

**Santee-Lynches Workforce Investment Board**  
**Executive Committee Meeting**

**April 21, 2011 - 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 – Rev. William Randolph  
Lee – Troy Santoscoy

**Members Absent:**

Clarendon – Beverly Moberg (Excused)  
Sumter – Virginia “Ginny” Dority (Excused), Rick Levy (Excused)

**Staff Present:**

James T. Darby, Jr., Executive Director, SLRCOG  
Les Thompson – Interim One-Stop Operations Director  
Gwen Davis – Workforce Development Deputy Director  
Hope Turner - Workforce Development Finance Coordinator  
Donna Thames - Workforce Development Administrative Assistant  
Brenda Golden – Workforce Development Youth Director

**I. Welcome and Call to Order:**

The Santee-Lynches Workforce Investment Board’s Executive Committee Meeting was called to order at 7:31 AM by Chairman Sid Isler. Invocation was given by Reverend William Randolph.

**II. Approval of Minutes (M):**

Chairman Isler entertained a Motion to approve the Executive Committee Meeting Minutes of November 11, 2010. (A quorum was determined). **The Motion was made by Mr. Charlie Gavin and seconded by Reverend William Randolph to approve the minutes from the November 11, 2010 Executive Committee Meeting. All were in favor. The Motion passed unanimously.**

**III. Committee Reports:**

**A. One-Stop Committee: (M)**

Chairman of the One-Stop Committee, Mr. Joe Redfearn, gave an update from the One-Stop Committee Meeting. He reported that the One-Stop Committee met last Tuesday, April 19, 2011 and discussed their options - going forward with Santee-Lynches Regional Council of Governments (SLRCOG) as the One-Stop Operator; or if they should seek to

procure another operator via a Request for Proposal (RFP) process. One-Stop Committee Chairman Redfearn explained that while the One-Stop is still in transition, the numbers are not looking that good, but the One-Stops are moving in the right direction. He further stated a motion was made at the One-Stop Committee Meeting to move forward with the SLRCOG as the One-Stop Operator.

One-Stop Committee Chairman called on Ms. Hope Turner to review the enrollment and expenditure numbers with the Executive Committee:

Ms. Turner explained that on page 1 of the dashboard report that the carry over numbers are still the same and there has been only one new enrollment in the program since January. Staff has been working with other participants to register. Ms. Turner stated that there have been 36 participants in training since February and 5 of these participants have completed training. *(It was discussed at the One-Stop Committee Meeting that the Job Developers are working with the 5 participants who have completed training and are ready for job placement).*

Ms. Turner reviewed the expenditures and explained that they are trending low for Adult and Dislocated Workers due to the American Recovery and Reinvestment Act (ARRA) money being used first since it has an expiration date of June 30, 2011. All of the Adult ARRA money has been used and 91% of the DW ARRA money has been used. The remaining DW ARRA money should be used during the month of April. By the end of the program year, the Youth will have expended all of the Youth ARRA money.

Ms. Turner explained that there will be approximately \$1.5 million dollars in carry over money and the new projected allocations will be approximately \$2.4 million, which equals close to \$4 million for the new program year. The push now is to enroll new participants in the WIA program and put participants in training.

Mr. Charlie Gavin questioned why there has only been one new participant enrolled in the program. Mr. Joe Redfearn replied that Mr. Les Thompson answered this same question at the One-Stop Committee Meeting and his explanation was as follows:

- They did not know how much money was in the Budget until March.
- The traffic flow in the One-Stops is down, because of the UI benefits being cut out and this was the candidate pool for the One-Stops. Mr. Charlie Gavin asked if DEW was still referring folks to the One-Stop. Ms. Gwen Davis replied "yes". However prior to exhaustion of unemployment extensions, there were approximately 1000 entering the UI office and now there are only approximately 200. Staff at the One-Stop has been trained to be selective in who they enroll in the program, in light of the Board's "Demand-Driven" business model.
- The third reason was that the One-Stop Staff has been concentrating on receiving training, building staff capacity and establishing process.

Chairman Isler asked if the One-Stop Committee sees current low enrollment as a problem. Mr. Redfearn replied that it is not good, but the One-Stop Committee is not ready to hit the panic button. They feel that the numbers will improve and want the Staff to be ready to "hit the ground running come July 1<sup>st</sup>". Mr. Gavin agreed. Mr. Redfearn further explained that in the "Evaluation Report" prepared by Mr. Jim Riebolt with the Kaiser Company that he was positive about the progress and Craig Smith, Regional Director is positive.

Chairman Isler asked Mr. Jim Darby to comment. Mr. Darby explained that the internal process that generates the enrollment numbers will have to be in the orientation process. He further explained that when the SLRCOG inherited the system on January 1<sup>st</sup> that there was no orientation system; however, a new method of orientation has been put in place and will begin next week. There are 10 weeks remaining in this program year and we must see production. The Staff has been informed that it is critical to get participants from the UI side. From 2008 until today, there has been enhanced job lost and the UI numbers were tracking upward ... now the numbers have reversed. The One-Stop Staff will now have to advertise and recruit to get participants in the program. Mr. Darby explained that the Staff is not reacting to this yet.

One-Stop Chairman Joe Redfearn excused the COG Staff from the room as the Executive Committee went into Executive Session to discuss the contract for continued operation by the SLRCOG.

Executive Session

The SLRCOG Staff was asked to return and **Mr. Joe Redfearn made a recommendation in the form of a motion from the One-Stop Committee to continue with SLRCOG as the One-Stop Operator. Mr. Charlie Gavin seconded the motion.** Chairman Isler asked if there were any further discussions.

Mr. Darby asked the Executive Committee to reaffirm the "Demand Driven" business model and to explain their expectations. He asked that they confirm that the One-Stop Staff should focus on the suitability of Job Seekers to match up with job openings by using the resources that come thru the WIA Program. Mr. Darby explained that this requires action by the WIB Board, by the Staff, as well as, the SLRCOG Board. The UI folks have dropped off by 75% and now the WIA Staff will have to be creative to move the new job seekers thru the process. We do not want to send folks to employers who do not meet the criteria outlined in the job order by the employer. It is important to set the goals up high and train Staff that they will need to move the bar up. Mr. Darby stated that his assessment of need and goals has not changed. Mr. Redfearn replied that it will take time to hit the mark, but it cannot turn around too fast. Mr. Redfearn further explained that he was interested in holding people accountable.

Mr. Darby replied that the difference from January 1<sup>st</sup> thru today - he has a data collection process, and the staff overall capability has improved to about 85%. There will be a training function, a time function, and the continued transition ..... but it's a new day and a new business environment. Mr. Charlie Gavin stated that the new transition is like starting a new business and the market may not be there for a while, but he understands and gives his support and he wants this to work.

Chairman Isler asked if there were any further discussions. There were none. Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

#### **B. Youth Council:**

Ms. Brenda Golden, Youth Director, gave an update from the Youth Council Meeting (Web Based) held on Wednesday, April 20, 2011 since Chairperson Beverly Moberg of the Youth Council was unable to attend the meeting today. Ms. Golden discussed the 90-day evaluation of Henkels and McCoy dba Palmetto Youth Connections (PYC) and explained that there was a consensus of the Youth Council Members to continue with

their contract. She explained that there has been two Youth Council Meetings (Friday, April 15<sup>th</sup> and Wednesday, April 20<sup>th</sup> – web based meetings), but there was not a quorum at either meeting. However, the members who participated reviewed the information and were pleased with the Youth program. Ms. Golden explained that there were problems with the previous Youth Provider. However, PYC has worked out agreements with the Adult Education Centers in the four counties to have their Career Coaches co-located in their facilities. Adult Ed will help with the GEDs and a good partnership has been formed. PYC has also worked with Central Carolina Technical College and they are offering a Certification program for the Youth. Ms. Golden explained that PYC is using the corrected TABE Test and they have had 19 new enrollments since January. There was not a lot of activity in January or February, but 13 were enrolled in March and 6 so far enrolled in April. Again Ms. Golden reemphasized that the Youth Council Members were in favor of extending the contract with PYC.

Ms. Golden called on Youth Council Member Troy Santoscoy to comment on behalf of the other Youth Council Members. He explained that the Youth Council are pleased with PYC and are looking forward to working with them. He expressed concern over not having a quorum with the Youth Council for the past two meetings. Ms. Golden replied that she has tried many approaches and that she and Chairperson Beverly Moberg have evaluated the membership and sent out several letters. She explained that the recent web based meeting worked well for the Youth Council, and stated that there are certain mandated positions for the Youth Council.

Mr. Charlie Gavin asked if the By-Laws could be changed to state that as long as there is a quorum for the members present at a meeting a motion could pass. If this was passed, it would not delay the process.

Ms. Golden reiterated that the Youth Council could not bring a motion to the Executive Committee, because they did not have a quorum, but the consensus was to move forward and extend the contract with PYC for Program Year 2011.

Mr. Charlie Gavin **made a motion to extend the contract with Henkels & McCoy dba Palmetto Youth Connections for Program Year 11. The motion was seconded by Mr. Joe Redfearn.** Chairman Isler asked if there were any further discussions. There were none. Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

### **C. Memorandum of Agreement (MOA) between SLWIB and SLRCOG**

Ms. Golden presented another Youth item to the Executive Committee – the MOA between SLWIB and SLRCOG regarding the Youth Program.

Mr. Darby explained that this document is similar to the one between SLWIB and SLRCOG for One-Stop Services. This MOA includes the dual roles and responsibilities of Brenda Golden as the WIB Youth Director and the Regional Education Coordinator. Sixty (60) percent of her time is for WIA and forty (40) percent is for Regional Education Center (REC). Mr. Darby stated that this document has not been ratified by the SLRCOG or the WIB.

Ms. Golden explained that the Youth Council members discussed this document, but could not bring forth a motion to the Executive Committee, because there was not a quorum at the meeting. A recommendation to the Executive Committee was made to

bring this in the form of a motion to authorize the WIB Chairman to sign the MOA.

Mr. Charlie Gavin asked "what is our obligations"? Mr. Darby replied that the money is being spent without agreed upon guidelines – ie. Signed MOA. He stated that the MOA document needs to be signed prior to the end of Program Year 10.

The Executive Committee decided to table this motion and vote on it prior to the next WIB Meeting on May 17<sup>th</sup> in order to allow adequate time to review the documentation. (A copy of the MOA was given to the Executive Committee present at the meeting).

#### **D. RFP for Transportation:**

Ms. Gwen Davis explained that currently there is a contract with Santee-Wateree Regional Transportation Authority (RTA) to provide Adult and Youth transportation services, which expire June 30, 2011. She presented two options to the Executive Committee for the new Program Year 11: (1) Extend the contract with RTA or (2) access a SC Department of Transportation (SCDOT) grant and use federal matching funds in the amount of \$32,500 with WIA funds. Matching SCDOT funds with WIA funds provides an opportunity to maximize WIA funds and this opportunity to leverage funding supports the State Standards. If you elect to access the SCDOT grant, then we must go out for a new RFP per DOT's requirements.

Mr. Troy Santoscoy asked for clarification ... if we want to use the SCDOT funds, a new RFP will have to be issued. Ms. Davis confirmed that RFP is required by SCDOT guidelines to procure a contractor through a competitive process.

Ms. Golden explained that the Youth Council Members discussed the RFP for Transportation and were in favor of the RFP and the SCDOT grant with matching funds.

Mr. Joe Redfearn **made a motion to go out for an RFP for Transportation and to access the DOT grant with matching federal funds. The motion was seconded by Reverend William Randolph.** Chairman Isler asked if there were any further discussions. There were none. Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

#### **IV. Incentive Budget Mod for PY'09**

Ms. Davis reviewed the Incentive Budget handout for Program Year 09 with the Committee Members. First line item in the handout has a balance of \$4,230.49 for Staff and Board Training. She explained that at the last WIB Meeting, there was a motion to use PY 10 incentive funds to purchase Ipads for the Job Developers. Since there is a balance of funds for PY 09 and these funds will expire on June 30th, Staff is requesting that these funds be used to purchase the Ipads and the budget for PY 10 incentive funds be modified at a later date.

Mr. Charlie Gavin asked how much will the Ipads cost? Ms. Turner responded that each Ipad cost approximately \$1000 plus the service cost. She is anticipating that the cost for three Ipads will be around \$4,000.

Mr. Joe Redfearn asked what the Job Developers would be using the Ipads for. Mr. Darby stated that they would have direct access to the VOS database system when meeting with Employers. Jobs could be immediately posted into the system.

Mr. Charlie Gavin **made a motion to modify the PY 09 Incentive Budget and use the funds in the amount of \$4,230.49 that were designated for Board and Staff Training to purchase three (3) Ipads and service for the three Job Developers. The motion was seconded by Mr. Joe Redfearn.** Chairman Isler asked if there were any further discussions. There were none. Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

Ms. Davis asked the Committee to consider using the PY 10 Incentive Funds to purchase a new vehicle for WIA. She explained that the Job Developers from Sumter and Camden are traveling a great deal visiting Employers. An additional vehicle is needed to enhance mobility and allow greater contact with Employers. There was no further discussion on this item.

#### **V. Appointment of Nomination Committee:**

Per the WIA By-Laws, the nomination committee is to consist of representation from each of the four counties. By email vote from the WIB members, the following have been appointed to serve on the Nominating Committee:

- Dan Yount – Clarendon County
- Jean Duncan – Kershaw County
- Troy Santoscoy – Lee County
- Bobby Anderson – Sumter County

WIA Staff will notify the above members that the role of the Nominating Committee is to recommend a Chairman and a Vice Chairman for PY 11 to the full WIB Board at the next Board Meeting on March 17<sup>th</sup>.

#### **VI. New Business:**

Chairman Isler informed the Executive Committee that he has served on the "Branding Committee" for the South Carolina Department of Employment and Workforce and the committee agreed yesterday that the new logo would be SC@Work.

In other business, Mr. Troy Santoscoy asked if the One-Stops in Bishopville and Manning are going to be closed. Mr. Joe Redfearn stated that the traffic flow and cost sharing had been discussed at the One-Stop Committee Meeting, but the Committee decided that they could not make a decision unless there was representative from each county to discuss the pros and cons of closing or keeping the facilities open. He further explained that there was discussion on whether it was cost effective. The One-Stop in Bishopville is open three days a week. The Office in Manning is open two days a week. According to the traffic flow, there is only 1% of the customers using the facilities for WIA Services. Mr. Redfearn stated that there may be different things to try ... ie. WIA purchased computers to be used in the Library in Manning. There was discussion if we should partner with another entity. Ms. Davis explained that according to the traffic flow most customers are coming into these facilities for UI or WP services. A cost sharing agreement has been sent to SCDEW proposing the 99% to 1% cost sharing, but DEW is not in favor of this. They want to have a 50% to 50% split. Ms. Davis asked for the Committee's input as to the cost effectiveness for WIA based on a 50/50 split. Should we continue with the same schedule? Should we change the schedule? Mr. Charlie Gavin stated that he felt it was not cost effective. Mr. Darby reminded the committee members that our primary source of customers are the UI customers. We need to market the One-Stops. The more we cut off opportunities, the fewer customers we will have to serve. To make this system work, we have to have people compatible with

what we are looking for. Mr. Darby stated that he was not ready to close these sites. Additional information must be gathered.

Mr. Gavin stated that we need to look at all the opportunities. Let's explore our options and make a decision at a later date.

**VII. Chairman's Comments:**

Chairman Isler reminded the committee members that the Santee-Lynches Region has had a free ticket during the Pilot Local WIB Standards Program, but we will be monitored in November. He reminded everyone that there is an "open door" policy and if anyone has a problem, they can discuss it with anyone in the room. Additionally, he discussed the news article recently in the Kershaw Newspaper regarding success of the Education and Economic Development Act, known as Personal Pathways.

**VIII. Adjourn:**

There being no further business to discuss, the meeting was adjourned at 8:44 AM.