

**Governor's State Workforce Investment Board Minutes
August 21, 2014**

Members Present:

| | | |
|--------------------------|---------------------|------------------|
| Mikee Johnson, Chair | Michelle P. Kelley | Patrick Michaels |
| Paul C. Corbeil | Steve S. Kelly, Jr. | Glenda Page |
| Isaac Dickson | Dr. Louis Lynn ** | Willis Ponds |
| Rep. Michael Forrester** | Ray Maher | Cheryl Stanton |
| Jay Holloway | Howard Metcalf | |

****Via Conference Call**

Members Absent:

| | | |
|----------------------------|--------------------------|---------------------|
| Charles Brave, Jr.* | Laurie Hollick* | Michael Sexton* |
| Sen. Paul G. Campbell, Jr. | Archie Maddox* | Rep. Tommy Stringer |
| Nick Foong* | Michael Parrotta | Sen. Kent Williams* |
| Thomas Freeland* | Dr. Joseph Patton, III * | |

***Excused**

DEW Staff Present:

| | | | |
|-----------------------|-------------------|--------------------|-----------------|
| Neil Adcox | Scott Ferguson | Amanda Lucas | Grey Parks |
| Rebecca Battle-Bryant | Lisa Gowans | Chena Melvin | Mary Jo Schmick |
| Marlin Bodison | LaCrystal Jackson | Silvia Middleton | Darrell Scott |
| Glen Connelly | Angela Jacobs | Michelle Paczynski | Pat Sherlock |

Welcome and Opening Remarks and Approval of Minutes

Chairman Mikee Johnson called the meeting to order at 9:34 a.m. at the Richland One Adult Education Center Auditorium and welcomed everyone. Chairman Johnson shared that he and DEW Executive Director Cheryl Stanton have met to discuss how to be drivers of workforce development. He noted that he is the incoming chair for the SC Chamber of Commerce and the past chair of the SC Manufacturers Alliance. Anecdotal stories will help tell the workforce story. By the time data comes out, we are behind, so we are trying to find a way to share stories. Rep. Forrester mentioned that on September 8th a manufacturing workforce report will be released. Chairman Johnson encouraged everyone to share stories in their committees and workgroups. **A motion to approve the June 25, 2014, minutes was made by Paul Corbeil, seconded by Howard Metcalf, and unanimously approved by the Board.** A quorum was present.

Amended By-Laws

Chairman Johnson gave an overview of the changes that were made to the SWIB By-laws and approved at the last Executive Committee meeting. By-law revisions were made to the following sections:

- Section 6.2. Conflict of Interest: added language to match SWIB policy: *If a member has a conflict of interest, he or she may not vote on any matter relating to that interest or otherwise use their influence to benefit themselves or any family member.*
- Section 7.3. Executive Committee: added language: *Whenever appropriate, due to time constraints or other factors, the Executive Committee shall have decision-making authority on behalf of the SWIB. All actions of the Executive Committee shall be reviewed by the full SWIB at the next regularly scheduled meeting.*
- Section 7.5. Committee Quorum: changed language to allow three (3) members to represent a quorum at committee meetings instead of a simple majority.
- Section 3.4. Termination of Membership: this section replaced the resignation section and now outlines reasons for SWIB member termination to include receipt by the Governor and State Board of a written resignation from the member.

Chairman Johnson noted that changes to Section 7.3 will help with linking SWIB timing with DOL requirements. **A motion to approve the Amended By-laws was made by Isaac Dickson, seconded by Willis Ponds, and unanimously approved by the Board.**

SWIB Committee Updates

Collaboration and Partnership: Rep. Mike Forrester, Committee Chair, reported that the Committee is making good progress and is close to signing the State Partner MOU. The MOU will be completed in in two phases, with phase one being an agreement that all parties will work together and phase two being used to determine resource sharing in relation to the WIOA legislation. Phase two should be complete by spring 2015. He reported that on July 31st, Saluda County was honored as the fourth SC Certified Work Ready Community (SCWRC). Ten additional counties have met 100% of the ACT national goals: Allendale, Bamberg, Beaufort, Dorchester, Edgefield, Greenwood, Laurens, Marlboro, Pickens, and Sumter. South Carolinians have earned 222,626 NCRCs and the Palmetto State is ranked 3rd in the country behind Michigan and Georgia. In the July 2014 issue of *Site Selection Magazine*, an ACT penned article highlighted the strides South Carolina is making in implementing the SCWRC initiative statewide and that it is the only state with all counties supporting the initiative. Chairman Johnson commended the group and highlighted the positive impacts that SCWRC will have on the individual counties and companies locating to South Carolina.

Board Governance: Mr. Pat Michaels, Committee Chair, reported on the outcomes of the Board Governance Committee's PY '13 Goals and Objectives, noting that the SC Works Certification Standards (SCWM) was the only goal not met by the group but remains a priority for the Committee. The Committee will hold a conference call in September to finalize the PY '14 workplan. Mr. Michaels also reviewed the June 25th SWIB meeting survey and reported that the feedback received shows that the Board is moving in the right direction. The Committee will survey the Board once more, and if the feedback is similar, the survey will be discontinued unless necessary. Mr. Michaels noted the list of SWIB vacancies that was provided to the Board and indicated that because of the WIOA legislation appointments will be suspended in order to ensure that the Board is compliant with WIOA. Ms. Cheryl Stanton agreed and added that in light of the new legislation, the Board will assess what the new board composition would be before filling any vacancies. State Board composition under WIOA takes effect July 1, 2015.

SC Works Management: Mr. Ray Maher, Committee Chair, highlighted that the Committee is making great progress with its four workgroups and commended the members on their work. Mr. Jay Holloway, Chair of the Service Delivery Workgroup, reported that their main focus is implementing an evaluation process for the SC Works Certification Standards. The group will meet on September 17th to review the standards and identify ways to measure them. Mr. Isaac Dickson, Co-Chair of the Training Needs Assessment Workgroup, reported that his group will focus on apprenticeships, identify local apprenticeship liaisons, and work with the Department of Commerce and economic developers on workforce efforts. The workgroup is also focused on helping with the development of a statewide soft skills curriculum. Mr. Paul Corbeil, Chair of the Financial Management Workgroup, shared that the group has met and identified that their primary focus will be local expenditure analysis. This focus will help ensure that there are adequate tools to measure financial effectiveness and that the system allows flexibility. They will also lend their support to the statewide financial management system once it is established. The workgroup will meet in September to further discuss its focus area in more detail and the need for any additional priorities. Ms. Glenda Page, LWIB Workgroup Chair, reported that the group's objective is to improve the communication and collaboration between the SWIB and LWIBs. The group has identified three focus areas: 1) sharing SWIB minutes with the LWIBs; 2) assigning one or two SWIB members to each LWIA to attend at least two meetings throughout the year; and 3) hosting the SWIB/LWIB Forum. Mr. Maher reported that all workgroups have follow-up meetings scheduled and the SC Works Management Committee is scheduled to meet on October 2nd with the goal of setting deadlines for the workgroups' action items and reporting results at the 2015 Symposium.

WIOA Update

Ms. Pat Sherlock of DEW gave an overview and highlights and of the new workforce legislation - the Workforce Innovation and Opportunity Act:

- WIOA will better align workforce programs: establishes four core programs WIA, Wagner-Peyser, Adult Education, and Vocational Rehabilitation. These partners will continue to work together and with establishment of the State Partner MOU, this creates an advantage. The groups will be responsible for completing a unified strategic plan.
- With the new legislation there will be more performance measures, more accountability, and more transparency.

- Credentialing (training) will now be a form of performance measurement, and for the first time, the state will be measured on the effectiveness of services to employers. We are at an advantage because the Board Governance Committee initiated Employer Services Metrics several months ago. All performance reports for states and local areas will now be made public.
- Collaboration will be a big change for our state that affects local areas. DOL would like for states to foster more regional collaboration; as a result, every state must identify regions. Local areas will still exist but the local areas will do regional planning and will look at performance goals, workforce strategies, and resource sharing regionally.
- Temporary Assistance for Needy Families (TANF) will now be a mandated partner.
- One of the major changes to the legislation surrounds funding infrastructure of the public workforce system at the SC Works Center level. Phase two of the State Partner MOU will define this infrastructure as it relates to partners contributions, cash or in-kind.
- Work-based training in the adult and youth population is also a big focus of WIOA.
- Registered apprenticeship is also a big focus. Our state has positioned itself very well in terms of getting a stronger collaboration and developing apprenticeships in our state. On state and local boards, there will need to be representatives of registered apprenticeship programs.
- The youth age group will now be 14-24. There will be more focus on out-of-school youth. WIOA requires that 75% of youth funds be expended on out-of-school youth. WIOA also requires that 20% of youth funds be spent on work experience.

Ms. Sherlock also highlighted the following WIOA deadlines:

- January 18, 2015 – DOL must publish interim WIOA regulations. Questions and comments from stakeholders will be reviewed before final regulations are published which may take 18-24 months for completion.
- July 1, 2015 - Most of the provisions in the Act will take effect.
- March 3, 2016 – Unified strategic plan due.
- July 1, 2016 - One-stop infrastructure requirements between partners and new performance measures will take effect.

She informed the Board that a State Leadership Team has been formed at SCDEW to review and digest the new legislation and submit any questions to DOL. DOL has a webpage dedicated to WIOA which includes FAQs and questions can be submitted online. There are 10 webinars scheduled to provide additional information on WIOA.

Chairman Johnson commented that we will have agencies collaborating to be ahead of the 2016 unified plan due date. Since the legislation received no media attention, Mr. Corbeil suggested sending out a press release highlighting the legislation to make the public aware of some good things coming out of Washington. Chairman Johnson agreed.

DEW Updates

Ms. Cheryl Stanton gave an update on several grants and DEW projects:

- DEW's Employment Services Division is now the Workforce and Economic Development Division (WED). The following positions in WED were introduced: Silvia Middleton, Director of Special Initiatives; Grey Parks, Director of Workforce Operations; and Mary jo Schmick, Director of Workforce Programs. The new Policies and Procedures Division which will cover WED, UI, WIOA, Wagner-Peyser, TAA, REA and business services related programs will be headed up by Pat Sherlock, with Kevin Cummings serving as Deputy Director.
- The Department of Defense grant will allow the agency to work on supply team analysis for struggling defense firms in the state to give them the tools to reconstitute and diversify. As the grant is pending, SCDEW will work with the SC Department of Commerce to fund a liaison that will assist defense firms who want to diversify and help them develop strategies.
- The OJT waiver to encourage employer hiring of the long-term unemployed has been submitted and is 60 days into the review process. A grant has been offered to all local areas to fund a full-time OJT liaison position to work with businesses to increase OJT. Each local area is also encouraged to identify an apprenticeship liaison.

- The H1-B Ready to Work Partnership Grant, which is dedicated to training the long-term unemployed in IT jobs, is pending. The grant was submitted on June 19th.
- The agency declined to apply for the Disability Access Training Grant since career pathways are not in place. DEW will continue working with groups such as ABLE SC, Vocational Rehabilitation, and the WorkLink, Trident, Pee Dee, Lower Savannah and Midlands LWIAs to lay the foundation for future grants.
- The Training-to-Work Adult Reentry Grant was not awarded to the state, but DEW has been working with the Department of Corrections; Probation, Parole and Pardon; and the Department of Juvenile Justice to serve this population. Through this partnership, an SC Works equivalent will be housed at the Manning Correctional Facility to assist inmates with resumes and training skills.
- DEW is working with the Pee Dee and Santee-Lynches LWIAs to identify ways to provide training to DSS SNAP participants.
- DEW, the Department of Education, and SC Technical College System are partnering on a \$1.1 million Federal Incentive Grant which will focus on soft skills. As a part of the grant, a soft skills curriculum will be implemented statewide. DEW is also working with the Department of Education on legislation passed which requires WorkKeys testing of all high school juniors. Both agencies are working to establish a statewide database to house these test scores.
- Saluda County has been certified. SWIB member Paul Corbeil attended the ceremony.
- DEW is also working with the local areas on their performance goals. It was decided that the local areas would come up with proposals and bring back to the Board in December.
- DEW has been working with the local areas to standardize the Resource Sharing Agreements (RSAs). As part of the agreement, an Intake Coordinator will be put in place to provide front desk and overflow assistance in the SC Works Centers. Training will take place in September for Intake Coordinators and Resource Coordinators.
- WorkLink/Tri-County Tech/DEW hosted a successful job fair wherein manufacturers gave first priority to jobseekers that were pre-certified through job fair trainings. Many employers were pleased with the interview results and encouraged conducting future job fairs in this manner. Of 120 participants that were pre-certified, 20 have been hired.
- The entire DEW staff is undergoing an aggressive 18-month customer service training. The training has been offered to the local areas and Waccamaw, Santee-Lynches, Pee-Dee, and Upper Savannah have signed Memorandums of Agreement (MOAs) for the training.
- WIA, Wagner-Peyser, Veterans, and business services staff will be retrained on SCWOS to gain better functionality of the system in order to assist jobseekers.
- JAG-SC has exceeded national goals for the fourth year in a row.
- Ms. Stanton informed the group of Operation Palmetto Employment, an initiative between SCDEW and the National Guard, which is aimed at helping service members, family members and veterans, find civilian jobs.

Chairman Johnson thanked staff and board members for their continued hard work. He reminded everyone about the SWIB/LWIB Collaboration meeting following the SWIB meeting and that the next scheduled SWIB meeting is on December 10th at 9:30 a.m.

The meeting adjourned at 10:55 a.m.

The August 21, 2014 Minutes were approved by the Board on December 10, 2014.

Others Present:

Trent Acker (WorkLink)

Hank Amundson (Lowcountry)

Andre' Anderson (Lower Savannah)

Mike Mikota (Santee-Lynches)

Jeanette Ard (Waccamaw)

Tammy Beagen (Midlands)

Areatha Clark (Santee-Lynches)

Joette Dukes (Pee Dee)

Brenda England (Waccamaw)

Kevin Hill (Midlands)

Dean Jones (Greenville)

Jennifer Kelly (WorkLink)

Thomas Langley (Waccamaw)

Nicole Lawing (Catawba)

Steve Pelissier (WorkLink)

Connie Shade (Lower Savannah)

Ann Skinner (Upper Savannah)

Sarah Smith (Waccamaw)

Dana Wood (Upstate)

Jamie Wood (Trident)