

**THE UPSTATE WORKFORCE INVESTMENT BOARD  
MEETING MINUTES**

**Date and Time of Meeting:** May 20, 2013, 8:30 a.m.  
**Place of Meeting:** The Community Room  
Spartanburg Community College – Cherokee

**ATTENDANCE: 52 %**

**Board Members Present:**

Mr. Curtis Anderson  
Ms. Libbie Cheek  
Mr. Jim Cook  
Mr. Robert Faucett  
Mr. Wayne Gregory  
Mr. Craig Jacobs  
Ms. Theresa Perry  
Mr. Mike Perry  
Ms. Jennie Thomas  
Mr. David Wall  
Mr. Buddy Waters  
Ms. Martha Young

**WIB Staff Present:**

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

**Board Members Absent:**

Mr. Bill Brasington  
Mr. Shelley Blount  
Ms. Liberty Canzater  
Ms. Johnnie-Lynn Crosby  
Mr. Chuck Ewart  
Ms. Kimberly Gist  
Ms. Betty Guzzo  
Ms. Janice Kutkus  
Ms. Lisa Morris  
Ms. Cherie Pressley  
Mr. Carter Smith

**Guests Present:**

Ms. Rochelle Brown  
Ms. Debra Giordano  
Ms. Lynn Hall  
Ms. Michelle Hawkins  
Ms. Gale Jackson  
Mr. JaQuan Jackson  
Ms. Leah Jolley  
Ms. Helen Merriweather  
Ms. Natasha Miller  
Ms. Maureen Miller  
Mr. Grey Parks

**Welcome and Opening Remarks**

Mr. Robert Faucett, board chair, called the meeting to order at 8:35 a.m. and welcomed those in attendance.

**Minutes Approved**

The January 22, 2013 meeting minutes were reviewed. ***Mr. Buddy Waters made a motion that the minutes be approved. There were no abstentions. The motion carried.***

The March 18, 2013 meeting minutes were reviewed. ***Mr. Buddy Waters made a motion that the minutes be approved. There were no abstentions. The motion carried***

**Presentation by Ms. Dana Wood, Ms. Maureen Miller, and Ms. Theresa Perry**

The Upstate Youth Alliance presented the students who participated in the Upstate Youth Alliance Leadership Program. Ms. Wood showed a PowerPoint presentation that detailed the Upstate Youth Alliance Leadership Program. Ms. Theresa Perry presented each student with a certificate of completion.

### **Nominating Committee Report**

Mr. Jim Cook reported for the Nominating Committee. He stated that officers for next program year need to be confirmed. The new year begins July 1, 2013 through June 30, 2014.

- ***The Nominating Committee made a motion that Mr. David Wall become chairman of the Upstate Workforce Investment Board beginning July 1, 2013. The committee also recommends Mr. Robert Faucett as vice-chair in order to facilitate a smooth transition. Mr. Faucett asked if there were any nominations from the floor. There were no nominations from the floor so the motion carried. Mr. David Wall and Mr. Robert Faucett abstained.***

The nominating committee also recognized Mr. Robert Faucett for his outstanding leadership as board chairman and presented him with an appreciation gift.

### **Funding Oversight Committee Report**

Mr. David Wall, committee chair, reported for the Funding Oversight Committee. The committee had two modification requests for the WIB office budget that required board action.

***1. The Funding Oversight Committee made a motion to modify UWIB office budget:***

- a. To move \$5,135.23 from the Outreach line item in the 11INC-03 grant to the Temp Help line item.***
- b. To move \$1,500 from the Outreach line item in the 11INC-03 grant to the Equipment Expense line item.***

***There were no abstentions. The motion carried.***

***2. The Funding Oversight Committee made a motion to modify Arbor's budget.***

- a. A fund transfer of 30% of Dislocated Worker (DW) funding per UWIB at \$310,999.00 to be transferred based on actual expenses through March and projected expenses through June under each funding system.***
- b. Salary decrease of \$7,000.00 due to staff vacancy rate and need to increase other line items.***
- c. Fringes decrease of \$14,925.00 due to the noted staff vacancy rate and needed line item adjustments.***
- d. Dues and Professional Fees/Subscriptions increase of \$200.00.***
- e. Travel out of town increase of \$3,225.00 to cover mandatory meeting and training for the Project Director, as well as staff travel and lodging for State conference.***
- f. Mileage increase of \$4,500.00 due increase Business Service Team travel and other staff travel.***
- g. Office Supplies increase of \$4000.00 due to greater paper and office supply consumption.***
- h. Telephone increase of \$1,000.00 due to increased long distance and internet expenses.***
- i. Utilities increase of \$6000.00 due to higher utility use and rate increases.***
- j. Instructional Training decrease of \$92,546.95 due to a reduction in the RSA impact from #361,001.77 to \$267,895.27 which account for the elimination of profit and salary share percentages of the Business Services Manager.***
- k. Transportation increase of \$3000.00 to sufficiently cover projected client transportation needs.***
- l. Indirect costs decrease of \$306.60 due to other line item adjustments.***
- m. Profit Costs decrease of \$252.95 due to other line item adjustments.***

***There were no abstentions. The motion carried.***

### **OneStop Committee Report**

Mr. Craig Jacobs, committee chair, reported for the One Stop Oversight Committee. There were no items requiring board action.

### **Youth Alliance Committee Report**

Ms. Theresa Perry, committee chair, reported for the Youth Alliance. The committee had two recommendations for the board:

- 1. The Youth Alliance Committee made a motion to award funding to the youth contractors from highest to lowest scores based upon available funds. There were no abstentions. The motion carried.***
- 2. The Youth Alliance Committee made a motion that the Upstate Workforce Investment Board (WIB) staff have the flexibility to negotiate budgets and maximize usage of new youth funds once they are determined. The programs will be funded based upon available funds. There were no abstentions. The motion carried.***
- 3. The Youth Alliance Committee made a motion for a budget modification to the USC Upstate Achieve program to move funds totaling \$5,229.00 from line items under operating expenses, participant work wages, and instructional training, to increase the supplies and material line items to \$17,229.00. There were no abstentions. The motion carried.***

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

Ms. Ann Angermeier requested that Ms. Brenda Connelly give a report from the WIA Conference that she and Ms. Shannon Wilkins attended. Ms. Connelly reported that Ms. Wilkins wrote the nomination for Outstanding SC Works Participant and that her nominee, Mr. Frank Duncan, received that award. Ms. Connelly also reported that Mr. Danny Allen was awarded the Local WIB Member of the Year Award posthumously. Ms. Connelly further reported that SC Works Cherokee County Center was awarded the SC Works Center of the Year for the second year in a row. In addition to receiving the Center of the Year award, Ms. Lynn Hall, manager of the SC Works Cherokee County Center, received the SC Works Employee of the Year award.

Ms. Lynn Hall thanked the Upstate WIB for making the nominations that ended in the receipt of the awards. She also made a public commitment to continue to strive for excellence and to set an example for other centers in the state.

Ms. Connelly also reported that the Upstate WIB received one other award which is the Palmetto Partnership Workforce Partnership Award (PWPA). Cooper Standard was the recipient of this award for large businesses and Mr. Warren Snead accepted the award.

Ms. Angermeier stated that Department of Labor (DOL) monitored the Upstate WIB a few weeks ago. They were very impressed with the business services model. DOL staff asked Ms. Johnnie-Lynn Crosby and Ms. Angermeier to go to Atlanta, GA, and conduct a workshop for the Southeastern workforce boards on this model. Mr. Warren Snead, Human Resources Manager, from Cooper Standard, went with Ms. Crosby & Ms. Angermeier. He participated in the workshop presentation from a business standpoint. Ms. Angermeier. Ms. Angermeier stated that DOL staff said it was the best attended workshop at the conference with excellent evaluations.

Ms. Angermeier reported on the current performance standards report. We are currently failing a youth standard. She reminded the WIB of the ridiculous performance measures that were given to the Upstate WIB. A letter has been drafted by Ms. Connelly to go to the state from Mr. Faucett to express our concerns. Ms. Angermeier stated that there was no negotiation during the conference call on performance measures.

**Other Business:**

Mr. Jim Cook mentioned that Cherokee County is conducting a business retention and expansion project. Forty (40) industries have been visited and the number one concern identified by existing businesses is workforce related. A report on this program will be available in the near future and Mr. Cook will get a copy of the report to the board.

Ms. Natalia Valenzuela stated that the Upstate WIB received \$8,340.00 as an incentive grant due to meeting performance measures. There are two lines items on the budget where these funds would be applied.

- **Mr. Robert Faucett made a motion from the Upstate WIB Staff that the new incentive grant be used for the following: \$7,800.00 for outreach and recruitment and \$540.00 for strategic planning. Mr. Wayne Gregory seconded the motion. *There were no abstentions. The motion carried.***

**Adjournment:**

With there being no other business or discussion from the floor, the meeting was adjourned at 9:40 a.m.

The next regular meeting of the Upstate Workforce Investment Board has not been determined. Both the date and the venue will be announced as soon as it is confirmed.