

WIB Meeting Minutes - June 29, 2010

By: WIA Staff

Contact: [Les Thompson](#)

Santee-Lynches Regional Council of Governments
Santee-Lynches Workforce Investment Board
Board of Director's Meeting
June 29, 2010 – 6:00 PM
Santee-Lynches Regional Council of Governments
36 West Liberty Street, Sumter, SC 29150

MINUTES

Members Present:

Clarendon – Gail Duke, Charlie Gavin, John Tindal, Dan Yount
Kershaw - Sid Isler (Chairman), Mike Bunch, Jean Duncan,
John Hornsby, Joe Redfearn
Lee – Dr. Cleo Richardson, Troy Santoscoy
Sumter – Bobby Anderson, Ryan Cagle, Ginny Dority, Rob
Fauvie, Jeannine Gamble, Tom Garrity, Hyacinth Kinley, Rick
Levy, Rev. William Randolph, Sonia Spivey, Sharon Teigue,
Gerald Vaughn, Anita White

Members Absent:

Clarendon – Beverly Moberg (Excused)
Kershaw – Ed Garrison (Excused), Dean Riddle (Excused,
Craig Smith (Excused)
Lee – Jeff Burgess (Excused)
Sumter – Dr. Tim Hardee (Excused), George Kosinski
(Excused), David Merchant (Excused)

Staff Present:

James T. Darby, Jr., Executive Director, SLRCOG, Les
Thompson, Workforce Development Director; Gwen Davis,
Workforce Development Deputy Director; Areatha Clark,

Workforce Development Operations Manager; Hope Turner, Workforce Development Finance Coordinator; Donna Thames, Workforce Development Administrative Assistant; Bruce Mills, Santee-Lynches Research Analyst

Guests:

Andre' Anderson, Local Grants Manager, South Carolina Department of Employment & Workforce (SCDEW); Arna Washington, SCDEW; Wayne McFadden, Sumter One-Stop Workforce Center; Joe Perry, Information, Referral & Assistant Specialist, Santee-Lynches- COG

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 6:08 PM. Welcoming remarks were given by Chairman Isler followed by an invocation by Rev. William Randolph and the Pledge of Allegiance. Ms. Gwen Davis, Workforce Development Deputy Director, introduced the guests.

Chairman Isler reminded Board Members that travel expense forms were in each of the board packets and each Member could submit the form for reimbursement for mileage. Completed travel expense forms are to be turned into Ms. Donna Thames, Workforce Development Administrative Assistant.

Chairman Isler entertained a Motion to approve the Workforce Investment Board (WIB) Meeting Minutes of April 20, 2010. The Motion was made by Rev. William Randolph and seconded by Mr. Tom Garrity to approve the minutes from the April 20, 2010 WIB Meeting. Chairman Isler asked if there was any discussion. Mr. Rick Levy stated on page 3 of the minutes, third paragraph ...[In order to consider the COG..... the last sentence (A consortium would perform per federal

guidelines as the One-Stop Overseer) should be deleted from the minutes]. Mr. Levy amended the motion to approved the minutes from the April 20, 2010 WIB Meeting with the deletion of the one sentence stated above from the minutes. The motion was seconded by Mr. Charlie Gavin. All were in favor, (Ms. Sharon Teigue and Mr. John Tindal abstained). The Motion passed unanimously.

II. Committee Reports:

A. Executive Committee (M):

Chairman Isler called on Mr. Les Thompson and Ms. Gwen Davis to present the motions from the Executive Committee.

Part A of the first motion presented by Mr. Thompson: A motion is brought forth from the Executive Committee to the Santee-Lynches Workforce Investment Board (SLWIB) to approve the process for implementation of a Consortium Agreement between the Santee-Lynches Workforce Investment Board and the following Consortium Partners: Central 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. A motion was brought forth by the Executive Committee via the One-Stop Committee and seconded by Mr. Bobby Anderson. Chairman Isler asked if there was any discussion. Mr. Rick Levy stated that the motion should be amended to reflect the formation of the Consortium for approval by the WIB. Mr. Levy stated that the wording of the consortium agreement currently allows the Consortium to “oversee the operation of the One-Stop System” or “appoint an One-Stop Operator”. If approved as stated now, is the Board approving the Consortium Agreement and the One-Stop Operator Designation Agreement? He suggested that the

statement should be removed from the agreement. The motion should be revised to readConsortium Agreement between for the specific purpose of finding, selecting and recommending a provider for the One-Stop Operator. Mr. Darby responded by stating that the first document is an agreement to form a consortium and the second consortium designation agreement is to appoint an One-Stop Operator. Mr. Charlie Gavin asked when Santee-Lynches Regional Council of Governments (SLRCOG) would be appointed as the One-Stop Operator. Mr. Darby responded that if the WIB Board approves the motion, the agreement could be signed thereafter. Mr. Darby also informed the Board that Dr. Peggy Torrey, SCDEW, through her staff has given approval for these simplified agreements and copies of the specific email could be provided to Board Members if requested. The motion was amended by Mr. Charlie Gavin and seconded by Mr. Joe Redfearn to approve the formation of a Consortium Agreement between the Santee-Lynches Workforce Investment Board and the following Consortium Partners: Central Carolina Technical College, Sumter/Lee Adult Education, and Telamon Corporation for the specific purpose of appointing an One-Stop Operator to carry out provisions of Public Law 105-220, Chapter 5, Section 134. All were in favor and the motion passed unanimously.

Part B of the first motion presented by Mr. Thompson: A motion is brought forth from the Executive Committee to the SLWIB to approve a Request for Proposal (RFP) to procure Professional Consulting Services for the transition of Workforce Investment One-Stop Operations and Comprehensive One-Stop Center Service programs from the current service provider, SCDEW to SLRCOG, as well as, guide the One-Stop Operator transition. A motion was brought forth by the Executive Committee via the One-Stop Committee and seconded by Mr. Tom Garrity to approve a Request for Proposal (RFP). Chairman Isler asked if there was any

discussion. Mr. Charlie Gavin asked “why are we doing this” and Ms. Ginny Dority asked to review the financial data before approving. Mr. Thompson yielded to Mr. Darby to respond to Mr. Gavin’s question In order for the SLRCOG to become the One-Stop Operator, the RFP outlines the need for a Consultant to recommend processes and staff for when the SLRCOG assumes the contract for One-Stop Operations on January 1, 2011. Mr. Darby explained that transitioning the One-Stop is a huge undertaking and the intent is for the Consultant to assist with evaluating personnel, processes and procedures and finding a Director to oversee the One-Stops. The Consultant will be on board for approximately eleven (11) months. He further explained the role of the Consultant as outlined in the RFP. (Copies of the RFP, Exhibits and Response Forms were included in the Board packets). Mr. Thompson responded to Ms. Dority’s question on finance and stated that “yes” the SLRCOG could afford the Consultant using WIA program and incentive funding as indicated on a handout distributed by Mr. Thompson. There being no further discussion, Chairman Isler requested a vote on the motion. All were in favor and the motion passed unanimously.

The second motion presented by Mr. Thompson: A second motion is brought forth from the Executive Committee to the SLWIB to approve a contract amendment with SCDEW to transfer the provision of Youth Eligibility Determination and Youth Comprehensive Assessment to the current Youth service provider, the Paxen Group. A motion was brought forth from Executive Committee via the One-Stop Committee and seconded by Ms. Hyacinth Kinley. Chairman Isler asked if there was any discussion. Ms. Teigue asked, by approving this motion if Paxen was being awarding additional funding. Mr. Thompson responded “yes” they would receive additional funding. Mr. Darby also reminded the WIB Members that with the new certification, Paxen would through a

contract amendment become financially liable for erroneous eligibility determinations and certifications. Such disallowed cost must be reimbursed to SLRCOG from non-WIA funds. Chairman Isler called for a vote. All were in favor and the motion passed unanimously.

The third motion presented by Mr. Thompson: A third motion is brought forth from the Executive Committee to the SLWIB to approve a contract amendment with the Paxen Group to accept the provision of Youth Eligibility Determination and Youth Comprehensive Assessment. A motion was brought forth from the Executive Committee via the Youth Committee and seconded by Mr. Bobby Anderson. Mr. Thompson explained that after just approving the contract amendment to relieve SCDEW of the Youth Eligibility Determination and Comprehensive Assessment provision, now the WIB was approving amending the contract for the Paxen Group to accept the provision of the Youth Eligibility Determination and the Youth Comprehensive Assessment. There was no further discussion. All were in favor and the motion passed unanimously.

The fourth motion presented by Mr. Thompson: A fourth motion is brought forth from the Executive Committee to the SLWIB to approve a contract award to the Corporation for a Skilled Workforce (CSW) for Youth Consulting Services to facilitate asset mapping and strategic planning with the Santee-Lynches WIB's Youth Council. A motion is brought forth from the Executive Committee via the Youth Committee and seconded by Mr. Rick Levy. There was no discussion. All were in favor and the motion passed unanimously.

The fifth motion presented by Mr. Thompson: A fifth motion is brought forth from the Executive Committee to the SLWIB to approve a contract award to the Santee-Lynches Regional Transportation Authority (SWRTA) for Adult and Youth

transportation support services for Clarendon, Kershaw, Lee and Sumter counties. A motion is brought forth from the Executive Committee via the Youth Committee and seconded by Ms. Ginny Dority. The WIB Board was informed that only one bid was received from the Transportation RFP. All were in favor and the motion passed unanimously.

The sixth motion was presented by Ms. Gwen Davis: A sixth motion is brought forth from the Executive Committee to the SLWIB to approve the reversal of a transfer (WIB approved January 21, 2010) of \$116,273.50 from the Dislocated Worker funding stream to the Adult funding stream due to a recent re-examination of Dislocated Worker expenditure trends, which revealed that the transfer is not necessary. The fund allocation should remain in the Dislocated Worker funding stream to serve the increasing number of Dislocated Workers. A motion is brought forth from the Executive Committee and seconded by Mr. Ryan Cagle. Chairman Isler asked if there was any discussion. Mr. Levy asked if all the funds would now be spent from the Dislocated Worker funding stream and if there was sufficient money in the Adult funding stream. Ms. Davis responded that the Dislocated Worker funds had been spent and that ample funds remain to serve the Adults with the transfer reversal. There being no further discussion, Chairman Isler called for a vote on the motion. All were in favor and the motion passed unanimously.

The seventh motion was presented by Ms. Gwen Davis: A seventh motion is brought forth from the Executive Committee to the SLWIB to approve a modification of the PY'08 Incentive Fund Budget to expend the remaining \$23,080.60 in Incentive Funds, after final procurement of the allocated line items, to upgrade Workforce Development equipment, including a copier for Workforce Development and seven (7) computers for the Youth Service Provider. (Remaining funds by line item allocations are billboard advertisement -\$8,760, youth

outreach - \$1,264.82, all funding stream outreach - \$6,659.98, computer upgrades for the One-Stop - \$5,395.80, and a copier purchase for the One-Stop - \$1,000 for a total of \$23,080.60). A motion is brought forth from the Executive Committee and seconded by Ms. Ginny Dority. Chairman Isler asked if there was any discussion. Mr. Gavin asked what will happen to the computers if the Paxen Group's contract is not extended. Ms. Davis replied that the computers belong to WIA and are included in the WIA inventory. After discussion, Chairman Isler called for a vote on the motion. All were in favor and the motion passed unanimously.

The eighth motion was presented by Ms. Gwen Davis: An eighth motion is brought forth from the Executive Committee to the SLWIB to approve a modification of the PY09 Incentive Fund Budget in the amount of \$34,694.96 to modify line items as follows:

A. Non-Traditional Access Points (Computers for Clarendon County Library) was Budgeted at \$20,000, but the final cost was \$6,305.04 – funds remaining in this line item totaling \$13,694.96;

B. Job Profiles for OJT Linkages to Businesses was budgeted at \$20,000 but the estimated final cost will be \$9,000 – funds remaining in this line item totaling \$11,000;

C. Customer Service Training was budgeted at \$10,000 but will be moved to Staff Training overall – this line item totaling \$10,000.

PY'09 Incentive funding totals to be modified are \$34,694.96.

The staff is recommending that the following line items be adjusted to utilize the remaining funds:

WIA Staff and Board Training – Increased by \$11,194.96;
Cluster Development Consultant – Increased by \$3,500;
Youth Strategic Planning Consultant – Increased by
\$20,000.

A motion is brought forth from the Executive Committee and seconded by Mr. Troy Santoscoy to approve a modification of the PY09 Incentive Fund Budget in the amount of \$34,694.96 to modify line items as outlined above. Chairman Isler asked if there was any discussion. Mr. Levy questioned the use of incentive funds to train staff and the Board; he asked whether such training is going to substantially benefit the needs of the community? He then stated that there are needs in our community more of a preventive nature (i.e. funding after school programs, keeping at-risk Youth out of trouble). Mr. Levy suggested considering more imaginative efforts to utilize the incentive funds. Mr. Bobby Anderson stated that he agreed with Mr. Levy, but by hiring Consultants, they may bring additional ideas for the Board to consider in the future. Mr. Thompson stated that by hiring a Youth Strategic Planning Consultant, the consultant will assist with all of the Youth programs in the four counties, as well as, assist with jobs that may be available for the Youth. Ms. Teigue questioned increasing the WIA Staff and Board Training by \$11,194.96 and asked what the total budget was for this line item. Ms. Davis reported that the original budget line item for the Staff and Board training amount is \$22,406.00. Mr. Thompson stated that the Board could hold off on approval of the WIA Staff and Board Training. After discussion, Chairman Isler called for a vote on the original motion and all were in favor and the motion passed unanimously.

Report from the One-Stop Committee: Mr. Joe Redfearn, Chairman of the One-Stop Committee reported that the committee met on June 9th and discussed and recommended the RFP for the Consulting Services for the One-Stop System

transition and the One-Stop Consortium Agreements and One-Stop Operator Designation agreement. He was pleased to report that the Committee agreed that by spending money up front to hire a professional consultant that the One-Stops would be ready to transition and move forward in the next program year. Committee Chairman Redfearn asked the WIB Members to review the RFP in their board packets and to review the time line included. He stated that he was excited about the future of the One-Stops.

Report from the Youth Committee: Ms. Ginny Dority, Chairperson of the Youth Council reported that the Youth Committee is excited about working with Corporation for a Skilled Workforce (CSW), as the Youth Consultant, and moving forward with the Youth Program. Council Chair Dority also informed the Board that the Youth Committee will be meeting jointly with the Santee-Lynches Regional Education Center (REC) Board on Thursday, July 1st at 4:00 PM to discuss a partnering opportunity between the WIA Youth Program and the REC due to budget cuts with the REC's program.

Report from the Healthcare Ad Hoc Committee: Mr. Rob Fauvie, Chairman of the Healthcare Ad Hoc Committee, reported from their meeting on June 8th, 2010. Committee Chairman Fauvie reported that the committee first spent time getting to know each other and followed by discussions on what the healthcare partnership is all about; what are regional sector initiatives; and what other industry leaders should be recruited to join the healthcare partnership. Mr. Fauvie also stated that the committee members discussed key elements to help develop their needs analysis: Clinical IT systems specialist; representatives from physicians' offices, representatives from assisted living and long-term care and inviting the hospital association to their meetings. Their work plan/timeline was discussed and how to recruit new industry members and inviting public partners to join the partnership.

Report from the Nominating Committee: Election of Officers: Chairman Isler turned this committee report over to Mr. Tom Garrity, Chairman of the Nominating Committee. Mr. Garrity served as Chairman of the nominating committee along with Ms. Beverly Moberg, Mr. Jeff Burgess and Mr. Dean Riddle. The nominating committee made the following report of nominees:

Mr. Sid Isler to serve as Chairman for the WIB Board for Program Year 2010-2011.

Ms. Ginny Dority to serve as Vice-Chairman for the WIB Board for Program year 2010-2011.

Chairman Isler and Ms. Dority excused themselves from the room as the election process continued.

The question was asked if there were any nominations from the floor and there were none.

Mr. Charlie Gavin, past WIB Chairman, then presided over the process. Since there was no nomination from the floor; a motion is brought forth from the Nominating Committee to the SLWIB to approve the nomination of officers for Program Year 2010-2011: Mr. Sid Isler to serve as Chairman and Ms. Ginny Dority to serve as Vice-Chairman. The motion was seconded by Mr. Bobby Anderson. All were in favor and the motion passed unanimously.

Chairman Isler and Ms. Dority were asked to rejoin the meeting and were congratulated on their nominations and election to office. Mr. Les Thompson expressed thanks to Mr. Ryan Cagle for serving as Vice Chairman of the WIB this past year.

III. One-Stop Transition Update:

Mr. James Darby, Jr., Executive Director reported that the RFP for the One-Stop Professional Consulting service for the transition of the One-Stop operations and programs has been advertised with a response due date of July 21st. He stated that a system has been set up to know the interest in the RFP and so far the response has been low. Mr. Charlie Gavin asked how many have responded to the RFP. Mr. Darby reported that two requests so far, but will keep the Board informed as the process develops.

IV. IWT Rating & Ranking Committee Appointment:

Chairman Isler reported that the following WIB Members have been asked to serve on the IWT Rating and Ranking Committee, as well as, the four (4) economic developers from each county (Clarendon, Kershaw, Lee and Sumter): Mr. Dan Yount, Chairman representing Clarendon County, Ms. Jean Duncan representing Kershaw County, Dr. Cleo Richardson representing Lee County and Mr. David Merchant representing Sumter County. Ms. Hope Turner, Workforce Investment Finance Coordinator, will coordinate distribution of the IWT proposals and training to the Rating and Ranking Committee, as well as, picking up of the proposals and scoring results upon completion.

V. Director's Comments:

Mr. Les Thompson gave a brief highlight on four (4) goals in our Strategic Plan and reminded WIB Members that the strategic plan will be a "plot plan" to re-evaluate WIA Services.

1. Healthcare Consultant
2. Youth Program Consultant
3. Marketing & Outreach
4. Improving our One-Stops

Mr. Thompson reported that next month the SC Hospital

Association will be invited to the Healthcare Ad Hoc Committee.

In addition, he thanked Mr. Darby for all of his help with the RFP for the One-Stop Consultant and expressed how grateful he was to all of the Board Members for their support to the WIB.

VII. Chairman's Comments:

Chairman Isler thanked Mr. Ryan Cagle for serving with him as Vice-Chairman for the past year.

A question was again asked about the signing of the Consortium Agreements pending the amendments to the agreements that were voted on at this meeting. A motion was made by Mr. Charlie Gavin and seconded by Mr. Tom Garrity to give Chairman Sid Isler authority to sign the revised Consortium Agreements. All were in favor and the motion passed unanimously.

There being no further business, the Santee-Lynches Workforce Investment Board Meeting was adjourned at 7:14 PM.