

TRIDENT WORKFORCE INVESTMENT BOARD
MEETING NOTES
November 3, 2009

Members: Janet Cappellini (Chair), Lou DuBon, Butch Clift, Terry Kinder, Susan Friedrich, Bernadette Herbert, Andrew Maute, Priscilla Roper, Kimberley Sturgeon, Ingrid Tugwell, Earl Capps, James Villeponteaux, Montez Martin, Arnold Collins, Jacquelyn Renegar, Lillie Mae Caldwell, Tina Doscher, Flash Kinloch, Tommy Pruitt, Dottie Karst, Steven Brower, Angelia Washington, Brenda Myers, Marvin Dickerson, Gene Butler, Jon Baggett, Frank Oakley, James Coles and Jim Friar.

Members Present: Janet Cappellini (Chair), Lou DuBon, James Coles, Jim Friar, Gene Butler, Earl Capps, Jon Baggett, Terry Kinder, Priscilla Roper, Montez Martin, Bernadette Herbert, Tommy Pruitt, Marvin Dickerson, Steve Brower, Butch Clift, Andrew Maute, Frank Oakley, Kimberley Sturgeon, Jacquelyn Renegar and Dottie Karst

Staff in Attendance: Paul L. Connerty, Jean Sullivan, Sharon Goss, Cassandra Jamison, Kelli Barrows, Angela Bryant, Teresa White, Joyce Coakley, Kimberly Martin, Kara Browder and Monique Walker

Contractor: Henkel's & McCoy staff – Kal Kunkel, Jacinta DeJesus and Eric Fulcher

Guest(s): Ron Mitchum, Member, State Workforce Investment Board

I. Call to Order

Janet Cappellini, Chair, called the meeting to order and noted the record would reflect the following members were excused:

Lillie Mae Caldwell	Flash Kinloch
Arnold Collins	Brenda Myers
Tina Doscher	Ingrid Tugwell
Susan Friedrich	Angelia Washington

II. Approval of August 4, 2009 Meeting Notes

*Butch Clift made a motion to approve the August 4, 2009 Meeting Notes.
Earl Capps seconded the motion. The motion was unanimously approved.*

III. Recognition of Service to the Board: Lou DuBon was recognized for his service as Board Chair and Jennifer Hook was recognized for her service as the Outreach Committee Chair. Diana Walsh was also acknowledged for her work as the Clinical Nurse Educator for the Community Healthcare Training Program.

IV. Introductions

- A. Trident Workforce Investment Board: Frank Oakley, James Coles and Jim Friar were welcomed as newly appointed board members.
- B. Trident One Stop Career System: None
- C. Guests: Ron Mitchum, State Workforce Investment Board.

V. Committee Reports

A. Executive Committee

ACCEPTANCE OF COMMITTEE ACTION

- 1. Eligible Training Provider (ETP) List Additions
 - a. New Provider – PMOne!, LLC
 - b. New Provider – Charleston School of Massage, Inc.
- 2. Priority of Service for Veterans and Spouses Policy
- 3. Assessment, Background and Drug Screening Policy
- 4. Fund Transfer – from Dislocated Worker Funding to the Adult Funding
- 5. Incumbent Worker Training (IWT) Program Funding Allocation Policy
- 6. PY09 IWT Program Funding Recommendations
- 7. Palmetto Youth Connections Contract Addendum for Summer Youth Employment Program Extension
- 8. Recommendations to County Council for Vacant Board Seats

The One Stop Committee, Youth Advisory Council, Economic Development Committee and the Executive Committee approved the items listed above. These items were accepted by the full board.

B. One Stop Committee – Janet Cappellini reported.

ACTION ITEM

1. Eligible Training Provider (ETP) List Addition

- a. American Society of Phlebotomy Technicians (ASPT) is requesting to be placed on the ETP list as a provider and for the following program:

Phlebotomy/Lab Assistant Technician Program

Staff reported that the company meets the requirements for the ETP.

Butch Clift made a motion to approve the addition of the American Society of Phlebotomy Technicians to the ETP List. Jacquelyn Renegar seconded the motion. The motion was unanimously approved.

C. Youth Advisory Council – Janet Cappellini Reported. There were no action items.

1. Summer Youth Employment Program Newsletter - A special edition of the quarterly newsletter was created to feature the Summer Youth Employment Program (SYEP). It was distributed to members and will also be presented to Berkeley, Charleston and Dorchester County Councils.

The following were also noted:

- Palmetto Youth Connection (PYC) is meeting and/or exceeding all performance measures for PY08.
- The goal for the SYEP was to serve 500 youth; the actual number served was 561.
- 476 youth were placed on worksites (employment) through September 30th.
- PYC intends to continue serving youth in the SYEP through the waiver granted by the SC Department of Commerce (SCDoC) authorizing continued service to 18-24 year old, out-of-school youth through March 31, 2010.

PYC was commended for the outstanding work done with the SYEP once again. They exceeded expectations within the limited timeframe they were given.

D. Outreach Committee – Tonya Morgan reported. There were no action items.

1. Annual Report - An Annual Report sample was circulated. It was in **DRAFT** form to give everyone a feel for the content. Final revisions will be made in the next week.

The following were also noted.

- Impact! Inc. contract has been extended for one additional year. This is the final year it can be extended. The Request for Proposal (RFP) process will begin in spring 2010.
- The signing of the CARTA/Link contract is moving forward. Other public relations/outreach recommendations will be reviewed with the committee.

E. Economic Development Committee – Steven Brower reported. There were no action items.

The following was noted:

- The Committee has awarded approximately \$200k in Incumbent Worker Training funds, which includes a 10% over-commitment. Most contracts have been signed but staff is waiting for a couple to come back from corporate offices.
- DynCorp declined their funding allocation because their contract did not materialize. The anticipated contract was awarded to Honeywell, who will utilize the same staff to perform the same work functions. A request has been made by DynCorp / Honeywell staff to transfer DynCorp's allocation to Honeywell. Under the circumstances that exist in this case, SC DoC is ok with awarding the funding to Honeywell. Staff is currently discussing with Honeywell the IWT award and associated responsibilities. The Economic Development Committee will be advised as the process moves forward and either recommend awarding the funds to Honeywell or reallocate funding to other eligible applicants.

VI. Action Item

A. Eligible Training Provider (ETP) List Addition

New Provider: Coastal Training Consultants is requesting to be placed on the ETP list as a New provider and for the following programs:

BPI Building Analyst Certification Program, BPI Envelope Professional Certification, Dual BPI Building Analyst and Envelope Professional Certification and Insulation and Air Sealing Technician.

Staff is recommending approval of all but the Insulation and Air Sealing Technician course which offers no credential; the other programs meet the requirements for the ETP.

Butch Clift made a motion to approve the addition of Coastal Training Consultants to the ETP list and the programs listed above with the exception of the Insulation and Air Sealing Technician course. Jon Baggett seconded the motion. The motion was unanimously approved.

VII. Administrative & System Reports-Executive Director

A. Financial Report: The financial report was included in the meeting packet and reviewed with the board. Jean Sullivan gave a brief overview of the report. PY09 expenditures present no concerns at this point. Staff anticipates the affiliate site allocations for this program year will be expended the possible exception of one in Berkeley County which has yet to be awarded. PY08 Incumbent Worker Training (IWT) Contracts will expire December 31, 2009. Staff is working closely with vendors to ensure the expenditure requirements are met. The staff will prepare recommendations on utilization of incentive funds that must be expended by June 2010.

B. Program Performance: The performance report was included in the meeting packet and reviewed with the board. Sharon Goss gave a brief overview of the report. Performance numbers for PYC were amended to reflect 247 customers attended orientation, 59 customers were determined eligible and 59 youth were registered.

Staff explained the increase in customer visits within the first quarter was attributed to the increase in Unemployment Insurance (UI) claims primarily at the Lockwood site. The system is meeting and/or exceeding in all areas of performance with the exception of Entered Employment for Dislocated Workers.

C. Trident One-Stop Career System Report

1. Adult and Dislocated Worker Update:

- Specialized programs are doing extremely well, especially the Pre-Manufacturing and Community Healthcare Training Programs. There is a waiting list for customers wanting to enter into the healthcare training programs. Presently, the system is unable to meet the demand for healthcare training. Staff is diligently working with ETP list program providers to address this issue.
- The Electrical Line Worker Training Program will begin another class in January 2010. This is a QuickJobs training partnership with Trident Technical College (TTC).
- The pre-employment manufacturing training program has been updated to provide more advanced training that will enhance opportunities with regional manufacturers including Boeing Charleston and Global Aeronautica.

2. Palmetto Youth Connection Update

- Members were invited to a Business Appreciation Breakfast on November 19th to acknowledge the business community's support of the SYEP.
- Eric Fulcher was introduced as PYC's new Operations Manager.

D. Executive Director'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:

- Bernadette Herbert was appointed by the TWIB Chair to represent the LWIB on SCDoC's One Stop Certification standards review team. Cassandra Jamison is also involved with this project.
- The Berkeley Healthcare Training Program held another commencement ceremony Friday, October 30th.
- Orientation is ongoing for the Electric Line Worker Training Program.
- The Executive Director expressed his appreciation to the board for their support of the staff working with readySC, SCESS and others to support the ongoing work on the Boeing Charleston/Global Aeronautica project. The TOSCS and adult education partners will be collaborating to complete the necessary WorkKeys assessments for the recruitment and selection piece. The executive director will be meeting with other LWIA administrators to discuss the regional collaboration that will be required to support the recruitment and selection of workers.

- Information from the October 20th & 21st administrator's meeting was distributed. Within the state, the system ranked fourth for all adults served throughout South Carolina; 92% of our incentive funding was received.
- PYC's contract expires June 30th, 2010. Members of the Youth Advisory Council will be asked to provide input in order to develop the Request for Proposal (RFP). Staff recommendations for the content of the RFP will be presented to the Youth Advisory Council.

VIII. Chair's Report

- A. Lowcountry Manufacturers Council "Gears of Excellence" Leadership Award – Angelia Washington: The Chair recognized Angelia Washington as the recipient of the Lowcountry Manufacturers Council's "Gears of Excellence" Leadership Award. Ms. Washington received the recognition at the Lowcountry Manufacturers Council Annual Meeting and Dinner on Tuesday, October 20th.
- B. 14th Annual Business Education Summit: The 14th Annual Business Education Summit was held on October 28th. Lou DuBon, Paul Connerty and Janet Cappellini attended. The focus was mentoring for youth.
- C. TWIB Annual Awards Luncheon Report - TWIB Luncheon Update:
 - 1. 22 corporate/partner sponsors participated;
 - 2. \$12,400 received from corporate/partner sponsors to support the luncheon;
 - 3. 250 individuals attended.

IX. New Business/Other Business

- The TWIB Chair will make committee appointments once all pending board member appointments are made by county councils.
- All committee meetings for the month of November have been cancelled. A YAC and Economic Development committee may be required in mid-December.
- The next meeting is scheduled for February 9, 2010.

X. Adjourn

There being no further business the meeting adjourned.

Respectfully Submitted,

Michelle Collins