



**Upstate Workforce Board Meeting Minutes
October 8, 2018 - 9:00 a.m.
SCC-Cherokee Campus**

Board Members Present

Mr. Curtis Anderson
Mr. Wade Ballard
Mr. Jim Cook
Ms. Elizabeth Guzzo
Ms. Lisa Hannon
Mr. Craig Jacobs
Mr. Evander Thomas
Ms. Jennie Thomas
Mr. David Wall

Board Members Absent

Mr. Shelly Blount
Mr. Jay Coffey
Mr. Robert Faucett
Dr. Brian Nottingham
Mr. Wayne Gregory
Mr. Bill Brasington
Ms. Cherie Pressley
Mr. Carter Smith

UWB Staff Present

Ms. Ann Angermeier
Mr. Brent Bishop
Ms. Vicki Lawson
Ms. Simone Mack-Orr
Ms. Dana Wood

Guests Present

Mr. Brian Alston
Ms. Kathy Bell
Ms. Rochelle Brown
Mr. Mike Daniel
Ms. Helen Merriweather
Mr. Doug Stephenson

Welcome

Mr. Curtis Anderson, Chairman, called the meeting to order at 9:05 a.m. Mr. Anderson gave Mr. Jim Cook the floor to welcome everyone to the SCC-Cherokee Cherokee County Campus where Cherokee County Development Board is housed.

Approval of Meeting Minutes

The minutes of the May 21, 2018 meeting were reviewed. **Mr. Jim Cook made a motion to accept the minutes as written. Mr. Craig Jacobs seconded the motion. There were no abstentions and the motion carried.**

Executive Committee Report

Mr. Curtis Anderson, Executive Committee member, reported on behalf of the Executive Committee. The committee met on September 4, 2018. Mr. Anderson reported that the committee reviewed the final PY17 budget. Ms. Angermeier stated that some of the workforce boards did not meet expenditure requirements set by the state. We may receive a small amount in reallocation of funds. The committee also reviewed several policies for full board approval. **The Executive Committee recommends that the Upstate Workforce Board approve the following updated policies: P-07 Purchasing Policy & Procedures, P-09**

Company Vehicle Usage Policy and **P-10** Financial Reporting Policy. The new policies to be reviewed were **P-18** Record Retention and **P-19** Staff Recognition Policy. Each policy was reviewed and discussed individually. **The Board voted unanimously to approve all policies as listed above. The Executive Committee also made a motion to approve Ms. Johnnie-Lynn Crosby as the Business Services Team Lead.** There were not abstentions or questions and the motion carried.

Nominating Committee Report

Mr. Carter Smith Nominating Committee Chair, was absent, so Ms. Ann Angermeier reported on behalf of the Nominating Committee. The Nominating Committee met on July 9, 2018. Ms. Angermeier reported that Mr. Wade Ballard was nominated as the Vice Chair of the Board. Mr. Curtis Anderson will serve through June 30, 2019. There were no additional nominations from the floor. **All were in favor, with no abstentions.**

One Stop Committee Report

Mr. Craig Jacobs, One Stop Committee Chair, reported on behalf of the One Stop Committee. The committee met on August 21, 2018. Mr. Jacobs reviewed the ResCare financial report. Mr. Jacobs then informed the board about the training obligations process ResCare uses internally to track obligations vs. actual expenditures. He said that the committee proposed that ResCare now obligate 50% of the ITA funds for training other than OJT in order to reduce the need to de-obligate ITA funds internally. It was proposed that this process be evaluated in in December to measure the effectiveness of the internal policy change. The goal is to ensure funds are showing available for future training clients. **The board accepted the committee's recommendation on internal tracking at 50% and to revisit it in December to see if it is an effective change.**

Disabilities Committee Report

Ms. Jennie Thomas, Disabilities Committee Chair, reported on behalf of the Disabilities Committee. The committee met on August 30, 2018. She said that they discussed the charter and the mission of the committee. Accessibility to programs and services has been a big focus item for the committee. There has been discussion around how to better engage plant managers. Ms. Thomas reported that the committee is looking at new ways to make more of an impact. The committee is also being surveyed to help provide direction for PY18 planning.

Youth Committee Report

Mr. Curtis Anderson, Committee Chair, reported for the Youth Committee. The committee met on August 28, 2018. He said that the ACHIEVE and YouthStop programs are doing well and met their budget requirements for work based learning. Mr. Anderson then presented a budget modification for YouthStop. The modification provides additional money from unobligated funds to pay a security deposit and will allow for a staff member to attend some professional development training. The modification will also shift funding within supportive services to provide expungement related help for participants. **The Youth Committee recommends that the Upstate Workforce Board approve the YouthStop grant modifications as written. The Board voted unanimously to approve the Youth Stop budget modifications as written. There were no abstentions.**

Executive Director Update

Ms. Ann Angermeier, Executive Director, discussed all performance measures and how all goals were met. She also mentioned that new Code of Ethics and Conflict of Interest forms would need to be completed by each member and submitted back to our office. Ms. Angermeier then gave an update on the most recent Mayors of Spartanburg County Committee for People with Disabilities Annual Walk and Roll event. This year there were over 500 individuals. Ms. Angermeier reported that what she was most proud of was being able to see the non-disabled students championing the ones with disabilities.

Adjournment

With no other business or discussion, the meeting was adjourned at 10:11 a.m.

Next meeting date: November 19, 2018

**Upstate Workforce Board Meeting
October 8, 2018 at 9:00 a.m.
SCC Cherokee Campus**

8:30 AM

Welcome Mr. Curtis Anderson, Chair
*Approval of the May 21, 2018 Meeting Minutes

8:35 AM

Executive Committee Report Mr. Curtis Anderson, Chair
* P-07 (Update)
*P-09 (Update)
*P-10 (Update)
*P-18 (New)
*P-19 (New)

- o *BST Lead Approval

8:50 AM

Nominating Committee Report Mr. Carter Smith, Chair

- o *Board Officer nominations

8:55 AM

One Stop Committee Report Mr. Craig Jacobs, Chair

- o *Training Obligations and Expenditures

9:05 AM

Youth Committee Report Mr. Curtis Anderson, Chair

- o *Grant Modification for YouthStop program

9:10 AM

Disabilities Committee Report Ms. Jennie Thomas, Chair

9:15 AM

Executive Director Update Ms. Ann Angermeier, Executive Director

- o Upstate PY 18 WIOA Performance Goals
- o Conflict of Interest Policy
- o Code of Ethics Policy
- o Special Board Member Recognition

9:30 AM

Other Business and Adjourn

**Action Required*

Next meeting: November 19, 2018 at 8:30 a.m.

Mission Statement: Advancing the Future of Business and Community

UPSTATE WORKFORCE BOARD

10/08/18

9:00 a.m.

SCC - Cherokee Campus

NAME	ORGANIZATION
1. Dona Wood	Upstate WB
2. Helen Merrimeather	ACHIEVE
3. Simone Mack-Or	UWIB
4. Jim Cooll	CCDB
5. Betty Cuggs	KBC Associates, Inc.
6. Brent Bishop	UWB
7. Curtis Anderson	Bmw
8. Doug Stephen	SC Works GU
9. CRAIG JACOBS	S/H PROPERTIES
10. Ann Arger	UpstateWB
11. Kathy E. Bell	The Youth Steps
12. David Wall	United Community Bank
13. Mike Daniel	Mike Daniel & Assoc
14. Lisa Hemmon	Adult Ed.
15. Rachelle Brown	Rec Care
16. Brian L. Alston	SC DEW
17. Julie Thomas	SCURD
18. Wade Buppel	Ford Harrison LLP
19. Evander Thomas	Upstate WB
20. Vicki Lawson	UWB
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