



**Upstate Workforce Board**

**Meeting Minutes**

**January 23, 2017**

**8:30 a.m.**

**Spartanburg YMCA**

**Board Members Present**

Mr. Curtis Anderson, Chair  
Mr. Wade Ballard  
Mr. Shelley Blount  
Ms. Tammy Cooley  
Mr. Chuck Ewart  
Mr. Robert Faucett  
Ms. Elizabeth Guzzo  
Ms. Pamela Kennedy  
Ms. Cherie Pressley  
Ms. Jennie Thomas  
Mr. David Wall

**Board Members Absent**

Mr. Bill Brasington  
Mr. Ryan Childers  
Mr. Jim Cook  
Mr. Wayne Gregory  
Ms. Kathy Jo Lancaster  
Mr. Carter Smith  
Ms. Marianne Van Fossen  
Ms. Martha Young

**UWB Staff Present**

Ms. Ann Angermeier  
Mr. Brent Bishop  
Ms. Alice Lang  
Ms. Simone Mack-Orr  
Ms. Dana Wood

**Guests Present**

Ms. Kathy Bell  
Mr. Isaac Dickson  
Mr. Bob Friedman  
Ms. Michelle Hawkins  
Ms. Helen Merriweather  
Mr. Zach Nickerson  
Ms. Renee Standberry  
Mr. Doug Stephenson

**Welcome**

Mr. Curtis Anderson, Chair of Upstate Workforce Board, called the meeting to order at 8:35 a.m.

**Approval of Meeting Minutes**

The minutes of the November 21, 2016 meeting were reviewed. ***Mr. Chuck Ewart made a motion to accept the minutes as written. Mr. Shelley Blount seconded the motion. There were no abstentions and the motion carried.***

**One Stop Committee Report**

Mr. Craig Jacobs, Committee Chair, reported on behalf of the One Stop Committee. The committee met on January 10, 2017. There was a lengthy discussion regarding the utilization of training dollars. A fair amount of training money is not being spent. The UWB office plans to spend a significant amount of funds on outreach to help increase WIOA enrollments. Mr. Jacobs provided an update on the progress being made from the initial SC Works Union Secret Shopper Report. He stated that he, Mr. Curtis Anderson and Ms. Ann Angermeier had a fruitful meeting with staff from the Union office. UWB staff will continue to monitor progress and report updates to the committee as necessary. Mr. Jacobs then announced that it is time to solicit Requests for Proposals (RFPs) for competitive bids to run the One Stop Centers. This year The UWB will collaborate with our counterparts in Greenville. Three members each of the One Stop

Committees from both UWB and Greenville County Workforce Development will review the proposals and make a recommendation to each Board. With no questions, he presented the proposed changes to update the Supportive Services Policy. This included increases in the amount of reimbursement allowed for transportation, uniforms and work tools, and childcare. Ms. Ann Angermeier explained that by increasing the Supportive Services, SC Works Upstate may be able to reach more customers in outlying areas like Woodruff and Pacolet. **The Committee recommended approval of the Supportive Services Policy Update. The Board voted unanimously to approve the Supportive Services Policy Update with no abstentions.** Mr. Craig Jacobs presented the details of the proposed Budget Modification Request for ResCare. Ms. Dana Wood explained the proposed modification in detail. One highlight from her presentation was the allocation of \$195,000 proposed for Training and Supportive Services. Mr. Curtis Anderson asked where the additional money was coming from. Ms. Wood answered that the balance is coming from carry over funds as well as some resource sharing funds paid to the board by SCDEW. There was also a short discussion held on the topic of the board's partnership on Business Services with the Greenville Workforce Development Board. Ms. Angermeier noted that there is lots of successful partnering going on with Greenville. ***The committee recommended approval of the Budget Modification Request as requested. The Board voted unanimously to approve the Budget Modification Request with no abstentions.***

Mr. Craig Jacobs completed his report by mentioning other upcoming projects including proposals for a Transportation Assistance Program, and a January 25<sup>th</sup> Re-Entry Job Fair being held at SC Works in Spartanburg. Mr. Jacobs then asked staff to inform the board about the January 19<sup>th</sup> Poverty Simulation event. Mr. Doug Stephenson said they are planning a future Poverty Simulation which will focus on people who have just been released from prison and all the challenges they face with re-entry.

### **Executive Committee Report**

Mr. Curtis Anderson, Committee Chair, reported for the Executive Committee. The committee met on January 13, 2017. Mr. Brent Bishop presented the budget for July 2016 through November 2016. Overall the money is tracking well with only 42% of the budget being spent in the first half of the fiscal year. The committee reviewed updates to two policies: Conflict of Interest and Code of Ethics. Minor changes, shown on the marked-up copies given to Board members, included changing the name from Upstate Workforce Investment Board to Upstate Workforce Board and taking out references to the Youth Alliance.

**The committee recommended the approval of the updated Conflict of Interest policy. The Board voted unanimously to approve the updated Conflict of Interest policy, with no abstentions.**

**The committee recommended the approval of the updated Code of Ethics policy. The Board voted unanimously to approve the updated Code of Ethics policy, with no abstentions.**

The committee reviewed the request for a Budget Modification for the UWB office, as presented by Mr. Brent Bishop. Mr. Bishop explained that the office had had to fill in for the gaps of office staff openings through consulting. Staff are asking to shift money from salaries to the contract consulting line item. Also,

an additional \$20,000 of unobligated funds was requested for consulting to provide training for SC Works staff and improve deficiencies revealed by secret shopping.

**The committee recommended the approval of the Budget Modification for the UWB office. The Board voted unanimously to approve the Budget Modification for the UWB office, with no abstentions.**

### **Youth Report**

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on January 11, 2017 at the YouthStop. The committee reviewed the program budgets for ACHIEVE and The YouthStop, as well as Dashboards and progress reports. The committee also discussed the Work-based Learning and plans for the Employer Appreciation Banquet.

Mr. Anderson encouraged Board members to do some research about Training within Industry (TWI) which many manufacturing industries are moving towards. It was developed during WWII to help train the women who went to work in the factories when the men were drafted to fight in the war. Its purpose was to help with communication while training the new workers. The original version, written in the 1940, is not politically correct. The concept of TWI can apply to our youth, particularly the millennials. Youth have different communication styles from many of the people in management, so they need to find a way to communicate better and connect with the youth while providing training.

### **Disabilities Committee Report**

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on January 17, 2017.

Ms. Thomas said Ms. Dana Wood had presented a list of Disability Awareness days or months for January through June. They also discussed the upcoming Employer Event which is projected to be held in May 2017. Ms. Thomas said that they appreciated the advice from guest Mr. Mike Teachy of Greenville CAN. The committee formed two ad hoc committees to work on the event.

### **Executive Director Update**

Ms. Ann Angermeier, Executive Director, reported that staff has produced a Customer Service poster (a copy of which is in the Board packet) to welcome visitors to SC Works and explain the services they will receive during their visit. Lock boxes have also been installed for visitors to provide feedback via comment cards, which UWB staff will pick up on a regular basis and review.

Ms. Angermeier stated she is planning to put together some focus groups of youth, grades 9 to 12, to get their ideas about manufacturing and logistics industries.

She then reported that Union County community leaders are revisiting the Indicators Project. The Eat Smart Move More committee consists of about 25 people. They are working on community gardens and walkability studies. The board has helped Union County form an Education Task Force which will try to follow the success of Cherokee County.

Ms. Angermeier indicated she has been very busy with the 30 under 30 group. One of the members has landed a full-time job at the Spartanburg Area Chamber of Commerce. Another one with an Art Therapy degree has an interview with the Greenville County Workforce Development office.

Ms. Angermeier mentioned that on January 30<sup>th</sup>, the UWB and Cherokee Chamber of Commerce will have a ribbon cutting ceremony for the new SC Works office in Gaffney. All board members are invited to attend.

Ms. Angermeier informed the board that staff have been in discussion with the Union County Library in regards to their future renovation plans. It is possible that SC Works may relocate along with other community partners. This project is in the infant stages of discussion.

Ms. Angermeier reminded the board that the Battle of the Ages event will be held on February 1<sup>st</sup> at the Spartanburg Marriott Hotel. Board members were invited to attend at no cost.

Ms. Angermeier stated that the Plant Manager Forum in Cherokee County is going well. All of the participating companies have pledged commitment to helping Superintendent Quincey Moore in the schools.

Ms. Angermeier reported that UWB staff are working on a new WB brochure and Annual Report. She informed the board that professional photos of Board members will be required to complete this project.

Ms. Angermeier informed the board that Danny Allen's daughter donated \$500.00 towards the scholarship in his name, managed by the Upstate Workforce Futures Corporation.

Ms. Angermeier introduced two new full-time staff members. Ms. Simone Mack-Orr will serve as Workforce Engagement Coordinator and bring her wellness program expertise to local businesses in addition to many other duties. Ms. Alice Lang will serve as Executive Assistant and Grant Writer.

### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:33 a.m.

**Next meeting date: March 20, 2017**