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| <b>THE UPSTATE WORKFORCE INVESTMENT BOARD<br/>MEETING MINUTES</b> |
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**Date and Time of Meeting:** January 22, 2014  
**Time of Meeting:** 8:30 a.m.  
**Place of Meeting:** YMCA

**ATTENDANCE: 69.6%**

**Board Members Present:**

Mr. Curtis Anderson  
Mr. Wade Ballard  
Mr. Bill Brasington  
Ms. Liberty Canzater  
Capt. Joanne Case  
Mr. Jim Cook  
Ms. Betty Guzzo  
Mr. Craig Jacobs  
Ms. Theresa Perry  
Ms. Cherie Pressley  
Mr. Carter Smith  
Ms. Lou Stackhouse  
Ms. Jennie Thomas  
Mr. David Wall  
Mr. Buddy Waters  
Ms. Martha Young

**Board Members Absent:**

Mr. Shelly Blount  
Ms. Johnnie-Lynn Crosby  
Mr. Chuck Ewart  
Mr. Robert Faucett  
Ms. Kimberly Gist  
Mr. Wayne Gregory  
Ms. Lisa Morris

**Guests Present:**

Ms. Rochelle Brown  
Mr. Alan Davis  
Ms. Michelle Hawkins  
Ms. Gale Jackson  
Ms. Pamela Kennedy  
Ms. Shannon Kinder  
Ms. Amanda Lucas

**WIB Staff Present:**

Ms. Ann Angermeier  
Ms. Brenda Connelly  
Ms. Jenni Gregory  
Ms. Elaine Stephens  
Ms. Natalia Swanson  
Ms. Shannon Wilkins  
Ms. Dana Wood

**Welcome and Opening Remarks:**

Mr. David Wall, Board Chair, called the meeting to order at 8:35 a.m. and welcomed those in attendance. Mr. Alan Davis and Ms. Shannon Kinder with the SC Department of Employment and Workforce (SCDEW) were introduced as guest speakers. Captain Joanne Case, representing the Cherokee County Salvation Army was introduced as a new board member. Mr. Wall mentioned the passing of board member Mr. Mike Perry and requested that everyone in attendance keep his family in their thoughts.

**Minutes Approved:**

The November 16, 2013 meeting minutes were reviewed. ***Mr. Craig Jacobs made a motion to approve the minutes. Mr. Buddy Waters seconded the motion. There were no abstentions. The motion carried.***

### **Executive Director's Report**

Ms. Ann Angermeier presented the board with a Program Year 2012 (PY12) performance report. She explained the color coding on the report, as well as the way the SCDEW determines if a local area is exceeding, meeting, or failing the measures. The report also included other local areas for comparison. Lower Savannah and Catawba are comparable to the Upstate Workforce Investment Board (Upstate WIB) because they have similar funding levels. The preliminary performance measures for the first quarter of Program Year 2013 (PY13) have been received. This report will be sent out to the board via e-mail once the data has been verified. Ms. Angermeier asked the board to review this report and e-mail any questions to her.

### **OneStop Oversight Committee Report:**

Mr. Craig Jacobs, Committee Chair, reported for the OneStop Oversight Committee. The committee met on December 18, 2013. Mr. Jacobs reported that the Resource Sharing Agreement (RSA)/Memorandum of Understanding (MOU) between the SCDEW and the Upstate WIB still had not been agreed upon or signed. Mr. Jacobs informed the board that the SCDEW would not be moving into SC Works Spartanburg this program year. As a result there is a shortage of funding. ResCare had to reduce the training budget by \$200,000. However, portion of these funds could possibly be replenished with additional Dislocated Worker (DW) funds which will be requested.

Mr. Jacobs also explained the need to update the Transportation Supportive Service policy.

- ***The committee recommends approval to increase the Transportation Supportive Service (TSS) \$5/day stipend to \$10/day, as well as to increase the TSS cap from \$1,000 to \$2,500, per qualifying participant. There were no abstentions. The motion carried.***

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

Mr. Jim Cook, Committee Chair, reported for the Funding Oversight Committee. The committee met on January 7, 2014. The year-to-date budgets were reviewed for Arbor E&T, USC Upstate Achieve, YouthStop, and the Upstate WIB office. The following committee items required board approval:

Mr. Cook shared the 13INC grant and how the committee recommends spending these funds. Ms. Natalia Swanson stated that the recommended use for the funds would be to pay for sponsorships, updating the Union Indicators Report, as well as some professional development for staff.

- ***The committee recommends the request to approve the budget detailing the use of new incentive funds. There were no abstentions. The motion carried.***

Mr. Cook asked Ms. Swanson to explain the recommended changes to Arbor's budget. Ms. Swanson stated that when Arbor originally presented their budget at the beginning of the program year, the Utilities line item and the Facilities line item were incorrectly labeled; they should have been reversed. Switching the two line items left approximately \$1,000 in surplus. Arbor requested to add that money into the Mileage line item to support Business Services travel. It was also requested to reduce the training line item.

- ***The committee recommends Arbor's budget modification request including changes to the Mileage, Utilities, Facilities Cost, and Instructional Training line items. There were no abstentions. The motion carried.***
- ***The committee recommends the request to give the Upstate WIB staff authority to request a transfer of up to 50% of Dislocated Worker funds to use as Adult funds, while at the same time requesting an additional \$137,578.83 in additional Dislocated Worker funds, both of which would be applied to SC Works' budget, once approved. There were no abstentions. The motion carried.***

**Youth Alliance Report:**

Ms. Theresa Perry, Committee Chair, reported for the Upstate Youth Alliance. The committee met on December 9, 2013. Ms. Diane Albin from SC Works gave a presentation to the Youth Alliance about SC Works services. YouthStop and USC Upstate Achieve's dashboards were reviewed.

Ms. Perry asked Ms. Michelle Hawkins to speak to the board about a new initiative between YouthStop and the Alternative School in Spartanburg County, as well as a grant YouthStop received from Spartanburg County which will allow them to assist Career Center students in several districts.

Ms. Perry asked Ms. Dana Wood to give an update on the Youth Leadership Program. Ms. Wood talked about the sessions that Youth Leadership students have attended. Ms. Wood stated that February will be the job shadowing session and March will be State Government day in Columbia. Ms. Wood informed the board of a donation request to help cover the cost of lunches for Youth Leadership. She added that this opportunity was not just limited to donations from the board.

There were no items requiring board action from the Youth Alliance.

**Special Presentation**

Mr. Alan Davis with SCDEW presented local Upstate Labor Market Information. He stated that this information is available on the SCDEW website.

**Adjournment:**

With there being no other business or discussion from the floor, the meeting was adjourned at 9:45 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for March 17, 2014 at 8:30 a.m. The venue is to be determined.