

**SANTEE-LYNCHES WORKFORCE INVESTMENT BOARD
ONE-STOP COMMITTEE MEETING
TUESDAY, APRIL 19, 2011 - 11:00 AM
Santee-Lynches One-Stop Workforce Center - Camden
205 E. DeKalb Street, Camden, SC**

MINUTES

Members Present:

Kershaw: Joe Redfearn-Chairman, John Hornsby, Craig Smith
Sumter: Bobby Anderson, Jeannine Gamble, Anita White

Members Absent:

Sumter: George Kosinski

Staff Present:

James T. Darby, Jr. – SLRCOG Executive Director
Les Thompson – Interim One-Stop Operations Director
Gwen Davis - Workforce Development Deputy Director
Hope Turner – Workforce Development Financial Coordinator
Donna Thames - Workforce Development Administrative Assistant
Becky Thomas – Workforce Development Financial Assistant
Pamela Williams – Lead Case Manager Camden One-Stop
Qualisha Belton – Lead Case Manager Sumter One-Stop

I. Welcome:

Chairman Joe Redfearn called the Santee-Lynches One-Stop Committee Meeting to order at 11:05 AM and extended a welcome and asked everyone to introduce themselves.

II. Approval of Minutes (M):

Chair Redfearn called for a Motion to approve the minutes of the March 3, 2011 Meeting. **The Motion was made by Ms. Anita White and seconded by Mr. Craig Smith to approve the minutes from the March 3, 2011 Meeting.** Chairman Redfearn called for a vote. **All were in favor and the Motion passed unanimously.**

III. One-Stop Operations 90-Day Evaluation & Recommendation to continue the contract with SLRCOG for One-Stop Services or issue an RFP

Chairman Redfearn spoke briefly about the 90-day evaluation of the Santee-Lynches Regional Council of Government as the One-Stop Operator and then turned it over to Ms. Hope Turner to give an update on the finances. Ms. Turner reported that \$65,290 remained unobligated in the

budget after receiving South Carolina Department of Employment & Workforce's (SCDEW) final closeout. These funds will now be utilized by SLRCOG for training dollars. However to date, only 36 participants are enrolled in training. The process for enrolling new participants has been slow as well.

Chairman Redfearn questioned why there were only a few participants that had been enrolled in the program. Mr. Les Thompson responded that the majority of the customers at the One-Stop come from the Unemployment Insurance (UI) Office and there has been a decrease in customers coming in for UI Claims. Chairman Redfearn asked why the numbers had dropped off on the UI side. Mr. Thompson explained that the Unemployment extensions have been exhausted. (For example, there were approximately 1000 entering the UI Office for UI services and now there are only approximately 200). One-Stop Staff are being trained to be selective in who they enroll in the program, in light of the Board's "Demand-Driven" business model. In addition, the One-Stop Staff has been concentrating on building staff capacity and establishing processes. Staff has been learning the process of how job orders and job seekers are matched in the VOS system. Chairman Redfearn asked if the "Demand Driven" model was affecting the numbers of participants being registered into the WIA Program. Mr. Thompson responded "yes" and that there have been no On-the-Job Training (OJT) contracts established nor outreach in the community. He explained that the best advertisement is "word of mouth" and since there has been no participants put in training for a while, information regarding the availability of training dollars is being shared as well. Mr. Thompson gave an update and stated that 30 to 50 businesses have been visited this month by the Job Developers.

Chairman Redfearn asked Mr. Craig Smith to give an update. Mr. Smith responded that no participants were enrolled in the program after August under the SCDEW contract because they were in the process of closing out their books. He explained that the key word in this transition is "Patience". We can't force the process and the uncontrollable factor is the public dependence on public assistance. He explained that once there are no additional UI funding, the customers do not come back to the One-Stops to look for a job. (ie. There are good workers who spent many years in manufacturing and made good money. Now this population has lost their jobs and these folks cannot find another job that is paying what they were making, so they have settled for UI checks). With the rising cost of gas, these folks cannot afford to take a job making \$10.00 per hour. Therefore, we must enroll customers in the WIA Program only if they are interested.

Ms. Turner reviewed the dashboard chart showing thirty-six (36) participants in training. Of the (36) in training, five participants completed training in March leaving thirty-one active participants. There was discussion regarding the Job Developers making contact with the five participants who have completed training and assisting them with finding a job. Mr. Thompson stated that this would be a great tool to help meet performance. Next, Ms. Turner noted that thirty of the participants in training were enrolled at the Sumter One-Stop and one from the Camden One-Stop. In addition, Ms. Turner reviewed the expenditures and explained that the American Recovery and Reinvestment Act (ARRA) money was being used first since it has an expiration date of June 30, 2011 and by next month all of these funds should be utilized. Ms. Turner explained that with the current expenditure rate of regular formula funds, there will be carryover funds for the next program year.

Chairman Redfearn commented on the Kaiser Report that stated that the leadership is heading in

the right direction and there is a plan in place to spend the funds. He asked what kind of training was being provided to the Job Developers and Case Managers. Mr. Jim Darby referred the question to Ms. Turner. Ms. Turner stated that Incentive Funds in the amount of \$25,713 were awarded and a large majority of these funds will be used for Job Developers' equipment and training. Ms. Gwen Davis stated that SCDEW has invited the local areas to attend a training session on Wednesday and the Job Developers will be attending. Chairman Redfearn stated that he now has a new appreciation for the Job Developers. Mr. Thompson replied that the Job Developers are spending approximately 70% of their time out visiting businesses and building relationships.

Mr. Darby stated that the Committee has shared some important points and the system will improve. It is important to realize that the business model has been shaped by UI. As the demand for qualified workers increases, we do not have the qualified workers in the system. We have been dealing with higher UI rates and serving those folks. We must think now.... "how can we restructure the program with minimum skills to attract the employers?" We are not in the business yet to have qualified folks. Mr. Darby passed out the SLWIB One-Stop Operations Process spreadsheet and stated that focus for the first 90 days has been a process to collect and review data. He explained that the data is being formatted in a way to get a "snap shot" and the Committee will be able to see the trends that go up and down. Management must redirect on a 30-day basis after reviewing data and we are not going back to the way things were. We are transitioning not only with the WIB Board, but we need to be sensitive to the State. Mr. Darby concluded that the importance of speaking as a group to State DEW Staff in Columbia.

At this time, the One-Stop Committee went into Executive Session.

After the conclusion of Executive Session, Chairman Redfearn **made a motion to continue with the contract with SLRCOG for One-Stop Operation Services.** **The motion was seconded by Mr. Bobby Anderson.** Chairman Redfearn asked if there were any further discussions. Mr. Bobby Anderson stated that he had complete confidence in the One-Stop and the SLRCOG as the Operator, but he has concerns with only one new enrollment in the WIA Program. He also stated that he would like to train all of the WIB Members, so that they will buy into the program. There being no further discussion, Chairman Redfearn called for a vote. **All were in favor and the motion passed unanimously.**

Chairman Redfearn stated that he had full confidence and appreciated all of the hard work and he was expecting "big things". He added that the One-Stop is heading in the right direction, but we need the full support of the WIB Board.

IV. Research/Recommendation on Maintaining the One-Stops in Bishopville & Manning

Ms. Gwen Davis reviewed the data of the traffic flow at the Bishopville and Manning One-Stop locations and explained that it is broken down by UI, Job Search, WIA, and Trade. Ninety-Nine percent (99%) of the customers being served are for UI and the cost sharing agreement now in place is at 50/50% between SLRCOG and SCDEW. A new cost sharing agreement has been sent to DEW; however, during the monitoring it was discussed that the cost sharing should be based on the square footage and the number of Staff present versus the number of customers served. Ms. Davis asked for the Committee's opinion on how to share the cost of these two facilities. There

was discussion on the cost sharing, exploring other options, as well as, how the money was allocated. This item was tabled until further discussion could be heard from WIB Members in these counties.

V. Other Business

None.

VI. Adjournment:

There being no other business, the Santee-Lynches Workforce Investment One-Stop Committee was adjourned at 12:42 PM.

Next Meeting: To be determined