

Santee-Lynches Regional Council of Governments
Santee-Lynches Workforce Investment Board
Board of Director's Meeting
May 17, 2011 – 6:00 PM
Santee-Lynches Regional Council of Governments
36 West Liberty Street, Sumter, SC 29150

MINUTES

Members Present:

Clarendon – Gail Duke, Charlie Gavin, Beverly Moberg
Kershaw - Sid Isler (Chairman), Jean Duncan, Ed Garrison, Joe Redfearn, Craig Smith
Lee – Thaddeus Dickey, Troy Santoscoy
Sumter – Bobby Anderson, Ryan Cagle, Ginny Dority (Vice Chair), Rob Fauvie, Tom Garrity, Dr. Tim Hardee, Rick Levy, David Merchant, Joe Perry, Reverend William Randolph, Sharon Teigue, Anita White, Donald Witherspoon

Members Absent:

Clarendon – John Tindal (Excused), Dan Yount (Excused)
Kershaw – Mike Bunch (Excused), Dr. James Coleman (Excused), John Hornsby, Dean Riddle (Excused)
Lee – Dr. Cleo Richardson
Sumter – Jeanie Gamble (Excused), Hyacinth Kinley (Excused), George Kosinski (Excused), Gerald Vaughn (Excused)

Staff Present:

James T. Darby, Jr., Executive Director, SLRCOG; Gwen Davis, Interim One-Stop Operations Director; Areatha Clark, Workforce Development A/E Interim Director; Hope Turner, Workforce Development Finance Coordinator; Donna Thames, Workforce Development Administrative Assistant; Becky Thomas, Workforce Development Finance Assistant; Brenda Golden Workforce Development Youth Director; Bruce Mills, Santee-Lynches Research Analyst; Qualisha Belton, Sumter One-Stop Site Manager; Pamela Williams, Camden One-Stop Site Manager

Guests:

Abby Linden, Grants Manager, SC Department of Employment & Workforce (SCDEW); Kal Kunkel, Palmetto Youth Connections; Ashleigh Sease, Palmetto Youth Connections; Mary Ann Sewell, 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 6:05 PM. Welcoming remarks were given by Chairman Isler followed by an invocation by Reverend Randolph and the Pledge of Allegiance. Ms. Areatha Clark, Interim Workforce Development A/E Director, introduced the guests.

Chairman Isler entertained a Motion to approve the Workforce Investment Board (WIB) Meeting Minutes of March 15, 2011. **A motion was made by Ms. Beverly Moberg and seconded by Mr. Bobby Anderson to approve the minutes from March 15, 2011.** 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.**

II. Committee Reports:

A. One-Stop Committee:

One-Stop Committee Chairman Joe Redfearn presented background information regarding the contract for the One-Stop Operator. The One-Stop Committee met on April 19th and the Executive Committee met on April 21st. Since those meetings, Chairman Redfearn stated that there have been changes with the operation of the One-Stops. Mr. Les Thompson, who was the Interim One-Stop Operations Director, and Ms. Nicki McLaughlin, Job Developer, have both resigned. Chairman Redfearn stated that there was good discussion in the Executive Committee Meeting held today at 5:00 PM on whether to continue with the Santee-Lynches Regional Council of Governments (SLRCOG) as the One-Stop Operator or to go out with a RFP.

Chairman Redfearn read the following: **A motion is brought forth to the WIB from the Executive Committee to go out for an RFP for the One-Stop Operator. The motion was seconded by Ms. Ginny Dority.** WIB Chairman Isler asked if there was any discussion.

One-Stop Committee Chairman Redfearn responded that prior to the Executive Committee Meeting today, he was unsure of what direction to go and he stated that he would answer any questions or concerns. Mr. Rick Levy requested clarification on the decision made today by the Executive Committee versus the decision made by the One-Stop Committee. When the One-Stop Committee met on April 19th, their recommendation was to continue with the SLRCOG as the One-Stop Operator. Now with the motion being presented to the full WIB Board to go out for an RFP, an outside agency/company will be brought in to run the WIA Program at the One-Stops. Chairman Redfearn stated that other regions have had good experiences with outside agencies. It was originally thought that we had an advantage with the SLRCOG being the One-Stop Operator. Mr. Bobby Anderson stated that when we go out for a RFP, let's vet people before we let them submit a bid. We have had successes and failures and I would like to move forward. Ms. Dority stated that as a board we cannot determine if someone is successful in 90 days or even one year and she would like to see future contracts extended for at least two years. Ms. Sharon Teigue questioned if the SLRCOG has not been successful as the One-Stop Operator? One-Stop Chairman Redfearn replied that the SLRCOG has not been as successful as the One-Stop Committee would have liked. At the same time, we understood patience was required to put systems in place, but

with Mr. Thompson's departure, we don't know what direction the One-Stop is going. Ms. Dority asked what the enrollment numbers have been. There have only been one enrolled in training and Mr. Craig Smith added that the Board must be patient, but if the One-Stops don't meet the State Performance Standards, the State can take it over. It will take two years to meet performance with any agency. One-Stop Chairman Redfearn replied that there were other issues that were not related to the number of enrollments in the WIA Program; such as a letter sent to the SLRCOG One-Stop Staff by Mr. Darby extending their period of probation until June 30, 2011. With the resignation of Mr. Thompson and Ms. McLaughlin, as a Committee we had to re-evaluate our decision on the SLRCOG being the One-Stop Operator.

Chairman Isler replied that there is a motion to go out for an RFP, but encouraged the WIB Members that if they felt strongly one way or the other to vote accordingly. **Twenty-one WIB Members were in favor of going out for an RFP; Mr. Craig Smith and Chairman Isler abstained. The Motion passed.**

In conclusion, One-Stop Committee Chairman Redfearn stated that the Staff has worked hard, but in the end we need to go in another direction. As discussed in the Executive Committee Meeting, the contract with the SLRCOG could be requested to be extended until the end of July by letter to the SLRCOG Board in anticipation that the new contract could begin August 1st. Ms. Ginny Dority asked to be included on the Rating and Ranking Committee. There was discussion on where the RFP would be advertised. Ms. Areatha Clark responded that at a minimum the advertisement would be on the COG's website, the WIB's website, advertised in SCBO and in the newspapers in all four counties.

B. Youth Council:

Youth Council Chair Beverly Moberg reported that the Youth Council met today at 4:00 PM and had over twenty (20) in attendances along with a Student, who is participating in the Youth Program. The Youth Council is continuing to work on carrying out its new Strategic Plan approved by the WIB in February and have created focus areas to address each goal and develop benchmarks and timeframes. Committee members will be heading up each goal and may be contacting WIB Members to assist them. Mr. Kal Kunkel with Palmetto Youth Connections has agreed to help. At a later date, the Youth Council may request that the WIB amend its strategic plan to encompass the Youth Council's goals.

Youth Program Update from Brenda Golden, Youth Director:

Ms. Golden reported on the progress of the out-of-school youth program for youth 16-21 and reminded the Board Members that the WIB is charged with overseeing this program through its Youth Council, which contracts out the service to one or more providers. Last December, the WIB ended its relationship with the Paxen Group which struggled in achieving both new enrollments and meeting State performance measures. Ms. Golden presented a Power Point slide illustrating who the program serves. She shared information on the distribution of WIA Youth Funds (Sumter 46.92%, Clarendon 20.59%, Kershaw 21.06% and Lee 11.42%) and stated that in order for the Youth Program to be successful, the Youth Provider Staff must not only locate participants but identify those who are able to

complete the program. Ms. Golden reviewed the next Power Point slide, which listed who is an Eligible Youth: (Age 16-21, Out of school, low income individual, and have a barrier such as deficient in basic literacy skills, school dropout, homeless, runaway or foster child, pregnant or parenting, offender, or someone who requires additional assistance to complete an educational program). Next, Ms. Golden reported that the report card consists of three performance measures and stated that the participants may be counted in one or more measures:

61%
**Placement in employment
or education**

55%
**Attainment of degree
or certificate**

45%
Literacy/numeracy gain

These performance measures will remain low for six months to a year until participants cycle out of the program. Ms. Golden explained that now it is so important to focus on suitability, not just eligibility. We need participants who will not only qualify for the program but who are likely to succeed and bring these numbers up. We need students who are academically ready. Ms. Golden reminded the WIB that the Youth Program is only meeting one of the above goals at present due to the issues with the previous provider, and with the summer ARRA Youth Program. ARRA participants eventually were deemed to count in our performance measures and most did not become employed.

Youth Program Update: Kal Kunkel, Palmetto Youth Connections:

Mr. Kal Kunkel, Regional Manager with Palmetto Youth Connections (PYC), presented a Power Point presentation to the WIB Members on the current status of their Youth Program. He gave an overview of his report by presenting the timeline of actions to date, significant accomplishments, caseload status, youth in training status, and the Santee-Lynches Youth Outlook for 2011-2012.

Timeline Reviewed:

January-February, 2011

- Transitioned the Paxen Facility, building contents and participant files
- Hired and trained staff
- 100% file audit and contacted 107 former Paxen students
- Established Partnership with Adult Education in all 4 counties

March-April 2011

- Staff completed CPR, AED and First Aid training.
- Enrolled 19 new Youth
- GED and/or Diplomas Earned – 5; Vocational training – 12+, Literacy and Numeracy Gains – 5
- Staff Training
- Met with Community Partners

May-June 2011

- Presentations for the Youth
- Coordinating workshops
- Enrolled 8 new Youth through May 16th
- New Program Manager hired – MaryAnn Sewell
- Will focus on new enrollments.

Accomplishments to Date Reviewed:

- Transitioned PYC Career Coaches into the Adult Education locations in all four counties.
- Moved out the former Paxen Office; therefore saving money that can be moved out of the operating account to the program account.
- Developed Community Partnerships with Goodwill Job Connection in Camden, Clarendon County Probation & Parole, Sumter County Prevention Team, Clarendon District #1 Parenting Program, and Lee Coalition.

The caseload status was reviewed and PYC anticipates 37 new enrollments in the next six weeks. The number of participants in training was reviewed: 76 active enrollments; 40 currently in training; 20 pending new training start and 16 pending exit. The Power Point presentation categorized the participants who were in basic skills training, GED Prep, P.C.A., C.N.A., Phlebotomy and Welding – a total of 40. Again, Mr. Kunkel stressed that their focus on enrolling participants in the program is on suitability and readiness to succeed. The last slide reviewed was the PYC Youth Outlook for 2011-2012.

Chairman Isler thanked Mr. Kunkel for his presentation and asked for any questions. Ms. Moberg asked if PYC would consider participating in “an introduction to Industry” in the future.

C. IWT Rating and Ranking Committee:

At the request of Mr. Gavin, Ms. Hope Turner, Workforce Development Financial Manager, reported that the Santee-Lynches Workforce area is unsure of the award amount of funds for Program Year 2011 for Incumbent Worker Training (IWT) funds, but are anticipating approximately \$112,000. Open Procurement for the funding has been completed and there were thirteen (13) proposals submitted totaling \$556,383. The Rating & Ranking Committee reviewed each of the proposals and makes the following recommendation:

A motion is brought forth to the WIB from the IWT Rating & Ranking Committee/Finance to utilize IWT funds by awarding the following Businesses/Industries IWT Grants when funding becomes available:

The funding will be awarded to the following:

- **Clarendon County: Meritor - \$50,000 (To be negotiated when funding is known)**
- **Kershaw County: Forgitron - \$19,275**
- **Sumter County: Color-Fi - \$12,000 and Sumter Packaging - \$32,000**

WIA Staff will inform the successful companies that their applications are approved, but pending awaiting a final determination of the availability of funds. Once final notification is received from SCDEW, Staff will issue award notification to the approved companies.

Chairman Isler asked if there were any questions. Ms. Turner was asked if any of the companies were on a time constraint and Ms. Turner responded that the money was not going to be available until July 1st; therefore no issue with the constraints is anticipated.

Chairman Isler called for the vote. **All were in favor, except Ms. Moberg who abstained. The motion passed.**

D. Healthcare Sector Committee:

Mr. Rob Fauvie, Healthcare Sector Committee Chairman, reported that the Private and Public Sector met on April 14th and three challenges were identified:

- Challenge #1 – Nursing shortages – (Les Thompson was to set up a work group);
- Challenge #2 – Shortages in Key Allied Health Occupations – Occupational Therapy (OT), Physical Therapy (PT) and Emergency Medical Services (EMS) – (Survey the hospitals to determine how many PTA they would anticipate hiring over the next 2-5 years). Bruce Mills and Brenda Golden were both to assist. Bruce will distribute surveys and Brenda is to develop and sponsor a health science symposium.
- Challenge #3 – Computer Skills – (Les Thompson was to contact Cheryl Martin at Tuomey Hospital to explore training options with Meditech)

The common theme among the Challenges as outlined above was the involvement by Mr. Les Thompson; now the Healthcare Sector Committee will need the WIB's support going forward.

E. Finance Sub-Committee:

Ms. Turner asked WIB Members to refer to the Santee-Lynches Regional Council of Governments (SLRCOG)'s dashboard Report Card for Program Year 2010 that was emailed to WIB Members on May 16th. The Fund Utilization Rate Chart was reviewed first by Ms. Turner and she reported that 100% of the Adult ARRA funds; 99% of the DW ARRA funds and 95% of the Youth ARRA funds had been spent. She added that this money must be spent by June 30th. She projected that approximately \$1.4 million of the WIA formula funds will be carryover money and stated that WIA Staff is anticipating approximately \$1.98 million for Program Year 2011.

A copy of the preliminary proposed budget was provided to each WIB Member. Ms. Turner stated that this was a mute point now in light of the recent decision of the WIB Board. She asked if there were any questions. Mr. Charlie Gavin questioned whether or not there would be an issue with making payroll. Ms. Turner responded that there should be approximately \$3.4 million available for next year. Ms. Turner was questioned about the availability of the IWT funds. Ms. Turner deferred the question to the Grants Manger for this region from SC Department of Employment and Workforce (SCDEW), Ms. Abbey Linden. Ms. Linden explained that when funds are cut, then IWT funds and other funds are cut. There was group discussion on why there is carryover money and Ms. Turner reviewed the dashboard and the thirty-six (36) participants in training. She further explained that the formula money is good for two years and they always carry over at least \$400,000 each year for the first quarter. She explained that with Adult and DW money, the SLRCOG only receives twenty-five percent (25%) of the money for the first quarter, while one hundred percent (100%) of the Youth funds are received. Ms. Turner was asked if unobligated funds

had ever been required to be returned to SCDEW. She responded “no” during her past four years she had been employed at the SLRCOG.

F. Executive Committee:

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

Motion 1: RFP for Transportation:

At the request of Chairman Isler, Ms. Areatha Clark, reported that currently, the Santee-Lynches Regional Council of Governments has a contract with Santee-Wateree Regional Transportation Authority (RTA) to provide Adult and Youth transportation services, which will expire June 30, 2011. Two options were presented to the Executive Committee for the new Program Year 2011: (1) Extend the contract with RTA or (2) access a SC Department of Transportation (SCDOT) grant and use federal matching funds in the amount of \$32,500 with WIA funds. Matching SCDOT funds with WIA funds provides an opportunity to maximize WIA funds and this opportunity to leverage funding supports the State Standards. Per DOT’s requirements, a new RFP must be issued when using SCDOT grant money. At the April 21st, 2011 Executive Committee Meeting, a motion was made to issue an RFP in conjunction with the SCDOT grant, which will provide matching funds. The Request for Proposal (RFP) to advertise WIA Adult and Youth Transportation Services for Program Year 2011 was released on May 2, 2011 with a due date of June 6th. Based on the timeline, WIA Staff is anticipating that the procurement process and WIB approval will require an extension of time on the current contract with RTA to the end of August. As a result, Ms. Clark read the following motion: **A motion is brought forth to the WIB from the Executive Committee to extend the contract with Santee–Wateree RTA until August 31, 2011.** Chairman Isler asked if there was any further discussion. There was no discussion; Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

Motion 2: IT Equipment Update:

Ms. Clark provided the update that IT Equipment had been approved by the WIB Board for the Job Developers using Incentive Funds from PY10. Since there is a balance of funds for PY09 that will expire on June 30, 2011, WIA Staff has requested that these funds be used to purchase the IT Equipment (two new laptops and one existing laptop that will be upgraded). The budget for PY10 will be modified at a later date. Ms. Clark read the following motion: **A motion is brought forth to the WIB from the Executive Committee to revise Program Year 2009 Incentive Budget in the amount of \$4,230.49 that was designated for Board and Staff Training to purchase laptops and service for the Job Developers.** Chairman Isler asked if there was any further discussion. Ms. Dority questioned why we were purchasing equipment for Job Developers that may not be needed in light of going out for an RFP for a new One-Stop Operator. Ms. Clark responded that the equipment is needed for the Job Developers now and for the Job Developers under the next contract. We want to have the resources available for the Job Developers. Ms. Beverly Moberg asked if the Job Developers will need training. Ms. Clark responded by informing the Board that the SCDEW (State) is procuring training for the job developers, so that a Statewide approach is being utilized. Working meetings are also held with job developers. There being no further discussions;

Chairman Isler called for a vote. **All were in favor, except for Mr. Rick Levy, who opposed. The motion passed.**

Motion 3: Youth Program Activities Agreement between SLWIB and SLRCOG:

Ms. Clark reported that is a Memorandum of Agreement in place now between the Santee-Lynches Workforce Investment Board (SLWIB) and the Santee-Lynches Regional Education Center (SLREC)'s Advisory Board to combine the REC Coordinator and the WIB Youth Director to create one Youth Program effective November 1, 2010. Included in the MOA document was a job description, a budget and certain outcome measures. The proposed Youth Program Activities Agreement includes the dual roles and responsibilities of Brenda Golden as the WIB Youth Director and the Regional Education Coordinator. Sixty (60) percent of her time is allocated for WIA and forty (40) percent is allocated for Regional Education Center (REC). This Agreement will be in place thru June 30, 2011. Ms. Clark read the following motion: **A motion is brought forth to the WIB from the Executive Committee to approve the Youth Program Activities Agreement between SLWIB and SLRCOG and to authorize the WIB Chairman to sign the Agreement.** Chairman Isler asked if there was any further discussion. There was no discussion; Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

Motion 4: Youth Contract:

Ms. Clark stated that today's evaluation was conducted by the Youth Council and as a result a motion was presented and approved by the Executive Committee to extend Henkels & McCoy dba Palmetto Youth Connections' contract for PY11. As a result, Ms. Clark read the following motion: **A motion is brought forth to the WIB from the Executive Committee to continue with Henkels & McCoy dba Palmetto Youth Connections as the Youth Provider and extend their contract for Program Year 2011.** Chairman Isler asked if there was any further discussion. There was no discussion; Chairman Isler called for a vote. **All were in favor and the motion passed unanimously.**

III. Report from the Nominating Committee

Chairman of the Nominating Committee, Mr. Troy Santoscoy, gave a report from the Nominating Committee, who consisted of the following members:

- Troy Santoscoy – representing Lee County
- John Tindal – representing Clarendon County
- Craig Smith – representing Kershaw County
- Bobby Anderson – representing Sumter County.

On behalf of the Nominating Committee, Mr. Santoscoy made a recommendation to elect Ms. Ginny Dority as the new 2011 WIB Chair and to elect Ms. Beverly Moberg as the new 2011 WIB Vice-Chair. Chairman Isler asked if there were any nominations from the floor. There were none and Mr. Gavin made the **motion to close the floor for nominations and it was seconded by Ms. Teigue.** (The candidates were excused from the room). Chairman Isler called for a vote. **All were in favor of electing Ms. Dority as Chair and Ms. Moberg as Vice-Chair for Program Year 2011 and the motion passed unanimously.**

V. Other Business

None were forthcoming.

VI. Chairman's Comments

Chairman Isler commented that he had enjoyed working with the WIB Board and with the Staff. There have been tough decisions that had to be made and hopefully we have made the right decisions.

There being no further business, the Santee-Lynches Workforce Investment Board Meeting was adjourned at 7:19 PM.