

Meeting Notes
Annual Partner Business Meeting
March 19, 10 am
Upper Savannah Workforce Area

Program	Agency	Representative	In Person	Phone
Adult Education	Abbeville	Deborah Ayers	Yes	
Adult Education	Edgefield/McCormick	Vickie Butler	Yes	
Adult Education	Greenwood	Doris Watson	Yes	
Adult Education	Laurens	Joe Makla	Yes	
Adult Education	Newberry	Patricia Armfield	Yes	
Adult Education	Saluda	Jimmy Crawford	Yes	
Adult Education	State			
Wagner Peyer, Vets, TAA, UI	SCDEW	Roy Lowe	Yes	
Wagner Peyer, Vets, TAA, UI	SCDEW	Abby Linden		Yes
Wagner Peyer, Vets, TAA, UI	SCDEW	Sheleena Rios		Yes
Rehabilitation Programs	SC Comm. For the Blind	Theresa Page	Yes	
Rehabilitation Programs	SC Comm. For the Blind (state)			
Rehabilitation Programs	SCVRD	Houston Matthews	Yes	
Rehabilitation Programs	SCVRD	Chad Ulmer	Yes	
Rehabilitation Programs	SCVRD	Margaret Alewine		No
Perkins	Piedmont Technical College			
CSBG	GLEAMNS	Marcella Kennedy		Yes
CSBG	GLEAMNS	Ometere Norman	Yes	
Senior Employment	Goodwill			
TANF/SNAP	SCDSS	Tammy James		Yes
WIOA	Upper Savannah	Ann Skinner	Yes	
WIOA	Upper Savannah	Linda Lagroon	Yes	
WIOA	Upper Savannah	Linda McAllister	Yes	
WIOA	Eckerd	SheVonne Randle	Yes	
WIOA	GLEAMNS	Katie Craven	Yes	
WIOA	GLEAMNS	Ursula McFadden	Yes	
WIOA	GLEAMNS	Ometere Norman	Yes	
Job Corp				

The meeting was opened by the Upper Savannah Workforce Board Operations Committee Chair, Doris Watson. She thanked everyone for participating throughout the year and for attending the annual business meeting.

Ann Skinner started the meeting by going over common goals. Ann explained that centers are a tool used by partners to carry out common goals of helping individuals get and keep jobs, which pay self-sufficiency wages.

Ann said the budget process started by reviewing customer service surveys and by identifying staff needs. Overall, the system is working well together. Nearly 90% of all center surveys indicate that the visit was productive and that the job seeker felt closer to getting a job because of the visit. The partner staff surveys indicated that overall staff feel supported but the following concerns were noted:

1. Help with recruitment was identified as the top need
2. Staff wanted better communication about opportunities
3. There still were some safety concerns
4. Staff expressed a need for more privacy
5. The Laurens center looks dated with paneling

Ann said that the concerns were reviewed with the operator and were considered when the budget was formulated.

Ursula McFadden briefed the partners on traffic, communication plans and center improvements. Nearly seven thousand individuals have visited one of seven centers since July 1, 2018. Greenwood is the most active with 3,148 visitors. Newberry and Laurens, which both moved last year, account for nearly 3,000 when combined.

Ursula addressed partner communications. Each week, she send the "Hot Jobs" List prepared by DEW to 69 community leaders. She sends a workshop calendar once month. Starting in April the back of the calendar will be used for partner events and upcoming training programs. She asked for submissions. Ms. McFadden discussed upcoming job fairs.

Ursula said that GLEAMNS, which is the SC Works operator and the landlord in Greenwood, has worked to make the comprehensive center more attractive. So far this year, plumbing fixtures have been replaced in customer bathrooms. The water fountain was fixed. Carpets were cleaned. The parking lot was repaired and quotes are being obtained to get it repaved. The biggest improvement has been replacing all resource room computers. GLEAMNS is utilizing the technology grant to ensure all client computers are Windows 10 compatible. Networks are planned for Laurens, McCormick and Saluda.

Katie Craven went over the partner referral process. The SC Works Certification process requires partners to have a way of making and tracking referrals. The MOU signed by partners contains the basic form. Upper Savannah partners developed a system last year to use a dedicated email account as a log to capture referrals. Katie reminded partners to copy the account when sending referral forms. So far

177 referrals have been documented with 64 from adult ed (Laurens accounted for 53 of those), 52 from WIOA and 47 from DEW.

Ann challenged the partners to use the system. She showed where the form is maintained on the Upper Savannah website. Ann said that just .2% of the individuals visiting SC Works over the last year have received a referral through the system. Ann said that approximately half of SC Works customers could benefit from specialized services such as adult education, basic skills remediation, WIN testing, rehabilitation services, adaptive technology, federal bonding, expungement and more. Ann said the Upper Savannah Workforce Development Board would vote on setting a goal for referrals. Ann asked if the partners could support a goal of reaching 2% of the population. It would be a ten-fold increase, but still would just touch the surface. The partners concurred with the goal.

Ann started the budget process by explaining there were no big changes for 2019-2020. It is expected that SC Works will remain at all of their existing locations. There were either location changes or budget changes last year for six of the seven locations. It is now easier to build budgets with historical data.

SC Works is located in:

Abbeville – rents room from county for minimal expense. WIOA pays for space and does not cost share.

Edgefield – suite in health department building.

Greenwood – the former Brewer school on the GLEAMNS campus

Laurens – Adult ed

McCormick- Still in town building, but expenses reduced

Newberry- Plaza next to Piedmont Tech

Saluda – County office building, expenses reduced.

Ann went over the budget spreadsheet which was emailed prior to the meeting. (Attached.) She went over Greenwood in the greatest detail, because it houses the majority of SC Works staff. New to the budget is shredding. Currently center staff use an aging shredder machine. It leaves dust and frequently overheats. The operator explored getting a new machine or contracting with a shredding company. It was recommended that we use a company.

Ann detailed plans to get a new network for Laurens. The upfront cost will be paid out of a Technology grant funded by DEW, but when the network is installed, SC Works will be responsible for the monthly internet costs. It was also recommended that we paint the interior walls of the Laurens Center. \$600 was budgeted for paint.

Ann noted that the partners have not yet seen utility bills for Newberry. The lease calls for the county to provide water, but SC Works is responsible for gas and electricity.

Next Ann went over submissions from partners. All partners were asked to complete the Partner Information form and to turn in the headcount form if they planned to station staff in centers. Ann passed a handout which showed what had been received so far. Ann said that some forms were not complete. The MOU system has two tiers of participation. Partners who are located in a center one half day a week or more are required to share in costs proportionately. Other partner are required to

document their contribution to the system. One example of a partner who is not in a center but contributes to the system is Piedmont Tech. They host two job fairs a year saving the other partners thousands of dollars.

Two questions on the partner information form also required more clarification. The state MOU process list costs that partners who share center space are required to pay. It includes rent, utilities, but local areas can propose that partners contribute toward other costs. In the Upper Savannah area the two optional items are:

1. A contingency line-item for interpreters, and
2. Job fair expenses

Ann asked that all cost sharing partners consider participating in those optional expenses. SC Works centers must have contingency plans for serving those who do not speak English or who prefer a sign language interpreter. In the three years that the area has had cost sharing plans, Upper Savannah has not needed to use a service. If a need arises, the operator will first see what partner resources are available. Ann said that job fair expenses are minimal but give all partners great visibility. Since partners indicated that they need help with recruitment, participating in job fairs would be a good investment.

After some discussion, Ann asked if there was consensus moving forward with the budget. A roll-call was made. All partners who have previously cost-shared agreed to the planning budget.

The last item of the agenda was a discussion on next steps. Partners who had not submitted information forms (and headcount forms if applicable) were asked to do so by Friday, March 22. Signed MOUs are due by June 15.

The meeting was adjourned.