

Kara Tanenbaum

From: David.Wall2@wellsfargo.com
Sent: Thursday, May 07, 2015 1:34 PM
To: Kara Tanenbaum
Subject: RE: UWIB Minutes 3/18/15

I approve for the minutes to be posted as prepared.

David Wall

Assistant Vice President
Regional Bank Private Banker

Wells Fargo Bank
1956 E. Main St. | Spartanburg, SC 29307
MAC: D3303-010
Tel: 864.596.4950 | Fax: 864.596.4192

david.wall2@wellsfargo.com

From: Kara Tanenbaum [<mailto:ktanenbaum@upstatewib.org>]
Sent: Thursday, May 07, 2015 1:28 PM
To: Wall, David
Subject: UWIB Minutes 3/18/15

Hi David,

Please find attached the Minutes from the March 18th UWIB meeting for your review/approval. Ann approved them yesterday and Dana will upload them to our company website, along with the agenda and committee reports in preparation for the next Board meeting.

Thank you and have a great day!

Best regards,
Kara

Kara Tanenbaum
Executive Assistant
Upstate Workforce Investment Board
(T) 864.596.2028
ktanenbaum@upstatewib.org
www.upstatewib.org

Mailing address:
P.O. Box 5666
Spartanburg, SC 29304

"Advancing the Future of Business and Community"

THE UPSTATE WORKFORCE INVESTMENT BOARD

MEETING MINUTES

Date of Meeting:
Time of Meeting:
Place of Meeting:

March 16, 2015
8:30 a.m.
Thomas E. Hannah YMCA

Board Members Present:

Mr. Wade Ballard
Mr. Bill Brasington
Ms. Liberty Canzater
Mr. Jim Cook
Ms. Kimberly Gist
Mr. Wayne Gregory
Ms. Elizabeth 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
Mr. Benjamin Waters

WIB Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Dana Wood
Mr. Dwayne Hatchett
Ms. Natalia Swanson
Ms. Kara Tanenbaum
Ms. Shannon Wilkins

Board Members Absent:

Mr. Curtis Anderson
Mr. Shelley Blount
Mr. Ryan Childers
Ms. Johnnie-Lynn Crosby
Mr. Charles Ewart
Mr. Robert Faucett
Ms. Lisa Morris
Ms. Lou Stackhouse
Ms. Martha Young

Guests Present:

Ms. Katherine Bell
Ms. Lynn Hall
Ms. Michelle Hawkins
Ms. Amanda Lucas

Special Guests Present:

Ms. Gloria Graves, SRHS
Mr. Patrick Michaels, Goodwill Industries
Mr. Sam Napier, Project Search
Ms. Penney Pelling, SCVRD-Project Search
Project Search participants

Welcome and Opening Remarks:

Mr. David Wall, Chair, called the meeting to order at 8:31 a.m. and welcomed those in attendance.

Minutes Approved:

The January 21, 2015 meeting minutes were reviewed. *Ms. Theresa Perry made a motion to approve the minutes as written. Mr. Jim Cook seconded the motion. The motion carried. There were no abstentions.*

Special Presentation:

Mr. Patrick Michaels, President and CEO of Goodwill Industries of Upstate/Midlands, explained that Goodwill is a not-for-profit organization committed to helping people become independent through education and training leading to employment. In South Carolina, Goodwill Industries of Upstate/Midlands serves sixteen counties. Funding for their programs is generated through the sale of donated clothing and goods in their stores. In the past year they placed 10,057 people into employment. These services created an economic impact on the Upstate and Midlands of over \$99 million through the wages of people Goodwill placed into employment.

Theresa Perry introduced the next guest, Mr. Sam Napier, instructor for the Project SEARCH Program. Mr. Napier spoke about the program, which helps students with developmental disabilities in the transition from school to work. Spartanburg School District Six is the first in South Carolina to implement Project SEARCH and currently, seven Dorman High School students in the special education program are working at Spartanburg Regional. Ms. Penney Pelling, of SCVRD-Project Search, and Ms. Gloria Graves, of Spartanburg Regional Healthcare System both introduced themselves. The students had the opportunity to introduce themselves as well, and Ms. Ann Angermeier presented them with gifts.

OneStop Oversight Committee Report:

Mr. Craig Jacobs, committee chair, reported for the OneStop Oversight Committee. The OneStop Oversight Committee met on February 23, 2015. The Committee recommended that Mr. David Wall, Upstate WIB Chair, respond to the letter he received from Spartanburg County Council members, Mr. Jeff Horton and Mr. David Britt. They suggested that Mr. Wall thank County Council for supporting Upstate WIB efforts and offering assistance to persuade the SC Department of Employment and Workforce (SCDEW) to co-locate into the comprehensive center at 220 East Kennedy Street in Spartanburg, as the DEW non-designated site is not allowable under Wagner-Peyser. Additionally, the committee decided to postpone any further discussions with SCDEW regarding the Resource Sharing Agreement (RSA) and Business Services issues until the Department of Labor (DOL) monitoring review report is received, following Ms. Linda Lundy's visit in March. The Committee will schedule an additional committee meeting after the DOL Federal Project Officer visit to determine next steps, if needed.

Funding Oversight Committee Report:

Mr. Jim Cook, committee chair, reported for the Funding Oversight Committee. On behalf of the Funding Oversight Committee, Mr. Cook expressed gratitude for Ms. Natalia Swanson's service during her tenure at the Upstate Workforce Investment Board (Upstate WIB).

The committee met on March 3, 2015 and reviewed the year-to-date budgets (expenditures through January 31, 2015) for Arbor (SC Works and Rapid Response Grants), both Youth Programs, and the Upstate WIB Office.

The Funding Oversight committee requested approval for an Upstate WIB Office budget modification request with the following line item changes:

- ***Outreach: Add \$1,000 of unobligated funds to the budget that will help cover costs of both the annual report and outreach items for the remainder of the year.***
- ***Vehicle Fuel: Decrease by \$500 due to projections showing less need for those funds and also a need in Vehicle Manpower/Overhead.***
- ***Vehicle Manpower/Overhead: Increase by \$500 to cover any needed maintenance.***

With no questions or abstentions, the motion carried.

The Funding Oversight committee requested approval for Arbor's SC Works budget modification request with the following line item changes:

- ***Salaries: Decreasing by \$7,400.***
- ***Fringe: Decreasing by \$20,000.***
- ***Dues, Prof Fees and Subscriptions: Increasing by \$100.***
- ***Postage: Increasing by \$400.***
- ***Telephone: Increasing by \$12,000.***
- ***Utilities: Increasing by \$6,000.***
- ***Contract & Consulting: Decreasing by \$6,000.***
- ***Computers & Software: Increasing by \$7,400.***
- ***Management Fee/Profit: Decreasing by \$45.77.***
- ***Support Services: Increasing by \$7,500.***

- *Indirect: Decreasing by \$786.*
- *Combining the part-time Spartanburg and Gaffney Career Consultant positions into one full-time position serving both areas.*

With no questions or abstentions, the motion carried.

Youth Alliance Report:

Ms. Theresa Perry, committee chair, reported for the Upstate Youth Alliance (UYA). The UYA met on February 13, 2015. During the meeting there were program updates from the USC Upstate Achieve and The YouthStop™. Additionally, Ms. Shannon Wilkins gave an update regarding the status of the Youth RFP and the Strategic Plan, as it relates to youth.

The Upstate Youth Alliance requested approval for a budget modification request for The YouthStop™ with the following line item changes:

- *Part-Time Recruiter/Lab Assistant salary: move \$8,869.12 to Fringe Benefits to cover these changes.*
- *Transfer \$1,131.40 from the Part-Time Recruiter/Lab Assistant salary to the Part-Time Social Worker salary.*

With no questions or abstentions, the motion carried.

The Upstate Youth Alliance requested approval for a budget modification request for The YouthStop™ with the following line item changes:

From the Consumable Supplies line-item:

- *Transfer \$415 to Fire and Security.*
- *Transfer \$1,085 to Utilities.*
- *Transfer \$1,000 to Building Maintenance.*

With no questions or abstentions, the motion carried.

The Upstate Youth Alliance requested approval for a budget modification request for The YouthStop™ with the following line item changes:

- *Transfer \$3,000 from Transportation to Other Training Expenses.*
- *Transfer \$963.90 from Field Trips to Other Training Expenses.*
- *Transfer \$5,000 from Incentives to Other Training Expenses.*

With no questions or abstentions, the motion carried.

Executive Director's Report:

Ms. Angermeier and Mr. Wall expressed their gratitude for Ms. Swanson's many years of service to Upstate Workforce Investment Board. In turn, Ms. Swanson thanked Ms. Angermeier and the Board for their support.

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 May 18, 2015 at 8:30 a.m. at the Thomas E. Hannah YMCA.



Upstate Workforce Investment Board Meeting

**Thomas E. Hannah YMCA
March 16, 2015**

8:30 AM

Welcome and Introductions

Approval of the January 21, 2015 Meeting Minutes

Mr. David Wall

8:40 AM

Visiting State WIB Member

Mr. Patrick Michaels, Goodwill Industries

8:45 AM

Special Presentation

Project Search

9:10 AM

OneStop Committee Report

Mr. Craig Jacobs
Committee Chair

9:20 AM

Funding Oversight Committee Report

Mr. Jim Cook
Committee Chair

9:30 AM

Youth Alliance Report

Ms. Theresa Perry
Committee Chair

Other Business and Adjourn

Upstate Workforce Investment Board

One Stop

Committee Summary

Meeting Date	February 23, 2015 12:00 p.m.
Contact for Questions and Concerns	Mr. Craig Jacobs - 864.266.1561 Email: cjacobs@spencerhines.com Ms. Brenda Connelly – 864.562.4444 Ext. 111 Email : bconnelly@upstatewib.org
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>January 2015 Dashboard</i> • <i>SC Works Upstate Update</i> • <i>Secret Shopper Report Discussion</i> • <i>DEW Issues</i>
Action Taken	<ul style="list-style-type: none"> • The committee recommended that Mr. David Wall, Upstate WIB chair, respond to the letter he received from Spartanburg County Council members Mr. Jeff Horton and Mr. David Britt. Mr. Jacobs will make the request. • The committee decided to postpone any further discussions with SCDEW regarding the RSA and Business Services issues until the USDOL monitoring review report is received, after their March 9 – 13, 2015 visit. • The committee decided to schedule an additional committee meeting after the USDOL visit to determine next steps, if needed.
Results and Outcomes	<ul style="list-style-type: none"> • Ms. Brenda Connelly, Upstate WIB OneStop Services Coordinator, shared the January 2015 SC Works Upstate Dashboard with the committee. The dashboard was reviewed and briefly discussed. • SC Works Upstate Project Director, Mr. Doug Stephenson, updated the committee on some recent SC Works Upstate happenings. He reported that new signage had been installed at the SC Works Spartanburg center. He also noted that new bulletin boards had been decorated in the main lobby of the Spartanburg center, one of which spotlights a local partner. A new partner will be spotlighted each month. Mr. Stephenson relayed that the annual job fair will be held on May 7, 2015 in the SCC gymnasium. He said that 17 OJT contracts had been written as of this date, making the total of 31 required by the end of the program year attainable. He also proudly announced that the SWIB chose our local partner, AARP, for the Outstanding SC Works Partner of the Year Award. Discussions ensued. • Mr. Jacobs and Ms. Connelly updated the committee on some ongoing and recent issues with SCDEW. Mr. Jacobs briefly spoke about a letter that was sent by Spartanburg County Councilmen, Mr. Jeff Horton and Mr. David Britt, supporting Upstate WIB efforts and offering assistance to convince SCDEW to co-locate into the comprehensive center at 220 East Kennedy Street in Spartanburg so that our area would be in compliance with Workforce Investment Act regulations. The letter was sent to SCDEW Executive Director, Ms. Cheryl Stanton, and Upstate WIB Chair, Mr. David Wall. He suggested that the OneStop Oversight Committee recommend that Mr. Wall respond to the letter thanking the councilmen for supporting the Upstate WIB's efforts. He also reported that USDOL planned a monitoring visit to the Upstate area during the week of March 9 – 13, 2015. Ms. Connelly then updated the committee on RSA progress and some recent business services issues reported by local businesses. The committee decided to postpone any action regarding these issues until after the USDOL visit and report. The committee would like Ms. Connelly to create a binder outlining our issues with SCDEW, using the Center for Workforce Learning's

	<p>independent audit report as a template since the report did a great job of identifying the main issues. They would like each issue tabbed in the binder with supporting documentation.</p> <p>The committee discussed sending a “cease and desist” letter to SCDEW due to their decision not to close the Church Street office after the USDOL told them they were operating the center out of compliance. The committee decided that again they will wait until USDOL issues a report to see if SCDEW will comply with their directive. If not, then the committee would like to revisit the “cease and desist” letter. Discussion ensued.</p> <p>The committee will schedule an additional committee meeting next month to determine next steps, if needed.</p>
Items Referred for Board Action	None
Website Reference	<u>www.upstatewib.org</u>

SC Works Upstate

Monthly Report Card PY14
(January 2015)

Bringing Employers
and
Job Seekers
Together



DASHBOARD 01/01/2015 through 01/31/2015

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			TOTAL
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	
Total Center Traffic	3704	3417	3421	3464	2716	3141	3513	0	0	0	0	0	23376
WIA Traffic (Spartanburg 113, Gaffney 120, Union 34)	305	251	185	155	147	158	267	0	0	0	0	0	1468
UI Traffic (Spartanburg 114, Gaffney 204, Union 258)	604	468	379	452	358	711	576	0	0	0	0	0	3548
WP Traffic (Spartanburg 1016, Gaffney 1081, Union 573)	2733	2741	2870	2857	2211	2272	2670	0	0	0	0	0	18354
Total Unduplicated Center Traffic	1956	1953	1952	1841	1373	1662	1774	0	0	0	0	0	12511
# Scheduled for Orientation	79	54	68	57	59	78	114	0	0	0	0	0	509
# Attended Orientation	64	45	58	42	35	47	78	0	0	0	0	0	369
# of Workshops Offered	43	40	37	39	29	27	38	0	0	0	0	0	253
# Scheduled for Workshops	114	54	37	57	36	32	114	0	0	0	0	0	444
# of Workshop Attendees	87	58	27	26	16	18	39	0	0	0	0	0	271
New ADULT Enrollments	28	17	9	13	17	20	33						137
New DW Enrollments	5	2	4	3	1	5	5	0	0	0	0	0	25
Total Caseload	346	339	300	273	271	272	286	0	0	0	0	0	2087
New ADULTS beginning training	7	16	11	9	10	11	18	0	0	0	0	0	82
New DWs beginning training	2	5	6	2	2	2	9	0	0	0	0	0	28
% New Clients vs Clients Entering Trng	27.3%	110.5%	130.8%	68.8%	66.7%	52.0%	71.1%						75.3%
# of New Job Orders Placed	146	159	154	172	139	135	151	0	0	0	0	0	1056
# of Jobs New Jobs Available	700	1438	575	557	538	366	613	0	0	0	0	0	4787
# Entered Employment	80	34	72	72	79	50	21	0	0	0	0	0	408

CAREER CONSULTANT CASELOADS:

Nancy Wilson - 94
Queen Bratton - 64
Sheila Anderson/Susi Garcia - 85
Tiffany Hudgins - 24
Melika Jones - 19

CENTER TRAFFIC:

Location PY14 PY13 Change
Cherokee 1405 1873 -468
Spartanburg 1243 4182 -2939
Union 865 1063 -198

TRAINING PROVIDERS AND PROGRAMS

Provider	Training Program/Number of enrollees
SCC	Nursing 1
	Machine Tool Technology 2
	Mechatronics 2
	Medical Lab Technician 1
	Robotics 1
	Forklift 3
	Pharmacy Technician 1
OJT	Suminoe 1
	Cooper Standard 4
Adult Learning	Steelcore Industrial 1
	GED 2

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

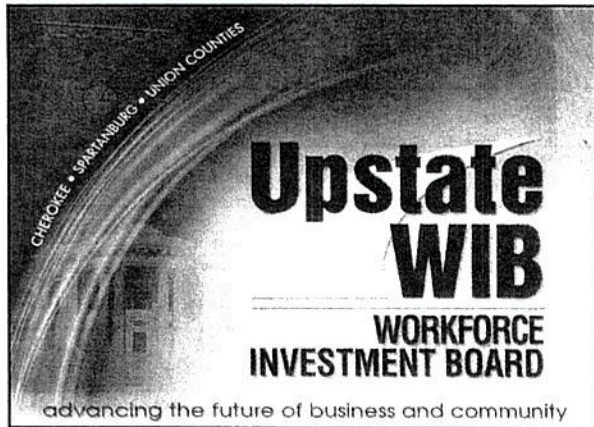
Meeting Date	<i>March 3, 2015, 8:30 a.m.</i>
Contact for Questions and Concerns	<p>Mr. Jim Cook – (864)-206-2804 Email: Cookj@sccsc.edu</p> <p>Ms. Natalia Swanson – (864) 596-2028 Email : nswanson@upstatewib.org</p>
Significant Items and Issues Raised	<ul style="list-style-type: none"> • <i>The committee reviewed year-to-date budget reports for Arbor (SC Works and Rapid Response Grants), both Youth Programs, and the Upstate WIB Office (expenditures through January 31, 2015).</i> • <i>The WIB staff presented a modification request for the WIB Office budget.</i> • <i>The WIB staff presented a budget modification request for Arbor's SC Works grant.</i>
Action Taken	<ul style="list-style-type: none"> • The committee voted on the proposed budget modification for the WIB Office budget. • The committee voted on the modification request for Arbor's SC Works budget.
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 for the WIB Office budget. <ul style="list-style-type: none"> ○ Outreach: Adding \$1,000 of unobligated funds to the budget that will help cover costs of both the annual report and outreach items for the remainder of the year. ○ Vehicle Fuel: Decrease by \$500 due to projections showing less need for these funds and also a need in Vehicle Manpower/Overhead. ○ Vehicle Manpower/Overhead: Increase by \$500 to cover any needed maintenance. • The committee reviewed and approved the proposed budget modification to the Arbor SC Works grant (see attached modification detail). <ul style="list-style-type: none"> ○ Movement of funds to cover anticipated RSA costs from the Gaffney location, to make necessary software upgrades for project computers and computer purchases, and to increase transportation supportive service funds for clients. ○ Combining the part-time Spartanburg and Gaffney Career Consultant positions into one full-time position serving both areas.

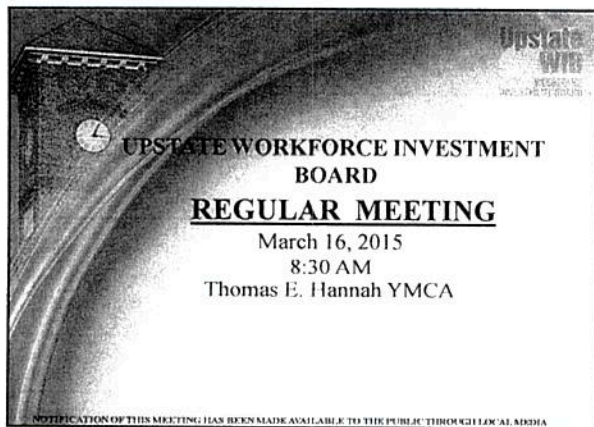
<p>Items Referred for Board Action</p>	<ol style="list-style-type: none"> 1. The committee recommends the budget modification request for the Upstate WIB Office budget with the following line item changes: <ol style="list-style-type: none"> a. Outreach: Adding \$1,000 of unobligated funds for the annual report and outreach items. b. Vehicle Fuel: Decreasing by \$500. c. Vehicle Manpower/Overhead: Increasing by \$500. 2. The committee recommends the budget modification request for the Arbor SC Works budget with the following changes (see attached budget modification detail): <ol style="list-style-type: none"> a. Salaries: Decreasing by \$7,400. b. Fringe: Decreasing by \$20,000. c. Dues, Prof Fees & Subscriptions: Increasing by \$100. d. Postage: Increasing by \$400. e. Telephone: Increasing by \$12,000. f. Utilities: Increasing by \$6,000. g. Contract & Consulting: Decreasing by \$6,000. h. Computers & Software: Increasing by \$7,400. i. Support Services: Increasing by \$7,500. j. Indirect: Decreasing by \$786. k. Management Fee/Profit: Decreasing by \$45.77. l. These line items changes reflect anticipated need to cover RSA costs from the Gaffney location, in addition to funds to make necessary software upgrades for computers and computer purchases, as well as funds to meet increased transportation supportive services. m. The modification also combines the part-time Spartanburg and Gaffney Career Consultant positions into one full-time position serving both areas.
<p>Website Reference</p>	<p>www.upstatewib.org</p>

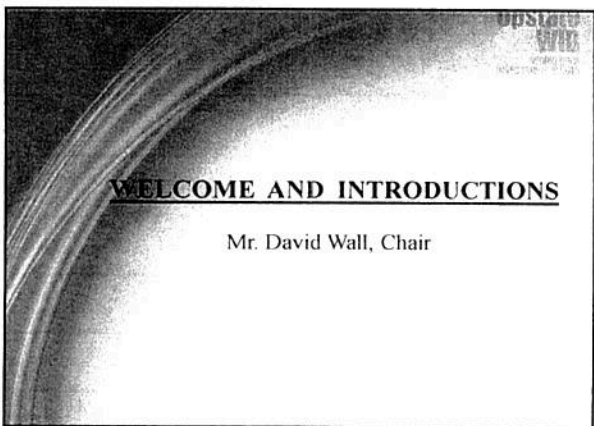
Upstate Workforce Investment Board
Upstate Youth Alliance
Committee Summary

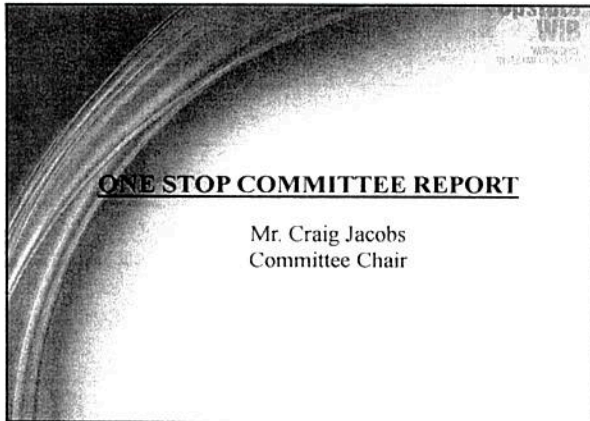
Meeting Date	February 13, 2015
Contact for Questions / Concerns	<p>Ms. Theresa Perry- 864-494-7016 Email to theresap@dmtonline.org</p> <p>Ms. Shannon Wilkins- 864-596-2028 Ext. 112 Email to swilkins@upstatewib.org</p>
Significant Items / Issues Raised	<p><u>Program Updates</u></p> <p>Ms. Helen Merriweather and Ms. Michelle Hawkins gave an update about each youth program, which included their performance, program activities and success stories.</p> <p><u>Youth Service Coordinator Update</u></p> <p>Ms. Shannon Wilkins gave an update regarding the status of the Youth RFP and the strategic plan, as it relates to youth.</p> <p><u>The YouthStop™ Budget Modification</u></p> <p>The YouthStop™ submitted a budget modification for vote. Please note that the requested modification will not increase the combined total for Salaries and Fringe Benefits in the current approved budget. However, the overall budget will decrease by .40 cents.</p> <p>The YouthStop™ is requesting a modification to support changes in Fringe Benefit percentages that were determined by the State and the District after the proposed budget was submitted and approved. The YouthStop™ is requesting that \$8,869.12 of the \$10,000.50 salary for the Part-Time Recruiter/Lab Assistant be moved to Fringe Benefits to cover these changes. Compensation for this position will be paid from the Other Training Expenses line item. Staffs paid from this line item are employed by the local school districts and work at The YouthStop™ as needed. The district will generate an invoice for payment of their services. After Fringe Benefits have been adjusted, The YouthStop™ is requesting that the remaining \$1,131.40 be transferred from the Part-Time Recruiter/Lab Assistant salary to the Part-Time Social Worker salary, which will be used for much needed additional hours. Currently, the larger portion of this salary is being leveraged through another grant.</p> <p>Because funds for Consumable Supplies can be leveraged from other funding sources, \$2,500 in the Consumable Supplies line item is available for transfer. The YouthStop™ is requesting that \$415 be transferred to the Fire and Security line item, \$1,085 be transferred to the Utilities line item and \$1,000 be transferred to the Building Maintenance line item. These monies will allow The YouthStop™ to pay for a fire alarm inspection, an increase in utilities and trash pick-up and lawn maintenance, which were previously provided in kind.</p> <p>Lastly, The YouthStop™ is requesting that \$3,000 from Transportation, \$963.90 from Field Trips and \$5,000 from Incentives be moved to the Other Training Expenses line item. These funds are available for transfer because The YouthStop™ will not have to purchase as many computers for students, as projected, due to their current inventory, and the districts are providing transportation for after school programming and field trips in-kind. This transfer is needed in order to support the Part-Time Recruiter/Lab Attendant and other instructional support, as needed, for assistance in specific content areas.</p>

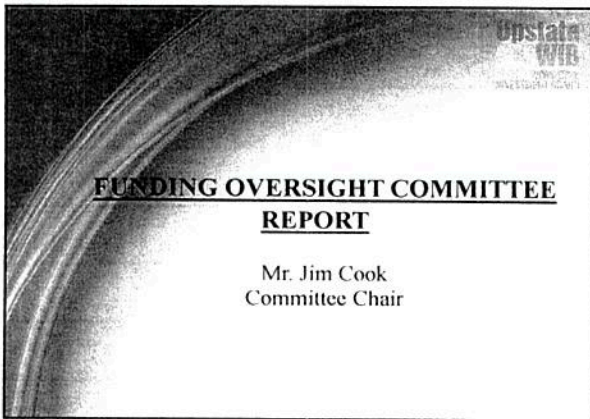
Action Taken	<p>On February 11, 2015, the Program and Planning Committee voted on the modification via poll vote.</p> <p>There was not a quorum at the Upstate Youth Alliance meeting on February 13, 2015. The Upstate Youth Alliance voted on the modification via poll vote on March 2, 2015.</p>
Results / Outcomes	The modification was approved by the Program and Planning Committee and The Upstate Youth Alliance.
Items Referred for Board Action	Budget modification for The YouthStop™
Website Reference	www.upstatewib.org

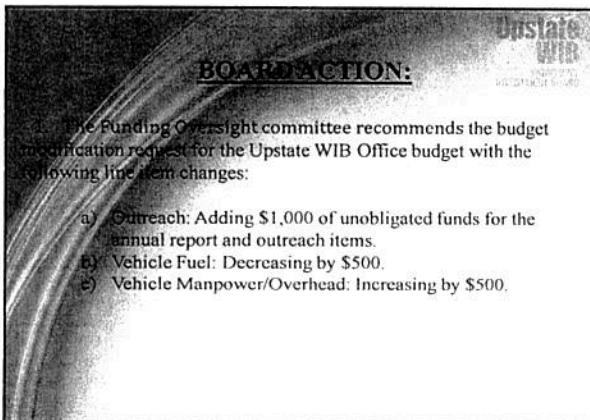












**Upstate
WIB**
Upstate Workforce Investment Board

BOARD ACTION:

The Youth Alliance recommends that the Upstate WIB approve the budget modification request to support an increase in Fringe Benefit Percentages, which were determined by the State and the District after the proposed budget was submitted and approved for The YouthStop™.

- Part-Time Recruiter/Lab Assistant salary: move \$8,869.12 to Fringe Benefits to cover these changes.
- Transfer \$1,131.40 from the Part-Time Recruiter/Lab Assistant salary to the Part-Time Social Worker salary.

**Upstate
WIB**
Upstate Workforce Investment Board

BOARD ACTION:

The Youth Alliance recommends that the Upstate WIB approve the budget modification request for The YouthStop™.

From Consumable Supplies:

- Transfer \$415 to the Fire and Security.
- Transfer \$1,085 to Utilities.
- Transfer \$1,000 to Building Maintenance.

**Upstate
WIB**
Upstate Workforce Investment Board

BOARD ACTION:

The Youth Alliance recommends that the Upstate WIB approve the budget modification request for The YouthStop™.

- \$3,000 from Transportation to Other Training Expenses.
- \$963.90 from Field Trips to Other Training Expenses.
- \$5,000 from Incentives be to Other Training Expenses.

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

Date of Meeting:	January 21, 2015
Time of Meeting:	8:30 a.m.
Place of Meeting:	Thomas E. Hannah YMCA

ATTENDANCE: 56%

Board Members Present:

Mr. Curtis Anderson
Mr. Shelley Blount
Mr. Ryan Childers
Mr. Jim Cook
Ms. Johnnie-Lynn Crosby
Mr. Robert Faucett
Ms. Betty Guzzo
Mr. Craig Jacobs
Ms. Pamela Kennedy
Ms. Theresa Perry
Lt. Mark Rockwell
Mr. Carter Smith
Ms. Jennie Thomas
Mr. Buddy Waters

WIB Staff Present:

Ms. Ann Angermeier
Ms. Brenda Connelly
Ms. Jenni Gregory
Mr. Dwayne Hatchett
Ms. Natalia Swanson
Ms. Kara Tanenbaum
Ms. Shannon Wilkins
Ms. Dana Wood

Board Members Absent:

Mr. Wade Ballard
Mr. Bill Brasington
Ms. Liberty Canzater
Mr. Chuck Ewart
Ms. Kimberly Gist
Mr. Wayne Gregory
Ms. Lisa Morris
Ms. Cherie Pressley
Ms. Lou Stackhouse
Mr. David Wall
Ms. Martha Young

Guests Present:

Ms. Kathy Bell
Ms. Michelle Hawkins
Ms. Amanda Lucas
Ms. Helen Merriweather
Mr. Douglas Stephenson

Welcome and Opening Remarks:

Mr. Robbie Faucett, Vice Chair, called the meeting to order at 8:30 a.m. and welcomed those in attendance. Mr. Faucett introduced Mr. Doug Stephenson. Mr. Stephenson is the new SC Works Upstate Project Director.

Minutes Approved:

The November 17, 2014 meeting minutes were reviewed. *Mr. Jim Cook made a motion to approve the minutes as written. Ms. Theresa Perry seconded the motion. The motion carried. There were no abstentions.*

Special Presentation:

Officer Chris Roberts, City of Spartanburg gang investigator, spoke about gangs in the Upstate. He left several of his business cards for anyone interested in his full presentation.

OneStop Oversight Committee Report:

Mr. Craig Jacobs, Committee Chair, reported for the OneStop Oversight Committee. The committee met on December 17, 2014. There were no items that required board action. The majority of the committee

meeting consisted of discussing a conference call held prior to the OneStop Oversight Committee meeting, that included some Upstate Workforce Investment Board (Upstate WIB) staff, representatives from the South Carolina Department of Employment and Workforce (SCDEW), Mr. Winston Tompoe with the Department of Labor (DOL), Mr. David Wall, and Mr. Jacobs. The purpose of this conference call was to attempt to resolve some of the issues between the Upstate WIB and SCDEW. During the conference call, Mr. Tompoe pointed out that SCDEW should not be operating an SC Works center in this area because the Board did not designate the center on South Church Street. Ms. Brenda Connelly stated that SCDEW has not made any steps toward co-locating and stated they will not co-locate for Program Year 2014 at a recent ad hoc committee meeting. During the conference call it was mentioned that veterans' services are not being provided within the comprehensive center. Mr. Tompoe stated that he would address this issue in a written statement. Ms. Connelly stated that additional meetings had taken place since the conference call and some progress had been made with SCDEW.

Funding Oversight Committee Report:

Mr. Jim Cook, Committee Chair, reported for the Funding Oversight Committee. The committee met on January 6, 2015 and reviewed the year-to-date budgets. The committee had the following requests for approval from the Board:

- *The Funding Oversight committee recommended the proposed budget for Program Year 2013 Incentive Funds, by designating the full grant amount of \$1,911 for professional development.*

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

- *The Funding Oversight committee recommended the Arbor E&T (d.b.a ResCare Workforce Services) budget modification request for approval with the following changes:*

- a) Training: Increasing the line item by \$100,000 to \$446,500.*
- b) Outreach: Decreasing the line item by \$6,000 to \$14,000 in order to support larger UWIB outreach efforts.*
- c) Telephone: Increasing the line item by \$5,000 to \$28,000 due to the prospective impact of telephone system transitions related to the DEW IT transition in Gaffney.*
- d) Contract/Consulting Services: Decreasing the line item by \$5,000 to \$13,495.84 to move the expected reduction in anticipated consulting costs to the Telephone line item.*
- e) Indirect: Decreasing by \$628.80 reflecting the line item impact due to the decrease in Outreach.*
- f) Management Fee/Profit: Increasing by \$5,437.46 reflecting line item impact due to overall increase in contract value.*
- g) Total program contract amount: \$1,653,057.31.*

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

Youth Alliance Report:

Ms. Theresa Perry, Committee Chair, reported for the Upstate Youth Alliance (UYA).

The UYA met on December 1, 2014 at the Spartanburg Medical Center. Mr. Sam Napier was the guest speaker. He spoke about Project Search, including how the program has been beneficial to students with disabilities.

During the meeting there were program updates from the USC Upstate Achieve and YouthStop Programs.

- *The Upstate Youth Alliance Program and Planning Committee recommended the budget modification request be approved for The USC Upstate Achieve budget with the following line item changes:*
 - a) *Decrease the Premises Rent line item by \$886.69. This decrease caused Indirect Costs to decrease \$74.84. These funds, totaling \$961.53, will be transferred to the Other Training Expenses line item.*
 - b) *Decrease the Communications line item by \$3,049.*
 - c) *Transfer \$1,526 from the Communications line item to the Staff Travel and Professional Development line item.*
 - d) *Transfer \$600 from the Communications line item to the Advertising/Printing line item.*
 - e) *Transfer \$923 from the Communications line item to the GED Fees line item.*

There were no abstentions. The motion carried.

Executive Director's Report:

Ms. Ann Angermeier reported that an independent consultant will conduct a third party audit of the OneStop system on Monday January 25, 2015.

Ms. Angermeier stated that the final Program Year 2013 performance summary had been included in the board packet and that if anyone had any questions, she would be happy to meet to discuss.

Ms. Angermeier also informed the board that the WIB funded programs met or exceeded all performance measures.

Other Business:

Mr. Cook reported that there is a statewide Business Services Team meeting on January 28th in Columbia. He wanted to know if he should attend and if anyone from the Upstate WIB would attend. Ms. Angermeier stated that Ms. Johnnie-Lynn Crosby was planning to attend. Ms. Crosby stated that the agenda is rather lengthy but she thought it would be beneficial for Mr. Cook to attend. Ms. Connelly, Upstate WIB OneStop Services Coordinator, stated that she would be attending as well.

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 March 16, 2015 at 8:30 a.m. at the Thomas E. Hannah YMCA.

UPSTATE WORKFORCE INVESTMENT BOARD

Regular Meeting

March 16, 2015

8:30am at Thomas E. Hannah YMCA

NAME	ORGANIZATION
1. Brenda Connelly	Upstate WIB
2. Jim Cook	Cherokee County Dev Bd
3. David Wall	Wells Fargo Bank
4. Cheryl Fussley	Upstate Regional Education Center
5. Buddy Waters	Cunningham-Waters Const. Co., Inc.
6. Kimberly Gist	Spartanburg County DSS
7. Carter Smith	Economic Future, Group
8. Mark Rockwell	The Salvation Army
9. Betty Guzzo	WBC Associates, Inc.
10. Craig Jacobs	SH Properties
11. Renee Thomas	SCURD
12. Wayne Gregory	Labor
13. Bill Brantley	Adult Learning Center
14. Patrick Michaels	SWIB (Guest)
15. Ann C. Gann	Upstate WIB
16. Shannon Wilkins	Upstate WIB
17. Amanda Lucas	SC DEW
18. Natalia Swanson	Upstate WIB
19. Theresa Perry	DMTC
20. Pamela Kennedy	Upstate DEW/SC WORKS
21. Dona Wood	Upstate WIB
22. Penney Pelling	SCVRD - Project Search
23. Tyler Smith	Project Search
24. Kathryn Clark	Project Search
25. A. S. I. A.	PROJECT PICA
26. Monica Copelton	Project Search
27. SYMOND FAIRB-BRYANT	Project Search
28. Laure Ramos-Kam	
29. Kayla Chambers	Project Search

30.	Gloria H. Graves	SPHIS
31.	Karen Jansenbaum	UWIB
32.	Wayne Hatchett	UWIB
33.	Lynn Hall	UWIB SC Works
34.	Kathy E. Bell	The Youth Stop
35.		