additional funds, it was decided to award the full amount requested to Advanta Southeast - \$4,024 and Caterpillar - \$16,370; which left an unobligated balance of \$5,100 that will have to be returned to the State.

A discussion followed as to why Advanta Southeast and Caterpillar could not utilize the remaining unobligated funds. Mr. Levy explained the parameters for how they could qualify for the funding. It was a matter of finding additional employees to train in the previously approved training programs and neither company was able to that.

Additional discussion ensued concerning how to avoid having unobligated funding in the future. Mr. Levy stated the businesses should be more proactive in planning early for training, so that when funding becomes available, they are in the position to apply for such funding. Ms. Areatha Clark added Mr. Levy and Mr. Berger go out and visit businesses and talk about all our business services, including Incumbent Worker Training (IWT), to better prepare employers for when IWT funds become available. Ms. Clark then added it's advertised for at least 30 days and Economic Developers, Central Carolina Technical College, and other training organizations help to promote Incumbent Worker Training.

A motion was made by Mr. Bobby Anderson to Approve Funding Allocations for Incumbent Worker Training to the identified companies as presented. Ms. Janice Poplin seconded the motion. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Eligible Training Providers (ETP) Approval**

Ms. Areatha Clark announced that Central Carolina Technical College (CCTC) has submitted programs for the WIOA Eligible Training Providers List: EMT, C.N.A., Phlebotomy Technician, Certified Logistics Technician, Manufacturing (Production) Technician, and CDL. Ms. Elizabeth Williams added the Truck Driver Training is under CCTC's name but is delivered through Florence Darlington Technical College at CCTC's location in Manning (F.E. Dubose Career Center).

Chairman General entertained a motion to accept the presented additions to the WIOA Eligible Training Providers List for the Santee-Lynches local area. A motion was made by Mr. Bobby

Anderson and seconded by Ms. Janice Poplin. There being no discussion, Chairman General called for the vote. All were in favor, with the exception of Ms. Elizabeth Williams, who abstained, and the motion passed.

- **Approval of Regional and Local Plans**

Mr. Areatha Clark provided an update to the 2018 – 2020 Pee Dee Regional Plan and 2018 - 2020 Santee-Lynches Local Plan. Ms. Clark stated Regional and Local plans serve as a four-year action plan to develop, align, and integrate service delivery strategies and to support the State's vision and strategic and operational goals. WIOA requires a modification of the four-year regional and local plans every two years. She reviewed with the Board highlights of the significant updates made to both plans:

Santee-Lynches Local Plan

- Added Table 2 Industry Employment Distribution Table for Santee-Lynches for the 3rd quarter of 2018 reflecting the Industry Sector, Number of Establishments and Number of Employees
- Added Table 4 Education Requirements on Advertised Jobs as of May 22, 2019
- Updated local unemployment Data for 2016 through April 2019
- Updated information on partnership with economic development
- Added information on grant partnership with Able South Carolina on Capacity Building for Inclusion for job seekers and employers
- Provided update on WorkFirst program and partnership with Central Carolina Technical College
- Updated listing of new partners now co-located onsite at the SC Works Centers
- Added information on new Training Provider Metrics System created for Santee-Lynches

Pee Dee Regional Plan:

- Annual unemployment rates were added for 2016-2018
- The Pee Dee region is now working with a new consulting firm for Regional Sector Strategies. The platform for this consulting company is grounded through the Next Gen Sector Partnership Model (Next Generation Sector Partnerships) (www.nextgensectorpartnerships.com). Its focus is on Industry-led, community-supported partnerships that strengthen regional economies and connect people to jobs.
- The Regional Integrated Business Services Team has been established. Its most relevant accomplishment is in its approach to serving McLeod Health, a healthcare Mecca providing employment opportunities and renowned healthcare services in each of the Local Areas. McLeod Health shares all its job openings with the Local Areas and SC Works staff may refer its clients to fill these positions.
- In July of 2017, the Waccamaw and Pee Dee Workforce Development Areas received \$100,000 grants from the State Workforce Development Board to coordinate and implement transportation services for employment and/or training activities. (specific information on the grants can be found in the full regional plan).

Both plans are available on the Santee-Lynches COG's website at: www.santeelynchescog.org/workforce-development-board.

Chairman General entertained a motion to approve updates to the Pee Dee Regional Plan and the Santee-Lynches Regional Plan for submission to the State. A motion was made by Mr. John Hornsby and seconded by Mr. Bob Edwards. There being no discussion, Chairman General called for the vote. All were in favor and the motion passed unanimously.

- **Election of Officers**

Ms. Sharon Teigue, Chairman of the Nominating Committee presented the slate of officers for PY'19: Mr. George General as Chairman and Mr. Bobby Anderson as Vice-Chairman. Ms. Teigue opened the floor for other nominations for Chairman and Vice-Chairman. There being none, **Ms. Sharon Teigue made a motion to elect Mr. George General as Chairman and Mr. Bobby Anderson as Vice-Chairman. Mr. John Hornsby seconded the motion. All were in favor and the motion passed unanimously.**

10. Chairman's Comments

Chairman General commented the board has made leaps and bounds this year. He commended Mr. McKinney on the development of metrics for accountability.

11. Adjourn

There being no further business, the Santee-Lynches Workforce Development Board Meeting was adjourned at 5:51 PM.

Recorded By,

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