

<p style="text-align: center;">THE UPSTATE WORKFORCE INVESTMENT BOARD MEETING MINUTES</p>

Date of Meeting:	November 17, 2014
Time of Meeting:	8:30 a.m.
Place of Meeting:	Thomas E. Hannah YMCA

ATTENDANCE: 84%

Board Members Present:

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Ryan Childers
Mr. Jim Cook
Ms. Johnnie-Lynn Crosby
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Betty Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Theresa Perry
Ms. Cherie Pressley
Ms. Jennie Thomas
Mr. David Wall
Ms. Martha Young

Board Members Absent:

Ms. Liberty Canzater
Mr. Chuck Ewart
Ms. Kimberly Gist
Ms. Lisa Morris
Lt. Mark Rockwell
Mr. Carter Smith
Ms. Lou Stackhouse
Mr. Buddy Waters

Guests Present:

Ms. Kathy Bell
Ms. Rochelle Brown
Ms. Michelle Hawkins
Ms. Amanda Lucas
Ms. Helen Merriweather

WIB Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Jenni Gregory
Ms. Natalia Swanson
Ms. Shannon Wilkins
Ms. Dana Wood

Welcome and Opening Remarks:

Mr. David Wall, board chair, called the meeting to order at 8:30 a.m. and welcomed those in attendance.

Minutes Approved:

The September 15, 2014, meeting minutes were reviewed. *Mr. Wayne Gregory made a motion to approve the minutes as written. Ms. Martha Young seconded the motion. The motion carried. There were no abstentions.*

Special Presentation:

Ms. Cherie Pressley presented the board with the Upstate Regional Education Center Gap Analysis Report. She explained how the information was gathered, what the different components meant, and what the results mean for businesses and the future workforce.

OneStop Oversight Committee Report:

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The committee met on October 15, 2014. There were no items that required board action. Mr. Jacobs stated that there are still concerns related to the Upstate Workforce Investment Board's (Upstate WIB) relationship with the

South Carolina Department of Employment and Workforce (SCDEW) and whether local service delivery is in compliance with the Workforce Investment Act and Regulations due to SCDEW's decision not to co-locate into the SC Works Upstate center, as well as not providing mandated services within the centers. A letter was sent to the Department of Labor (DOL) Director requesting an audit of the local OneStop system as a whole. The committee also recommended that an independent audit be conducted. As of the board meeting date, there had been no response from DOL on this issue.

Funding Oversight Committee Report:

Mr. Jim Cook, committee chair, reported for the Funding Oversight Committee. The committee met on November 4, 2014 and reviewed the end-of-the-year and the year-to-date budgets. The committee had the following requests for approval from the Board:

- *The Funding Oversight Committee recommends approval for an Upstate WIB Office budget modification with the following line item changes:*

a. Special Projects: adding \$8,000 to the line item in order to execute an Economic/Manufacturing Summit.

b. Special Projects: adding \$6,000 to the line item in order to conduct a third-party review/assessment of the One Stop System.

c. Professional Development: adding \$4,000 to the line item in order to allow Upstate WIB staff and board members the opportunity to attend the National Association of Workforce Board Conference (NAWB) and/or conduct other WIOA preparatory training.

There were no abstentions. The motion carried.

- *The Funding Oversight Committee recommends approval for the Arbor SC Works budget modification request , which includes the following changes:*

a. Transferring 15.84% of funds from the Dislocated Worker to Adult funding stream.

b. Salaries: increase the line item by \$44,102.89 in order to add a Business Services Manager, a Union Center Manager, and a Union Part-Time Business Services Consultant.

c. Mileage: increase by \$2,700 due to increased travel and community outreach efforts.

d. Equipment Rental: increase by \$300 due to a projected annual expense rate increase.

e. Contract/Consulting Services: increase by \$7,947.20 to provide external IT consulting support.

f. Budget modifications to the noted line items also increase the Fringes, Indirect and Management Fee line items.

g. Total contract increase: \$77,131.97, for a grand total contract amount of \$1,554,248.65.

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

- *The Funding Oversight Committee recommends that the board grant the Upstate WIB staff authority to submit any additional fund transfer requests to the SCDEW as needed throughout the year.*

There were no abstentions. The motion carried.

Youth Alliance Report:

Ms. Theresa Perry, committee chair, reported for the Upstate Youth Alliance (UYA).

The UYA met on October 24, 2014 with Officer Chris Roberts from the Spartanburg Police Department as the guest speaker. Officer Roberts spoke to the UYA about gang activity in Spartanburg.

During the meeting there were program updates from the USC Upstate Achieve and YouthStop programs. The committee had no items that required board action.

Ms. Perry asked Ms. Dana Wood to inform the board about the new Upstate WIB Healthy Food Policy. Ms. Wood stated that any time food is provided for youth it must meet the guidelines within the policy. The policy eliminates fried foods, and recommends baked chips, fruit, protein, and healthier snacks. Ms. Wood stated that the students have been very receptive to this change.

Ms. Wood also updated the board on recent Youth Leadership activities.

Executive Director's Report:

Ms. Ann Angermeier reported that there was a recent newspaper article regarding Project Search. She stated that WIB member, Ms. Perry, first brought the information about the program to the WIB staff. The WIB staff hosted a meeting to bring the Project Search staff to Spartanburg for a meeting with educators and the local medical community. The program is operated by Spartanburg School District Six and is in working very well on site at Spartanburg Medical Center.

Ms. Angermeier congratulated Mr. Cook on the Rincon Company coming to Blacksburg. This company will add approximately 200 jobs in Cherokee County.

Ms. Angermeier thanked Ms. Pressley for being a great partner with the Upstate WIB.

Other Business:

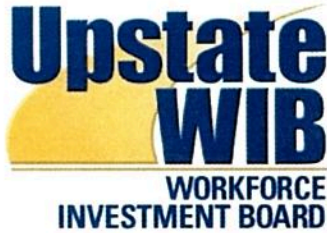
Mr. Cook informed the board that due to Ms. Wood's efforts the Cherokee County WorkReady Communities Initiative has reached 98% of its goal. It was also noted that Spartanburg County has reached 95% of their goal.

Mr. Wall told the board that the WIOA lunch and learn was very informative and those who were not able to attend that meeting should try to attend the next one. The PowerPoint presentation has been added to the Upstate WIB website for the board to review.

Adjournment:

With no other business or discussion from the floor, the meeting was adjourned at 9:35 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for January 21, 2015 at 8:30 a.m. The venue is to be determined.



Upstate Workforce Investment Board
Regular Meeting
Thomas E. Hannah YMCA
November 17, 2014

8:30 AM

Welcome and Introductions

Approval of the September 15, 2014 Meeting Minutes

Mr. David Wall

8:40 AM

Upstate Regional Education Center Assessment Report

Ms. Cherie Pressley
Director

8:55 AM

OneStop Committee Report

Mr. Craig Jacobs
Committee Chair

9:10 AM

Funding Oversight Committee Report

Mr. Jim Cook
Committee Chair

9:25 AM

Youth Alliance Report

Ms. Theresa Perry
Committee Chair

9:40 AM

Executive Director's Report

Ms. Ann Angermeier

Other Business and Adjourn

Funding Oversight Committee Meeting

Date: November 4, 2014

Time: 8:30 a.m.

Location: Upstate WIB Conference Room

AGENDA

- I. Welcome Jim Cook
- II. Review of Year-to-Date Budgets (First Quarter) Jim Cook & Natalia Swanson
 - A. Arbor – Regular Formula Funds
 - B. Arbor – Rapid Response Grants
 - C. Youth Programs
 - D. WIB Office
- III. Committee Approval of WIB Office Modification Request Natalia Swanson
 - A. Special Projects:
 - a. \$8,000 for an Economic/Manufacturing Summit
 - b. \$6,000 for a third-party review of the One-Stop System
 - B. Professional Development:
 - a. \$4,000 for anything related to either NAWB or WIOA preparation
- IV. ResCare Modification Request Brenda Connelly
(See attached)
- V. Other Business Jim Cook & Natalia Swanson

Adjournment

Next Meeting: Tuesday, January 6, 2015

PY14

Arbor: SC Works Upstate

Current % 25%

Expense	TOTAL				Variance	% of Budget
	thru September 30, 2014 Expenditures	Budget				
Salaries	\$ 113,583.82	\$ 535,800.19	\$ 422,216.37	\$ 21.2%		
Fringes	\$ 18,566.08	\$ 123,786.82	\$ 105,220.74	\$ 15.0%		
Temp Help	\$ -	\$ -	\$ -	#DIV/0!		
Dues/Professional	\$ 501.56	\$ 800.00	\$ 298.44	\$ 62.7%		
Mileage	\$ 3,357.79	\$ 14,004.48	\$ 10,646.69	\$ 23.98%		
Professional Development	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 0.0%		
Travel Out-of-Town	\$ 240.90	\$ 2,700.00	\$ 2,459.10	\$ 8.92%		
Training	\$ 50,537.23	\$ 346,500.00	\$ 295,962.77	\$ 14.59%		
Office Supplies	\$ 3,917.66	\$ 12,000.00	\$ 8,082.34	\$ 32.65%		
Outreach	\$ 805.75	\$ 20,000.00	\$ 19,194.25	\$ 4.03%		
Printing Supplies/Copier	\$ 247.94	\$ 2,500.00	\$ 2,252.06	\$ 9.92%		
Postage	\$ 288.78	\$ 1,000.00	\$ 731.22	\$ 26.88%		
Rent/Facilities Cost	\$ -	\$ 12,000.00	\$ 12,000.00	\$ 0.0%		
Equipment Rental	\$ 1,291.08	\$ 5,000.00	\$ 3,708.92	\$ 25.82%		
Contracting/Consulting Svcs	\$ 568.96	\$ 10,548.64	\$ 9,989.68	\$ 5.3%		
Telephone & Data	\$ 3,394.76	\$ 23,000.00	\$ 19,605.24	\$ 14.76%		
Electric/Utilities	\$ 2,789.28	\$ 15,582.00	\$ 12,792.72	\$ 17.9%		
Bldg/Equipment M&R-Insurance-Janitorial	\$ 3,251.20	\$ 17,474.36	\$ 14,223.16	\$ 18.61%		
Supportive Services	\$ 3,084.00	\$ 24,000.00	\$ 20,916.00	\$ 12.85%		
Computers & Software	\$ -	\$ 4,600.00	\$ 4,600.00	\$ 0.0%		
Indirect	\$ 16,010.89	\$ 84,237.91	\$ 68,227.02	\$ 19.01%		
Management Fee (Profit)	\$ 18,322.65	\$ 73,290.60	\$ 54,967.95	\$ 25.0%		
Total Expense	\$ 240,730.33	\$ 1,331,825.00	\$ 1,091,094.67	\$ 18.08%		
Non-WIA RSA Reimbursements	\$ -	\$ -	\$ -	\$ 0.00%		
Total WIA Expense	\$ 240,730.33	\$ 1,331,825.00	\$ 1,091,094.67	\$ 18.08%		

PY14

Arbor: Rapid Response Grants

	TOTAL			
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget
Grant				
Rapid Response IWT #13-01 (9/30/2014)	\$ 47,700.00	\$ 63,390.00	\$ 15,690.00	75.25%
Rapid Response IWT #13-02 <small>CLOSED</small>	\$ 11,625.00	\$ 16,000.00	\$ 4,375.00	72.66%
Rapid Response IWT #14RR01 (8/31/15)	\$ -	\$ 56,085.00	\$ 56,085.00	0.0%
Rapid Response IWT #14RR03 (6/30/15)	\$ -	\$ 69,100.00	\$ 69,100.00	0.0%
13MOJTRR 04 (6/30/15)	\$ 4,577.05	\$ 77,181.30	\$ 72,604.25	5.93%
14M903IWT01-JWIB (6/30/15)	\$ -	\$ 83,050.00	\$ 83,050.00	0.0%
			\$ -	#DIV/0!
Total Expense	\$ 63,902.05	\$ 364,806.30	\$ 300,904.25	17.52%

PY14
USC Upstate ACHIEVE

Expense	thru September 30, 2014 Expenditures	TOTAL		Current %	25%
		Budget	Variance		
Salaries and Fringe Benefits	\$ 64,272.68	\$ 272,393.72	\$ 208,121.04		23.6%
Indirect Cost	\$ 5,240.20	\$ 22,761.48	\$ 17,521.28		23.02%
Operating Expenses	\$ 1,110.07	\$ 36,124.80	\$ 35,014.73		3.07%
Instructional Training	\$ 825.00	\$ 16,785.00	\$ 15,960.00		4.92%
Work Readiness/Work Experience	\$ 599.98	\$ 8,986.63	\$ 8,386.65		6.68%
Supportive Services: Transportation	\$ 265.14	\$ 17,111.30	\$ 16,846.16		1.55%
Supportive Services: Medical Assistance	\$ 140.00	\$ 750.00	\$ 610.00		18.67%
Supportive Services: Child Care	\$ -	\$ 3,000.00	\$ 3,000.00		0.0%
Supportive Services: Other*	\$ 2,094.93	\$ 12,150.00	\$ 10,055.07		17.24%
Total Expense	\$ 74,548.00	\$ 390,062.93	\$ 315,514.93		19.11%

*Supportive Services: Other includes Field Trips/Lunch & Learn Workshops/Rope Course; GED Fees; Graduation Costs; Incentives (Gift Cards/Work

PY14

The YouthStop

Expense	TOTAL				Current %	25%
	thru September 30, 2014 Expenditures	Budget	Variance	% of Budget		
Salaries & Fringe Benefits	\$ 70,083.12	\$ 300,581.77	\$ 230,498.65	23.32%		
Operating Expenses	\$ 23,620.04	\$ 83,173.88	\$ 59,553.84	28.4%		
Instructional Training	\$ -	\$ 32,402.40	\$ 32,402.40	0.0%		
Work Readiness/Work Experience Stipends	\$ 40.63	\$ 20,000.00	\$ 19,959.37	0.2%		
Supportive Svcs: Transportation	\$ -	\$ 5,500.00	\$ 5,500.00	0.0%		
Supportive Svcs: Other*	\$ 2,977.42	\$ 41,200.00	\$ 38,222.58	7.23%		
Total Expense	\$ 96,721.21	\$ 482,858.05	\$ 386,136.84	20.03%		

*Supportive Services: Other includes field trips/student lunch & learn workshops; incentives (including laptops); work clothing; student fees (lunch,

PY14
WIB Office

	thru September 30, 2014	Regular Formula Funds	Incentive Grant 13INC	Total Budget	Variance	Current %	25%
Expense							
Salaries/Fringe/Indirect	\$ 81,814.63	\$ 498,325.00		\$ 498,325.00	\$ 416,510.37		16.42%
Temp Help	\$ 24,370.86	\$ 87,699.00		\$ 87,699.00	\$ 63,328.14		27.79%
Dues-Professional	\$ 4,262.15	\$ 3,600.00	\$ 2,645.00	\$ 6,245.00	\$ 1,982.85		68.25%
Mileage	\$ 83.44	\$ 4,000.00		\$ 4,000.00	\$ 3,916.56		2.09%
Professional Development	\$ 6,432.65	\$ 10,000.00	\$ 2,645.00	\$ 12,645.00	\$ 6,212.35		50.87%
Office Supplies & Expense	\$ 1,890.49	\$ 9,000.00		\$ 9,000.00	\$ 7,109.51		21.01%
Copier Expense	\$ 920.22	\$ 4,000.00		\$ 4,000.00	\$ 3,079.78		23.01%
Advertising/Promotional/Outreach	\$ 625.00	\$ 10,500.00		\$ 10,500.00	\$ 9,875.00		5.95%
Printing	\$ 233.20	\$ 900.00		\$ 900.00	\$ 666.80		25.91%
Postage	\$ 121.86	\$ 800.00		\$ 800.00	\$ 678.14		15.23%
Rent-Spartanburg	\$ 11,630.79	\$ 50,035.00		\$ 50,035.00	\$ 38,404.21		23.25%
Consulting Services	\$ 1,644.36	\$ 3,650.00		\$ 3,650.00	\$ 2,005.64		45.05%
Vehicle Manpower/Overhead	\$ 445.61	\$ 1,200.00		\$ 1,200.00	\$ 754.39		37.13%
Vehicle Parts	\$ 278.02	\$ 1,000.00		\$ 1,000.00	\$ 721.98		27.80%
Vehicle - Fuel, Oil, Lub	\$ 330.36	\$ 3,500.00		\$ 3,500.00	\$ 3,169.64		9.44%
Telephone/Fax	\$ 1,811.00	\$ 14,400.00		\$ 14,400.00	\$ 12,589.00		12.58%
Miscellaneous Expense	\$ 207.42	\$ 4,400.00		\$ 4,400.00	\$ 4,192.58		4.71%
Special Projects	\$ 600.00	\$ 5,400.00	\$ 600.00	\$ 6,000.00	\$ 5,400.00		10.00%
Computers/Software	\$ 2,068.35	\$ 3,500.00		\$ 3,500.00	\$ 1,431.65		59.10%
Miscellaneous Equipment	\$ 23.25	\$ 1,000.00		\$ 1,000.00	\$ 976.75		2.33%
TOTAL UWIB OFFICE	\$ 139,793.66	\$ 716,909.00	\$ 5,890.00	\$ 722,799.00	\$ 583,005.34	19.34%	
Rent-Spartanburg (Evans Building)	\$ 39,300.00	\$ 39,300.00		\$ 39,300.00	\$ -		100.00%
Rent-Union SC Works	\$ 2,250.00	\$ 2,250.00		\$ 2,250.00	\$ -		100.00%
TOTAL RENT FOR SC WORKS	\$ 41,550.00	\$ 41,550.00		\$ 41,550.00	\$ 583,005.34	23.7%	
	\$ 181,343.66	\$ 758,459.00	\$ 5,890.00	\$ 764,349.00			

SC WORKS UPSTATE GRANT MODIFICATION REQUEST FORM

(If necessary, use more than one form)

Date: 10/31/2014

Grant number: 14M903Q1-UWIB – Modification #2

Change(s) requested (note which section(s) of the original grant are to be changed, then state the new wording to reflect those changes):

Changes Requested:

Fund Transfer: Reflects 15.84% transfer of funds from Dislocated Worker to Adult. Increases Adult funding from \$790,957.14 to \$1,037,098.83 and reduces Dislocated Worker funding from \$763,291.51 to \$517,149.81.

Salaries (+\$44,102.89): Reflects a line item increase from \$535,800.19 to \$579,903.08 due to the addition of a Business Services Manager, Union Center Manager and Union PT Business Services Consultant.

Fringes (+10,923.32): Reflects a line item increase from \$123,786.82 to \$134,710.14 as related to Salary impact as noted above.

Indirect (+6,913.98): Reflects line item impact due to noted line item increases.

Management Fee (+4,244.58): Reflects line item impact due to noted line item increases.

Mileage (+\$2,700.00): Reflects a line item increase from \$14,004.48 to \$16,704.48 due to increased travel and community outreach efforts.

Equipment Rental (+\$300.00): Reflects a line item increase from \$5,000.00 to \$5,300.00 due to projected annual expense rate.

Contract/Consulting Services (+\$7,947.20): Reflects line item impact due to addition of funds to provide external IT consulting support.

Reason for modification:

This budget modification is requested to transfer funds from Dislocated Worker to Adult, address staff additions and line item budget adjustments.

**Upstate Workforce Investment Board
Funding Oversight
Committee Summary**

Meeting Date	<i>November 4, 2014, 8:30 a.m.</i>
Contact for Questions and Concerns	<p>Mr. Jim Cook – (864)-206-2804 Email: CookJ@sccsc.edu</p> <p>Ms. Natalia Swanson – (864) 596-2028 Email : nswanson@upstatewib.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>The committee reviewed year-to-date budget reports for Arbor (SC Works and Rapid Response Grants), both Youth Programs, and the Upstate WIB Office (first quarter expenditures of Program Year 2014).</i> • <i>The WIB staff presented a budget modification request for the Upstate WIB Office grant.</i> • <i>The WIB staff presented a budget modification request for Arbor's SC Works grant.</i> • <i>The WIB staff presented a request for the authority to request fund transfers throughout the program year.</i>
Action Taken	<ul style="list-style-type: none"> • The committee voted on the Upstate WIB Office budget modification requests. • The committee voted on the modification request for Arbor's SC Works budget. • The committee voted on the request to grant the Upstate WIB team the authority to request fund transfers.
Results and Outcomes	<ul style="list-style-type: none"> • The committee reviewed year-to-date budget reports for Arbor (SC Works budget and Rapid Response Grants), the two Youth Programs (ACHIEVE and The YouthStop), as well as the Upstate WIB Office report; there were no concerns. • The committee discussed and approved the proposed budget modification requests to the Upstate WIB Office budget. <ul style="list-style-type: none"> ○ Special Projects: adding \$8,000 to the line item in order to execute an Economic/Manufacturing Summit. ○ Special Projects: adding \$6,000 to the line item in order to conduct a third-party review/assessment of the One Stop System. ○ Professional Development: adding \$4,000 to the line item in order to allow Upstate WIB staff and board members the opportunity to attend NAWB, and/or to conduct other WIOA preparatory training. • The committee reviewed and approved the proposed budget modification to the Arbor SC Works grant. <ul style="list-style-type: none"> ○ Transferring 15.84% of funds from Dislocated Worker to Adult. ○ Salaries: increasing the line item by \$44,102.89 in order to add a Business Services Manager, a Union Center Manager, and a Union Part-Time Business Services Consultant.

	<ul style="list-style-type: none"> ○ Mileage: increasing by \$2,700 due to increased travel and community outreach efforts. ○ Equipment Rental: increasing by \$300 due to projected annual expense rate. ○ Contract/Consulting Services: increasing by \$7,947.20 due to addition of funds to provide external IT consulting support. ○ Budget modifications to the noted line items also increase the Fringes, Indirect and Management Fee line items. ○ Total contract increase: \$77,131.97, for a grand total of \$1,554,248.65. <ul style="list-style-type: none"> ● The committee approved a request to grant the Upstate WIB authority to submit fund transfer requests to the South Carolina Department of Employment and Workforce (SCDEW), as needed throughout the year.
Items Referred for Board Action	<ol style="list-style-type: none"> 1. The committee recommends the budget modification request for the Upstate WIB Office budget with the following line item changes: <ol style="list-style-type: none"> a. Special Projects: adding \$8,000 to the line item in order to execute an Economic/Manufacturing Summit. b. Special Projects: adding \$6,000 to the line item in order to conduct a third-party review/assessment of the One Stop System. c. Professional Development: adding \$4,000 to the line item in order to allow Upstate WIB staff and board members the opportunity to attend NAWB, and/or to conduct other WIOA preparatory training. 2. The committee recommends the budget modification request for the Arbor SC Works budget with the following changes: <ol style="list-style-type: none"> a. Transferring 15.84% of funds from Dislocated Worker to Adult. b. Salaries: increasing the line item by \$44,102.89 in order to add a Business Services Manager, a Union Center Manager, and a Union Part-Time Business Services Consultant. c. Mileage: increasing by \$2,700 due to increased travel and community outreach efforts. d. Equipment Rental: increasing by \$300 due to projected annual expense rate. e. Contract/Consulting Services: increasing by \$7,947.20 due to addition of funds to provide external IT consulting support. f. Budget modifications to the noted line items also increase the Fringes, Indirect and Management Fee line items. g. Total contract increase: \$77,131.97, for a grand total of \$1,554,248.65. 3. The committee recommends the request to grant the Upstate WIB staff authority to submit any additional fund transfer requests to the South Carolina Department of Employment and Workforce (SCDEW), as needed throughout the year.
Website Reference	<u>www.upstatewib.org</u>

THE UPSTATE WORKFORCE INVESTMENT BOARD MEETING MINUTES

Date of Meeting: September 15, 2014
Time of Meeting: 8:30 a.m.
Place of Meeting: Mary Black Foundation

ATTENDANCE: 84%

Board Members Present:

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Shelley Blount
Mr. Bill Brasington
Mr. Ryan Childers
Mr. Jim Cook
Mr. Robert Faucett
Mr. Wayne Gregory
Ms. Betty Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Theresa Perry
Ms. Cherie Pressley
Lt. Mark Rockwell
Mr. Carter Smith
Ms. Jennie Thomas
Mr. David Wall
Ms. Martha Young

Board Members Absent:

Ms. Liberty Canzater
Ms. Johnnie-Lynn Crosby
Mr. Chuck Ewart
Ms. Kimberly Gist
Ms. Lisa Morris
Ms. Lou Stackhouse
Mr. Buddy Waters

Guests Present:

Ms. Kathy Bell
Ms. Rochelle Brown
Ms. Michelle Hawkins
Ms. Amanda Lucas
Ms. Helen Merriweather

WIB Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Jenni Gregory
Ms. Natalia Swanson
Ms. Shannon Wilkins
Ms. Dana Wood

Welcome and Opening Remarks:

Mr. David Wall, board chair, called the meeting to order at 8:30 a.m. and welcomed those in attendance. Mr. Robbie Faucett welcomed new board members, Mr. Ryan Childers and Lt. Mark Rockwell, and asked them to introduce themselves.

Nominating Committee Report

Mr. Robbie Faucett reported for the Nominating Committee.

- *The Nominating Committee made a motion for Mr. David Wall to remain as chairman of the Upstate Workforce Investment Board (Upstate WIB) for Program Year 2014. Mr. Faucett asked if there were any nominations from the floor. There were no nominations from the floor. There were no abstentions, the motion carried.*

Strategic Plan

In the absence of Mr. Chuck Ewart, Ms. Ann Angermeier presented a draft of the Strategic Plan developed by Mr. Ewart after the board retreat in March. Ms. Angermeier stated that the plan is a fluid document spanning a three to five year period which may be amended at any time with full board consent. She explained that the plan would be reviewed annually. She further explained that changes may be necessary due to the new Workforce Innovation and Opportunity Act (WIOA) that will take effect July 1, 2015.

Minutes Approved:

The May 15, 2014, meeting minutes were reviewed. *Mr. Jim Cook made a motion to approve the minutes as written. Mr. Wayne Gregory seconded the motion. The motion carried. There were no abstentions.*

Workforce Innovation and Opportunity Act (WIOA)

Ms. Angermeier spoke about the new WIOA law, which will take effect July 1, 2015. She explained that several programs would be consolidated and the number of WIB board members will decrease. South Carolina Department of Employment and Workforce (SCDEW) will be required to co-locate. Youth Alliance will no longer be required; a Youth Committee of six to eight members will be formed. Core and intensive services will no longer be separate, they will be career services. Performance measures will get tougher. When WIOA goes into effect, priority of service for low income and public assistance will be required. Adult Education and Vocational Rehabilitation will have larger roles. Soft skills are also a major component in WIOA.

Youth services will be most affected by the new law. Currently the law requires that 30% of funds be dedicated to out-of-school youth. Under the new law 70% of the funds will be required for out-of-school youth. Ms. Angermeier, Ms. Kathy Bell, (from The YouthStop) and other staff are working on a plan to continue to serve in-school youth at a reduced level.

Ms. Angermeier stated that she was planning to send a short update to the board once a week comparing the Workforce Investment Act (WIA) to WIOA.

Mr. Curtis Anderson asked what is being included in soft skills. Ms. Angermeier explained that it included teamwork, listening, communication, attitude, appropriate attire, being on time, etc. Ms. Theresa Perry stated that soft skills are skills that transfer from one job to another. Ms. Martha Young stated that based on the discussion, a lot of youth parents do not have soft skills and possibly educating the parents should be included in the strategic plan as well.

IWT Ranking Approval

Ms. Natalia Swanson gave an update regarding the Incumbent Worker Training (IWT) Grant Process. She stated that SCWorks Upstate was currently accepting IWT applications. An ad hoc committee had been formed to review the application. The committee is comprised of two members from the Funding Oversight Committee and two members from the OneStop Oversight Committee, as well as members from each Economic Development group, including Greer. The ad hoc committee will review the applications and recommend final ranking at the end of October.

- *The Upstate WIB requested that the Board grant the Executive Committee the authority to approve the IWT ad hoc committee's recommended IWT fund rankings from the ad hoc committee and approve the IWT Grants. Mr. Jim Cook made a motion to approve this request. Ms. Martha Young seconded the motion. There were no abstentions. The motion carried.*

OneStop Oversight Committee Report:

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The committee met on August 20, 2014. He stated that during this meeting the committee reviewed the Eligible Training List. The committee approved the list as written along with the following stipulations: 60% of the participants enter training in the advanced manufacturing, 25% in skilled trades and 15% in the remaining areas. On-the-job training and customized training will be offered on an as needed basis. The committee had the following request for approval from the Board:

- *The OneStop Committee recommends that the Upstate WIB approve the revised Eligible Training List as written. There were no abstentions. The motion carried.*

Funding Oversight Committee Report:

Mr. Jim Cook, committee chair, reported for the Funding Oversight Committee. The committee met on September 2, 2014 and reviewed the end-of-the-year and the year-to-date budgets. The committee had the following request for approval from the Board:

- *The Funding Oversight committee recommends that the Upstate WIB approve ResCare's budget modification request (affecting the WIB office budget) with the following line item changes:*
 - a. *Arbor SC Works budget:*
 - 1: *Rent: Increase by \$124,650 to cover Spartanburg rent (\$117, 900) and Union rent (\$6,750).*
 - 2: *Indirect: Increase by \$13,063.32 due to the Rent line item increase.*
 - 3: *Profit: Increase by \$7,578.36 due to the Rent line item increase.*
 - b. *WIB office budget:*
 - 1: *Rent-Spartanburg (Evans Building): Decrease by \$117,900.*
 - 2: *Rent-Union (From Building): Decrease by \$6,750.*

There were no abstentions. The motion carried.

Youth Alliance Report:

Ms. Theresa Perry, committee chair, reported for the Upstate Youth Alliance (UYA). The UYA met on September 5, 2014 with Ms. Wendy Griffin from HelpUp Works as the guest speaker.

The committee had the following request for approval from the Board:

- *The Youth Alliance recommends approval of the USC Upstate ACHIEVE budget modification with the following line item changes:*
 - a. *Move \$2,378.06 from Fringe Benefits to Staff Salaries.*
 - b. *Move \$2,008.56 from Fringe Benefits to Instructional Training into the Other Training & Expenses line item.*
 - c. *Move \$212.86 from Indirect Cost to Instructional Training into the Other Training & Expenses line item.*
 - d. *Move \$652.21 from Janitorial to Premises Rent.*
 - e. *Move \$1,100 from Janitorial to Staff Travel and Professional Development.*
 - f. *Move \$49.79 from Janitorial to Advertising & Printing.*
 - g. *Move \$199.96 from Janitorial Supplies to Advertising & Printing.*

There were no abstentions. The motion carried.

Adjournment:

With no other business or discussion from the floor, the meeting was adjourned at 9:35 a.m.

The next regular meeting of the Upstate Workforce Investment Board is scheduled for November 17, 2014 at 8:30 a.m. The venue is to be determined.

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

Meeting Date	<i>October 15, 2014 12:00 p.m.</i>
Contact for Questions and Concerns	Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com Ms. Brenda Connelly – 864.562.4444 Email : bconnelly@upstatewib.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>September 2014 Dashboard</i> • <i>PY14 RSA/MOU Update</i> • <i>SC Works Upstate Update</i> • <i>Upstate Workforce system issues due to SCDEW's refusal to provide mandated services within the SC Works Upstate Centers</i>
Action Taken	<ul style="list-style-type: none"> • Recommend that a letter be drafted and sent to the US Department of Labor (USDOL) outlining the issues with the SC Department of Employment and Workforce (SCDEW) and requesting that a comprehensive audit be conducted of the Upstate area workforce system as a whole. The committee recommended that the letter be sent by the WIB Chair, Mr. David Wall. • Recommended that Upstate WIB staff solicit quotes for an independent audit be conducted of the Upstate workforce system as a whole by a third-party auditor. • Recommended that meetings be scheduled with all local state legislators and county councils to inform them of all of the issues in the event that they receive complaints from constituents.
Results and Outcomes	<ul style="list-style-type: none"> • Ms. Brenda Connelly, Upstate WIB OneStop Services Coordinator, shared the SC Works Upstate September 2014 Dashboard with the committee. Ms. Connelly explained that this dashboard detailed the entire first quarter of program year 2014 (PY14). She pointed out that the training goal expected in the PY14 grant Statement of Work (SOW) had been exceeded during the first quarter. She also explained the PY14 SOW included enrollment expectations to increase the number of enrolled participants for the year since this was a concern during PY13. The dashboard was reviewed and briefly discussed. • Ms. Connelly reported that since the PY13 RSA/MOU had been fully executed the RSA/MOU Ad Hoc Committee (AHC) had begun negotiating the PY14 agreement. The Upstate WIB AHC team submitted a proposal by the deadline, as required. She explained that there was an initial response from the SCDEW AHC reporting that they had decided not to co-locate into the comprehensive OneStop Center in Spartanburg due to their current UI service strategy. They offered to sign an agreement similar to the PY13 agreement, excluding shared Center Manager salaries. The Upstate AHC responded requesting that they consider the square footage methodology proposed. They agreed and had not responded as of the OneStop Oversight Committee meeting date. A discussion ensued.

	<ul style="list-style-type: none"> Because an SC Works representative was not present, Ms. Connelly provided an SC Works update. She reported that the Incumbent Worker Training grant deadline had passed. SC Works and Upstate WIB staff were currently in the process of reviewing all of the IWT grant applications for eligibility before the IWT Ad Hoc Committee review meeting, as well as to determine the exact amount of funding requests. If the funding requests are below the amount of the grant the application deadline will be extended. <p>Ms. Connelly also explained that SC Works was now offering social media workshops due to increased requests from employers for this skill set.</p> <ul style="list-style-type: none"> Ms. Ann Angermeier reviewed the host of ongoing issues regarding SCDEW, one being their refusal to provide mandated services within the SC Works Upstate Centers, particularly within the comprehensive center located at 220 East Kennedy Street in Spartanburg. Options were discussed to address these issues. The committee decided to recommend to the Upstate WIB Chair, Mr. David Wall, that a letter be sent to the USDOL Region 3 Director and the National DOL Director in Washington, DC. requesting an audit of the Upstate workforce system as a whole so that USDOL can compare our current situation with their monitoring report from two years prior, which was a very positive assessment. They also requested that the Upstate WIB staff solicit quotes for an independent auditor to assess the Upstate workforce system as a whole so that there is an official report from an outside source citing the issues with our local system. The third recommendation from the committee was for meetings to be scheduled with all local state legislators and county councils to inform them of all of the issues in the event that they receive complaints from constituents. Mr. Jacobs would contact Mr. Wall to inform him of the committee's recommendations.
Items Referred for Board Action	None
Website Reference	<u>www.upstategwib.org</u>



Bringing Employers
and
Job Seekers
Together

SC Works Upstate

Monthly Report Card PY14
(September 2014)

DASHBOARD 09/01/2014 through 09/30/2014

DASHBOARD 05/01/2014 through 05/31/2014

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
Total Center Traffic	3704	3417	3421	0	0	0	0	0	0	0	0	0	10542
WIA Traffic (Spartanburg 93, Gaffney 78, Union 14)	305	251	185	0	0	0	0	0	0	0	0	0	741
UI Traffic (Spartanburg 183 , Gaffney 138, Union 58)	604	468	379	0	0	0	0	0	0	0	0	0	1451
WP Traffic (Spartanburg 1155 , Gaffney 1009, Union 706)	2733	2741	2870	0	0	0	0	0	0	0	0	0	8344
Total Unduplicated Center Traffic	1956	1953	1952	0	0	0	0	0	0	0	0	0	5861
# Scheduled for Orientation	79	54	68	0	0	0	0	0	0	0	0	0	201
# Attended Orientation	64	45	58	0	0	0	0	0	0	0	0	0	167
# of Workshops Offered	43	40	37	0	0	0	0	0	0	0	0	0	120
# Scheduled for Workshops	114	54	37	0	0	0	0	0	0	0	0	0	205
# of Workshop Attendees	87	58	27	0	0	0	0	0	0	0	0	0	172
New ADULT Enrollments	28	17	9	0	0	0	0	0	0	0	0	0	54
New DW Enrollments	5	2	4	0	0	0	0	0	0	0	0	0	11
Total Caseload	346	339	300	0	0	0	0	0	0	0	0	0	985
Total NEW ADULT Training Activities Started Current Month													
215 Pre-Employment	24	63	11	0	0	0	0	0	0	0	0	0	98
300 Occupational	0	9	12	0	0	0	0	0	0	0	0	0	21
301 On the Job Training	0	0	0	0	0	0	0	0	0	0	0	0	0
327 GED	0	0	0	0	0	0	0	0	0	0	0	0	0
328 Non-ETPL	0	0	0	0	0	0	0	0	0	0	0	0	0
Total NEW DW Training Activities Started Current Month													
215 Pre-Employment	13	0	3	0	0	0	0	0	0	0	0	0	16
300 Occupational	0	0	2	0	0	0	0	0	0	0	0	0	2
301 On the Job Training	0	0	0	0	0	0	0	0	0	0	0	0	0
327 GED	0	0	0	0	0	0	0	0	0	0	0	0	0
328 Non-ETPL	0	1	0	0	0	0	0	0	0	0	0	0	1
Adults Beginning Training Current Month													
DWs Beginning Training Current Month	7	16	11	0	0	0	0	0	0	0	0	0	34
% New Clients vs Clients Entering Trng	2	5	6	0	0	0	0	0	0	0	0	0	13
	27.3%	110.5%	130.8%										89.5%
# of New Job Orders Placed													
# of Jobs New Jobs Available	146	159	154	0	0	0	0	0	0	0	0	0	459
# Entered Employment	700	1438	575	0	0	0	0	0	0	0	0	0	2713
	80	34	72	0	0	0	0	0	0	0	0	0	186

CAREER CONSULTANT CASELOADS:

Nancy Wilson - 109
Queen Bratton - 85
Sheila Anderson - 106

CENTER TRAFFIC:

Location PY14 PY13 Change
Cherokee 1232 1401 -169
Spartanburg 1411 3644 -2233
Union 778 742 36

TRAINING PROVIDERS AND PROGRAMS:

Provider Program/Enrollees
SCC PCT - 6, Accounting - 1,
Mechatronics - 1, CLD - 1
ECPI LPN - 2
Greenville Tech Forklift - 1, Engineering Mgmt. - 1
York Tech Heavy Equip. Mechanic - 1

Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

Meeting Date	October 24, 2014
Contact for Questions / Concerns	<p>Ms. Theresa Perry- 864-494-7016 Email to thrersap@dmtonline.org</p> <p>Ms. Shannon Wilkins- 864-562-4479 Email to swilkins@upstatewib.org</p>
Significant Items / Issues Raised	<p><u>Guest Speaker</u></p> <p>Officer Chris Roberts spoke about gang activity in the Upstate, employee training opportunities concerning gang awareness, and ways he could help youth that may be involved in gang related activities.</p> <p><u>Program Updates</u></p> <p>Ms. Helen Merriweather and Ms. Michelle Hawkins gave an update about each youth program, which included their enrollment numbers, the population each program has been serving, testing outcomes, program activities and each program's progress thus far.</p> <p><u>Youth Service Coordinator Update</u></p> <p>Ms. Dana Wood gave an update regarding the healthy food policy, youth leadership and youth mentoring.</p>
Action Taken	None
Results / Outcomes	None
Items Referred for Board Action	None
Website Reference	www.upstatewib.org