

<p style="text-align: center;"><b>THE UPSTATE WORKFORCE INVESTMENT BOARD</b> <b>REGULAR MEETING MINUTES</b></p>
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**Date of Meeting:** January 22, 2013  
**Time of Meeting:** 8:30 a.m.  
**Place of Meeting:** USC Upstate ACHIEVE

**ATTENDANCE: 68%**

**Board Members Present:**

Mr. Curtis Anderson  
Mr. Shelley Blount  
Ms. Liberty Canzater  
Mr. Jim Cook  
Mr. Chuck Ewart  
Ms. Kimberly Gist  
Mr. Wayne Gregory  
Ms. Betty Guzzo  
Mr. Craig Jacobs  
Mr. Mike Perry  
Mr. Carter Smith  
Ms. Jennie Thomas  
Mr. Buddy Waters  
Mr. David Wall  
Ms. Martha Young

**Board Members Absent:**

Mr. Bill Brasington  
Ms. Libbie Cheek  
Ms. Johnnie-Lynn Crosby  
Mr. Robbie Faucett  
Ms. Janice Kutkus  
Ms. Lisa Morris  
Ms. Theresa Perry

**Guests Present:**

Ms. Rochelle Brown  
Ms. Debra Giordano  
Ms. Michelle Hawkins  
Ms. Amanda Lucas  
Ms. Helen Merriweather  
Mr. Grey Parks

**WIB Staff Present:**

Ms. Ann Angermeier  
Ms. Brenda Connelly  
Ms. Tameesha Curry  
Ms. Jenni Gregory  
Ms. Elaine Taylor  
Ms. Natalia Valenzuela  
Ms. Shannon Wilkins  
Ms. Dana Wood

**Welcome and Opening Remarks**

Mr. David Wall called the meeting to order at 8:35 a.m. and welcomed those in attendance.

**Minutes Approved**

The November 19, 2012 meeting minutes were reviewed, and a request was made to approve the minutes as written.

***The minutes were amended and approved via poll vote on January 23, 2013. Documentation is on file in the Upstate WIB office. There were no abstentions. The motion carried with a quorum vote.***

### **Presentation:**

Ms. Ann Angermeier spoke about the SC Work Ready Communities (WRC) initiative. This state-wide initiative, uses ACT's WorkKeys assessments to measure skills needed to perform certain job functions. The WRC initiative is performance-based, with strict criteria. If all criteria areas are met, counties will become Certified Work Ready Communities, which will enhance their economic development efforts. The Upstate Workforce Investment Board (Upstate WIB) is the champion for Spartanburg County. Union and Cherokee Counties are also participating in this initiative. Although the initiative is in the beginning stages, there are still some state level issues to be addressed. The goal for Spartanburg County is to try to upgrade the skills of the workforce. The WorkKeys assessments will focus on three areas: applied math, locating information and reading for information. The assessments show how these skills are applied on the job. Twenty-five (25) percent of those tested will also receive soft skills assessments resulting in a National Career Readiness Credential (NCRC) Plus certification. Those needing WorkKeys remediation will be able to utilize KeyTrain. KeyTrain is an internet-based tool, provided by ACT, to enable users to access the remediation software from anywhere.

All of the WorkKeys assessment costs will be paid for by the state. SCDEW will provide additional funds to cover the cost of WorkKeys profiles, which can cost as much as \$1500 each. Additional proctors will be identified and trained to assist with administering the assessments.

Since Spartanburg County plans to submit its application within the first round, assessments from January 2012 to present will be counted towards the goals.

Ms. Dana Wood reported that she has created a steering committee for the project. This committee has three ad hoc committees: the Emerging Workforce Committee, the Transitioning Workforce Committee, and the Business Committee.

The Emerging Committee met on January 18, 2013, where they began to develop their course of action. The Transitioning Workforce and Business Committees plan to meet January 22, 2013, immediately following the Upstate WIB Board meeting. Ms. Wood invited anyone who was interested in serving to stay for the meetings. The WRC application is due by February 1<sup>st</sup>. A letter of commitment is required from anyone serving on a committee, and Ms. Wood had collected about half of those, to date.

Ms. Angermeier stated that she would send information about the committees, as she would like to have more board member representation on the committees. She also stated that if any board member would like to take the WorkKeys assessments, they should contact her and she would make the arrangements.

### **OneStop Committee Report**

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The OneStop Oversight Committee met on January 15, 2013. Mr. Jacobs explained that an ad-hoc committee, made up of WIB staff, local economic developers and workforce development staff, met to review, discuss and revise the current Eligible Training Provider List (ETPL). The policy requires that the list be reviewed and revised annually. He further explained that the LMI department at the state sent an updated report for the ad-hoc committee to review. The report includes information, such as in-demand occupations by sector, number of current job openings in the area, and the average hourly wage for occupations in the Upstate Workforce Investment Area, to include Greenville County. Greenville County is included because many residents commute to Greenville County for work. Because \$12.00 per hour is the sustainable wage in this area, only occupations paying this wage or higher are eligible to be included on the ETPL. The committee can approve lower wages, should they be deemed acceptable by the committee.

It is the recommendation of the OneStop Oversight Committee to approve the revised Eligible Training Provider list as written.

- **The OneStop Committee made a motion to approve the Eligible Training Provider List as written. There were no abstentions. The motion carried.**

Ms. Angermeier updated those in attendance on the Resource Sharing Agreement (RSA) with the SC Department of Employment and Workforce (SCDEW). She reminded everyone that the Upstate WIB requested that the Department of Labor (DOL) mediate the remaining RSA items that cannot be agreed upon. She stated that she is waiting to hear from the Department of Labor (DOL). She will give them until the end of the month before following up with them again. Ms. Angermeier explained that during the negotiation process, the Upstate WIB gave in on many items but SCDEW was unwilling to give on any items. This caused the stalemate that is currently affecting the execution of the agreement. The Upstate WIB is standing firm on the request to cost-share the Business Services Manager position due to the large portion of time that the Business Services Manager spends supervising the Business Services Team, which includes SCDEW staff. The Upstate WIB is also standing firm on the decision to cost-share the profit charged by ResCare. Ms. Wood stated that the total amount being disputed is approximately \$70,000 to \$80,000. Ms. Angermeier informed the board that as of two weeks ago, only one WIB had a signed RSA.

#### **Funding Oversight Committee Report**

Mr. David Wall, committee chair, reported for the Funding Oversight Committee. The committee met on January 8, 2013. The committee also conducted a poll vote on January 15, 2013. The committee had four items requiring board action.

The first item was a request to add \$20,000 to ResCare's budget for outreach and promotion. These funds are to be used for radio spots, billboards, or to promote awareness of the new Spartanburg SC Works location when they move to the Evans Building. These funds are to be used at the discretion of the SC Works Upstate Project Manager.

It is the recommendation of the Funding Oversight Committee to allocate \$20,000 to the existing ResCare Budget for outreach and promotion.

- **The Funding Oversight Committee made a motion to approve the allocation of \$20,000 to the existing ResCare budget for outreach and promotion.**  
***There were no abstentions. The motion carried.***

It is the recommendation of the Funding Oversight Committee that the board approve the line item changes made to the Upstate WIB office budget, specified below.

- ***The Funding Oversight Committee made a motion to approve the following line item changes to the Upstate WIB office budget: \$2,800 from the Mileage line item to the Van Usage line item, as well as \$6,167 from the 11INC-03 that had originally been allocated to Henkels & McCoy to be allocated evenly between the USC Upstate Achieve and YouthStop budgets (\$3,083.50 each).***  
***There were no abstentions. The motion carried.***

It is the recommendation of the Funding Oversight Committee to allocate \$15,377.28 to the ResCare budget and \$76,890.70 to the Upstate WIB budget for SC Works Spartanburg relocation costs.

- ***The Funding Oversight Committee made a motion to approve the allocation of \$15,377.28 to the ResCare budget and \$76,890.70 to the Upstate WIB budget for SC Works Spartanburg relocation costs.***  
***There were not abstentions. The motion carried.***

It is the recommendation of the Funding Oversight Committee to adjust the funding stream allotments between Dislocated Worker funds and Adult funds (changes specified below).

- ***The Funding Oversight Committee made a motion to approve the following adjustments to the funding stream allotments in ResCare's budget between Dislocated Worker funds and Adult funds.***
- ***Current ResCare DW allotment: \$869,500. Proposed DW allotment: \$1,028,114.08. Current ResCare Adult allotment: \$980,500. Proposed Adult allotment: \$841,184.23. There were not abstentions. The motion carried.***

### **Adjournment**

With there being no other business or discussion from the floor, the meeting was adjourned at 9:16 a.m.

The next regular meeting of the Upstate Workforce Investment Board will be held on Monday, March 18, 2013. Venue to be announced.