

SC WORKS

UPPER SAVANNAH

**Upper Savannah Workforce Development Board Meeting
Upper Savannah Conference Room
430 Helix Road
Greenwood, South Carolina
Monday, February 3, 2020
Meeting: 4:00 PM**

Members Present: Ann Blanton, Taiese Kidd, James Tisdale, Houston Matthews, Shunna V. Jeter, Roy Lowe, Betty Carol Jones, Theresa Stover, Debbie Walling, Scott Coleman, Julie Bagwell, Dale Callum, and Zebbie Goudelock

Members Absent: Camilla Haigler, Kassie Burton, Darron Wilson, Doris Watson, Glenn Herlong, Jesse Sibert, Scott Cain, and Kevin Crouch

Staff Present: Ann Skinner, Billy Morgan, and Linda Lagroon

Guest: Melissa A. Rodgers, SC DEW; and Katie Craven, GLEAMNS

Welcome and Call to Order

Chair Ann Blanton welcomed members and guests. The meeting was called to order.

Approval of Minutes for September 2019: <https://upperscworks.com/workforce-system/board-minutes/>

Ms. Blanton reminded members that minutes are emailed along with the meeting agenda. They are also archived on-line. She asked for a vote to approve the minutes. It was made by Betty Carol Jones and seconded by Scott Coleman. The minutes were adopted unanimously as submitted.

Introduction of New Members and Guests

For the purpose of the new member, Theresa Stover, everyone introduced themselves, including the employer they represent.

Regular Reports

Usage Reports: In the absence of Ursula McFadden, Ms. Katie Craven distributed the second quarter usage report which shows traffic in the center and the utilization of key services. She noted that some numbers were low, including enrollments and traffic. Low numbers are contributed to employers not hiring during the holiday season and to the economy. Enrolled in manufacturing training increased during this quarter. WIOA enrollments were down but staff expect see enrollments increase next quarter. MS. Craven encouraged Board members to share information about the WIOA program and referrals.

Contractor enrollment reports & performance: Linda Lagroon briefed the Board on the average caseload by case manager. With the recent request for proposal process, Upper Savannah changed from having two contractors to now having one contractor, who hired several of the previous contractor's case managers. GLEAMNS now has a total of six case managers serving all programs. The six case managers have an average of 27 enrolled participants with an anticipated goal of 55 active participants per case manager.

The Program Year 2019 1st Quarter Performance Summary for Rolling 4 Quarters was distributed. Upper Savannah exceeded all individual program measures, overall indicator scores, and overall program scores. The Entered Employment for 2nd quarter and 4th quarter after exit performance measures were briefly explained.

- Adult/Dislocated Worker Employment Rate 2nd Quarter or 4th Quarter after exit is the percentage of program participants who are in unsubsidized employment during second or fourth quarter after exit. This means the number of adult/dislocated worker exiters during the report period who are employed during the second or fourth quarter after exit are divided by the number of adult/dislocated worker exiters during the report period.
- Youth Employment Rate 2nd Quarter or 4th Quarter after exit is the percentage of program participants who are in unsubsidized employment, education, or training activities during second or fourth quarter after exit. This means the number of youth exiters during the report period who are employed, in education or in occupational skills training during the second or fourth quarter after exit are divided by the number of youth exiters during the report period.

Expenditure reports: Ann Skinner explained the area gets money to serve three target groups: low income adults, low income youth and laid off workers. Often, we refer to the target groups as adults, youth and dislocated workers. The state board sets spending guidelines. It is expected that areas spend 70% of available adult and dislocated worker funding each year. Last year the area met the adult goal but just missed the dislocated worker goal. Ann showed that it is expected that we meet both goals this year.

Ann shared that the hardest goal to meet is the measure for client expenditures. At least 30% of program funds for adult and dislocated workers must go to client costs which include: tuition, books, on-the job training payments and supportive services. The area is currently at 19%. Ann said that our largest training vendor, Piedmont Tech, has many options to reduce the cost of training. Ann shared strategies that staff is using to get the ratio back. First, we are reducing operating expenses and holding back on filling staff vacancies. We are promoting training opportunities. Lastly, we are planning to spend more on transportation. Traditionally we have offered "gas money" or stipends for students to get to training. Recently we have seen a greater demand from

individuals without cars who need to go to work. We are now paying for door-to-door transportation for up to three weeks. The goal is to help our clients until they get their first paycheck and then help them figure out a plan to continue to get to work.

Ann said the last expenditure goal is for the youth program to spend 20% of its funds on work-based learning. Skinner said that the area will meet the goal.

Layoff Activities and Hiring Events – Billy Morgan

- Layoff Activities:
 - Continental in Fountain Inn - 41 individuals were affected
 - Georgia Pacific in McCormick – 98 individuals were affected.
 - Pier 1 Imports in Greenwood – has announced it will be closing sometime this Spring.

- Hiring Events:
 - Colgate-Palmolive came out to the centers to have a meet and greet and preliminary interview with potential candidates. This was a successful event held in several counties. Many candidates were given appointments for the next step in the interview phase at Colgate-Palmolive.
 - Lonza Job Fair at PTC this past fall was a great example of hiring practices. Job seekers went through several phases of interviews in one day and was given the chance to take WorkKeys testing or scheduled for it. Candidates that went through these initial phases successfully were given additional appointments and interviews at the Lonza facility. Their event is looked upon as a best practice because it engages candidates in the hiring process quickly.

- Job Fair:
 - The Upper Savannah/PTC Regional Spring Job Fair is scheduled for Thursday, March 19 from 10am-1pm at PTC in Greenwood.
 - Employer registration link can be found under the job fair tab of the employer page of our website: www.upperscworks.com. 64 employers are already registered for the event.

Strategic planning

Recommendations for high school career training programs: Upper Savannah was excited to be asked to participate in exploring the career training/offerings of our area's high school CATE centers and Technical College. The survey results show us what we expected. Manufacturing and healthcare remain the highest two areas. More than 150 employers have already responded to the survey. The results were included as a handout.

Review of programs on Upper Savannah's approved training list: Billy Morgan distributed the updated Upper Savannah Approved Training Programs listing. This is a listing of the training programs that have been approved for appropriate funding in the Upper Savannah Workforce Area.

Input from manufacturing sector strategy group

- Building a talent pipeline in manufacturing through enhanced career awareness

Talent action team meeting: The manufacturers in attendance wants to target those who dropped out of college in the first year and those who are not in college or employed in self-sufficient careers one year post high school.

- Middle/technical skills gap within manufacturing
 - Middle skills action team meeting occurred on November 13, 2019. Middle skills team met and identified typical minimum qualifications and skill requirements for Maintenance Technicians in the manufacturing industry.
 - Middle Skills action meeting scheduled for 12/05/19. Will meet to refine and clarify skill requirements including weighted values, finalize our metrics going forward and review metrics gathered from Tech Colleges.

Annual plan for SC Works center operations

Ann Skinner said that the area has seven centers. One in each of the seven counties. Centers are housed in county or town-owned buildings or with partners to reduce expenses. Ann said that partner share costs. The arrangement saves individual partners money and helps customers by having access to multiple programs in one place. Ann shared the current operating budget for the current year. She does not foresee cost increases. If grant money is available, partners will seek additional funds to:

- 1) help staff serve customers by redesigning client flow and by getting ergonomic furniture,
- 2) making centers safer – staff has expressed interest in outside video cameras and panic alarms,
- 3) refreshing centers so that they are attractive.

Skinner said that business plans must be approved by partners and submitted to the state before the next board meeting. She asked for the board to approve the plans to remain in the current centers and continue to make improvements in a cost-effective manner. A motion was made by Debbie Walling and seconded by Zebbie Goudelock. The motion passed unanimously.

Formation of a nominating committee to identify Vice Chair

The chair announced that she was seeking a vice chair. She requested that the executive committee serve as the nominating committee so that a candidate could be identified by the next meeting.

Adjourn

Chair Blanton called the meeting to conclusion and reminded members that the next scheduled meeting will be Monday, May 4, 2020 at 4:00 pm, at Upper Savannah, 430 Helix Road. The speaker will be Brian Nottingham, Labor Market Information Director at SC Department of Employment and Workforce. The topic will be *“Upper Savannah Workforce Characteristics. Is There a Hidden Pool of Talent?”*.

There being no further business, the meeting was adjourned.

Respectfully submitted by



Ann Skinner
Workforce Development Director