

# Executive Committee Meeting Minutes - 3/29/2010

By: WIA

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Santee-Lynches Workforce Investment Board  
Executive Committee Meeting  
March 29, 2010 - 7:30 AM  
Santee-Lynches Regional Council of Governments  
36 West Liberty Street, Sumter, SC 29150

## Members Present:

Kershaw - Sid Isler (Chairman)  
Clarendon - Charlie Gavin  
Sumter - Virginia "Ginny" Dority, Rick Levy

## Members Absent:

Kershaw – Joe Redfearn (Excused)  
Sumter – Ryan Cagle (Excused)  
Sumter - Rev. William Randolph – (Excused)

## 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 7:40 AM.

## II. Approval of Minutes (M):

Chairman Isler entertained a Motion to approve the Executive Committee meeting minutes of December 15, 2010. (A quorum was determined by having 1/3 of the members present). The Motion was made by Mr. Charlie Gavin and seconded by Ms. Ginny Dority to approve the minutes from the December 15, 2010 Executive Committee Meeting. All were in favor. The Motion passed unanimously.

## III. Old Business: Updates on Charts and Graphs:

Ms. Gwen Davis gave a brief overview of the performance charts, which were included in the meeting packets. The charts are created by the WIA Staff to analyze and report on expenditure levels, participant enrollments in WIA and training results or the return on the investment. The Adult and Dislocated Workers (DW) expenditures are still struggling

## III. Old Business: Updates on Charts and Graphs: Continued...

to meet the projected amounts. Adult spending is about 6% below projections. DW expenditures are below the baseline by 25% at 44% expended. With the SC Employment Security Commission's new financial system now up and running, there may be additional adjustments to the expenditure charts as accounts are reconciled.

Enrollment levels reflect substantial increases. Adults have increased from 346 participants served to 449 with only 10 below projections. Adult ARRA remains at 88 below the projected enrollments with 427 participants enrolled. There

are 398 DW enrolled, which exceeds projections by 19, and there are 167 DW ARRA participants enrolled, which exceeds projections by 67. Training outcomes reflect that of the 67 participants that completed training, 52% (or 35) have obtained employment. Medical training is the leading occupation of which participants have received training ..... followed by construction, truck driver and welding...

The Youth program expenditures for In-School are at 92% of budget spent and for Out-of-School are at 54% of budget spent, which is 13% under the baseline. The Youth enrollments total 4 for In-School and 128 for Out-of-School, which is 85% of the projected number of participants for the third quarter.

#### IV. New Business:

A. RFP or Extension to One-Stop/Youth Contract: Mr. Les Thompson explained that the Workforce Investment Board will need to vote on whether to extend the contracts for the One-Stop Contract and the Youth Contract or to send out a Request for Proposals (RFP) for these services or vote to hire the COG and bring the program in-house.

Mr. Thompson reported that the Employment Security Commission (ESC) will be revamped or down sized under a new cabinet position if Governor Mark Sanford signs the bill into law to form a Workforce Development Department. All indications are that this will happen in the very near future. If the bill is signed into law, a new department head will be over Unemployment Insurance (UI), Wagner Peyser, State WIA and eventually the Partners. He further explained that under the UI, there is no one accountable for tracking from UI to when a person is enrolled into the WIA program to when this person becomes employed. The Governor will appoint someone for this position or a committee will be appointed by the

Governor. If and when this happens, the UI, WP, WIA and Partners will all be working together with one goal to find employment for customers. (Included in the board packets was a South Carolina Legislative online information sheet regarding ESC Ad Hoc Subcommittee of the House Ways and Means Committee).

Pros and Cons discussed with the upcoming changes with ESC:

Options at this point: Data is still being compiled by the WIA Staff.

Extend ESC for One year

RFP – Public Company or Private Company

Hire COG and bring the program in-house.

#### IV. New Business:

##### A. RFP or Extension to One-Stop/Youth Contract:

Continued...

Mr. Charlie Gavin inquired on what other WIA Regions were recommending to their Boards. Mr. Thompson replied that some of the WIA Regions were bringing the program in house while others were preparing RFP. He informed the Board that the upstate is using a private company, Arbor, and he and other staff members had recently gone to the Update and personally met with this Company and was very impressed with their program – (i.e. Arbor had charts and graphs displayed indicating key areas; they provide training options for their employees and require training each month). A handout was included in the board packets indicating Arbor's Nationwide Contracts.

A handout was included in the Board Packet that provided a comparison of ESC (project year 09) with Family Service

Center (project year 06) with a new private company Arbor.

Mr. Charlie Gavin questioned if the WIB advertised for RFP for a One-Stop Operator, would the Board have to accept the proposals. Mr. Thompson responded that the WIB did not have to accept any proposals received.

B. Strategic Plan: A copy of the SLWIB Strategic Plan 2009-2014 was included in the packets. Chairman Sid Isler reported that he serves on the State Audit Committee and only six of the twelve regions have strategic plans in place. The SLWIB plan has been selected and we will be audited first by DOC. The audit is scheduled for April 14th and the results of the audit should be available for the WIB Meeting on April 20th.

Reviewing the dates listed on the Strategic Plan, several of the benchmark/measurement criteria are behind schedule. (i.e. 1.4.1—start-up health care partnership; 2.1.1— mentoring program). With the appointment of Gail Duke (healthcare) from Clarendon County to our board and just recently appointed Mike Bunch (healthcare) from Kershaw County, we will be moving forward with the healthcare sector development. Item 3 ... Develop and implement a messaging plan that gains support for the supply and demand side strategic priorities of the WIB... (This will be accomplished with the help of a Consulting Firm). 3.2 Develop a communications plan to re-brand and promote the One-Stop System to individuals and businesses. Mr. Thompson emphasized that he wants to hire a Business Service Coordinator and 80% of their job responsibility will be to develop relationships with businesses. Small businesses are hiring, but minimal effort from ESC has been made in contacting businesses weekly to inquire on their job needs and job availability.

C. Committees: Subcommittees are now complete as outlined at the January 20th WIB Meeting.

D. Consultant Progress: Proposals were received last Thursday, March 25th for a Youth Program Consultant and a Healthcare Sector Consultant. Mr. Thompson asked that the Executive Committee rate and rank the Healthcare Sector Consultant proposals. Instruction information, proposal and score sheets will be emailed or mailed to each member.... The Youth Council WIB Members will be asked to rate and rank the Youth Program Consultant. (At the meeting, it was reported that we only received one proposal for the Youth Program Consultant, but actually two were emailed prior to the deadline).

V. Committee Reports:

At the Youth Council Meeting on March 4th, each member was asked to send a list of youth programs available in their area. Youth Council Chair Ginny Dority reported that she and Gwen Davis attended Mentoring Training at First Baptist Church. There was discussion on how to get the entire board involved and interested in becoming a mentor. Ms. Dority suggested that Beth Powell from Sumter School District 17 be invited to provide training at one of our WIB Meetings. Churches are now becoming involved with the mentoring program.

The Youth Council will meet at 5:00 PM on April 20th. Mr. Thompson explained that a letter has been sent to Paxen (copy of March 22, 2010 letter is attached) requesting an updated plan of action including a timeline and process chart on how Paxen will quickly increase participant levels in Clarendon and Lee Counties. He suggested that the Board may want to consider extending the contract for Paxen for another six months to one year due to the revamping of ESC and the board having to make a decision with the ESC contract.

Mr. Thompson reported that a One-Stop Committee Meeting will be scheduled by Chairman Joe Refearn prior to the WIB Meeting and will be bringing a recommendation to the Board on whether to extend the contract with ESC, send out a RFP or hire the COG and bring the program in-house.

Incumbent Worker Training fund availability (approx. \$120,000. - \$150,000.) is anticipated to be announced by DOC between now and June. The WIA Work Staff requested a motion to advertise (in the newspaper and in SCBO) the availability of IWT. IWT money is to be used for the purpose of layoffs, retraining or upgrading skills. A motion was made by Mr. Charlie Gavin and seconded by Ms. Ginny Dority for the WIA Staff to advertise the IWT program. All were in favor. The Motion passed unanimously.

#### VI. Chair's Comments:

A recap of items to be discussed at upcoming Board Meeting: Extend contract with ESC, RFP or bring program in house. As a follow on to those discussions, a special Board Meeting will need to be scheduled in May or June.

There being no other business, the Santee-Lynches Workforce Investment Board Executive Committee meeting was adjourned at 8:48 AM.