



## Upstate Workforce Board Meeting Minutes

September 19, 2016

8:30 a.m.

Spartanburg YMCA

### Board Members Present

Mr. Curtis Anderson, Chair  
Mr. Wade Ballard  
Mr. Shelley Blount  
Mr. Bill Brasington  
Ms. Tammy Cooley  
Ms. Elizabeth Guzzo  
Mr. Craig Jacobs  
Ms. Pamela Kennedy  
Ms. Kathy Jo Lancaster  
Ms. Cherie Pressley  
Mr. Carter Smith  
Ms. Jennie Thomas  
Ms. Marianne Van Fossen  
Mr. David Wall  
Ms. Martha Young

### Board Members Absent

Mr. Ryan Childers  
Mr. Jim Cook  
Mr. Charles Ewart  
Mr. Wayne Gregory  
Mr. Robert Faucett

### UWB Staff Present

Ms. Ann Angermeier  
Mr. Brent Bishop  
Mr. Dwayne Hatchett  
Ms. Kara Tanenbaum  
Ms. Dana Wood

### Guests Present

Ms. Michelle Hawkins  
Mr. Zack Nickerson  
Mr. Doug Stephenson

### Welcome

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:34 a.m.

### Approval of Meeting Minutes

The minutes of the May 23, 2016 meeting were reviewed. ***Mr. David Wall made a motion to accept the minutes as written. Ms. Martha Young seconded the motion. There were no abstentions and the motion carried.***

### MOU/RSA Update

Ms. Dana Wood provided an update to the Committee:

- PY14 and PY15 -- the Upstate Workforce Board has reached an agreement with the Department of Employment & Workforce (SCDEW). Agreements have been signed and SCDEW will be mailing a check for approximately \$56,000. The staff will make specific request for allocation when necessary.
- PY16 -- UWB currently has a draft in place and currently clarifying some language with SCDEW over IT and the sharing of costs with the resource room. Ms. Wood hopes to finalize the language

by the end of the week. SCDEW's goal is to have all local area MOU/RSAs signed by September 30, 2016. The Upstate WB is working diligently with SCDEW to meet that goal.

- Co-location in Spartanburg -- there were three areas of concern that SCDEW had before agreeing to co-locate: (1) creating a civility policy to encourage positive behavior—an ad hoc committee created a draft policy and the policy was recently issued as a state instruction letter; (2) concerns about parking, which SC Works Upstate has addressed by adding signage in the parking garage ; (3) budget, which could not be provided until UWB knew the number of employees relocating and how the offices would be set up. There are some construction costs within the space that SCDEW is fully funding. These details are being finalized and a draft budget has been presented to SCDEW for consideration.
- Cherokee office – SC Works Upstate and SCDEW with the assistance of Upstate WB staff have been searching for a new permanent location for the SC Works Cherokee office. After much research, both groups decided to lease a space at Tiffany Park. The goal is to be operational at the new location before the end of the year. There are several ADA modifications to be made as well as addressing IT set up. Both of these items take time. Both groups are working together collaboratively to achieve this goal.
- With the transition of SC Works working towards co-location with SCDEW in Spartanburg and Cherokee, there are some associated costs relating to the following line items: rent, phone/internet, utilities, equipment rental (copier) and facility cost (shred services, janitorial, business licenses, etc.). Also, SC Works Union was not charged rent in PY15. Union County will be charging rent for PY16. Rent was not built in the original budget ResCare budget. The items listed above amount to roughly \$16,000.00. Many of the cost associated with the \$16,000.00 will be cost shared with SCDEW. It is necessary to have the funding available upfront since the payments from SCDEW will not be received until quarterly billing is completed. Ms. Betty Guzzo asked why the center in Union is closed on Fridays. Staff replied that DEW is only in the center on Tuesdays and Thursdays. Friday is the day that WIOA staff work on business services and with economic development.

### **One Stop Committee Report**

Mr. Craig Jacobs, Committee Chair, reported on behalf of the One Stop Committee. The committee met on September 15, 2016. The SC Works Operating and Rapid Response financials for July 2016 were reviewed. As it is the beginning of the program year, there are not a lot of expenditures at this point. SC Works Union was not charged rent in PY15. Union County will be charging rent for PY16. Rent was not built in the original budget ResCare budget. The items listed above amount to roughly \$16,000.00. Many of the cost associated with the \$16,000.00 will be cost shared with SCDEW. It is necessary to have the funding available upfront since the payments from SCDEW will not be received until quarterly billing is completed. ***The committee recommended allocating \$16,000.00 of the PY14/PY15 RSA payment received by the Upstate WB to ResCare for services related to relocation (Cherokee and Spartanburg) and Union rent. The motion carried with no abstentions.***



### **Executive Committee Report**

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on September 12, 2016. During the meeting, Mr. Anderson provided a brief overview of the meeting with Ms. Pat Sherlock of SCDEW to discuss the Local Area Agreement between the local workforce areas and SCDEW. No negotiations were made and Upstate Workforce Board does not plan to sign it. There has not been any action or response from SCDEW since the meeting. There was also an update on MOU/RSA for PY14, PY15, PY16 and co-location in Spartanburg and Cherokee. Additionally, there are staff policies that remain to be approved by the Executive Committee, and Ms. Angermeier will compile these and send them out as poll votes to accomplish by the end-of-the year. There was an update that a secret shopper visited the SC Works Union location and had a negative experience. The report will be reviewed by the One Stop Committee.

### **Youth Report**

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on September 7, 2016 at the Youth Stop. The committee reviewed the program budget for ACHIEVE and The YouthStop (July 2016), Dashboards and progress reports. The Work Based Learning Expenditure Requirement was discussed. WIOA includes a new requirement that a minimum of 20% of local area youth program funds must be spent on work experience. Program expenditures on the work based learning elements can be more than just wages paid to youth in work experience. Allowable expenditures beyond wages can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientations for employers. Ms. Dana Wood shared that the Upstate WB is seeking information from the state to see how our local area compares to others in this spending category. The state currently doesn't have the ability to provide a comparison. The financial status report will soon be updated by SCDEW and will allow for accurate reporting and comparison. Mr. Bishop will start reporting this percentage at youth committee meetings.

### **Disabilities Committee Report**

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on September 15, 2016. The Committee provided feedback on the Disabilities Training, which was held on May 17, 2016 and for staff at SC Works, SCDEW, ACHIEVE and The YouthStop. Additionally, the committee reviewed their mission and the committee charter which includes making recommendations to the Upstate Workforce Board the full range of issues and services and suggesting ways to facilitate participation consumers with disabilities.

### **Local Plan Update**

Ms. Ann Angermeier, Executive Director, reported on the Local Plan, including:

- Division of Committees (five committees and chairs)
- 70% Basic skills deficient or low income
- Priority of Services 60/25/15

- Transportation lacking
- Regional Plan includes a 14 county area. There are 4 regions that include 4 area directors for each region. Mapping out sector strategy, talent pipeline and career pathways.

***Mr. Wade Ballard made a motion to approve the Local Plan document. Ms. Jennie Thomas seconded the motion. There were no abstentions and the motion carried.***

***Ms. Kathy Jo Lancaster made a motion to approve the Regional Plan document. Ms. Martha Young seconded the motion. There were no abstentions and the motion carried.***

#### **Other Business**

Ms. Angermeier spoke briefly about employment and training Millennials for the workplace and the differences between the Gen Y and Baby Boomer population.

#### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:42 a.m.

**Next meeting date: November 21, 2016**