

One-Stop Committee Meeting Minutes - June 9, 2010

By: WIA Staff

Contact: [Les Thompson](#)

SANTEE-LYNCHES WORKFORCE INVESTMENT BOARD

One-Stop Committee Meeting

Wednesday, June 9, 2010 – 12:00pm

Santee-Lynches One-Stop Workforce Center-Sumter

31 E. Calhoun Street, Sumter, SC

Minutes

Members Present

Kershaw: Joe Redfearn – Chairman, Craig Smith, John
Hornsby

Sumter: Bobby Anderson, Jeannine Gamble, George
Kosinski, Sonia Spivey, Anita White

Staff Present

James T. Darby, Jr., COG Executive Director, Les Thompson
– Workforce Development Director; Areatha Clark –
Workforce Development Operations Manager; Donna Thames
- Workforce Development Administrative Assistant, Hope
Turner – Workforce Development Financial Coordinator

I. Welcome and Call to Order:

Chairman Joe Redfearn called the Santee-Lynches One-Stop
Committee meeting to order at 12:08 pm and welcomed all
present.

II. Approval of Minutes:

Chairman Redfearn called for a motion to approve the minutes
of April 13, 2010. He noted that when the committee met on

April 13th the following motion was brought forth: 1. To select Santee-Lynches Regional Council of Governments as the region's One-Stop Operator for Program Year 2011 and; 2. to extend the South Carolina Employment Security Commission's contract for up to six months, which was amended on April 19, 2010 via email vote. The new motion read as follows: 1. Issue a Request for Proposal (RFP) to select a new Service Provider for the One-Stop Operator and; 2. to extend the South Carolina Employment Security Commission's One-Stop Contracts for up to six months. This motion passed unanimously.

After the April 13th One-Stop Committee meeting, additional information was gathered on the formation of a consortia and clarification on the benefits of employing a Professional Consultant through a RFP process to guide the One-Stop System Service Provider transition. Based upon the additional information and further discussion, and in the best interest of the WIB, the following 3-part motion was brought forth to the WIB on April 20, 2010: Part 1. To issue a Request for Proposal (RFP) to select a new Service Provider and a local staff capacity builder for One-Stop Operation Services for Program Year 2010; Part 2. to concurrently comply with Federal Regulations to create a Consortium to process utilization of the COG as an alternative One-Stop Provider; and Part 3. proceed to extend the South Carolina Employment Security Commission's (SCESC) agreements for One-Stop Operation Services for up to six months during the transition to a new provider.

Therefore, the One-Stop Committee motion from April 19, 2010 is amended as follows: 1. To extend the South Carolina Department of Employment and Workforce (SCDEW) (formerly the South Carolina Employment Security Commission) agreements for One-Stop Operation Services for up to six months during the transition to a new

provider; 2. to concurrently comply with Federal Regulations to create a Consortium to process utilization of the COG as an alternative One-Stop Provider; and 3. To issue a Request for Proposal (RFP) for a Professional Consultant to guide the One-Stop Transition from the South Carolina Department of Employment and Workforce, as well as, guide the One-Stop Operator transition.

In response, a motion was made by Mr. Bobby Anderson to approve the amended motion as stated above. The motion was seconded by Ms. Sonia Spivey and passed. All were in favor.

III. One-Stop Workforce Development Transition RFP:

Consortium Agreement

Mr. James T. Darby, Jr. discussed the proposed consortium agreement and its process. He explained that on April 19th an email was received from the state office officially notifying the WIA staff that a consortium of at least three One-Stop mandated partners would have to agree in writing for the Santee-Lynches Regional Council of Governments to become the One-Stop Operator. Mr. Darby explained that this would be a two-step process. The first step in the process would be for the One-Stop Committee to recommend to the Executive Committee that three One-Stop partners enter into a consortium agreement with the Santee-Lynches Workforce Investment Board for the specific purpose of enhancing collaboration and coordination to improve the delivery of One-Stop employment and training services (One-Stop Operator). Central Carolina Technical College, Sumter/Lee Adult Education, and Telamon Corporation have agreed to become the Consortium Partners. Chairman Redfearn inquired about the type of influence the partners would have relative to the consortium agreement. Mr. Darby explained that the partners

would enter into another agreement to appoint an entity to run the One-Stop. They would also serve in an advisory capacity. The Consortium of Partners, along with the WIB would be briefed on the performance of the One-Stop Operation to ensure that expectations are met. Mr. Les Thompson interjected that in some regions, partners have entered into a consortium agreement and are also acting as the One-Stop Operator. Chairman Redfearn asked that once the Consortium Agreement is put in place and the agreement is made for the COG to become the One-Stop Operator, which is step two of the process, how long would the COG serve as the One-Stop Operator and how long would the Consortium be in place? Mr. Darby responded that the contract would determine the services to be provided and length of time such services would be provided. He added that the Consortium would remain in existence for as long as it is needed. Mr. Darby continued that there may be a change in the partners participating in the consortium as the process continues. Mr. Anderson inquired if any funding would be given to the Consortium. Mr. Darby responded no, because they are partners.

As a result of the discussion, Mr. George Kosinski made a motion to approve the process for implementing a Consortium Agreement between the Santee-Lynches Workforce Investment Board, Carolina Technical College, Sumter/Lee Adult Education and Telamon Corporation for the specific purpose of enhancing their collaboration and coordination to improve the delivery of workforce employment and training services. The motion was seconded by Ms. Spivey and passed. All were in favor.

RFP/Consultant Agreement

Mr. Darby reported that the staff has invested a significant amount of time to create the Request for Proposal (RFP) for

Professional Consultant Services for the Transition of Workforce Investment One-Stop Operations and Comprehensive One-Stop Center Service Programs. In review of a chart on Sector Partnerships, Mr. Darby explained that the goal of the entire process is to better organize the workforce development system to meet changing employers' needs. He added that there is a need to recognize that the processes are changing, along with the needed skill sets. Mr. Darby added that there are jobs available. However, in order to make the connection with clients and jobs, the job development component needs to be reviewed as it is an important input component. Mr. Darby continued that there are two types of workers: 1. Unemployed unskilled workers needing training; and 2. Unemployed skilled workers needing a match. Unemployed unskilled workers have been the majority in the past. However, today, there are more unemployed skilled workers in need of employment or a match to the right employer. Post-placement follow-up is also an important component, as the job developers should be contacting the employers within a specified time period to determine if the need of the employer was met and to get feedback accordingly. Mr. Craig Smith interjected that this process has been extensively evaluated and it has been determined that employers encounter problems with new employees approximately four months into employment. Results of a workforce summit held last year identified that soft skills of employees are a major problem that affects employment and retention. In response, Mr. Darby added that if this region plans to be an integral part of the future economy, the One-Stop Operator must provide the appropriate services to help meet the needs of all parties. In addition, education is a key component to success. It is also important to note that there may be more clients coming into the One-Stop for services and many will not be skilled or prepared to re-enter the workforce. Therefore, it is important that a new process is developed, as the option of not making

changes will make this region less competitive.

Mr. Darby continued that the RFP has been organized to contain specific activities that will take place in specific time periods. Such a process will allow the consultant to determine the skill sets of staff needed at each interval. The Response Package is also an important document. Reviewed with the committee was a Budget/Time on Tasks Worksheet for each time period identified in the RFP. It was noted that it is difficult to determine costs for such an operation. However, there should not be extremely high overhead costs. WIA Staff are projecting that proposals may be submitted for approximately \$125,000. The Budget/Time on Tasks Worksheet will also assist the staff in analyzing proposed costs. Mr. Darby continued that the RFP also requests a biographical sketch, letters of recommendations and other key information. Interviews may also be conducted during the negotiation process. He added that Mr. Thompson is completing extensive research on this process, to include funding availability. More formal data will be provided by the next WIB Meeting to determine if this proposed process is feasible. Mr. Darby continued that this will be a tough job for the first year and the COG will almost double the size of the staff during the transition. However, the RFP is built to attract the right organization to make the transition successful.

Mr. Darby and the staff requested that the committee members email any recommended changes to the RFP to the staff by the next day as it will be submitted to the Executive Committee on Friday for approval. Once approved, the RFP will be released. Ms. Anita White inquired if there will be a bidder's conference held. Mr. Darby responded that a bidder's conference will not be held. However, if material questions arise, they will be posted on the website.

Chairman Joe Redfearn questioned if the local area can afford

a consultant during this process. In response, Mr. Thompson reviewed a chart of projected funding and expenditures for the first six months of Program Year 2010. He indicated that the process is dictating having a much leaner staff in order to fund a consultant and the contract with the SC Department of Employment and Workforce (SCDEW) for One-Stop Services for six months, as well as the remaining six months of operation under the direction of the COG. Mr. Thompson reviewed the current level of funding for staffing for six months of PY09 vs. funding for a much leaner staff for six months of PY10. He added that this region has experienced funding cuts for the past three to four years, which has significantly impacted funding availability for PY10. Also shared was information on the duties of the thirty (30) staff currently working at the One-Stop and the time allocated to such duties. He added that their salaries are charged to both the Adult and Dislocated Worker funding streams. Mr. Thompson stated that although there may be a reduction in staff, the One-Stop could still be efficiently ran if the right staff is on board. He added that all of what is being discussed would be negotiated with SCDEW. He added that the supportive services piece will have to be reviewed to determine if the local area can continue to fund such services in PY10. Mr. Thompson also shared examples of some of the processes that will need to be changed from how they are provided under the current operator in order for the transition to be successful. Mr. Darby interjected that this information on funding availability will need to be shared with our partners so that they are aware that funding is no longer available. It was added that a motion would be brought forth to the Executive Committee to approve revising the Incentive Budget to allow for \$42,000 to be put aside to assist with some of the costs for the Consultant. Mr. Thompson further explained that the plan is to hire a One-Stop Director to oversee One-Stop Operations at a salary of approximately \$50,000 as well as a Finance Assistant to track all training and supportive services costs, process invoices,

etc. at a cost of approximately \$39,000. Such staff would report and provide updates to the One-Stop Committee and WIB on a regular basis. Chairman Redfearn inquired about the timing of filling the One-Stop Director's position. Mr. Darby referred to a timeline that reflected when this would occur – possibly in October. Mr. Anderson commented that there may be a need to invest more funding than planned initially to ensure a successful implementation of the process. Ms. Hope Turner added that there is always start-up costs that aren't anticipated that have to be covered.

In further discussion, Mr. Thompson shared that he has had the first meeting with the Consultant for the Healthcare Sector. He added that training funding can be budgeted to where the need is identified, as the goal is to obtain a much greater return on investment. Mr. Anderson inquired if the clients will have the skill sets to enter into the sector areas that will be identified. Mr. Thompson responded that they would become qualified if priorities are set for training funding to be used for such.

Mr. Smith inquired about funding for Employment Security Commission (currently SC Department of Employment & Workforce) and whether such funding would be provided from the state or local level. Mr. Darby responded that a meeting is scheduled with Mr. Thompson and Dr. Peggy Torrey on next week to discuss funding and other important information. Mr. Darby indicated that the WIB Board does not have a budget and the COG Board does not have a large budget to cover mistakes and that such a liability and/or risks would have to be brought to the attention of this Board; which also means that a contract could not be signed until this is accomplished as well. Mr. Smith concluded that overall there will be a positive change as more flexibility will be available.

Mr. Darby reported that once finalized, the RFP it will be

advertised in Georgia and North Carolina in addition to South Carolina to increase the opportunity of attracting the organization that could best provide the services that we are seeking. As a result of all the discussions held, Mr. Kosinski made the motion to approve the Request for Proposal to advertise for Professional Consulting services for the Transition of Workforce Investment One-Stop Operations and Comprehensive One-Stop Center Service programs from the South Carolina Department of Employment and Workforce (formerly the SC Employment Security Commission) to the Santee-Lynches Regional Council of Governments. The motion was seconded by Mr. Anderson and passed. Mr. Anderson also noted that it is important that there be continuous communication between the One-Stop Committee and the WIB as the process develops. Chairman Redfearn added that the One-Stop Partners also offered to provide information on challenges they have encountered and how they may provide input with the process as we move forward.

IV. SC Department of Employment and Workforce (SCDEW) Contract Amendment to transfer the Provision of Youth Eligibility Determination and Comprehensive Assessment to the Paxen Group:

Mr. Thompson stated that a recommendation is being made to amend the contract with the South Carolina Department of Employment and Workforce (formerly the South Carolina Employment Security Commission) to transfer the provision of Youth Eligibility Determination and Comprehensive Assessment services to The Paxen Group. The motion was made by Ms. Spivey, seconded by Mr. Anderson and passed. All were in favor. Mr. Darby added with the new responsibilities, The Paxen Group will become financially liable for erroneous eligibility determinations/certifications.

V. New Business:

There was no new business forthcoming.

VI. Adjournment:

There being no other business, the Santee-Lynches Workforce Investment One-Stop Committee meeting adjourned at 1:26 pm.