

# Executive Committee Meeting Minutes - 10/12/10

By: WIA Staff

Contact: [Les Thompson](#)

Santee-Lynches Workforce Investment Board  
Executive Committee Meeting  
October 12, 2010 – 7:30 AM  
Santee-Lynches Regional Council of Governments  
36 West Liberty Street, Sumter, SC 29150

## Members Present:

Kershaw - Sid Isler (Chairman), Joe Redfearn  
Clarendon - Charlie Gavin, Beverly Moberg  
Sumter – Virginia “Ginny” Dority, Rev. William Randolph

## Members Absent:

Lee – Troy Santoscoy (Excused)  
Sumter – Rick Levy (Excused)

## Staff Present:

James T. Darby, Jr., Executive Director, SLRCOG,  
Les Thompson - Workforce Development Director  
Gwen Davis – Workforce Development Deputy Director  
Hope Turner - Workforce Development Finance Coordinator  
Donna Thames - Workforce Development Administrative  
Assistant

## I. Welcome and Call to Order:

The Santee-Lynches Workforce Investment Board’s Executive Committee Meeting was called to order at 7:30 AM by Chairman Sid Isler.

## II. Approval of Minutes (M):

Chairman Isler entertained a Motion to approve the Executive Committee meeting minutes of August 3, 2010. (A quorum was determined - all members, except two, were present). The Motion was made by Rev. William Randolph and seconded by Mr. Joe Redfearn to approve the minutes from the August 3, 2010 Executive Committee Meeting. All were in favor. The Motion passed unanimously.

## III. Committee Reports (If Applicable)

There has been no One-Stop Committee Meeting or Youth Council Meeting since the last Executive Committee Meeting. No additional information to report at this time.

## IV. One-Stop Operator Memorandum of Agreement (MOA) (M):

Mr. James T. Darby, Jr., Executive Director reported that the Santee-Lynches Regional Council of Governments (SLRCOG) Board of Directors met on Monday Evening October 4th, 2010 and accepted the Memorandum of Agreement (MOA) between the SLWIB and SLRCOG. This agreement has now been signed by the SLCOG's Chairman. Mr. Darby further explained that he has been working with the One-Stop Transition Consultant on finalizing the contract documents, which will be in "draft form" and will be presented at the WIB Meeting next Tuesday, October 19th, 2010.

Mr. Darby asked if anyone that attended the joint meetings between the SLWIB & SLRCOG Boards would like to comment. Mr. Sid Isler stated that the Boards met and had "working meetings" and now each have an understanding of their roles.

Mr. Darby called attention to the MOA that was included in the meeting packets – Item 3, Page 2 - ... Together, the Boards agree to promote the personal and community economic

benefits of lifelong learning and new economic development opportunities that are likely to be a direct result of developing a sustainable high quality education system capable of attracting new growth and contributing to the expansion of existing area businesses and industry.

Mr. Darby wanted to ensure that the members were all in agreement and had an understanding of what the goals were to be accomplished and the upcoming changes to the program. He cautioned the committee members that this process will not happen overnight, but that the One-Stops will improve over a ten year period. By agreeing to sign the MOA and then the Contract, Mr. Darby wanted the Committee Members to know what was expected.

A recommendation comes to the Executive Committee authorizing SLRCOG Staff to proceed with drafting a formal Contract between the Santee-Lynches Workforce Investment Board (SLWIB) and the Santee-Lynches Regional Council of Governments (SLRCOG) to provide workforce and training services as the One-Stop Operator. This recommendation also authorized the WIB Chairman to sign the Memorandum of Agreement (MOA).

A motion was made by Mr. Charlie Gavin and seconded by Rev. William Randolph authorizing Staff to proceed with drafting a formal contract between SLWIB and SLRCOG to provide workforce and training services as the One-Stop Operator, as well as, authorizing the WIB Chairman to sign the MOA.

There was no further discussions.

Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

A second motion is a recommendation to the Executive Committee authorizing SLRCOG Staff to hire the necessary staff for the One-Stops. (One-Stop Operations Director and other support staff for the Camden and Sumter One-Stop Service Center sites).

A motion was made by Rev. William Randolph and seconded by Mr. Charlie Gavin to authorize the interviewing and hiring of necessary staff as outlined above.

Mr. Darby explained that the positions have been advertised in the newspapers; personnel hired will be employees of the SLRCOG and will be on a probation basis for a six-month period.

Mr. Joe Redfearn asked the question - how many staff will be needed and do we have a budget? Mr. Darby asked Ms. Hope Turner, Workforce Development Finance Coordinator, to respond. Ms. Turner explained that the budget is being tracked for staff, but waiting on SC Department of Employment and Workforce (SCDEW) to provide a list of participants, who will be in training. She further explained that SCDEW was only given fifty percent (50%) of the funds for the six months (July 1, 2010-December 31, 2010) and that their training has been behind for the past months. It was explained that there are two budgets or pools of money. One for staff/administrative/operating costs and the other for training. All new money requested from SCDEW will be designated for the training portion of the budget.

Mr. Charlie Gavin inquired of using training money for staff. Ms. Turner explained that additional funds can be requested for training, but not for operations. She stated that she and Ms. Kathy Powell, Deputy Finance Director for the COG, will be meeting today with the Kaiser Group Finance Consultant to work on a proposed budget and by the end of

this week they should have a better understanding of the money issues.

Ms. Ginny Dority commented that when hiring staff for the One-Stop to be cautious not to just hire someone who has experience, because that person may not necessarily be effective. Mr. Darby responded that the Consultant had provided a list of recommendations to him on Staff.

Ms. Dority asked if there were Staff at the One-Stop that were duplicating work. Will positions be eliminated? Mr. Darby informed the committee members that there was Staff cuts already due to PY10 WIA allocation budget being drastically cut for this program year.

Mr. Darby stated that we would have to make “an informed decision” on hiring Staff for the One-Stops and will merge Staff as necessary. Mr. Darby further stated that he would keep the Board informed. He asked “who had been in the One-Stops recently”, because there are problems with the staff.

Mr. Sid Isler stated that he was confident with the recommendations from Mr. Jim Riebolt, the One-Stop Consultant.

Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

#### V. Information Technology at the One-Stops:

Mr. James Darby asked Ms. Hope Turner to give an update on the Information Technology at the One-Stops. Ms. Turned explained that the WIB Board had approved the use of Incentive Funds to purchase computers back in April 2010 for the One-Stops in Bishopville and Manning. The computers are still in storage with the Vendor, due to scheduling delays with

the IT personnel from SCDEW.

Based on a recommendation from the One-Stop Transition Consultant, a recommendation comes to the Executive Committee authorizing the installation of the twenty (20) computers purchased in April 2010 for the Bishopville and Manning One-Stops be installed at the Sumter and Camden sites. Ms. Turner explained that the Bishopville and Manning sites were opened only part time and the One-Stop Transition Consultant has recommended the installation of the newer computers at the Sumter and Camden sites and to relocate their current equipment to the Bishopville and Manning sites since the higher volume of traffic is experienced at the Sumter One-Stop Workforce Center and the Camden Center site.

A question was asked by Ms. Beverly Moberg on when the computers were last upgraded in Sumter? Ms. Turner responded that in 2006 incentive funds paid for upgraded computers in the Resource Centers, but staff computers were not upgraded at that time. In 2005 computers were upgraded in Bishopville and Manning.

Mr. Darby stated that in the SWOT Analysis (a copy was enclosed in the board packets) that Mr. Jim Riebolt, the consultant, raised the question and suggested that the new computers be installed in Sumter and Camden and relocating the older computers to Bishopville and Manning.

Mr. Charlie Gavin questioned if the computers could be installed without the help of SCDEW? Mr. Darby explained that they could not because of the software on the computers and the technology.

A motion was made by Joe Redfearn and seconded by Ginny Dority to authorize the installation of the computers purchased in April 2010 at the Sumter and Camden sites and to relocate

and replace the older computer at the Bishopville and Manning sites.

There was no further discussions. Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

#### VI. Youth Program Director Hiring Decision:

Ms. Beverly Moberg, Chairperson for the Youth Council, and Ms. Ginny Dority, past Chairperson for the Youth Council, met and interviewed Ms. Brenda Golden and felt she is qualified for the Youth Program Director. Ms. Moberg explained that if the Board approves, Ms. Golden will become a joint employee of the Santee-Lynches Regional Educational Center Board (SLREC) and the SLRCOG working 40% with SLREC and 60% with SLRCOG. Ms. Golden will be available beginning November 1st, 2010.

A motion was made by Mr. Charlie Gavin and seconded by Mr. Joe Redfearn to authorize the hiring of the Youth Program Director as a joint employee of the SLRCOG and the SLREC.

Mr. Joe Redfearn questioned the funding for SLREC. Mr. Darby explained that the SLREC has \$85,000.00 and will use about \$40,000. for this program year and the SLRCOG will be saving 40% of Ms. Golden's salary.

There being no further discussions, Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

#### VII. Paxen Contract Extension or Youth RFP

Ms. Beverly Moberg explained that, although on sanction status, the Paxen Learning Corporation has not met projected enrollments for each county, their GED requirements and they still have shortfalls in performance.

Projections: for PY10 – July 1, 2010 – December 31, 2010

- 230 total participants to be served. Current enrollments: 154
- 80 new participants to earn a GED: Current: 18 have successfully completed the training and earned a GED.
- 30 participants enrolled in work experience: None are in work experience.

A motion was made by Ms. Beverly Moberg and seconded by Ms. Ginny Dority to go out for an RFP now, so that a new provider can be in place by January 1, 2011.

Mr. Joe Redfearn asked what was Paxen's response to not meeting their requirements. Ms. Gwen Davis, Deputy Director for Workforce Development explained that she met with Mr. Jonathan Zeigler, General Manager and Mr. Dean Page, Program Manager with the Paxen Learning Corporation last week and they felt like they could still close in the gaps in enrollment, but did recognize that they have not been meeting performance.

The question was asked how much was Paxen's contract? Ms. Turner responded that for the first six months, their contract was in the amount of \$327,000.00. She stated that during recent monitoring, disallowed costs were discovered, so there have been programmatic issues, as well as, financial issues with Paxen.

Ms. Beverly Moberg asked how the RFP is issued. Mr. Darby stated that the RFP will be advertised through the State System, SC Business Opportunities, as well as, advertised in the newspapers and direct mail.

Mr. Darby stated that Paxen will be put on notice that we will be going out for an RFP.

There being no further discussion, Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

VIII. Director's Comments:

(A) State Reserve Fund Request (M)

(B) Rapid Response Fund Request (M)

Mr. Les Thompson presented the following information on the State Reserve Funds. The SC Department of Employment and Workforce (SCDEW) has advised the local areas that State Reserve Funds are available on a limited basis for local areas that are experiencing a shortfall of funding for training services. Although the available funding amount is to be determined, a recommendation is brought forth to authorize the request of the available funds. A second request is being made to authorize a request for Dislocated Worker funds via Rapid Response funds. A third request is also being made to authorize a transfer of up to and including 50% of Dislocated Worker funds to the Adult Fund budget if this is in the best interest of maximizing training services. Once the amounts are determined and awarded, WIA Staff is requesting authorization to expend the additional funds as outlined above.

Ms. Turner stated that the funds requested must be spent by the end of this program year - June 30, 2010.

A motion was made by Mr. Charlie Gavin and seconded by Ms. Ginny Dority to authorize Staff to request State Reserves funds from the SC Department of Employment and Workforce (SCDEW) and to expend these funds upon receipt.

There being no further discussion, Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

A second motion was made by Ms. Ginny Dority and seconded by Mr. Charlie to authorize Staff to request Dislocated Worker funds via Rapid Response funds and to expend these funds upon receipt.

Ms. Beverly Moberg asked how this money would be spent. Ms. Turner responded by sending participants to school for trade, work experience, workkeys, and on-the-job training.

There being no further discussion, Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

A third motion was made by Ms. Ginny Dority and seconded by Mr. Charlie Gavin to authorize Staff to transfer up to 50% of Dislocated Worker funds to the Adult Fund stream if necessary to maximize training services.

There was no discussion. Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

#### (C) Local Plan Modification PY10 (M)

Ms. Gwen Davis reported to that the Local Workforce Area annually submits a Local Plan Modification to the SC of Department of Employment and Workforce. The PY'10 Plan will be submitted on October 22, 2010. The SCDEW requires the Board's approval of the Plan and a 30-day public response period. WIA Staff is requesting approval for the WIB's Chairman to sign the Plan upon its completion for submission.

A motion was made by Ms. Beverly Moberg and seconded by Rev. Randolph authorizing the WIB Chairman to sign the Local Plan Modification for Program Year 2010.

There was no discussion. Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

#### (D) Update: Email Votes to Executive Committee

One-Stop Consultant Hire: Ms. Gwen Davis, Deputy Director of Workforce Development, gave a brief update on the events

leading to the hiring of the One-Stop Consultant:

- June 29, 2010 – the WIB Board authorized the procurement of the One-Stop Transition Consulting Services.
- August 3, 2010 – the Rating and Ranking Committee brought a motion to the Executive Committee to hire the Kaiser Group, Inc. after an interview was completed.
- August 6, 2010 – Interview with Kaiser Group, Inc.
- August 6, 2010 – Email was sent to the WIB Members asking for their vote to hire the Kaiser Group, Inc.
- August 16, 2010 – Kaiser signed contract.
- August 18, 2010 – Kaiser began work.
- Kaiser has completed the first phase of work. The SWOT Analysis was enclosed in the meeting packets.

Mr. Joe Redfearn asked if the Consultant will be giving a report at the WIB Meeting. Mr. Darby answered that the Consultant will be at the WIB Meeting next Tuesday, October 19th, and will be giving a report.

Additional information that will be discussed at the WIB Meeting.....

Ms. Davis stated that the WIB's Executive Committee voted on IWT funds and transferring of funds at the August 3, 2010 meeting. In accordance with the WIB's By-Laws, these items will need to be voted on by the entire WIB Board at the October 19th meeting.

QuickJobs Training:

Mr. Les Thompson gave a brief update on the QuickJob Training and the Executive Committee's email vote. He reported that the State has awarded the technical colleges funding for teacher salaries and the local WIB's and One Stops funding for training under the Quick Jobs program.

The State has agreed to let the technical colleges use that funding for tuition (it was not all used) and is requesting local

WIB staff approve the use of the tuition funding (attached email). This was approved by email vote on October 1, 2010. In accordance with the WIB's By-Laws, this item will require the full WIB Board to vote at the October 19th meeting.

IX. Chairman's Comments:

Chairman Isler reported that our region was elected to be the Pilot Group for the Local Board Standards Update. During a conference call last week, Chairman Isler was informed that our region did a great job, even though we have not received a copy of the report. He commended the WIA Staff.

Chairman Isler stated that Mr. Jim Riebolt with the Kaiser Group has done an excellent job.

He concluded that he would be meeting Dr. Peggy Torrey with SCDEW on Friday and will discuss the "hold harmless" on finance, the computer issues with the IT personnel and is hoping to leave the meeting with a better understanding of DEW.

X. Adjourn

There being no further business to discuss, the meeting was adjourned at 8:40 AM.