

UPSTATE WORKFORCE INVESTMENT BOARD ONESTOP OVERSIGHT COMMITTEE MEETING

Date of Meeting: December 18, 2013
Time of Meeting: Noon
Place of Meeting: SC Works Spartanburg Conference Room
Next Meeting Date: February 19, 2014

60% Committee Member Attendance

Members Present:

Mr. Curtis Anderson
Mr. Shelly Blount
Mr. Wayne Gregory
Mr. Craig Jacobs, Chair
Mr. Carter Smith

Members Absent:

Mr. Wade Ballard
Mr. Robert Faucett
Mr. Buddy Waters

WIB Staff Present:

Ms. Brenda Connelly
Ms. Natalia Swanson
Ms. Dana Wood

Welcome and Opening Remarks

Mr. Craig Jacobs called the meeting to order at 12:10 p.m. and welcomed those in attendance.

SC Works Upstate Dashboard

Ms. Brenda Connelly, Upstate Workforce Investment Board (Upstate WIB) OneStop Services Coordinator, shared the SC Works Upstate November 2013 Dashboard with the committee. She pointed out that workshop attendance numbers had improved. She also noted that the lack of On-the-Job Training was concerning and that she would be investigating the issue. She promised to inform the committee of her findings. Ms. Connelly further explained that the drastic reduction in the number of new job orders placed, number of new jobs available, and the number entered employment dashboard categories was due to the way the numbers were being captured by the SC Works staff. A new staff member is responsible for reporting the dashboard information and chose to only report on job orders posted directly to the South Carolina Works Online System (SCWOS), not job orders posted to other websites that spider into the SCWOS system. This is a much more accurate report and will be used moving forward for consistent reporting. Ms. Connelly told the committee to contact her if they had any other questions regarding the dashboard.

RSA/MOU Update

Ms. Dana Wood, Upstate WIB Program and Project Manager, informed the committee that the deadline to submit the Program Year 2013 (PY13) Memorandum of Agreement/Resource Sharing Agreement (MOU/RSA) was December 16, 2013. She explained that although the Upstate MOU/RSA document was not fully executed, it was submitted on Friday, December 13th, ahead of the deadline. She explained that the document needed to be reviewed for any recommended changes before the local County Council Chair would sign. She said that the document would be reviewed by SCDEW and that they would contact her if they had any issues with the document as it was written. She explained that every item that was discussed during the negotiation process was addressed, which should leave little room for any needed changes. Mr. Jacobs asked if the items that SCDEW disputed last year (profit, Business Services Manager salary, and indirect costs) were included for PY13. Ms. Wood explained that all of the disputed items were included, but that an addendum was attached, as it was last program year, making it clear that the Upstate area would accept payment for all other items while the disputed items were negotiated.

Transportation Supportive Service (TSS) Increase

Mr. Craig Jacobs presented one item requiring a committee vote. He explained that due to increased gas prices over the past few years there was a need to increase the Transportation Supportive Service (TSS) cap, as well as the per day stipend amount. A summary of the request with supporting documentation was distributed at the beginning of the meeting, for review. It was requested that the OneStop Committee approve making a recommendation to the full Board at the January 22, 2014 meeting to increase the current \$5/day TSS assistance to \$10/day for participants who qualify for this support. It was also requested that the \$1,000 TSS cap be increased to \$2,500, per qualifying participant. Ms. Connelly explained that the supportive service policy had not been updated in several years and that there would need to be minor language changes made to the policy as well.

Mr. Carter Smith asked if the current ResCare budget supported the requested increases. Ms. Connelly explained that there was money in the current budget's supportive service line item to cover the increases. Ms. Wood further explained that ResCare was allocated \$25,000 for the Supportive Service line item and that their current expenditure rate left plenty of money to cover the requested increase.

Mr. Wayne Gregory made a motion to increase the current \$5/day TSS assistance to \$10/day for participants who qualify for this support. It was also requested that the \$1,000 TSS cap be increased to \$2,500, per qualifying participant. Mr. Carter Smith seconded the motion. There were no abstentions. The motion carried.

Other Business

In other business, Ms. Connelly informed the committee that because SCDEW chose not to co-locate into the SC Works Spartanburg location there was a need to request that ResCare reduce their training line item by \$200,000. The Upstate WIB staff hopes to come to an agreement with SCDEW for program year 2014, but a short term solution to the funding crisis SCDEW created was needed. Ms. Wood further explained that this request would be presented at the next Funding Oversight Committee meeting for recommendation to the full board for approval. Ms. Natalia Swanson, Upstate WIB Associate Director, explained that the Upstate WIB will be requesting additional Dislocated Worker (DW) funds from SCDEW which would help replenish the \$200,000 shortfall. Mr. Carter Smith asked if this budget reduction would affect those currently in training. Ms. Wood stated that current training participants would not be affected, but that this could affect any future customers being trained during PY13. Mr. Smith also wanted to ensure that the Upstate WIB staff had made the SC Workforce Investment Board aware of the ramifications of SCDEW's decision not to co-locate in our area. Ms. Wood stated that Mr. David Wall, Upstate WIB Board Chair, drafted a letter to the state board members, which will be sent soon, reiterating these consequences. Mr. Smith also wanted to make it clear that he did not want anyone to assume that SCDEW would move into the Evans Building in program year 2014 and that should not be part of the plan unless there is a signed MOU/RSA prior to them moving. The Upstate WIB staff agreed.

Ms. Wood also informed the committee that because of SCDEW's decision, USC Upstate Achieve was not able to move into the SC Works Spartanburg location as planned. Because of the decreased number of staff at the location, shared costs skyrocketed, making it impossible for the Achieve program to afford their share of costs.

Ms. Connelly informed the committee that Ann Angermeier, Rochelle Brown, and Johnnie-Lynn Crosby would be traveling to Columbia on December 23, 2013 to meet with the recently hired SCDEW Director of Employment Services, Ms. Rebecca Battle-Bryant, to discuss the new service delivery for SC Works Upstate. Because of SCDEW's decision to move into a separate facility, there is a need to redevelop the way customers, both employers and jobseekers, will be served.

Adjournment

With there being no other business or discussion from the floor, the meeting was adjourned at 1:20 p.m.



Bringing Employers
and
Job Seekers
Together

SC Works Upstate

Monthly Report Card PY13
(NOVEMBER 2013)

DASHBOARD 11-1-2013 through 11-30-2013

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	5484	4873	5787	4810	5705								26459
Total Unduplicated Center Traffic	3565	3037	3762	3998	3607								17969
# Scheduled for Orientation	89	52	85	52	79								357
# Attended Orientation	63	31	69	33	50								246
# of Workshops Offered	30	102	26	54	61								273
# Scheduled for Workshops	77	246	180	183	281								967
# of Workshop Attendees	61	152	95	86	149								543
New ADULT Enrollments	23	10	16	9	22								80
New DW Enrollments	2	3	0	0	1								6
Total Caseload	422	377	361	333	330								1823
Total NEW ADULT Training Activities Started Current Month													
215 Pre-Employment	3	30	19	14	9								75
300 Occupational	0	27	14	5	3								49
301 On the Job Training	0	0	0	0	0								0
327 GED	2	1	0	0	0								3
Total NEW DW Training Activities Started Current Month													
215 Pre-Employment	0	9	2	0	5								16
300 Occupational	2	14	4	1	1								22
301 On the Job Training	0	0	0	0	0								0
327 GED	0	1	0	0	0								1
Adults Beginning Training Current Month													
DWs Beginning Training Current Month	7	23	14	6	4								54
% New Clients vs Clients Entering Trng	44.0%	215.4%	112.5%	77.8%	21.7%								94.3%
# of New Job Orders Placed	168	132	100	96	94								590
# of Jobs New Jobs Available	1935	454	1509	1235	246								5379
# Entered Employment	239	56	69	128	144								636

CAREER CONSULTANT CASELOADS:

Jean Knox - 44
Dineitha Salmon - 35
Sheila Anderson - 96
Nancy Wilson - 96
Queen Bratton - 59

CENTER TRAFFIC:

Location PY13 PY12 Change
Cherokee 1531 3005 -1474
Spartanburg 3401 2745 656
Union 773 1763 -990

TRAINING ENROLLEE DATA:

Provider Program # Enrollees
Arc Labs Welding 3
Carolina Computer Training Workforce Technical Cert. 1

Action Item:

It is requested that the OneStop Committee approve making a recommendation to the full WIB at the January 22, 2014 full board meeting for an increase to the current \$5 per day assistance to \$10 per day assistance for those participants who qualify for Transportation Supportive Services (TSS) while in training. It is also requested that the \$1,000 cap be increased to \$2,500, per qualifying participant.

Reasons for the recommendation:

- Approximately 25 WIA participants are receiving TSS, which represents about one third of the individuals in training who qualify at any given period
- Gas Prices have remained around the \$3 a gallon for the last several years which poses an issue for those unemployed WIA participants traveling at least 25 miles round trip on an almost daily basis
- On the high end, a student may attend a 4 semester curriculum at a maximum of 4 days per week
- On average, the majority of our participants are completing shorter termed trainings that last approximately 25 weeks
- Longest training scenario would yield the following estimated results:
 - A student attending 4 semesters at 4 days per week would yield approximately 60 days per semester and approximately 240 days for their entire training period, which would total approximately \$2,400 needed from TSS
 - We currently have participants who are very appreciative of the current assistance, but they still have to borrow money to help get them back and forth to class.

Brenda Connelly

From: Craig Jacobs [cjacobs@spencerhines.com]
Sent: Tuesday, January 28, 2014 2:33 PM
To: Brenda Connelly
Subject: RE: Minutes 12-18-13

Brenda –

Looks okay to me.

Just a question because I know we talked about this but the minutes state:

Ms. Wood also informed the committee that because of SCDEW's decision, USC Upstate Achieve was not able to move into the SC Works Spartanburg location as planned. Because of the decreased number of staff at the location, shared costs skyrocketed, making it impossible for the Achieve program to afford their share of costs.

Isn't there also an issue with SCC not wanting them because they are affiliated with USC-Upstate? I'm not saying to include that into the minutes but is that still an issue?

Craig

*Craig Jacobs, Broker
Spencer/Hines Properties
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864-585-6188 (fax)
864-266-1561 (cell)*



to see all my listings, go to:

<http://www.loopnet.com/xNet/MainSite/Listing/MyListings/MyListings.aspx?LinkCode=29390>

From: Brenda Connelly [mailto:bconnelly@upstatewib.org]
Sent: Tuesday, January 28, 2014 2:15 PM
To: Craig Jacobs
Subject: Minutes 12-18-13

Hey Craig:

Could you please review the attached minutes from the December 18th OneStop Committee Meeting and let me know if you approve or would like me to make any changes?

Have a great afternoon!

*BRENDA CONNELLY
ONE STOP SERVICES COORDINATOR*

**Upstate Workforce Investment Board
One Stop
Committee Summary**

Meeting Date	December 18, 2013 Noon
Contact for Questions and Concerns	Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com Ms. Brenda Connelly – 864.562.4444 Email : bconnelly@upstategwib.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • November 2013 SC Works Dashboard • PY13 RSA/MOU • Transportation/Supportive Service Revision (Action Item) • DEW Issues
Action Taken	<ul style="list-style-type: none"> • Recommendation to request an increase to the current Training Transportation Assistance (TSS) amount from \$5/day to \$10/day. It is also recommended that the \$1,000 cap be increased to \$2,500.
Results and Outcomes	<ul style="list-style-type: none"> • Ms. Brenda Connelly, Upstate WIB OneStop Services Coordinator, shared the SC Works Upstate November 2013 Dashboard with the committee. The dashboard was reviewed and discussed. • Ms. Dana Wood, Upstate WIB Program and Project Manager, provided a brief update regarding the PY13 Upstate WIB/SCDEW RSA/MOU. She informed the committee that the deadline for submitting the document was December 16, 2013. She further explained that the document was not executed, but a working document was submitted on Friday, December 13th. Ms. Wood stated that the Upstate WIB staff hoped to receive feedback from SCDEW soon and that the committee would be kept up to date on any information pertaining to this issue. A discussion ensued. • Mr. Craig Jacobs presented one item requiring a committee vote. He explained that due to increased gas prices over the past few years there was a need to increase the Transportation Supportive Service (TSS) cap, as well as the per day amount. A discussion ensued. <ul style="list-style-type: none"> ➤ It was requested that the OneStop Committee approve making a recommendation to the full Board at the January 22, 2013 meeting to increase the current \$5/day TSS assistance to \$10/day for participants who qualify for this support. It was also requested that the \$1,000 TSS cap be increased to \$2,500, per qualifying participant. Mr. Wayne Gregory made a motion; Mr. Carter Smith seconded the motion. There were no abstentions. The motion carried.

	<ul style="list-style-type: none"> In other business, Ms. Connelly informed the committee that because SCDEW chose not to co-locate into the SC Works Spartanburg location there was a need to request that ResCare reduce their training line item by \$200,000. Ms. Wood also informed the committee that because of SCDEW's decision, USC Upstate Achieve was not able to move into the SC Works Spartanburg location as planned. Because of the decreased number of staff at the location, shared costs skyrocketed, making it impossible for the Achieve program to afford their share of costs. Ms. Natalia Swanson, Upstate WIB Associate Director, explained that the Upstate WIB will be requesting some additional Dislocated Worker (DW) funds from SCDEW which will help replenish the \$200,000 shortfall. A discussion ensued.
Items Referred for Board Action	The OneStop 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.
Website Reference	<u>www.upstatewib.org</u>