

## Program and Planning Committee Meeting Minutes

Date of Meeting: April 22, 2015  
Time of Meeting: 2:00 p.m.  
Place of Meeting: Upstate Workforce Investment Board  
Conference Room

### Attendance

Mr. Doug Bryson  
Mr. Christopher Hendrix  
Ms. Ulrike Schmidt

### Absent

Ms. Carolyn Rutherford Harris  
Ms. Theresa Perry

### WIB Staff

Ms. Shannon Wilkins  
Ms. Dana Wood

Prior to the meeting, Program and Planning Committee members received a Request for Proposals (RFP) book that contained each bidder's proposal. The committee was asked to review each proposal and to give each bidder a preliminary score. The Program and Planning Committee meeting was called to order at 2:11 p.m. by Ms. Dana Wood. Ms. Wood discussed the next step of the RFP process and asked if the committee had any questions concerning the RFP review process. She explained that each member would have the opportunity to discuss each proposal and finalize their score sheet. The following bidders were reviewed and discussed:

- USC Upstate Achieve Program,
- Palmetto Youth Connections,
- The YouthStop™ (Spartanburg School District 6), and
- Broome High School (Spartanburg School District 3).

The committee thoroughly reviewed each RFP proposal. Throughout the meeting each program's performance, financials, scope of services, program location, service areas, and type of youth to be served were discussed. After much discussion and careful consideration, the committee voted to fund the top two bidders, USC Upstate Achieve and The YouthStop™ (Spartanburg School District 6).

During the review process, Ms. Wood explained that the Upstate Workforce Investment Board (Upstate WIB) anticipated funding to be at, or slightly below, our PY14 funding levels. After discussing the projected PY15 budget, the committee requested that the top two bidders lower their budgets to reflect PY14 funding levels. Mr. Doug Bryson made a motion to fund the top two programs, after reviewing their revised budgets and determining funding levels. The motion was seconded by Mr. Chris Hendrix. With no abstentions, the motion was approved.

Ms. Shannon Wilkins stated that USC Upstate ACHIEVE requested a budget modification for the current program year. She proceeded to hand out a copy of the program's modification request for the committee to review.

Ms. Wilkins explained that USC Upstate ACHIEVE requested \$4,160 be moved from multiple Supportive Service line items to an Instruction Training line item to fund the purchase of classroom chairs, supplies, and preparation software. Mr. Doug Bryson made a motion to approve the budget modification

request; the motion was seconded by Ms. Ulrike Schmidt. With no abstentions, the budget was approved.

Ms. Wilkins informed the committee that their youth provider recommendations and the budget modification would be presented at the next Youth Alliance Meeting as a recommendation from the Program and Planning Committee. Upon approval from the Youth Alliance, the youth provider recommendations and the budget modification would be submitted during the next Upstate WIB meeting for approval. With no further discussion, the meeting was adjourned at 3:24 p.m.