

# Executive Committee Meeting Minutes - 12/15/2009

By: WIA Staff

Contact: [Les Thompson](#)

Santee-Lynches Workforce Investment Board  
Executive Committee Meeting  
December 15, 2009 – 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

Sumter - Ryan Cagle, Virginia “Ginny” Dority

## Members Absent:

Sumter - Rick Levy (Excused)

Sumter - Rev. William Randolph

## Staff Present:

Les Thompson - Workforce Development Director

Gwen Davis - Workforce Development Deputy Director

Donna Thames - Workforce Development Administrative  
Assistant

## I. Welcome and Call to Order:

The Santee-Lynches Workforce Investment Board’s Executive Committee meeting began with welcoming remarks and an invocation by Chairman Sid Isler. The meeting was called to order at 7:35 AM.

## II. Approval of Minutes (M):

Chairman Isler entertained a Motion to approve the Executive Committee meeting minutes of October 22, 2009. The Motion was made by Ms. Ginny Dority and seconded by Mr. Ryan Cagle to approve the minutes from the October 22, 2009 Executive Committee Meeting. All were in favor. The Motion passed unanimously.

## III. Finance:

Ms. Gwen Davis explained that (4) Motions would be voted on at this meeting. (A handout with an explanation was provided for each Member to review prior to the meeting).

The first Motion – The Santee-Lynches Workforce Area received an Incentive grant from the SC Department of Commerce (SCDOC) for meeting performance measures in the amount of \$110,406.00. This funding is to be utilized by the local area for specific projects approved by the Workforce Investment Board. The following proposed budget was presented by the staff to the Executive Committee for dispersing the PY'09 Incentive Funds:

### PY'09 Incentive Grant:

Revenue (NFA) \$110,406.00

### Budget Items

Staff & Broad Training & Development, Misc.	\$
22,406.00	
Cluster Development Consultant	\$ 20,000.00
Youth Strategic Planning Consultant	\$ 10,000.00
Non-Traditional Access Points (Computer for Library)	\$

20,000.00	
Job Profiles for OJT Linkages to Businesses	\$
20,000.00	
One-Stop Software Upgrades	\$ 3,000.00
Youth/Paxen Marketing	\$ 5,000.00
Customer Service Training	\$ 10,000.00

Total Budget Items \$110,406.00

As explained by Mr. Les Thompson, the above outline of funds are a budgeted amount and he asked that the Board give flexibility to transfer funds from one line item to another as needed with approval from the Executive Committee via email vote.

Chairman Isler entertained a Motion for the Workforce Development Staff to approve the proposed budget and allow flexibility to transfer line items with the funds received from the PY'09 Incentive Grant from the SCDOC. A Motion was made by Mr. Charlie Gavin and seconded by Ms. Ginny Dority to approve the proposed budget and allow the Workforce Development Staff to have flexibility with the Incentive Funds (as outlined above) to transfer the funds from one line item to another with approval from the Executive Committee via email vote. After discussion on the breakdown of the budget as presented, Chairman Isler called for a vote. All were in favor. The Motion passed unanimously.

The second Motion – ARRA Funds. After closeout of the American Recovery and Reinvestment Act (ARRA) Summer Youth Program in Clarendon, Lee and Sumter Counties, the balance of the unused funds was \$155,770.00. (Sumter County Career Center: \$69,246; Lee County School District: \$7,553.00; Wateree Community Actions: \$78,971.00). Due to the time factor to complete a new procurement process and to maximize the number of

participants that could be served with the remaining funds, the Committee's determination to either issue an RFP or to award the remaining ARRA funds to the current youth service provider to provide youth services in all four counties without performing a new procurement process is sought. After discussion on whether to issue an RFP for the ARRA funding or to award this funding to our current Youth Provided (Paxen), Chairman Isler entertained a motion. A Motion was made by Mr. Charlie Gavin and seconded by Mr. Joe Redfearn to award the balance of the ARRA funding \$155,770.00 to our current Youth Provider, Paxen. After discussion, Chairman Isler called for a vote. All were in favor. The Motion passed unanimously.

The third Motion – Paxen Budget. Due to the phasing out of the In-School Youth Program, the original amount of \$88,837.00 that Paxen requested for the In-School program will not be utilized due to the low number of participants remaining in the program. It was recommended that these funds be moved to the Out-of-School Program, which would provide funding for an additional 70 Out-of-School Youth to be served.

At the recommendation of the WIA Staff, Chairman Isler entertained a motion to transfer the \$88,838.00 from the In-School Youth Program to the Out-of-School Program. A Motion was made by Mr. Joe Redfearn and seconded by Ms. Ginny Dority to transfer the \$88,837.00 from the In-School Youth Program to the Out-of-School Program. After discussion of the Paxen's performance with current grants, Chairman Isler called for a vote. All were in favor. The Motion passed unanimously.

The fourth Motion – TAA (Trade Adjustment Assistance). The Santee-Lynches Workforce Area has PY'08 carryover funds of \$28,427.00 for TAA training and transportation assistance. A recommendation to modify the SC Employment Security

Commission's current TAA agreement to award funding to their Agency due to the current trade related lay-offs in the region was brought forth to the Committee.

Chairman Isler entertained a motion to award the TAA carryover funds of \$28,427.00 to the SC Employment Security Commission. A Motion was made by Mr. Charlie Gavin and seconded by Mr. Joe Redfearn to award the carryover TAA funds of \$28,427.00 to SC Employment Security Commission. After discussing the use of the TAA budget versus the Dislocated Worker budget, Chairman Isler called for a vote. All were in favor. The Motion passed unanimously.

#### IV. Director's Comments:

Mr. Les Thompson provided a draft copy of the Santee-Lynches Workforce Investment Board (SLWIB) Strategic Plan 2009-2014 with revisions from the Executive Committee marked in red.

At present, there are four (4) Standing Committees (Executive, Finance, One-Stop and Youth). It was discussed at the October 22, 2009 meeting that since the members of the Executive Committee would also serve on the Finance Committee combining these two committees into one is recommended. Adhoc Committees (i.e. Advanced Manufacturing and Healthcare) may be created as needed and appointed by the Board Chairperson.

A list of the current WIB Sub-Committee Members was provided to the Executive Committee. All WIB Members will be asked to provide a "wish list" as to which Sub-Committees that they would be interested in serving on. Each Committee will target specific areas of the Plan. Mr. Thompson expressed that the goal is have the committee restructuring completed

and presented at the January Board Meeting and up and running by February 2010.

Mr. Thompson also distributed and reviewed recommended revisions to the By-Laws as relates to the Strategic Plan revisions regarding attendance and committees. (The recommended By-Law changes are marked in red, see attached).

Chairman Isler entertained a motion to revise the By-Laws as it relates to the Strategic Plan revisions. A Motion was made by Mr. Charlie Gavin and seconded by Ms. Ginny Dority that the changes be made to the By-Laws as outlined in the attachment. After discussion, Chairman Isler called for a vote. All were in favor. The motion passed unanimously.

Mr. Les Thompson presented measurement charts and graphs for the review of the Executive Committee to provide information on how much money is being spent and the return on the investment. Charts will be provided for the Board for review prior to the January Board Meeting.

Mr. Les Thompson shared with the Committee that January is National Mentoring Month. He added that efforts to re-energize the local mentoring program are underway. A “proposed” letter to the church leaders to emphasize the need for mentoring, since the churches have a direct impact in the communities, was presented. Mr. Thompson asked the Committee to approve the letter, so that it can be sent out by Friday of this week to immediately move ahead on the mentoring initiative.

Chairman Isler entertained a motion to approve the proposed letter to the church leaders. A Motion was made by Mr. Charlie Gavin and seconded by Ms. Ginny Dority that the proposed letter to the Church Leaders was approved. After discussing

the letter, Chairman Isler called for a vote. All were in favor. The Motion passed unanimously.

Additionally, Mr. Thompson presented a “proposed” letter to the Paxen Group, Santee-Lynches’ Youth Services Provider, to address performance concerns and asked that Paxen create and submit an Action Plan to close the gaps. Additionally, Mr. Thompson noted should enrollments and quality of exiters not improve dramatically in advance of the January 21st Board Meeting, the Board would need to consider Sanctions. The Executive Committee’s approval of the letter was requested prior to the issuance.

Chairman Isler entertained a motion to give approval on the proposed letter to the Paxen Group. A Motion was made by Ms. Ginny Dority and seconded by Mr. Ryan Cagle to approve the proposed letter to the Paxen Group. After discussion on Paxen’s performance, Chairman Isler called for a vote. All were in favor. The Motion passed unanimously.

#### V. Committee Reports:

Mr. Joe Redfearn reported that a One-Stop Committee Meeting is scheduled for Wednesday, December 16th.

Mr. Thompson reported that Ms. Ginny Dority is attending the School Board Meetings and that her first Youth Council Meeting will be scheduled in January.

#### VI. New Business:

No additional new business was discussed.

## VII. Chairman's Comments/Adjourn:

In closing, Chairman Isler stated that a lot of work has gone into the strategic planning. He added that he had attended Economic Development meetings in three of the four counties in the region to learn that the initiatives of the Economic Developers are in alignment with the WIB's Strategic Plan. He expressed commendations for the WIB's work and would like to see the Santee-Lynches WIB become the lead WIB group in the state. He thanked everyone for their hard work and wished everyone a Merry Christmas.

There being no other business, the Santee-Lynches Workforce Investment Board Executive Committee meeting was adjourned at 8:35 AM.

Respectfully submitted,

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Donna Thames, Workforce Development Administrative  
Assistant      Date