

## Meeting Summary

March 1, 2018, 9:30 am

430 Helix Road, Greenwood, SC

### Upper Savannah Annual Partner Business Meeting

#### Attendees:

- WIOA Adult, DW or Youth Programs: Ursula McFadden, Ann Skinner, Billy Morgan, Linda Lagroon, SheVonne Randle
- Adult Education: Doris Watson, Vickie Butler, Roberta Kinard
- Wagner Peyser, Veterans E&T, Migrant Worker, TAA and Unemployment: Roy Lowe, Abby Linden
- Rehabilitation Programs: Jeanette Murray, Margaret Alewine, Houston Matthews, Chad Ulmer, Felisa Massey (by phone)
- Perkins – Is currently working with us with job fairs. Not in centers.
- CSBG: Marcella Kennedy: Mett Norman
- Job Corp: Omoniyi Amoran (by phone)
- Sr. Employment, Brigette Miller
- TANF & SNAP – Tammy James (by phone)

#### Summary:

Partners reviewed center traffic counts and other performance indicators. The partner survey was reviewed. The primary weakness identified in the survey responses was slow computers.

Historical costs were reviewed and projected expenses for next year were provided. The following changes were explained:

Abbeville – No longer in cost-share budget. Partners welcome to use space at no charge.

Edgefield- Moved to Health Department building. Partners agreed to install a sign next year.

Laurens- SC Works will go from renting three rooms for a total of \$150 a month to renting five rooms for a total of \$250 a month.

McCormick – Rent was reduced \$200 a month and the town is paying for housekeeping.

Newberry- A budget for Newberry was submitted for the current location. Upper Savannah is intending to move however.

Saluda – GLEAMNS will help Upper Savannah research the utility bills to see why they are running higher than expected.

Upper Savannah discussed the method which will be used to allocate expenses. The Upper Savannah Workforce Development Board voted to continue to use staff time as the basis to assign costs. Partners were queried about their plans to locate staff. DSS said they expected their numbers to increase from one to four or five in Greenwood. Goodwill is considering joining the Greenwood center as well.

### **Next Steps**

All required partners should complete and return Partner Information form by March 15, 2018.

Partners intending on locating in SC Works centers should return headcount form by March 15, 2018.

**NOTE: ALL MOU DOCUMENTS ARE LOCATED AT <https://upperscworks.com/workforce-system/partner-resources/sc-works-memorandum-of-understanding-py-2018/>**

### **UPDATES TO MEETING SUMMARY, APRIL 14, 2018:**

Since the March 1, meeting we have received Partner Information Sheets on all required partners. We have received roster sheets from those planning to co-locate. There have been no questions regarding the proposed costs. The addition of four DSS funded staff in the comprehensive center is expected to lower cost per staff person.

It is expected that we will be in a new location in Newberry prior to July 1, 2018. We do not have a line-item budget yet but the total cost for the center is expected to be \$25,000 per year. Because the lease has not yet been signed, we are included the costs for the old center in the budget at this time.

A meeting with Saluda County to discuss strategies to lower costs is scheduled for next week.

We are putting names on signature pages and will have packets ready to be signed by May 15, 2018.

The most recent copies of the budget forms and the head count sheets will be placed on our website, under workforce system partner resources.