

SANTEE-LYNCHES WORKFORCE INVESTMENT BOARD
Executive Committee Meeting
Tuesday, August 16, 2011 – 5:00 PM
Santee-Lynches Regional Council of Governments
36 West Liberty Street, Sumter SC 29150

MINUTES

Members Present:

Kershaw – Joe Redfearn

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

Member Excused:

Clarendon – Beverly Moberg

Lee – Troy Santoscoy

Staff Present:

Areatha Clark – Interim Workforce Development A/E Director

Gwen Davis - Interim One-Stop Operations Director

Hope Turner – Workforce Development Finance Coordinator

Donna Thames - Workforce Development Administrative Assistant

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: July 26, 2011 (M)

Chairman Dority entertained a Motion to approve the Executive Committee Meeting Minutes of July 26, 2011. **The Motion was made by Mr. Rob Fauvie and seconded by Mr. Rick Levy.** Chairman Dority asked if there was any discussion. Chair Dority asked if she could send these minutes to the WIB Board. She was informed that the minutes will be posted on the Santee-Lynches Workforce Development website, but she could email them out as well. There being no further discussion, Chairman Dority called for a vote. **All were in favor and the Motion passed unanimously.**

III. New Business – Recommendation from Rating & Ranking Committee

Chairman Dority reported that the Rating and Ranking Committee met on Friday, August 12th and only one proposal was submitted, which the Rating and Ranking Committee did not accept. Therefore, the Committee is recommending rewriting the RFP. Mr. Craig Smith was asked to assist with this process. The revised RFP will then be sent to Ms. Areatha Clark to review and

approve. Thus, the Rating and Ranking Committee will be making a recommendation to the full Board on Thursday Evening to revise the RFP, go back out for proposals and will ask the Santee-Lynches Regional Council of Governments to extend the contract as the One-Stop Operator thru December 31, 2011. Ms. Clark reminded the Executive Committee Members that if the WIB approves the motion, communications must be sent to the Offeror (Arbor dba Rescare Workforce Services) and to the four (4) County Council Chief Elected Officials (CEOs). [Correspondence sent to the County CEOs will be a matter of courtesy considering no action was taken by the WIB to select a One-Stop Operator]. Mr. Joe Redfearn asked if bringing a new provider in on January 1st would be a problem. The staff responded "no".

IV. Local Board Standards Update

Mr. Rick Levy reported that he and Ms. Areatha Clark met prior to this meeting and reviewed a report on the Local Workforce Investment Board Standards (Santee-Lynches Local Workforce Investment Board (Pilot Review) dated December 3, 2010). All WIB Members received a copy of this document by email with their Board packets for the WIB Meeting.

Mr. Levy stated that no communications have come from SCDEW regarding the Pilot Review since December 2010. He informed the Executive Committee that the Santee-Lynches Region's official review date for the Local Board Standards review will be November 17th and explained that there is a lot work to be done prior to this date.

Mr. Levy stated that SCDEW completed the "pilot review" to gauge where we are as a board. All information gathered will be reviewed again in regards to the current status of the LWIB during the official visit. All observations from the Pilot review fall under the seven (7) Local Board Standards as shown on page 3 of the report:

- I. Board Establishment – (Meets)
- II. Strategic Planning – (Does Not Meet)
- III. Resource Alignment – (Does Not Meet)
- IV. Support of a Quality One-Stop System – (Meets)
- V. Support for Youth – (Does Not Meet)
- VI. LWIB Program and Funding Oversight – (Does Not Meet)
- VII. Fiscal and Performance Accountability – (Meets)

Mr. Levy explained that under each of the above seven Local Board Standards, there are elements that must be met. If the WIB meets the majority of the elements under each Standard, we meet the standard. On page 5 of the report, there is a list of standard elements that were not met. Mr. Levy stated that what we don't know is if this list includes all of the elements or if there are other elements that we met. Ms. Clark has requested from SCDEW a list of all of the standard elements and how many elements we must meet to meet each standard.

Mr. Levy further explained that the Report for the WIB falls into three categories:

- Lack of engaging the WIB with the community/partners.

- Lack of metrics or timing. (Time limits need to be listed – i.e. Section 4 of the Strategic Plan – 4.1 Building a “high performing” WIB). Mr. Levy inquired as to what that statement actually meant.
- Inaction/Lack of action and/or follow-up by the WIB.

Mr. Levy stated that the WIB needs to restructure the Strategic Plan, which is a great document, but it is not “executable”. This document contains more objectives and strategies than the WIB can implement. He reminded the committee that the WIB will be measured by this document. WIB Members must become engaged in the process outside of the WIB Meetings. His suggestion was to establish four sub-groups who would meet, update the plan with metrics and timelines and to trim down the Strategic Plan in order to make it more manageable. Then the objective should be to accomplish 2 or 3 strategies each goal per year. The good work that has been done with the Youth Council should be included. They have a Strategic Plan and the two plans should be combined. The goals and objectives listed on the Youth Strategic Plan may become strategies on the WIB’s Strategic Plan.

Mr. Levy stated that the WIB’s Strategic Plan may change in looks to become more compliant with the Pilot review report. The observations as stated in the Pilot review were clearly sound with the exception of one item (reporting data). Mr. Redfearn responded that if the Strategic Plan is not working now, it needs to be changed. Mr. Fauvie added that he thinks DEW would want the WIB to change the Strategic Plan to assist with meeting the Local Board Standards. Ms. Clark stated that she has been in contact with Ms. LaCrystal Jackson at SCDEW and has requested that additional information on the elements that were met be provided.

Mr. Levy’s recommendation to Ms. Clark, who will be reviewing the “Local Workforce Investment Board Standards” at the WIB Meeting this Thursday, August 18th, is to ask WIB Members to volunteer, meet, review and update the Strategic Plan either on a weeknight or on a Saturday morning. Approximately 12 WIB Members are needed. Ms. Clark passed around the “Self-Assessment Format” that can be used to see if the WIB is on target. Mr. Levy referred to page 4 of this document – i.e. #8 – Annual updates, at a minimum, to keep the plan current. He stated that the WIB must move forward. Mr. Redfearn added that the WIB must take ownership of its strategic plan.

Mr. Levy called attention to page 9 of the Local WIB Standards Pilot Report where it lists the Santee-Lynches LWIB’s Promising Practices. He inquired as to the status of these projects. Chairman Dority stated that she could comment on Item 4 (Summer Teacher Internship Program). Caterpillar, Inc. (CAT) was going to host the Summer Teacher Internship Program, but there were only two teachers who were willing to give up two weeks of their summer and participate in the program. Mr. Levy added that he thinks the WIB members would be more interested in the “Promising Practices” as topics for discussion at WIB meetings. He added that as a Board, we need to reach out

to the Community. Ms. Clark stated that the "good practices" also tie back to the Strategic Plan.

Mr. Fauvie questioned if someone needs to be assigned to each goal and be held responsible for them. Mr. Levy stated that each year, the WIB must receive updates. Mr. Fauvie responded that committees could be assigned, but emphasized that "someone" must be responsible. Mr. Levy asked if a report on the strategic plan can be added to the agenda of Board Meetings in the future. Mr. Redfearn stated that the Strategic Plan must be written correctly and clearly with basic items.

Ms. Hope Turner added that the Pilot Review report also ties backs to the representatives who were interviewed. She used the example that if she was asked about Healthcare initiatives, she would not be able to respond appropriately. However, if Mr. Fauvie was asked a question on Healthcare, he would be able to provide the necessary information. Mr. Redfearn added that we must get other WIB Members engaged and he was in agreement with Mr. Fauvie about assigning responsibility.

V. Other Business

Meeting schedules were discussed and dates were scheduled for upcoming meetings with WIB Members to amend the WIB's Strategic Plan in preparation for the official Local WIB Standards Review:

- First Meeting – Tuesday, September 6th – 5:30 PM – 8:30 PM.
- Second Meeting – Tuesday, September 20th – 5:30 PM – 8:30 PM.
- Mr. Levy and Ms. Clark will meet on Friday, September 23rd to review the information from the WIB's two Sub-Committee meetings to assist with preparing a draft strategic plan for review by the WIB.
- Next WIB Meeting – Tuesday, October 11th at 6:00 PM.

Mr. Levy expressed concern regarding the 4th Quarter – PY 2010 status report received from staff at State SCDEW. His concern centered around two primary areas: not meeting Attainment of Degree or Certification two consecutive years in a row and the low enrollment level of new participants into the One-Stop System. Mr. Levy added that according to this report, the Youth Program is "at risk" and a corrective action plan is needed. Ms. Clark responded that Palmetto Youth Connections (PYC) and Ms. Brenda Golden, Youth Director are putting an "action plan" together and there will be follow-up to this plan. Chairman Dority stated that she will email Ms. Golden and ask that she report on the Corrective Plan to the WIB on Thursday Evening, August 18th. Mr. Levy stated that the WIB needs documentation from Staff to address these issues immediately.

There was discussion held on the need to appoint a new Youth Council Chairman. Chairman Dority asked for suggestions. Mr. Troy Santoscoy was recommended. It was

noted that Mr. Joe Redfearn has agreed to stay on as the One-Stop Committee Chairman until a new One-Stop Operator takes over.

Ms. Davis stated that the Chart on page 2 indicates that enrollments are picking up and the One-Stop is moving forward.

VI. Adjourn

There being no further business to discuss, the meeting was adjourned at 6:20 PM.