

**SANTEE-LYNCHES WORKFORCE INVESTMENT BOARD  
Executive Committee Meeting**

**Monday, November 7, 2011 – 5:00 PM**

Santee-Lynches Regional Council of Governments  
36 West Liberty Street, Sumter SC 29150

**MINUTES**

**Members Present:**

Sumter – Virginia “Ginny” Dority, (Chair), Rob Fauvie, Rick Levy  
Clarendon – Beverly Moberg

**Member Excused:**

Lee – Troy Santoscoy

**Guest:**

Craig Smith – (Who was appointed to the Executive Board by Chairman Dority)

**Staff Present:**

Areatha Clark – Interim Workforce Development A/E Director  
Gwen Davis - Interim SC Works (One-Stop) Operations Director  
Donna Thames - Workforce Development Administrative Assistant  
Qualisha Belton – Lead Case Manager SC Works (One-Stop) Workforce Center - Sumter  
Pamela Williams – Lead Case Manager SC Works (One-Stop) Workforce Center - Camden

**I. Welcome**

The Santee-Lynches Workforce Investment Board’s Executive Committee Meeting was called to order at 5:21 PM by Chairman Ginny Dority. A quorum was determined.

**II. Approval of Minutes: August 16, 2011 (M)**

Chairman Dority entertained a Motion to approve the Executive Committee Meeting Minutes of August 16, 2011. **The Motion was made by Mr. Rob Fauvie and seconded by Ms. Beverly Moberg.** Chairman Dority asked if there was any discussion. There being none, Chairman Dority called for a vote. **All were in favor and the Motion passed unanimously.**

**III. Presentation from Mathematica – WIA National Evaluation via Conference Call**

Ms. Gretchen Kirby, Associate Director of Human Services Research, with Mathematica Policy Research and the following participated via Conference Call:

- Sheena McConnell, Associate Director of Human Services Research and Project Director for the WIA Gold Standard Evaluation
- Eileen Pedersen, Manpower Analyst, Office of Policy Development and Research, Employment and Training Administration, US DOL (federal project officer for the WIA Gold Standard Evaluation)
- Helen Parker, Administrator, Region 3, US DOL

- Jill Leufgen, Policy Analyst, Social Policy Research Associates

WIB Members introduced themselves and then Ms. Gretchen Kirby provided the following background information to the Executive Members:

- Meetings began in August 2010 to introduce the Gold Standard Evaluation Study.
- Met with the Santee-Lynches (SL) Workforce Investment Board in January 2011 and presented the Gold Standard Evaluation information to the full Board.
- In March, 2011 Memorandum of Understandings (MOUs) were drafted and sent to all WIAs to be signed.
- MOUs have been signed for 26 LWIAs and intake has begun in seven other areas. Other areas will begin 2012, but no later than March 2012.
- Following the MOU sent to the Santee-Lynches (SL) region, there were discussions on who would be operating the One-Stops; therefore, the MOU has not been signed.
- After speaking with Chairman Ginny Dority, she suggested that we meet as a group to move forward.
- Ms. Kirby explained the purpose of the evaluation and what will be learned from the study and how the intensive and training services provided through WIA funding will affect the employment and earnings of adult and dislocated workers nationwide.
- LWIAs were randomly selected to participate.
- Eligible customers seeking WIA funded services will be assigned to three groups: Full WIA Services, Core and Intensive Services, or Core Services only.
- From the time the study launches, it is a 12 to 18 month period.

Mr. Rick Levy questioned what was being measured with this study? What is the metric? Is the study looking at the impact on employment and earnings? What will be done with the data gathered from this study? Will this region be able to benchmark with other WIAs? Ms. Kirby explained that all the results are nationwide and the Santee-Lynches Region will only receive the results for this area; the other information will be as aggregate results. Mr. Levy then asked if we would have access on how our region compares to other regions in South Carolina. Ms. Kirby responded that there is only one other region in South Carolina that is participating in the study besides the SL Region and all results must be protected. There was discussion that webinars will be available to all areas participating in the study. Ms. Helen Parker added that as the SL Region reviews the data, we can compare it with other areas. She further added that funds to travel to other regions will be available.

There was discussion regarding the new One-Stop Operator for the Santee-Lynches Region beginning January 1, 2012. Ms. Kirby reminded the Executive Committee again that the Customer intake period can begin as late as March, 2012. She further added that she would like to discuss the evaluation and process with the new One-Stop Operator, so that services will not be disrupted.

Mr. Craig Smith asked about the compensation for participating in this study. Ms. Kirby responded that the compensation was approximately \$33,000 and could be paid in three payments – at the beginning, in the middle, and at the end of the evaluation study or a second option would be half the money up front and the other half at the end of the study. Ms. Kirby asked the Executive Committee Members which payment plan they would prefer and it was decided to go with the three payment plan. Then there was discussion on what would be

required of the Staff with this study. It was explained that the Staff would be trained on how to enter data into a system and the forms that would be required of the customers.

Discussion then began on who would sign the MOU --- the WIB Chairman, the Chief Elected Officials (CEOs) or the Administrative Entity (A/E). Ms. Kirby then asked who would have oversight of the One-Stop Operator. Mr. Levy Rick responded that he thought the WIB One-Stop Committee would have the oversight of the One-Stop Operator. Ms. Kirby responded that the MOU needs to be finalized to move forward and asked when the Executive Committee thought the MOU could be signed. There was again discussion on who would be signing the MOU and WIB Chairman Ginny Dority stated that as a Board they would go ahead and sign the MOU, but would have to wait until after the meeting with the CEOs on Thursday, November 10<sup>th</sup> to confirm. Chairman Dority added that she may be able to provide an answer next week.

Mr. Levy asked Ms. Kirby to explain what the process would be once the MOU is signed. Ms. Kirby explained that there would be a one day training session for Staff Members including the five data elements that would be required to be added to a data base. Ms. Jill Leufgen added that the Staff would learn the intake process at the on-site training. Staff would be trained in February and the customer intake process could begin in March for a twelve month period. There being no further discussions, Ms. Kirby will contact Chairman Dority the week of November 14<sup>th</sup> for an update on the signing of the MOU.

The conference call ended at 5:57 PM.

#### **General Discussion after the Conference Call:**

Discussions continued with the Executive Committee after the conference call. It was noted that Ms. Qualisha Belton and Ms. Pam Williams both have attended training for the study. There was group discussion on the end results of the study and what the SL Region would be able to do with the results of the study. Mr. Craig Smith added that the efficiency of the WIA program is being checked thru this process. There was discussion on the customers being randomly assigned to receive only core services, core and intensive or full services. If a customer does not get selected to receive full services, then that customer will not qualify for the WIA Program for a twelve-month period even though the customer may be the ideal candidate for training.

Chairman Dority asked Ms. Williams if she was for or against participating in this study. Ms. Williams' response was that she was not in favor of participating in the study due to the many obstacles that Staff encounters now. She further explained if a customer comes in and they need WIA services that customer may be randomly selected to receive only Core Services. She then added that the customer may in turn go to another Region. Ms. Areatha Clark responded that the customers may try to go to another Region, but there will be a note in VOS that the customer is participating in the study. Ms. Belton added that the participants will have to sign paperwork. Chairman Dority then asked Ms. Belton is she was for or against participating in the Study and she responded that she was neutral. Ms. Belton indicated that the OneStop is struggling with the numbers, but she did not see any other drawbacks. It is just another web based system to add data. Ms. Belton added that Staff may have to turn down good customers. Ms. Beverly Moberg asked how this would affect industries. Ms. Belton and Ms. Williams responded that 50 participants (8%) will only receive Core Services, another 8% will receive Core and Intensive Services and the remaining 84% will receive full services – (approximately 525+ participants). Mr. Craig Smith stated that if the MOU is signed, the new

One-Stop Operator may not want to participate. It was noted that this Study was included as part of the RFP for the new One-Stop Operator. Ms. Belton added that other areas have higher number of participants in the Study. Chairman Dority agreed with Mr. Smith's comment that the new One-Stop Operator may not want to participate in the study. Mr. Smith added that if the One-Stop Operator is forced to have a certain number enrolled in the Study, then the "return on investment" won't be measurable.

Based on the discussions and feedback, **Chairman Dority made a motion for the Santee-Lynches Region not to participate in the Study and it was seconded by Mr. Rick Levy.** There being no additional discussion, Chairman Dority called for the vote. **All were in favor and the Motion passed unanimously.**

#### **IV. Strategic Plan Committee Assignments & Discussion regarding Local WIB Standards**

Mr. Rick Levy reminded the Executive Committee that the WIB approved the revisions to the Strategic Plan and now a contact person needs to be added to each of the strategies to provide ownership. He asked for suggestions. There was discussion that some of the strategies were obvious as far as the One-Stop Committee, Youth Council, Health Care Sector, A/E Staff etc. Mr. Levy suggested that the committee review what is left to be accomplished for this program year and then asked Ms. Areatha Clark to make assignments for the strategies left and present to the full WIB at their next meeting.

#### **V. Other Business/Santee-Lynches Report PY 2010**

At Chairman Dority's request, Areatha Clark reviewed the Santee-Lynches Report for Program Year 2010 and stated that the preliminary report was released earlier, but this is the official report. She indicated that there were two areas of concern --- training levels being lower than other regions and TABE testing during the intake process. There was discussion regarding looking at the in-take process. Others areas will be contacted to see what in-take process they are using and if the TABE is a part of it. A third issue that required a Performance Improvement Plan (PIP) to be completed was briefly discussed. The PIP is being requested to address the Youth Performance Measure Attainment of a Degree or Certificate that the local area has failed two consecutive years.

Mr. Craig Smith informed the members that the performance numbers by the COG will not show up until the next report. The numbers on page 2 of the report are when SCDEW was the One-Stop Operator.

Mr. Rick Levy asked if the Executive Committee could review the Corrective Action Plan prior to it being submitted to State SCDEW. Ms. Areatha Clark responded that the plan would be emailed for the committee's review.

#### **Other Business:**

**Chairman Dority made a motion that Craig Smith be added to the Executive Board. The motion was seconded by Ms. Beverly Moberg.** There being no additional discussion, Chairman Dority called for the vote. **All were in favor and the Motion passed unanimously.**

**VI. Adjourn**

There being no further business to discuss, the meeting was adjourned at 6:35 PM.