

<p style="text-align: center;"><b>THE UPSTATE WORKFORCE INVESTMENT BOARD</b> <b>MEETING MINUTES</b></p>
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**Date and Time of Meeting:** November 18, 2013  
**Time of Meeting:** 8:30 a.m.  
**Place of Meeting:** The Mary Black Foundation

**ATTENDANCE: 70 %**

**Board Members Present:**

Mr. Curtis Anderson  
Mr. Wade Ballard  
Mr. Shelley Blount  
Ms. Liberty Canzater  
Mr. Jim Cook  
Ms. Johnnie-Lynn Crosby  
Mr. Robert Faucett  
Mr. Wayne Gregory  
Ms. Betty Guzzo  
Mr. Craig Jacobs  
Ms. Theresa Perry  
Mr. Carter Smith  
Ms. Lou Stackhouse  
Ms. Jennie Thomas  
Mr. David Wall  
Mr. Buddy Waters

**Board Members Absent:**

Mr. Bill Brasington  
Mr. Chuck Ewart  
Ms. Kimberly Gist  
Ms. Lisa Morris  
Mr. Mike Perry  
Ms. Cherie Pressley  
Ms. Martha Young

**Guests Present:**

Ms. Kathy Bell  
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. Jenni Gregory  
Mr. Dwayne Hatchett  
Ms. Elaine Stephens  
Ms. Natalia Swanson  
Ms. Dana Wood

**Welcome and Opening Remarks:**

Mr. David Wall, Board Chair, called the meeting to order at 8:40 a.m. and welcomed those in attendance. Ms. Lou Stackhouse, Union County Disabilities & Special Needs Board Executive Director, was introduced as a new board member.

**Minutes Approved:**

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

**OneStop Oversight Committee Report:**

Mr. Craig Jacobs, Committee Chair, reported for the OneStop Oversight Committee. Mr. Jacobs reported that the Resource Sharing Agreement (RSA)/Memorandum of Understanding (MOU) between the South Carolina Department of Employment and Workforce (SCDEW) and the Upstate Workforce Investment Board (Upstate WIB) had not yet been signed. SCDEW decided not to move to the Spartanburg

Community College (SCC) downtown campus with SC Works Spartanburg. Per SCDEW, all RSAs must be signed by December 15, 2013 in order for workforce areas to continue to receive funding.

There were no items requiring board action from the OneStop Oversight Committee.

**Funding Oversight Committee Report:**

Mr. Jim Cook, Committee Chair, reported for the Funding Oversight Committee. The committee met on October 29, 2013. The year-to-date budgets were reviewed for Arbor, USC Upstate Achieve, YouthStop, and the Upstate WIB office. The following items from that meeting required board approval:

- *The Funding Oversight Committee made a motion to move \$80,000 from the Salaries/Fringe/Indirect line item to the Temp Help line item in the Upstate WIB office budget. There were no abstentions. The motion carried.*
- *The Funding Oversight Committee made a motion to add \$120,083.30 to the Upstate WIB budget as a Rent: Evans Building line item to pay for rent at the Evans Building for nine months, plus a security deposit equaling one month's rent. The motion carried. Ms. Johnnie-Lynn Crosby abstained.*
- *The Funding Oversight Committee made a motion to add \$3,000 to the Upstate WIB office budget for SC Works Upstate relocation expenses. The motion carried. Ms. Johnnie-Lynn Crosby abstained.*
- *The Funding Oversight Committee made a motion to accept Arbor's budget modification request to reduce their rent line item by \$126,074.97. The motion carried. Ms. Johnnie-Lynn Crosby abstained.*
- *The Funding Oversight Committee made a motion to give the Upstate WIB staff authority to issue all Rapid Response IWT grants directly to Arbor for program year 2013. The motion carried. Ms. Johnnie-Lynn Crosby abstained.*

**Youth Alliance Report:**

Ms. Theresa Perry, Committee Chair, reported for the Upstate Youth Alliance. Ms. Perry asked Ms. Dana Wood to speak about the Youth Leadership program. She stated that the program had begun its third year. Ms. Wood reported that the most recent youth leadership activity was a trip to the Clemson University ropes course. Ms. Wood also stated that the mentoring program would be starting its second year soon. Ms. Michelle Hawkins added that these programs are confidence boosters for YouthStop students. Ms. Helen Merriweather agreed that these programs are also beneficial for USC Upstate Achieve participants.

The following items required board action:

- *The Upstate Youth Alliance made a motion requesting Ms. Melissa Green and Ms. Ashley Campbell be appointed as new Upstate Youth Alliance members. There were no abstentions. The motion carried.*

- *The Upstate Youth Alliance made a motion to approve the budget modification for USC Upstate Achieve to include the following items: creating a Moving Expense line item (which required multiple line item adjustments), correcting a formula error under the Support Service line item, modifying the Instructional Training line item to reflect the increase in the new GED test costs, and creating a consistent budget (showing dollars and cents on all pages). There were no abstentions. The motion carried.*

**Executive Director's Report:**

Ms. Angermeier informed the board that a one day strategic planning retreat was being planned. She stated that the plan was to include a board meeting the same day.

She also reported that she met with Mr. Tommy Sinclair, Union County Council Chairman. They met to discuss planning an update to the Union County Community Indicators. She stated that she asked USC Upstate for a price quote for updating the report.

Ms. Angermeier informed the board of an Upstate WIB partnership with Mr. Kevin Jones, Integral Solutions, to create "E-Communities" in low income areas of Spartanburg County. The project would provide tablets to low income students and place wireless "hot spots" throughout these communities that will allow the recipients to have internet access. Mr. Jones feels that the students in these areas without internet access will continue to fall behind their classmates who have internet access. The Upstate WIB provided eight tablets to youth participants, as well as two tablets to staff for training purposes. A tablet training class was held at YouthStop for the tablet recipients. Ms. Merriweather stated that the recipients from USC Upstate Achieve were very excited. She stated that while most of her students had internet connection at home, they did not have a device of their own to do their homework. Ms. Merriweather said that the training lasted about two hours and it not only taught the students how to use the tablet and download apps, but also taught them about internet safety. She stated that USC Upstate Achieve was contemplating purchasing tablets for their students who attend college, instead of laptops, due to the excitement shown by the students who received the tablets from the Upstate WIB for this project.

Ms. Angermeier gave an update on Project Search. An informational breakfast was held in September. Dr. Owings, District 6 Superintendent, attended the breakfast and said that he is very interested in this program. Ms. Angermeier and Dr. Owings met with Mr. Mark Aycock, with Spartanburg Regional Healthcare System, to discuss the project. Mr. Aycock is interested in being involved with this program as the host site. Ms. Angermeier is waiting to learn more about the required two day training.

**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 is scheduled for January 22, 2014 at 8:30 a.m. The venue is to be determined.