

TRIDENT WORKFORCE INVESTMENT BOARD
ONE STOP COMMITTEE
MEETING NOTES
September 22, 2009

ONE STOP COMMITTEE MEMBERS: Janet Cappellini (Chair), Arnold Collins, Butch Clift, Andrew Maute, Terry Kinder, Dottie Karst, Angelia Washington, Jacquelyn Renegar and Brenda Myers

MEMBERS PRESENT: Janet Cappellini (Chair), Butch Clift, Angelia Washington, Arnold Collins, Jacquelyn Renegar and Brenda Myers.

STAFF PRESENT: Paul L. Connerty, Tonya Morgan, Sharon Goss, Teresa White, Kelli Barrows, Kimberly Martin, Joyce Coakley, Monique Walker, Cassandra Jamison and Michelle Collins.

I. Call to Order

The Chair called the meeting to order. Lou DuBon, Terry Kinder, Dottie Karst and Andrew Maute were noted as excused absences.

II. Approval of July 28, 2009 Meeting Notes

*Butch Clift made a motion to approve July 28, 2009 Meeting Notes.
Angelia Washington seconded the motion. The vote was unanimously approved.*

III. Administrative and System Reports – Executive Director

Financial – The financial report was included in the meeting packet and reviewed with the committee. Monique Walker gave a brief overview of the report. Expenses are on target for the month of August. Expenditures for PY09 and the American Recovery and Re-investment Act are being monitored closely.

Performance – The performance report was included in the meeting packet and reviewed with the committee. Sharon Goss gave a brief overview of the report. The report contained information for the months of July and August. Ms. Goss noted the report does not include September information. In addition, the following was noted:

- 5,000 customers visited the one stop during the first two months of the quarter.
- The staff was commended for accommodating over 700 job seekers attending a job fair that was projected for far less by the business customer.

Executive Director's System's Report - The Executive Director's report was included in the meeting packet and reviewed with the committee. The Executive Director reported on the following topics:

- The Berkeley Healthcare Training Program expansion held a ribbon cutting ceremony on September 9th.
- The National State Workforce Investment Board Chairs held their annual conference in Charleston from August 2nd through 5th.
- the Trident One Stop Career System (TOSCS), Trident Technical College (TTC), and readySC are developing an aerospace industry manufacturing training program.

IV. Action Item (s)

Eligible Training Provider (ETP) List Addition – New Provider and Program

- A. PM One! is applying to be added to the ETP list as a provider for the following program:

Course: Project Management

Note: PM One! is currently providing Project Management Training through PST and Trident Technical College. The applicant now wants to provide training directly and is applying to be added to the ETP list. Staff recommends approval.

- B. Charleston School of Massage (dba: S.C. School of Healing Arts) is applying to be added to the ETP list as a provider for the following program:

Course: Clinical Massage Therapy

This school has been in operation since November 2006. There is a wide range of employment possibilities within this field which is also classified as an in demand occupation. The applicant is applying to be added to the ETP list. Staff recommends approval.

Butch Clift made a motion to add PMOne and Charleston School of Massage to the ETP list. Arnold Collins seconded the motion. The vote was unanimously approved.

Advisory: The Dental Assistant Training School applied for ETP consideration; however, staff is not processing the application at this time because the school has been open less than one year. Staff will encourage the applicant to re-apply in April 2010. Because there is enormous employment and earning potential within this field, members encouraged the applicant to re-apply.

V. New Workforce Policy

Veterans Priority of Service Policy: The current priority of service policy does not provide priority consideration to veterans as required by USDoL regulations. This policy recommendation will establish a veteran's priority for WIA programs and services. Staff recommends approval.

Butch Clift made a motion to approve the policy listed above. Angelia Washington seconded the motion. The vote was unanimously approved.

Assessment, Background and Drug Screen Policy: This policy will enable staff to require WIA customers to take and pass job related/required assessment, background, and drug screen testing as a condition of enrollment in WIA funded training.

Butch Clift made a motion to approve the policy listed above. Jacquelyn Renegar seconded the motion. The vote was unanimously approved.

VI. Other Business

- Staff is in the process of expanding office, classroom, and meeting space into the space previously occupied by Gulfstream Construction. Gulf Stream will be moving on October 15th. Some of the board staff and the board room will relocate to the new area.

There being no further business the meeting adjourned.

Respectfully Submitted

Michelle Collins
Recording Secretary