

<b>THE UPSTATE WORKFORCE INVESTMENT BOARD MEETING MINUTES</b>
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<b>Date of Meeting:</b>	<b>May 19, 2014</b>
<b>Time of Meeting:</b>	<b>8:30 a.m.</b>
<b>Place of Meeting:</b>	<b>Mary Black Foundation</b>

**ATTENDANCE: 84%**

**Board Members Present:**

Mr. Curtis Anderson  
Mr. Shelley Blount  
Mr. Bill Brasington  
Ms. Liberty Canzater  
Mr. Jim Cook  
Ms. Johnnie-Lynn Crosby  
Mr. Chuck Ewart  
Mr. Robert Faucett  
Ms. Kimberly Gist  
Mr. Wayne Gregory  
Ms. Betty Guzzo  
Mr. Craig Jacobs  
Ms. Pamela Kennedy  
Ms. Theresa Perry  
Ms. Cherie Pressley  
Mr. Carter Smith  
Ms. Jennie Thomas  
Mr. David Wall  
Mr. Buddy Waters  
Ms. Martha Young

**Board Members Absent:**

Mr. Wade Ballard  
Capt. Joanne Case  
Ms. Lisa Morris  
Ms. Lou Stackhouse

**Guests Present:**

Ms. Kathy Bell  
Ms. Rochelle Brown  
Ms. Debra Giordano  
Ms. Michelle Hawkins  
Mr. Bruce Jackson  
Ms. Gale Jackson  
Ms. Amanda Lucas  
Ms. Helen Merriweather  
Ms. Natasha Mullins  
Miss. Taneeka Smiles  
Miss. Jozlyn White  
Mr. Eduardo Zuniga

**WIB Staff Present:**

Ms. Ann Angermeier  
Ms. Brenda Connelly  
Ms. Jenni Gregory  
Mr. Dwayne Hatchett  
Ms. Natalia Swanson  
Ms. Shannon Wilkins

**Welcome and Opening Remarks:**

Mr. David Wall, board chair, called the meeting to order at 8:34 a.m. and welcomed those in attendance.

**Minutes Approved:**

The March 17, 2014, meeting minutes were reviewed. ***Mr. Wayne Gregory made a motion to approve the minutes. Mr. Curtis Anderson seconded the motion. The motion carried.***

**Youth Leadership Graduation**

Ms. Shannon Wilkins reported on this year's Youth Leadership class. She explained the different activities and classes in which these students participated. Miss. Jozlyn White, Youth Leadership participant, spoke to the board about what being in Youth Leadership meant to her. She stated she learned not just about being a leader but also about being a "team player." Ms. Wilkins then presented graduation certificates to the four students in attendance. Ms. Wilkins also thanked the Leadership

Taskforce (Ms. Michelle Hawkins, Ms. Natasha Mullins, Ms. Helen Merriweather, Ms. Gale Jackson, Ms. Dana Wood and Ms. Shannon Wilkins) for planning the sessions.

**OneStop Oversight Committee Report:**

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The committee met on April 22, 2014. The committee had the following request for approval from the Board:

- ***The OneStop Oversight Committee recommended that the Upstate Workforce Investment Board (Upstate WIB) approve Arbor E&T, d.b.a. ResCare Workforce Services (Arbor) as the OneStop Operator beginning July 1, 2014. Ms. Johnnie-Lynn Crosby abstained. The motion carried.***

Mr. Jacobs reported the Resource Sharing Agreement (RSA) for program year 2013 (PY13) was not yet signed. Ms. Angermeier reported she, Ms. Katherine O'Neill, Spartanburg County administrator, Ms. Lisa Claxton, Spartanburg County attorney, and Ms. Rochelle Brown, SC Works Project Director, met with Ms. Cheryl Stanton, SC Department of Employment and Workforce (SCDEW) executive director, in April at the Spartanburg County Administrative Office. Another meeting with Ms. Stanton is scheduled on Tuesday May 20, 2014 with several Upstate WIB staff, ResCare staff, Ms. O'Neill, Ms. Claxton and a host of SCDEW staff to attempt to come to an agreement on the PY13 RSA. Ms. Angermeier promised to send an e-update to the Board following that meeting.

**Funding Oversight Committee Report:**

Mr. Jim Cook, committee chair, reported for the Funding Oversight Committee. The committee met on May 6, 2014. The committee had the following recommendations for approval from the Board:

Ms. Natalia Swanson explained that the vans are aging and require more maintenance. The Upstate WIB recently had to have new tires put on one of the vans using funds from the vehicle line item. Part of this request is to ensure that the Upstate WIB has the necessary funds in case a maintenance need arises. She also stated the printing transfer is due to the annual report being printed before the end of this program year, which is costly.

- ***The Funding Oversight Committee recommended approval to modify the Upstate Workforce Investment Board (Upstate WIB) office budget, including changes to the following line items:***
  - ***Vehicle Manpower/Overhead: Transferring \$500 from Vehicle Fuel to Vehicle Manpower/Overhead,***
  - ***Vehicle Parts: Transferring \$500 from Vehicle Fuel to Vehicle Parts***
  - ***Printing: Transferring \$700 from Postage to Printing.***

***The motion carried.***

- ***The Funding Oversight committee recommends Arbor's budget modification request, including an operational budget decrease of \$13,631.35, as well as budget line item transfers, resulting in an increase of \$69,650 to the Adult Training line item. There is no increase to the overall budget.***  
***Ms. Johnnie-Lynn Crosby abstained. The motion carried.***

Ms. Angermeier explained that rent for the SC Works Spartanburg office, as well as rent for the Union SC Works office, is included in the Upstate WIB Office's budget. She has asked Ms. Swanson to work with the Spartanburg County Finance to move these items into a separate budget. Mr. Bill Brasington asked about the 31% increase in rent for the SC Works Spartanburg office. Ms. Angermeier said she and Mr. Henry Giles, Executive Vice President of SCC, had an agreement to increase the rent by \$1 per square foot for the first three years of the lease.

- ***The Funding Oversight committee recommends the Upstate WIB PY14 Office budget be approved as presented.***

***The motion carried.***

Ms. Swanson explained there was one significant increase from last year's Arbor budget. This increase is in the customer training line item. Ms. Swanson explained in past years an estimated RSA amount was included in Arbor's budget. However, for PY1, these funds were not included because it is unclear at this time if any RSA funds will be received, and Arbor wanted to make sure that all program expenditures were covered in the proposed budget.

- ***The Funding Oversight committee recommends approval PY14 Arbor budget as presented.***

***Ms. Johnnie-Lynn Crosby abstained. The motion carried.***

Mr. Cook stated that there was an additional item for the committee to present to the board that arose up after the Funding Oversight Committee meeting on May 6, 2014. He asked Ms. Swanson to give the Board an overview of this item. Ms. Swanson stated that the Upstate WIB's website has been down for some time. Spartanburg County's IT department had been unsuccessful in contacting the previous host of the website; therefore the website will have to be recreated. Based on quotes received, the project will cost approximately 6,000. Ms. Angermeier explained that the funds would be available from unobligated Upstate WIB office funds. She added that website would be better than it was in the past.

- ***Mr. Jim Cook made a motion to the board for approval that \$6,000 be allocated from the Upstate WIB office budget to have the Upstate WIB website re-created. Mr. Chuck Ewart seconded the motion. There were no abstentions. The motion carried.***

Ms. Swanson reported to the Board that there could be a poll vote request before the end of the program year to modify USC Upstate Achieve's budget in the event that they move into the SC Works Spartanburg office prior to the end of program year 2013.

Ms. Swanson also stated that included in this poll vote would be a request to modify Arbor's budget to allocate some additional training and outreach funds. The additional funds are needed to allow some current participants to attend summer sessions. Ms. Angermeier said the media outreach would be used to generate interest in manufacturing.

#### **Youth Alliance Report:**

Ms. Theresa Perry, committee chair, reported for the Upstate Youth Alliance (UYA). Ms. Perry explained that because the UYA did not have a meeting scheduled before the regular Upstate WIB meeting, the UYA Program and Planning committee met to discuss board action items. The Youth Alliance Program and Planning committee met on May 5, 2014.

- ***The Youth Alliance Program and Planning Committee recommends the following YouthStop budget modification request for approval.***
  - ***Professional Development: Transfer \$4,000 from Professional Development to Non-expendable Equipment.***
  - ***Building and Maintenance: Transfer \$700 from Building and Maintenance to Non-expendable Equipment. (These transfers increase the Non-Expendable Equipment from \$0 to \$4,700. These funds are transferred within the operating expenses budget and will not affect instructional training or supportive services.) There were no abstentions. The motion carried.***

- ***The Youth Alliance Program and Planning Committee recommends the following modification to USC Upstate Achieve Budget for approval.***
  - ***Decrease the Moving Expenses line item from \$1,800 to \$0 in order to increase the following line items:***
    - ***Consumable Supplies from \$4,475.04 to \$4,700.04***
    - ***Staff Travel & Professional Development from \$0 to \$1,400,***
    - ***Janitorial Supplies from \$24.96 to \$196.96.***
  - ***Decrease the Field Trips/Workshops line item from \$1,750 to \$1,654 in order to increase the GED Fees line item from \$3,350 to \$3,446. There were no abstentions. The motion carried.***
  
- ***The Youth Alliance Program and Planning Committee recommends approval of the PY14 YouthStop budget. There were no abstentions The motion carried.***
  
- ***The Youth Alliance Program and Planning Committee recommends approval of the PY14 USC Upstate Achieve budget. There were no abstentions The motion carried.***

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

Ms. Ann Angermeier reported that she spoke to the Grass Roots Leadership Development Institute at the YMCA Saturday, May 17, 2014. She will send the Board a copy of her PowerPoint presentation, as she thought they would find it interesting.

Ms. Angermeier stated that she attended the Butterfly Foundation's Culinary Arts Program graduation. She was very impressed with all that Ms. Liberty Canzater, Butterfly Foundation Director and Upstate WIB member, does to help the people that she serves.

She also reported that the Upstate WIB has been involved with supporting the Cherokee County School Board's mission to build a new Career Technology Center on the campus of the SCC Cherokee County Campus. The center would allow students to graduate from high school with a two-year associate degree. This move could also increase interest in manufacturing careers. There is opposition from a few individuals on the Cherokee County school board. The money would come from a \$.01 sales tax that is currently in place in Cherokee County, but is about to expire. The hope is to get this tax renewed in order to fund this building plan.

Ms. Angermeier was happy to announce that Mr. Allen Smith had been hired by the Spartanburg Area Chamber of Commerce to be their new president and CEO. Mr. Smith had most recently been the president and CEO of the Greater Greer Chamber of Commerce.

### **Other Business**

Ms. Perry gave a Project Search update. Spartanburg School District 6 has selected its first Project Search class which consists of nine students. Ms. Perry is also talking with Spartanburg School District 7 about implementing a Project Search Program, to partner with Mary Black Hospital.

Ms. Cherie Pressley stated that the needs assessment that The Regional Educational Center has been conducting will be completed by June 1, 2014. She stated that when the report is complete, she will share the information with the Board, electronically if possible. This assessment will show what all area students in grades 8-12 interest are, as well as where gaps lie within area workforce projections.

### **Adjournment:**

With no other business or discussion from the floor, the meeting was adjourned at 9:20 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for September 15, 2014 at 8:30 a.m. The venue is to be determined.