

WIB Meeting Minutes - January 21, 2010

By: WIA Staff

Contact: [Les Thompson](#)

Santee-Lynches Regional Council of Governments
Santee-Lynches Workforce Investment Board
Board of Director's Meeting
January 21, 2010 – 6:00 PM
Santee-Lynches Regional Council of Governments
36 West Liberty Street, Sumter, SC 29150

MINUTES

Members Present:

Clarendon – Gail Duke, John Tindal, Dan Yount
Kershaw - Sid Isler (Chairman), Jean Duncan, Ed Garrison,
Joe Redfearn, Dean Riddle, Craig Smith
Lee – Troy Santoscoy
Sumter - Ryan Cagle (Vice Chairman), Rob Fauvie, Tom
Garrity, Gena Kiber, David Merchant, Sharon Teigue, Anita
White

Members Absent:

Clarendon – Charlie Gavin (Excused), Beverly Moberg
(Excused)
Kershaw – John Hornsby (Excused)
Lee – Jeff Burgess (Excused)
Sumter – Bobby Anderson (Excused), Ginny Dority (Excused),
Jeannine Gamble (Excused), Dr. Tim Hardee (Excused),
Hyacinth Kinley (Excused), George Kosinski (Excused), Rick
Levy (Excused), Rev. William Randolph (Excused), Sonia
Spivey (Excused), Gerald Vaughn (Excused)

Staff Present:

Les Thompson, Workforce Development Director; Gwen Davis, Workforce Development Deputy Director; Areatha Clark, Workforce Development Operations Manager; Hope Turner, Workforce Development Finance Coordinator; Kristin Korn, Workforce Development Operations/Finance Assistant; Donna Thames, Workforce Development Administrative Assistant; Bruce Mills, Santee-Lynches Research Analyst

Guests:

Jim Shrift, Central Carolina; Jonathan Zeigler, Paxen Group; Chris Budney, Paxen Group; Wayne McFadden, One-Stop; Sophia Cornell, One-Stop; AJ Washington, South Carolina Employment Security Commission; Silvia Middleton, South Carolina Department of Commerce

I. Welcome and Call to Order:

The Santee-Lynches Workforce Investment Board of Director's Meeting was called to order by Chairman Sid Isler at 6:05 PM. Welcoming remarks were given by Chairman Isler followed by an invocation by Mr. Tom Garrity and the Pledge of Allegiance.

Gwen Davis, Workforce Development Deputy Director, introduced the guests.

Also introduced were new Board Member, Ms. Gail Duke, Director Human Resources at Clarendon Health System and new Staff Member, Ms. Donna Thames, Administrative Assistant.

Minutes from the November 2, 2009 Joint COG/WIB Meeting were acknowledged in the Board meeting packets (no motion

required).

II. Committee Reports:

A. Executive (M):

Chairman Isler explained that the Executive Committee recommends the approval of the following motions that were sent to Board Members prior to the Meeting.

Chairman Isler called on WIA Staff Member Hope Turner, Finance Coordinator, to present the Motions pertaining to finance to the WIB Members.

Motion 1: The Santee-Lynches Workforce Investment Area received an Incentive grant from the SC Department of Commerce for meeting performance measures. The amount of the grant was \$110,406. This funding is to be utilized by the local area for specific projects determined by the Workforce Development Staff.

PY'09 Incentive Grant:

Revenue - Notice of Fund Availability (NFA) - \$110,406.00

Budget Items

Staff & Board Training & Development, Misc. \$ 22,406.00

Cluster Development Consultant \$ 20,000.00

Youth Strategic Planning Consultant \$ 10,000.00

Non-Traditional Access Points (i.e. Computers for Library) \$ 20,000.00

Job Profiles for OJT Linkages to Businesses \$ 20,000.00

One-Stop Software Upgrades \$ 3,000.00

Youth Outreach \$ 5,000.00

One-Stop Customer Service Training \$ 10,000.00

Total Budget Items \$110,406.00

A recommendation came from the Executive Committee to expend the Program Year 2009 Incentive Grant funds as outlined; and to allow flexibility to transfer funds from one line item to another with the approval of the Executive Committee via email vote.

A motion was made by the Executive Committee and seconded by Mr. Dan Yount to expend the PY'09 Incentive Grant funds and to allow flexibility to transfer funds from one line item to another with the approval of the Executive Committee via email vote.

Mr. Dan Yount questioned how the money designated for the Youth Outreach would be utilized. Ms. Turner explained that this money would be used to advertize via billboards, brochures and promotional outreach items to provide widespread outreach to youth in the Santee-Lynches region.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Motion 2: After closeout of the American Recovery and Reinvestment Act (ARRA) Summer Youth Program, the following Youth Service Providers did not fully expend their ARRA funding of \$155,770:

a. Sumter County Career Center - \$69,246.

(I/S \$50,955 - O/S \$18,291 for Sumter County)

b. Lee County School District - \$7,553 (I/S Lee County)

c. Wateree Community Actions, Inc. - \$78,971.

(I/S \$64,365 for Clarendon - O/S \$14,606 for Lee and Clarendon County)

A recommendation came from the Executive Committee to award the balance of the ARRA funding \$155,770 to the current Youth Provider to continue offering services to the youth in Clarendon, Lee and Sumter Counties.

A motion was made by the Executive Committee and seconded by Mr. Dan Yount to award the balance of the ARRA funding \$155,770 to the current Youth Service Provider (The Paxen Group).

Mr. John Tindal inquired of the Paxen Group's performance. Mr. Les Thompson explained that Paxen Group experienced some transitional struggles at first, but they are improving and we should see the positive trends in the next few months.

Board Members inquired of why Kershaw County was not included in the additional ARRA fund distribution. It was explained that the Paxen Group has ARRA funding for service to Kershaw County.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Motion 3: Due to the phasing out of the In-School Youth Program, the original amount that the Paxen Group requested for the In-School program will not be utilized due to the low number of participants carried over into the In-School Youth program.

A recommendation came from the Executive Committee to shift \$88,837 from the In-School Youth Program to the Out-of-School Youth Program. An additional seventy (70) Out-of-School youth participants may be served with the shift in

funding.

A motion was made by the Executive Committee and seconded by Mr. Ed Garrison to shift \$88,837 from the In-School Youth Program to the Out-of-School Program with our Youth Service Provider (The Paxen Group).

Ms. Sharon Teigue asked if there was any way to keep the money for In-School Youth vs. transferring to Out-of-School Youth, in light of on-going budget cuts. Mr. Thompson stated that 70% of the money must be used to serve the Out-of-School Youth, per the regulations. Mr. John Tindal added that it appears that more emphasis is on Out-of-School when the Youth should be served In-School, considering the rate of non-completion in the region.

Chairman Isler called for the vote. All were in favor, except for Sharon Teigue and John Tindal. The motion passed with majority vote.

Motion 4: The Santee-Lynches Workforce Area maintains Program Year 2008 carryover funds of \$28,427 for Trade Adjustment Act (TAA) training and transportation.

A recommendation came from the Executive Committee to award the SC Employment Security Commission \$28,427 TAA carry over funding and an additional \$500,000. for programs and \$50,000. for administration. These funds will modify the current TAA grant agreement to assist Trade affected lay-offs in our region.

A motion was made by the Executive Committee and seconded by Troy Santoscoy to award SC Employment Security Commission \$28,427 PY'08 TAA carry over funding plus the additional funds of \$550,000.00.

There was no discussion. Chairman Isler called for the vote. All were in favor. The motion passed unanimously. (Craig Smith abstained from voting).

Chairman Isler called on Mr. Les Thompson, Workforce Development Director, to present the remaining Motions to the WIB Members.

Motion 5: The Santee-Lynches Workforce Area maintains additional Program Year 2008 carryover funds for Youth (\$163,820), Dislocated Workers (\$232,547) and Adult (\$135,996). Recommended disbursement of funds as follows:

- A. Youth carryover funds of \$163,820 to the Paxen Group.
- B. Dislocated Worker carryover funds of \$116,273.50 and transfer \$116,273.50 of Dislocated Worker carryover funds to the Adult fund stream to the South Carolina Employment Security Commission.
- C. Adult carryover funds of \$135,996. plus \$116,273.50 transferred from Dislocated Workers carryover funds (total of \$252,269.50) to the South Carolina Employment Security Commission.

A recommendation came from the Executive Committee to award the PY'08 carryover funds to the current service providers as outlined.

A motion was made by Executive Committee and seconded by Mr. John Tindal to award the PY'08 carryover funds to the current service providers as outlined above.

Mr. Thompson explained that once the grants are closed out in October, it is determined whether or not there is additional money in the four different accounts (Trade, Dislocated

Workers, Adults & Youth). Last year the trends were higher than normal. (A chart with supporting data was passed out to each Board Member). Mr. Thompson emphasized the importance of the “improvement on the return on our investment”, and how accelerating efforts and collaborating with Job Development to provide job training opportunities is a must. The law states that we need a job to offer the participants. We need to enroll participants, place them on a job or train them. Mr. Tindal questioned what happens if this goal is not achieved? Mr. Thompson explained that seventy-five percent (75%) of the funds must be spent or we lose the incentive money. There was discussion on training participants and not having jobs available. We need to train and have jobs available. Job development needs to be improved upon. Ms. Gail Duke stated that focus on healthcare is highly recommended. Clarendon Memorial Hospital is facing upwards to 100 job openings that require skilled workers. Mr. Dean Riddle questioned if drug screening was permitted. It was stated that Federal money cannot be used per the Department of Commerce. Mr. Thompson stated that while we are meeting registration numbers on contracts under today’s terms; we need to intensify training and employment efforts.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Motion 6: Revisions to the By-Laws as relates to the Santee-Lynches Workforce Investment Board (SLWIB) Strategic Plan 2009-2014 regarding attendance and committees.

ARTICLE III: MEETINGS AND ATTENDANCE

D. Attendance: Board meetings are held quarterly; committee meetings will be held often enough to conduct

business. Members of the WIB shall be expected to attend all meetings of the WIB and assigned committee meetings. Members shall miss no more than one (1) board meeting/committee meeting annually unless excused by WIB Chair/Vice Chair; Absences will be excused for business or at the discretion of the WIB Chair/Vice Chair. WIB members must call, respond to email, or fax prior to the WIB meeting. A resignation will be tendered upon member's inability to participate in business of the WIB. WIB members will still be considered absent when a representative attends a WIB meeting in accordance with this paragraph. A report on attendance of their respective appointees to the WIB will be provided to County Councils semi-annually.

ARTICLE VII: COMMITTEES

A. The WIB shall have three (3) standing committees: the Executive, Youth Council and a One Stop Committee. Other ad hoc committees, such as, Cluster Development Groups or the Rating and Ranking committee may be created by the WIB as needed and appointed by the Board Chair.

Paragraph F – Finance Committee was deleted.

Mr. Thompson also stated that it is critical to follow the By-Laws and Board Members should notify the Chairman, Vice Chairman or the staff in advance of the meetings if they will not be attending. Under Committees, there were four committees; however, the Executive and Finance Committee have been combined.

A recommendation came from the Executive Committee to approve the By-Law changes on attendance and committees.

A motion was made by the Executive Committee and seconded by Mr. Tom Garrity to approve the By-Law changes on attendance and committees.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Mr. Thompson stated that an additional motion was needed to revise the By-Laws, Article VI, Youth Council, Paragraph C to show only one unexcused absence will be acceptable.

Under Article VII, Committees, Paragraph C – All committees including the standing committees will include representatives from each of the four (4) counties served by the WIB (when available) was added.

Mr. Thompson explained that there are only two representatives from Lee County at this point and wanted the committees to be in a position to carry on business.

A request for a motion to approve the additional changes to the By-Laws.

Mr. Tom Garrity made the motion to approve the By-Law Changes to Article VI and Article VII and it was seconded by Mr. John Tindal.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Motion 7: The Santee-Lynches Workforce Investment Board (SLWIB) presents the 2009-2014 Strategic Plan with revisions from the Executive Committee marked in red. (Separate attachment)

A recommendation came from the Executive Committee to approve the 2009-2014 Strategic Plan with revisions marked in red per the separate attachment.

A motion was made by the Executive Committee and seconded by Ms. Sharon Teigue to approve the Strategic Plan.

Mr. Thompson passed out a WIB Sub-Committee list for the WIB Members to review and contact Mr. Thompson if they had any concerns or revisions. Each Board Member was assigned to a Sub-Committee with the exception of Ms. Jean Duncan and Mr. Dean Riddle. Mr. Thompson stated that he would prefer Ms. Duncan and Mr. Riddle to serve on either the Healthcare or Manufacturing Ad Hoc Committee and for them to decide and get back with him.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Motion 8: The Santee-Lynches Workforce Development staff request a motion for salary adjustments for two positions within the department due to enhanced duties and responsibilities.

- A. Youth Coordinator to enhance duties and responsibilities from \$36,540 to \$40,000.00.
- B. Operations and Finance Assistant amended to Operations and Business Services Coordinator from \$28,928 to \$35,000.

A recommendation came from the Executive Committee to approve the salary adjustments for the Youth Coordinator and the Operations and Business Service Coordinator.

A motion was made by the Executive Committee and seconded by Mr. Ed Garrison to approve the Salary Adjustments.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

Motion 9: The Santee-Lynches Workforce Development Staff request a motion to empower the Executive Committee to Rate and Rank the Strategic Planning Consultant's qualifications and to authorize the Staff to enter into a contract.

A motion was made by Mr. Tom Garrity and seconded by Mr. John Tindal to empower the Executive Committee to Rate and Rank Consultant's qualifications and to authorize the Staff to enter into a contract.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously.

B. One-Stop Committee

Chairman Joe Redfearn reported that the One-Stop Committee met December 16th and discussed the One-Stop Certifications, the changes to the Strategic Plan and that Customer Surveys will be launched in February.

Mr. Redfearn brought forth a motion to apply the contract sanction policy with our One-Stop Provider (SCESC) due to not meeting the American Recovery & Reinvestment Act (ARRA) contract spending requirements. With the present data from our One-Stop provider, they are under spent by 35% of projected or \$114,741. After notifying SCESC that sanctions might be brought forward, the SCESC Staff notified the WIA Staff that their real time report would bring their spending up to where it should be. (Upon receipt, the WIA finance staff will reconcile and validate the new data).

At the recommendation of the Chairman of the One-Stop Committee, a motion was brought forth to instruct the WIA Staff to initiate the contractual sanction policy if updated data from

SCESC was not submitted within seven days, or should there remain a spending gap in excess of \$25,000. after validation of expenditures through December 31, 2009.

A motion was made by Mr. Joe Redfearn and seconded by Rob Fauvie to initiate the contractual sanction policy to ESC if updated data is not received by the WIA Staff within seven days.

Mr. Wayne McFadden, (One-Stop Operator), stated that with the updated figures, it shows that their spending is where it should be. Mr. McFadden asked that a motion not be made. Chairman Redfearn stated that he had confidences in both agencies and this sanction will not take place if their updated data shows that spending is where it should be at this point. Ms. Turner stated that she had been in Columbia monitoring the past two days and SCESC is working on sending updated information. Ms. Turner stated that SCESC as of November 1st has a new financial system. Mr. Craig Smith, One-Stop Operator, in Camden did state that he was in agreement with the motion and seven days should be ample time for SCESC to send in updated data.

Chairman Isler called for the vote. All were in favor. The motion passed unanimously. (Craig Smith abstained from voting).

In other comments from the One-Stop, Mr. Craig Smith stated that the outcome from the incident that took place at the One-Stop Office in Camden with a Customer and an Employee was much different than what was being reported by the Media. At this point, he is not at liberty to discuss the matter due to on-going investigations.

C. Youth Council

Mr. Les Thompson gave a brief report from Youth Council Chairperson, Ginny Dority, who was at the hospital with her husband. Mr. Thompson stated that Ms. Dority is getting the “right people on her bus” for the Youth Council Committee and they will be meeting in February. He stated that a Youth Consultant is a vital part to mapping the youth programs and issues, as well as, understanding the youth players and programs. Ms. Dority will be reviewing the plans and assigning roles and responsibilities to the Youth Council Members, as well as, moving the Mentoring Program forward.

III. Performance Reports & Charts

Ms. Gwen reported that performance measurement charts were included in the Board Meeting packets. The charts were created by the staff to analyze and report on our checkbooks in the Adult, DW, Youth and Trade funding streams.

Ms. Davis emphasized the purpose of the charts is to provide snapshots of the budgets, spending trends, the number of customers being served, the success rate, and to measure the return on our investment.

Rather than discussing the charts individually, Ms. Davis discussed the overall status of performance. As of December 31, Adult and DW expenditures were within 3%-5% of projection. Ms. Davis reported that the current level of expenditures is contractually near target, but with the current economy it is recognized that more effort is needed to maximize use of the dollars.

As shown in the charts, the ARRA or Stimulus Adult and DW Expenditure comparison of actual to projection has fallen short of alignment. Overall, Adult ARRA spending is at 16% of the budget and DW falls at 15% of the budget. Both funding

streams are drastically below where they should be. (ARRA Adult funds are under spent by \$71,773. and ARRA DW funds are under spent by \$114,741.) Training expenditures of Adult ARRA are at 48% and ARRA DW training spending is at only 1%. Current gaps in ARRA Adult and DW spending are deficient by more than \$25,000 thus prompting initiation of the Sanction policy as previously discussed.

Ms Davis stated that increased training for customers has been the primary topic of discussion between WIA and SCESC staff in recent discussions and is a major focus for our region in order to develop positive trends and to ensure that the customers receive the needed skills and skills upgrade to position themselves for the future job market.

Moving to participant enrollment, Ms. Davis stated that the contractual numbers for Adult, Adult ARRA, DW and DW ARRA are at or near projections, yet with the current economy the number of customers being served in the region are out of alignment, particularly in comparison to statewide enrollments. The Trade program enrollment reflects 94% of all Dislocated Workers are Trade affected. Of the 352 Trade customers served, 74% are co-enrolled in WIA to receive services of WIA that may not be covered by Trade.

Training outcomes show a 68% successful completion rate of all participants receiving occupational skills training during PY09, which means the customers have successfully completed the training and found employment in the field of training. Four major fields of training are Construction, Medical, Truck Driving and Welding.

The charts indicated that there are 88% actual to projection in the Out-of- School youth program. That figure included 51 carryover participants. However, the carryovers total only 7. The Paxen Group has enrolled a total of 45 new participants

thru December. This number has increased to 56 to date. With a recent shift in program management and local support, positive trends have been seen.

Unfortunately, the 2nd Quarter Performance report reveals a hit on all three areas of youth performance. Lack of quality was a major factor in choosing to select a new youth service provider. Changing providers enabled us to see a true picture of the quality of the youth program. Earlier struggles in the transition have lessened and through daily contact and sampling we're confident that the Paxen Group will do all that they possibly can to close in the gaps.

Final 2nd Quarter Performance of Adult and DW reveal that the goals have been met in a both employment and retention rates to meet to DOL performance standards.

Ms. Davis asked if there were any suggestions to make the charts more useful; if so contact Mr. Les Thompson or her.

Ms. Davis then asked if anyone had any questions.

Mr. Ryan Cagle asked if the pie charts would continue to be used.

IV. Director's Comments

Mr. Les Thompson spoke briefly on the following in closings:

• He reminded Board Members to review the Subcommittees and report back to him on Friday with any desired changes.

• Mr. Thompson stated that the State Workforce Board and the Employment Security Commission were in the process of establishing state standards.

 The One-Stop Certification is moving forward.
 Mr. Thompson stated that will be working with the City of Sumter on the BRAC project.
 At our April Meeting, the WIA Staff will be recommending whether or not to extend our contracts with ESC and Paxen.

V. Chairman's Comments

Chairman Isler reported to the Board that he was spending one day of week for the WIB and he was becoming more involved with the State Level and full involvement with the Board. He reported that Mr. Thompson and Mr. Jim Darby went to a meeting just recently concerning how the Governor is trying to create a cabinet position for the Workforce. At that meeting, the committee members drafted their points of concern. Chairman Isler thanked the WIA Staff and thanked everyone for their hard work.

There being no further business, the Santee-Lynches Workforce Investment Board Meeting was adjourned at 7:30 PM.