

SC WORKS

UPPER SAVANNAH

Upper Savannah Workforce Development Board Meeting
Upper Savannah Conference Room
430 Helix Road
Greenwood, South Carolina
Monday, May 6, 2019
Meeting: 6:00 PM

Members Present: Ann Blanton, Roy Lowe, Kassie Burton, Jesse Sibert, James Tisdale, Dee Dee Setzler, Dale Callum, Scott Coleman, Doris Watson, and Houston Matthews

Members Absent: Shunna Vance, Taiese Kidd, Glenn Herlong, Darron Wilson, Julie Bagwell, Betty Carol Jones, Zebbie Goude-lock, Lee Matthews, Rick Farmer, Kevin Crouch, and Cherie Martin

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

Guest: SheVonne Randle, Eckerd Workforce Development; Katie Craven and Ursula McFadden, GLEAMNS; and Julia Gamarra Mendoza, SCDEW

Welcome and Call to Order

Chair Ann Blanton welcomed everyone and called the meeting to order. Mr. Scott Coleman of Abbeville was introduced as a new board member.

Approval of the Minutes

The minutes of the February 4, 2019 meeting were distributed to Board members prior to the meeting. There being no corrections, Jesse Sibert made a motion to accept the minutes as recorded. James Tisdale seconded the motion and Ann Blanton called a vote. The minutes were accepted by unanimous consent.

Regular Reports

Usage Reports: Ursula McFadden reported that individuals are still coming into the centers and the number of visits have increased from last quarter, which is the result of hiring events. Grantees are in constant recruitment mode. If board members know of any persons that may be interested in the Workforce Program or are seeking employment, please refer them to any of the Upper Savannah county centers.

Contractor Enrollment Reports: Linda Lagroon briefed the Board on the participation levels for Program Year 2018. Four case managers have an average caseload of 27 adult and dislocated worker participants and two youth case managers have an average caseload of 18. Grantees submit a monthly recruitment plan when caseloads are below the expected level.

Expenditure Reports, Update on Yearly Business Plan: Ann Skinner summarized spending by the two programmatic contractors. Each quarter a report is provided which shows actual expenditures versus plan. Eckerd is on track to spend 76% of its available funding and GLEAMNS looks like it will spend 87%. The board also compares the percent spent on adult and dislocated worker clients as a portion of total grant costs. Eckerd is at 41.2% versus a target of 43%. Ann noted that it is a significant improvement. GLEAMNS is required to spend 34% of youth funding on work-based learning. It is at 39%.

Layoff and Business Start Up Report (Billy Morgran):

Layoffs in the area:

Greenwood County

JC Penney at the Greenwood Mall has announced it will close by July 5, 2019. Approximately 39 workers will be affected.

Greenwood Mop and Broom closed on March 8, 2019 with 40 workers being laid off.

Collins Aerospace (formerly UTC in Hodges) has announced it will close this year. There was 82 workers there when the announcement was made in October 2018 of which 10 were laid off by March 14, 2019. Currently there are 60 employees left on site and they have enough work to sustain them into the summer.

Hodges and Clinton - Fred's at these locations have announced closure by May 31, 2019. Less than 15 workers in each location will be affected.

Start-ups/Expansions:

SC Pet Food Solutions in Ward has started production. Initially they were to hire 159 workers but they have already reached back out to us to help fill some dockworkers and CDL drivers. The drivers will only be needed to transport product about 4 miles in one direction (from Amick Farms).

Flexible Technologies enlisted our help to promote a job fair in Abbeville, as they needed 30 machine operators.

Alumina is revamping their forge facility and contacted us to help with recruiting once they get the customer base built up. They are going after new automotive business and hope to need lots of help. They are currently going through a whole office remodel and replacing all the windows, flooring, etc., to make the administration area up to date and appealing to visitors.

Summary of Agreements to Fund SC Works Centers (MOU)

Ann Skinner was asked to summarize plans for SC Works Centers. Ann distributed a list of centers and costs. She reminded the board of major changes made in 2018 and said that no new moves are planned.

Abbeville is in the County Administrative building
Edgefield is at the back of the county health department
Greenwood is located in the Brewer Community Complex
Laurens is in the old Laurens School District building
McCormick is next door to town hall
Newberry is in the plaza next to Piedmont Technical College
Saluda is in the County Administrative building

Center staff and customers were surveyed about their needs and the feedback was used to make improvements this winter. The parking lot in Greenwood was patched and the plumbing was updated. All centers are getting new computers. Ann suggested that the area have a plan for gradually improving centers starting with the oldest and most used. We will paint the interior of Laurens next year. Skinner also shared with the board the plans to share costs. Partners who are co-located agree to share in costs proportionate with their staffing. Chairman Blanton asked the board to vote to affirm the plans for 2019-2020. A motion was made by Jessie Sibert and seconded by Doris Watson. The motion passed by unanimous consent.

Certification of SC Works Centers

Billy Morgan discussed the SC Works Certification Standards. He informed the Board that Upper Savannah had already met all but one of the standards. A meeting is scheduled for next week to finalize the business service plan. A motion to certify that Upper Savannah has met minimal level of requirements for certification (pending the business services plan) and to nominate Billy Morgan as the Business Services Lead for Upper Savannah was made by Dale Cullum and seconded by Jesse Sibert. The motion passed by unanimous consent.

Workforce Plan Update – Ann Skinner

Ann Skinner briefed the Board about the executive summary of the plan. She said that the board is working towards achieving the 12 goals originally established. The board gets usage reports, which show activities in each county. Generally the board tackles three or four items from the strategic plan each meeting so during the course of a year the board as reviewed the entire plan.

Skinner proposed two tweaks in the plan. The first is to set a numerical goal for referrals. There are numerous programs, which serve customers at SC Works. A person might come in to find out about a job, but then learn that the job requires a GED. Staff can share information with customers and document the discussion by giving the customer a form showing how they can access the additional service. Ann said that the area is on track to have 200 referrals this year, but with nearly 20,000 customer visits, we are missing opportunities. She said the partners plan to make 2,000 referrals next year, a 10-fold increase. Skinner said referrals will be tracked so the board can see how customers are informed about additional services.

The second change regards youth incentives. One of the youth program's main goals is to teach young workers to be responsible workers. The area has an opportunity to get a grant to help formerly incarcerated youth get jobs. After consultation with staff from the Department of Corrections, a tactic was developed to teach youth what employers expect. Youth participating will get a \$50 bonus for passing the post-test after the pre-employment workshop, and completing one week of work. The employer will give feedback indicating the new workers: punctuality, efficiency and ability to follow directions. Only those with high feedback scores will receive the bonus. Ann said that the old plan and a marked up version of the revised plan is on line for board members and partners to review. Ann said that a vote would be needed to finalize the plan, but that the next item, "review of training programs" is a part of the plan so she asked that the vote be taken after that section.

Review of Training Programs

Linda Lagroon went over the listing of the approved training programs. A few programs have been added recently: Auto Body Repair Certificate, Business Analyst – CE, Clinical Medical Assistant Certificate Program with Clinical Externship, PMP Certification Prep 1 and Prep 2, and SC Certified Logistics Technician – CCE (SCCLT).

There were questions after Linda's presentation regarding the new youth incentive payment. It was debated whether paying youth to do what they should do was a good precedent. Board members agreed that soft skills are needed, but had differing thoughts as to how to reinforce them. After Ann said that the incentive payment could be eliminated or changed in the future, Chairman Blanton asked for a vote. A motion was made by James Tisdale and seconded by Jesse Sibert, the motion was to adopt the plan revisions. It passed unanimously.

Job Fairs and Marketing Plan

Job Fairs:

March 21 - Greenwood (Regional) – 483 Job Seekers and 300 Students participated

April 25 - Laurens – 200 Job Seekers and 35 Students participated

May 2 - Newberry – 289 Job Seekers and 25 Students participated

Outreach plan using 5K from the state:

- Purchase SC Works banners and pay fees so that they can be placed at high school football games.
- Pay for updates, plugins that will allow our website to continue running smoothly.
- Pay for subscriptions to graphics so that we have access to graphics to be used on our job postings, website and Facebook page.
- Chamber memberships so that we are invited and can attend chamber functions to network for no fee or a reduced fee.

Discussion regarding Extending Contracts

Ann Skinner gave the board an overview of the process used to select contractors. Because the board receives federal money it must competitively procure providers. It uses a process where opportunities are advertised and offerors can propose how they will provide services. One principle of procurement is to ensure competition is open and fair with no barriers that prohibit new providers. At the last procurement cycle, there were three competitions: adult and dislocated worker together, youth and SC

Works operator. Eckerd won the first (adult and dislocated worker) and GLEAMNS won the remaining contracts.

Ann Skinner said staff had concerns with programs operating efficiently. Currently there are two sets of case managers covering seven counties. The result has been both contractors have lower than expected caseloads because workers spend a substantial amount of time traveling. She shared with the board that funding has decreased over the past ten years and if it decreases further, the system of having two contractors will no longer be viable.

The board discussed some of the possible ramifications of going out for proposals six to nine months early. One key concern was continuity. Would staff stay if their contractor did not win the bid? Skinner said the bid documents would specify that the new contractor would be required to keep staff from other contractors during a probationary period. Skinner said it would be more work for Upper Savannah staff (as well as the organizations which put in a proposal), but she said that she thinks that rebidding will be necessary so it might be better to go ahead. After more discussion the board voted on a motion made by James Tisdale and seconded by Scott Coleman to extend current contracts until October with a goal of being able to select one provider at that time. The motion passed unanimously. Ann noted for the minutes that there were no abstentions since the board member from GLEAMNS was absent.

The next meeting is planned for Monday, August 5, 2019.

There being no other business, the meeting was adjourned.

Submitted By



Ann Skinner, Workforce Development Director