

**One-Stop Partners Follow-On Meeting**  
**Monday, April 11, 2011 - 9:30 AM**  
**Santee-Lynches Regional Council of Governments**  
**36 W. Liberty Street, Sumter, SC 29150**

**I. Welcome & Purpose of Meeting:**

On behalf of the Santee-Lynches Regional Council of Governments, Ms. Gwen Davis expressed appreciation to everyone for attending this important “Follow-On Meeting” to the One-Stop Partners Meeting and stated their purpose for attending. All in attendance introduced themselves and the agency they represented:

Adult Education Directors:

Dr. Julie Griffin, Director – Clarendon County Adult Education  
Dr. Carolyn Ham, Director – Kershaw County Adult Education  
Ms. Sharon Teigue, Director – Sumter/Lee County Adult Education

SCDEW Trade Staff/TAA Case Managers:

Emily Catoe, Morgan Spitzer, Renee Shelton

SCDEW Staff:

Silvia Middleton – State TAA Coordinator  
Craig Smith – Regional Director

One-Stop Staff:

Les Thompson, One-Stop Operations Director  
Qualisha Belton, Sumter Lead Case Manager/Site Manager

COG Workforce Development Staff:

Gwen Davis, Areatha Clark, Donna Thames, Brenda Golden

Ms. Davis stated that today’s meeting was a follow-on to the quarterly One-Stop Partners meeting held on Wednesday, March 30, 2011. The purpose of the meeting was to further the discussion of the ways in which the One-Stop and Adult Education can work together to provide on-site TABE and WorkKey assessments to mutual customers at the One-Stop Workforce Centers.

At the March 30<sup>th</sup> meeting, Dr. Carolyn Ham and Dr. Julie Griffin briefly shared that the State mandates the Adult Education program providers meet a minimal 12 hour-requirement of assisting customers in order to gain credit for serving those individuals and to receive funding for the following year. The challenges they face in offering the TABE assessments to One-Stop customers is that often times the customers are only interested in the assessment as part of the intake process for the One-Stop. The TABE assessment is generally a four hour test, which consequently in these cases results in Adult Ed staff spending time administering the test, but are unable to obtain credit for serving those customers.

Ms. Davis requested that Ms. Sharon Teigue share how this issue has affected her program and the methods she has used to resolve this issue. Ms. Teigue stated that the 12-hour requirement is used as a method for determining their funding for the next year. Adult Ed only receives funding for students who complete 12 hours. She added that the formula for determining funding is being reviewed and will be revised by Legislation. Ms. Teigue continued that at the Sumter Adult Ed they do not charge students for taking the TABE assessment. Although, many of the students do not return for the remainder of the 12 hours, they have an opportunity to participate in a fast-track course conducted at the Sumter One-Stop. These basic enhancement classes are held in three week intervals and are offered to those students to help them improve their TABE scores. They are also post-tested at the end of the three-week course. Ms. Teigue explained that the students who attend these classes will complete, at a minimum, the required 12-hour requirement for Adult Education offices to receive future funding, as well as, additional hours of instruction of basic skills upgrading. After the three-week class completes, students are then referred to Adult Ed for additional classes if needed. Ms. Belton stated that at the Sumter One-Stop they have seen improvements in basic skills scores of students who have attended the fast-track classes.

Dr. Carolyn Ham stated that at the Kershaw Adult Ed there is a \$10.00 charge for the TABE assessment. Ms. Teigue replied that at the Sumter Adult Ed there is no charge for the TABE Testing, but a registration fee is charged when a student returns for counseling and enrollment. She added that Sumter Adult Ed tries to eliminate any barriers, such as registration costs, that would prevent students from enrolling and receiving Adult Education services. Dr. Julie Griffin interjected that Clarendon Adult Ed also charges a \$10.00 TABE registration fee.

Dr. Ham continued by reporting Kershaw County Adult Education TABE assessed approximately 300 students last year. Two hundred and sixty (260) were referred from the One-Stop and the majority of these students did not come back for additional classes/hours; therefore she did not receive funding for these students since they did not meet the 12-hour requirement. She further explained their recruitment efforts with the students, but they still did not return.

Ms. Davis requested of the Kershaw and Clarendon Adult Education offices to consider implementing a fast-track program similar to the program that is offered at the Sumter One-Stop by the Sumter Adult Education office. Dr. Ham and Dr. Griffin both were in agreement. From there the Adult Directors discussed their need for a minimal number of participants to

participate in the fast-track courses. Ms. Teigue reported that conducting their classes on a continuous basis allows for minimum enrollment levels to be met over a period of time.

Also discussed was the process for contacting interested participants to determine their interest in participating in the fast-track classes. Ms. Qualisha Belton stated that at the Sumter One-Stop the Customer Service Representatives call the customers to notify them of the classes and the opportunity for them to attend.

Ms. Davis requested that the Group review how WIA customers are TABE assessed. The purpose of the TABE assessment is to show the One-Stop Staff the customer's current level of basic skills in math and reading, which can be an indicator of the client's ability to complete an occupational training program. Ms. Silvia Middleton stated that TABE and WorkKeys assessments are used to determine which path a Trade participant can undertake (i.e. GED and/or remedial training or Occupational Skills Training).

Dr. Griffin stated that at the Clarendon Adult Ed office, they offer both the TABE assessment and Workkeys. She added that they primarily receive Trade participants for the TABE assessment. However, most of these participants do not return for additional hours unless they are referred by a Trade Case Manager. Dr. Griffin also expressed concern regarding making a determination as to when a Trade participant can be referred on to occupational skills training after completing a prescribed level of basic skills training. Ms. Morgan Spitzer replied Trade clients must be referred to training (remedial or occupational). However, the referral cannot occur until a customer's TABE and WorkKeys scores have been reviewed. If the customer is determined in need of remedial/GED Training, a Trade Case Manager will refer them to the appropriate Adult Education office. If the customer is determined in need of occupational skills training, they are referred by a WIA Case Manager to the appropriate training institution. Ms. Middleton requested that all TABE scores be sent to the Trade Case Manager, so that an immediate determination can be made on the participant's next step. Ms. Renee Shelton interjected concerns shared by the Trade Case Managers regarding attendance and progress issues experienced with Trade participants currently attending Clarendon Adult Education. She expressed the importance of Trade participants completing their remedial programs in a timely manner so that occupational skills training can be undertaken if needed and both programs are completed within their Trade deadline.

A brief discussion was held on the various levels of TABE (i.e. Level D, Level M, etc.) and the Locator. It was agreed that the Locator would be used to determine which level of TABE should be administered to all WIA and Trade customers.

## **II. WorkKeys Testing:**

Dr. Griffin shared Clarendon Adult Education's process for WorkKeys assessment. She inquired as to how WorkKeys assessments are paid for when Trade customers are assessed. Ms. Middleton indicated that the voucher submitted to the provider would indicate which program

is paying for the service. She added that Trade customers should not be re-assessed with WorkKeys unless an additional voucher is received.

As a summary of the meeting, the following New Model will be adopted by the Kershaw and Clarendon Adult Education offices:

- The TABE assessment will be given to all WIA and Trade customers.
- If a customer scores below a 7.0 on their math and/or reading assessment, they are referred to the three-week refresher classes. Other customers interested in attending are allowed to do so.
- There will be a Three-week Fast Track class schedule set-up by the Adult Education offices. There would be a one week break in between the scheduled classes.
- Customers will be Post-tested after the three-week classes.
- Adult Education pays for the Instructor. *(Can be Adult Education's partner contribution to the One-Stop via the One-Stop Memorandum of Understanding).*
- Staff at the One-Stop will assist with making calls to customers to remind them of the class start date and time and encourage them to attend the classes. A sign-up sheet will also be maintained to track the number of customers who have expressed an interest in attending.
- The schedule for the fast-track classes will be announced on the TV monitors set up in the One-Stop and SCDEW offices.

Mr. Les Thompson noted that Mr. Darby should be made aware of the discussions held today to ensure that there are no unforeseen problems that may arise in terms of costs and staff time. Ms. Teigue stated that basically 100% of the cost is incurred by Adult Education.

Ms. Middleton added that TABE assessments can be paid for under Trade and the Trade Case Managers can strongly recommend that Trade customers attend a workshop to enhance their basic skills levels to meet the 12-hour requirement for Adult Education. Ms. Middleton asked how quickly these participants can obtain the 12 hours. Dr. Griffin replied that the remainder of the 12 hours could be obtained in one week. She added that Clarendon Adult Education will start providing a workshop on interviewing skills; which would be available to Trade participants as well. Also discussed, was the number of hours of attendance to be considered full-time at Adult Education. All agreed that 20 hours per week would be considered full-time. Ms. Middleton made everyone aware that if a Trade customer did not attend the required 20 hours in a given week, they would not be paid for that particular week.

#### **IV. Other Business**

There was no other business.

**V. Adjournment**

Ms. Davis thanked everyone for their participation and discussion. The meeting was adjourned at 11:01 AM.