

**Santee-Lynches Regional Council of Governments**  
**Santee-Lynches Workforce Investment Board**  
**Board of Director's Meeting**  
**January 18, 2011 – 6:00 PM**  
**Santee-Lynches Regional Council of Governments**  
**36 West Liberty Street, Sumter, SC 29150**

**MINUTES**

**Members Present:**

Clarendon – Charlie Gavin, Beverly Moberg, Dan Yount  
Kershaw - Sid Isler (Chairman), Dr. James Coleman, Jean Duncan, Ed Garrison, John Hornsby, Joe Redfearn, Dean Riddle, Craig Smith  
Lee – Thaddeus Dickey  
Sumter – Bobby Anderson, Rob Fauvie, Ginny Dority (Vice Chair), Jeannie Gamble, Tom Garrity, Dr. Tim Hardee, George Kosinski, David Merchant, Joe Perry, Rev. William Randolph, Sharon Teigue, Donald Witherspoon

**Members Absent:**

Clarendon – Gail Duke (Excused), John Tindal (Excused)  
Kershaw – Mike Bunch (Excused)  
Lee – Jeff Burgess, Dr. Cleo Richardson (Excused), Troy Santoscoy (Excused)  
Sumter – Ryan Cagle (Excused), Hyacinth Kinley, (Excused), Rick Levy (Excused), Sonia Spivey (Excused), Gerald Vaughn (Excused), Anita White (Excused)

**Staff Present:**

James T. Darby, Jr., Executive Director, SLRCOG, Les Thompson, Interim One-Stop Operations 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; Brenda Golden Workforce Development Youth Director, Bruce Mills, Santee-Lynches Research Analyst, Ms. Qualisha Belton, One-Stop Lead Case Manager, Sumter Office, Ms. Pamela Williams, One-Stop Lead Case Manager, Camden Office, Ms. Nicki McLaughlin, Job Developer, Sumter Office.

**Guests:**

Ms. Gretchen Kirby, Senior Researcher, Mathematica Policy Research, Washington, DC  
Mr. Kal Kunkel, Palmetto Youth Connections  
Ms. Erin Beer, Palmetto Youth Connections  
Ms. Glynda Miller, Palmetto Youth Connections

## 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 6:00 PM. Welcoming remarks were given by Chairman Isler followed by an invocation by Reverend William Randolph and the Pledge of Allegiance. Ms. Gwen Davis, Workforce Development Deputy Director, introduced new Staff Member, One-Stop Staff Members and the guests.

Chairman Isler entertained a Motion to approve the Workforce Investment Board (WIB) Meeting Minutes of December 14, 2010. **The Motion was made by Mr. Tom Garrity and seconded by Ms. Sharon Teigue to approve the minutes from the December 14, 2010 WIB Meeting.** Chairman Isler asked if there was any discussion. There being no discussions, Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

## II. Committee Reports:

### A. One-Stop Committee:

Mr. Joe Redfearn, Chairman of the One-Stop Committee, reported that the One-Stop Committee met at 5:00 PM today and reviewed and discussed the draft copy of the contract between Santee-Lynches Regional Council of Governments (SLRCOG) and the Santee-Lynches Workforce Investment Board (SLWIB). A final copy of the contract will be presented to the WIB Board at the March Meeting. He informed the WIB Members of the Memorandum of Agreement (MOA), which has been executed between the SLRCOG and the SLWIB. The MOA allows us to move forward. Chairman Redfearn congratulated Mr. Craig Smith, who has been hired as the Regional Area Director for South Carolina Department of Employment and Workforce (SCDEW).

Mr. Les Thompson, Interim One-Stop Operations Director, briefed the WIB Members on the following items after passing out a handout listing all staff members for SCDEW and WIA at the One-Stops in Sumter and Camden.

- The importance of teamwork between WIA and SCDEW Staff – i.e. regarding job descriptions, training, etc.
- The statewide Virtual One-Stop data base. Mr. Thompson explained that the VOS data base is where resumes are entered into for the customers and job orders are entered for employers. He stated that Ms. Nicki McLaughlin, job developer, will be contacting each WIB Members at their businesses.
- Mr. Thompson gave an illustration of a lock and key to explain that the resumes are like the key and must match perfectly to be able to unlock the lock. He stated that opportunities have been missed in matching employees with employers. Up until this point, all resumes and job orders have been placed in VOS and there is room for improvement in this area.
- VOS Staff Training. For the next six weeks, Staff will be trained on VOS Resume Building functions Friday from 2:30 PM until 4:00 PM. Training results will be evaluated by Mr. Craig Smith and Mr. Les Thompson.
- File Review. The Staff is in the process of reviewing all files to access the status of

activities.

- One-Stop New Hours: The One-Stops will be closing the doors daily Monday – Thursday at 4:00 PM to allow staff to process paperwork and at 2:00 PM on Fridays for training.

Mr. Thompson invited WIB Members to visit the One-Stop in Camden or Sumter on Monday, January 24<sup>th</sup> from 8:00 AM until 9:00 AM to see an upfront view of the day-to-day operations.

In closing, Mr. Thompson thanked Mr. Craig Smith for his support and teamwork.

#### **B. Youth Council:**

Ms. Beverly Moberg, Chairman of the Youth Council, began by reading the mission statement of the Youth Council: “Build a regional network that supports and trains our Youth to prepare them for educational success, satisfying employment, and rewarding citizenship”. Council Chairman Moberg informed the WIB that the Youth Council has selected Henkels and McCoy (dba Palmetto Youth Connections) as the new Youth Program Provider and that they are reviewing the files of approximately 180 participants, as well as, signing up new participants and making referrals to other agencies such as Adult Ed. Council Chairman Moberg called on Mr. Kal Kunkel to give a brief update on the start-up process. Mr. Kunkel stated that they have just hired the staff to run the youth program and have meet with the directors of Adult Ed in the four counties.

Next Council Chairman Moberg stated that tonight marks an important milestone for the Youth Council. She informed the WIB that the Youth Strategic Plan has been completed and will be a blueprint for activities in the coming years. The development of the strategic plan kicked off in August 2010 and was followed by meetings with four focus groups involving school superintendents, higher education, principals, industry leaders, community leaders and parents, who offered their valuable insight. These groups were lead by the Youth Consultant, Mr. John Metcalf with Corporation for a Skilled Workforce. The discussions and data were gathered from the four focus groups and six additional hours of Youth Council brainstorming resulting in the Youth Strategic Plan, which was emailed to each WIB Member prior to the WIB Meeting. Council Chairman Moberg stated that the four areas identified through the process are as follows:

- Alignment between Business needs and curriculum
- Network Development between Business, Parents and Education
- Connections between Education and Parents
- Campaign for Valuing Education

Council Chairman Moberg informed the WIB Members that the Youth Council has devised goals and strategies for each of these areas and if the Strategic Plan is approved by the WIB tonight, the Youth Council will form Ad Hoc Committees and will name a chairman to each of these four Ad Hoc Committees. Each area will develop the goals and strategies already identified and will bring in people from outside the Youth Council as needed for their expertise. Council Chairman Moberg asked if there were any questions regarding the Strategic Plan.

There were none. She called on Ms. Brenda Golden to read the motion from the Youth Council to get WIB approval to adopt the Youth Strategic Plan. Ms. Golden read the following motion.

A recommendation in the form of a motion is brought forth from the Youth Council to the WIB to adopt the Youth Strategic Plan. *(A copy of the Youth Strategic Plan was included in the WIB meeting packet).*

Chairman Isler called for a motion:

**A motion was made by the Youth Council and seconded by Mr. Thaddeus Dickey to adopt the Youth Strategic Plan.** Chairman Isler asked if there was any discussion. There being no discussions, Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

**B. Finance Sub-Committee:**

WIB Chairman Isler reminded the WIB Members that at the last WIB Meeting, the By-Laws were amended to delete the Finance Committee and a Finance Subcommittee was formed and Mr. Charlie Gavin has agreed to chair this committee.

Mr. Charlie Gavin, Chairman of the Finance Subcommittee, reported that the Finance Sub-Committee, consisting of WIB Members: Mr. Charlie Gavin, Ms. Ginny Dority, Mr. David Merchant, and Ms. Hope Turner, WD Finance Coordinator, met on Tuesday, January 11<sup>th</sup>. This committee will meet quarterly or “as needed”. The Finance Sub-Committee will monitor and review the Workforce Investment Grants on a monthly basis with reports generated by Ms. Hope Turner. Any budget line item changes or finance issues will be discussed and presented as recommendations to the WIB Executive Committee. He explained that this committee will be the “sounding board” for Ms. Turner.

**D. Healthcare Sector Committee:**

Mr. Rob Fauvie, Chairman of the Healthcare Sector Committee, reported that this committee has not met since the last WIB Meeting, but they did have a conference call on Monday, January 17<sup>th</sup> and discussed the Santee-Lynches Healthcare Partnership Common Workforce Challenge Themes from Interviews in December 2010. *(A copy of the handout was given to each WIB Members prior to the Meeting).* He informed the WIB that Ms. Nancy Laprade completed the interviews and this committee will be reaching out to the public sector during the first or second week in February to review the common themes and develop a relationship.

**E. Executive Committee: (M)**

Chairman Sid Isler reported that the Finance Sub-Committee made a recommendation to the Executive Committee via email vote on January 14, 2011 to allocate \$50,000 of Adult funds to On-the-Job Training (OJT) and Work Experience (WE) and an additional \$50,000 of Dislocated Worker funds to OJT. By majority vote, the Executive Committee approved these funds for OJT and WE via email vote.

Ms. Gwen Davis stated that OJT and WE were not included in the budget as a line item under the previous contract. However, the Finance Subcommittee has identified that inclusion of OJT and WE funds into the budget supports the shift to a “demand driven” model.

Chairman Isler called for a motion:

**A motion was made by the Executive Committee and seconded by Mr. Bobby Anderson to allocate \$50,000 of Adult funds to On-the-Job Training (OJT) and Work Experience (WE) and an additional \$50,000 of Dislocated Worker funds to OJT.** Chairman Isler asked if there was any discussion. There being no discussion Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

### **III. USDOL WIA Evaluation of Adult and Dislocated Program:**

Mr. Jim Darby introduced our guest speaker, Ms. Gretchen Kirby, who is a Senior Researcher for Mathematica Policy Research from Washington, DC.

Ms. Gretchen Kirby explained that Mathematica is a nonpartisan policy research firm that conducts research and surveys for federal and state governments, foundations and private sector clients. Ms. Kirby stated that the Workforce Investment Act of 1998 (WIA) provides \$3 billion annually for employment and training services. Because these services have not been assessed for effectiveness, there is not enough information available to determine how these funds are affecting the customer’s employment opportunities and earnings. In response, the US Department of Labor (DOL) has funded a study to assess the effectiveness of the WIB intensive and training services provided through Adult and Dislocated programs. She was pleased to announce that the Santee-Lynches region had been selected among thirty local workforce investment areas in the United States to participate in this study of evaluating the Adult and Dislocated Worker Programs. Ms. Kirby explained that for each program, five questions will be asked:

- How do the WIA-funded intensive services affect customers’ employment rates, earnings, and other related outcomes?
- How does the WIA-funded training affect customers’ employment rates, earnings and other related outcomes?
- What is the effect of these services on subgroups of customers defined by customer and program characteristics?
- How are these services implemented, and how do differences in implementation affect customers’ employment, earnings and related outcomes?
- Are the benefits of these services measured in dollars greater than their costs?

She further explained that all eligible adults and dislocated workers in the study sites will be randomly assigned to one of three research groups defined by the WIB-funded services that they can receive: (1) all WIA services (core, intensive and training services); (2) core and intensive services only; and (3) only core services. She further explained that random assignment will occur just before eligibility determination for WIA is made. She added that eighty-four (84%) percent of the participants will be able to access all WIA services. In addition,

two follow-up surveys will be conducted; administrative and program data will be collected; and detailed information will be collected through interviews with program staff.

Ms. Kirby explained the benefits to participating in this study:

- Receipt of timely findings;
- Opportunities to discuss program issues and policy with senior staff at the USDOL;
- Opportunities to meet with other staff participating in the study;
- Financial compensation.

Requirements of LWIAs participating in the study:

- Have participants/customers sign a study consent form and complete short information and contact forms;
- Enter the data into a web-based information system;
- Provide only the WIA-funded services to customers for which they had been assigned;
- Provide information to the study team on services received by the customers;
- Participate in on-site visits conducted by the study team.

Ms. Kirby further explained that the study team will support and train the LWIA Staff and reminded the WIB that the LWIA will be compensated for participating in the study.

Key milestones were highlighted:

- Training will begin in February 2011;
- Random assignment of customers will begin March 2011 and will continue for eighteen (18) months;
- Data on new WIA-eligible adults and dislocated workers will be entered into the study for an additional fifteen (15) months after the random assignment has ended;
- Within six-months, the research team will provide feedback;
- The release of the first findings will be in 2014 and final findings in 2015.

There was discussion on random selecting of clients and who would receive core services only, core and intensive services and all levels of WIA services. Ms. Kirby indicated that the process is similar to a lottery with an equal playing field on who will receive a particular level of service(s). She again reminded the WIB Members that only 8% of the customers would receive core services and only 8% would receive core and intensive services only. The remaining 84% could receive all levels of WIA services. Concern was shared by the Board Members regarding the 16% of the customers who would not be allowed the opportunity to receive all levels of WIA services even though they may qualify for them. The question was asked if there was enough Staff to participate with this Pilot project. Mr. Darby stated that this pilot project will involve some staff training, but if we want our region to be the best, we must work with the best and participate in opportunities that may assist the region with obtaining success. There were again questions on randomly selecting the group of clients, who would receive limited services and it was asked what the benefit would be to this group of customers to participate in this study. Ms. Kirby explained that this group of customers could be offered services after 15-months. It was further explained that the customers would be informed of

the Pilot program, and the staff would explain the survey to the customers before they receive any services. Not everyone who enters the One-Stops would receive all services, but everyone has an equal chance to receive all services. The question was asked if part of the intent of the study was to show that the customers, who receive core services only could find employment with their current skills versus the customers, who receive WIA funded services. Ms. Kirby responded that the intent of the survey is to show just the opposite. It was also questioned whether a client could elect not to participate in the survey. Ms. Kirby answered “yes” and that the client still would not be able to receive any of the services. Additional concerns were shared regarding clients’ reactions to this process, as well as, how it could affect the reputation of the One-Stop System and the WIB Board.

There being no further discussion, Chairman Isler called for a motion:

**A motion was made by Chairman Sid Isler and seconded by Ms. Ginny Dority to accept the invitation from the US Department of Labor to designate the Santee-Lynches Workforce Region as a pilot study site and to authorize Santee-Lynches Investment Staff to enter into a Memorandum of Agreement to implement the evaluation process.** Chairman Isler asked if there were any addition questions or discussion. There was none. Chairman Isler called for a vote. **Although there was opposition, the majority of the WIB Members voted in favor, and the motion passed.** After the vote, Mr. Dan Yount asked the question on what our liability would be participating in this study?

#### **IV. Chairman’s Comments:**

Chairman Isler informed the WIB Members that he would be representing our region in the Pee Area on Wednesday, January 19<sup>th</sup>. He reminded WIB Members of the continuation of tonight’s WIB Meeting at the Sumter and Camden One-Stop Centers on Monday, January 24<sup>th</sup>. WIB Members are encouraged to visit the Sumter or Camden One-Stop Centers from 8:00 AM to 9:00 AM on this date (January 24<sup>th</sup>) in order to witness the provision of services at the One-Stops and SCDEW buildings. WIB Members will also have the opportunity to observe and ask questions regarding SCDEW functions and WIA One-Stop functions.

#### **V. Adjournment**

There being no further business, the Santee-Lynches Workforce Investment Board Meeting was adjourned at 7:09 PM.

Respectfully submitted,

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Donna Thames, Workforce Development Administrative Assistant

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Sid Isler, Workforce Investment Board Chairman