

Trident Workforce Investment Board
EXECUTIVE COMMITTEE
MEETING NOTES
October 18, 2010

Members: Janet Cappellini (Chair), Lou DuBon, Tommy Pruitt, Steven Brower, Angelia Washington, Brenda Myers

Members Present: Janet Cappellini (Chair), Tommy Pruitt, Steve Brower and Lou DuBon

Staff in Attendance: Paul L. Connerty, Ron Mitchum, Robin Mitchum, Andrea Kozloski, Sharon Goss, Cassandra Jamison, Angela Bryant, Teresa White, Joyce Coakley, Kara Browder, Kimberly Martin, Monique Walker, Tonya Petrozzi and Kelli Barrows

Contractor: Henkel's & McCoy Staff – Kal Kunkel

I. Call to Order

Janet Cappellini, Chair, called the meeting to order. She noted for the record the following members were excused:

Angelia Washington
Brenda Myers

II. Approval of July 20 and August 19, 2010 Meeting Notes

***Steve Brower made a motion to approve the July 20 & August 19, 2010 Meeting Notes.
Lou DuBon seconded the motion. The motion was unanimously approved.***

III. Executive Session – Personnel/Contractual Matters

The board went into Executive Session at 8:40 a.m. to discuss personnel/contractual matters. The board came out of Executive Session at 9:42 a.m. No action was taken nor any decisions made during the executive session.

The Chair asked the Committee to consider directing the BCDCOG staff to prepare two (2) Requests for Proposal (RFP) for consulting services. One proposal would be conduct an organizational assessment of the one stop system operations; the other to prepare a draft strategic plan.

***Lou DuBon made a motion to approve two RFP's for consulting services as noted above.
Tommy Pruitt seconded the motion. The motion was unanimously approved.***

IV. Administrative and System Reports - Administrator

A. Financial – The Financial Report was distributed at the meeting; Robin Mitchum Finance Manager reviewed the report detailing financial activities for the months of June, July and August. For program year 2010, expenditures totaled \$825,000; of that amount, \$166,750 was incurred prior to July 1, 2010 while Charleston County served as the board's administrative entity. SC Department of Employment and Workforce approved payment.

B. Program Performance – The Performance Report was included in the meeting packet and reviewed with the board. A revised report was distributed. Sharon Goss, Project Officer, gave an overview of the systems performance for program year 2010 containing data through August 31st. Under the Adult Program, the system is exceeding in one performance category, meeting in another and is not meeting the entered employment criteria. The youth system is exceeding in two areas of performance and meeting in one area of performance. For the Dislocated Worker program performance, the system is exceeding in two areas and meeting in one, Entered Employment. Members were reminded of the information given by the Administrator at prior meetings explaining the performance challenges for program year 2010 attributed to the downturn in the economy.

C. Administrator's System Update – In the interest of time, members were referred to the information in their packet beginning on page 13. The Administrator did reference the Legislative Audit Council report and encourage members to review the document.

V. Committee Reports

A. Economic Development Committee – Steven Brower

1. Action item(s)

a. Change in Training Plan for Premiere Logistics

On September 21st the Economic Development Committee considered and approved Premier Logistics' request to modify their training plan due to their Safety Training Instructor's illness and resignation. Because of this the company was not in compliance with industry regulations. The revised plan entails the certification of staff as trainers in 40 hours HAZWOPPER, OSHA General Industry Safety and Health and Construction Industry Standards (30 Hour Program), NAFTA Seminar and Red Cross Adult CPR/AED) with the Incumbent Worker Training (IWT) funds awarded to them. No additional money will be required for their training plan modification. The IWT award will remain at the original level of \$6,442. The SC Department of Employment and Workforce provided their support for the applicant's request in writing.

Tommy Pruitt made a motion to modify Premier Logistics training plan as noted above. Lou DuBon seconded the motion. The motion was unanimously approved.

B. One Stop Committee – Janet Cappellini

There were no action items. Ms. Cappellini reported as follows:

- o Job Readiness Training – The Workforce Investment Act Adult and Youth Management Team are working to provide job readiness training for both WIA adult and youth customers.
- o State Workforce Symposium – The State Workforce Investment Board Symposium is scheduled for January 31 through February 2, 2011. The board submitted two nominations for the partnership award in the "Outstanding WIA Alumnus" and the "WIA Youth Achievement Award" categories.
- o PY10 Monitoring – SC Department of Employment and Workforce will begin monitoring for PY10 the first week in November. In preparation, a series of internal audits is being done by staff. One of the elements the SCDEW will focus on this year is outreach to the spanish-speaking and disabled population. An Equal Opportunity Observation Checklist for each One Stop site has been completed in order to address deficiencies prior to the monitoring.
- o Local Board Standard Conference Call – A Local Board Standards conference call was conducted on October 6th. The Chair recognized Bernadette Herbert and thanked her for her participation on the Local Boards Standards Committee.
- o GED Testing at TOSCC – Dr. Stout, State Adult Education Director, SC Department of Education, visited the TOSCC on September 9th to review the site for approval for GED testing. Approval is pending.
- o The October 26th One Stop Committee meeting has been cancelled.

C. Outreach Committee – Tommy Pruitt

There were no action items. Tommy Pruitt reported as follows:

- o A Request for Proposal (RFP) to solicit a contractor to manage the outreach program was announced by the BCDCOG. The RFP will be out 30 days; proposals are due October 10th.
- o A Local Elected Official Breakfast will be held on December 1st. Staff is working on the invitation list.
- o Board members will be appointed to serve on a sub-committee to solicit sponsorships for the annual awards luncheon. Federal funds cannot be expended for this event. The Chair and Tommy Pruitt will work on securing sub-committee appointments.
- o The October 26th Outreach Committee meeting has been cancelled.

D. Youth Advisory Council – Angelia Washington

There were no action items. In the absence of the Committee Chair, Angelia Washington, the Administrator provided additional comments about Dr. Stout's visit and reiterated testing will be for Adult Education and WIA customers only. The site will not be open to the general public at this time.

VI. Action Item(s)

A. Eligible Training Provider List (ETPL) Addition

1. New Provider – Ashford University; New Program – Masters of Arts in Healthcare Administration

In order to complete on-line training, this Trade Adjustment Act (TAA) customer is requesting to have the vendor noted above added to the ETPL. Similar programs are available in the area, but none are on-line programs.

Lou DuBon made a motion to add Ashford University to the ETPL as noted above. Steven Brower seconded the motion. The motion was unanimously approved.

B. Recommendation: Eligible Training Provider List (ETPL) Exception for On-the-Job Training (OJT) & Incumbent Worker Training (IWT) Agreements

This request will amend the local ETP policy in order to obtain a clear distinction between the local and state ETPL. The modification will clarify the local policy primarily for the purposes of placing IWT providers funding with local dollars on the local list and allow staff to enter data into Virtual One Stop System (VOS) for record keeping purposes.

Steven Brower made a motion to amend the local ETPL policy.

Tommy Pruitt seconded the motion. The motion was unanimously approved.

C. Budget Revision

The revision will amend the budget for program year 2010 previously approved by the board on June 15, 2010. The Committee was informed the budget was based on an average training cost of \$2500 with maximum funding of \$4000. Members agreed on the \$2500 average training budget.

Tommy Pruitt made motion to approve the budget revision presented with a training average of \$2500. Steven Brower seconded the motion. The motion was unanimously approved.

VII. Other Business

A. November 2nd TWIB Meeting Date

The Committee considered the potential impact of holding the regular board meeting on November 2, Election Day than decided to proceed with the November 2, 2010 meeting date.

B. PY10 Local Plan Modification and Performance Goals

The PY10 Local Plan Modification and Performance Goals were distributed to the board. The update addresses the recent transition, budget, funding changes, ARRA funding expenditures, increasing customer base, membership updates, opportunities and improvements. This was presented for information purposes.

VIII. Adjourned

There being no further business the meeting was adjourned.

Respectfully Submitted,
Michelle Collins