

**Governor's State Workforce Investment Board Minutes
April 30, 2015**

Members Present:

Mikee Johnson, Chair	Steve S. Kelly, Jr.	Dr. Joseph Patton
Rep. Mike Forrester	Archie Maddox	Cheryl Stanton
Thomas Freeland	Ray Maher	Michael Sexton
Jay Holloway	Howard Metcalf	
Michelle P. Kelley	Patrick Michaels	

Members Absent:

Charles Brave, Jr.*	Laurie Hollick*	Rep. Tommy Stringer
Sen. Paul Campbell	Glenda Page*	Rep. Kent Williams
Isaac Dickson*	Willis Ponds*	
Nick Foong*	Michael Sexton*	

***Excused Absence**

DEW Staff Present:

Rebecca Battle-Bryant	Brenda Lisbon	Pat Sherlock
Michael Buchman	Amanda Lucas	Nina Staggers
Scott Ferguson	Chena Melvin	
Shannon Kinder	Michelle Paczynski	
Abby Linden	Grey Parks	

Others Present:

Bryan Stirling, SCDC
Andre Anderson, Lower Savannah
Sandra Johnson, Upper Savannah
Ben Mauldin, Midlands
Jamie Wood, Trident

Welcome and Opening Remarks, Approval of Minutes*

Chairman Mikee Johnson called the meeting to order at 2:33 p.m. at The Pavilion, SC Department of Corrections and welcomed everyone. **A motion to approve the February 25, 2015, minutes was made by Howard Metcalf, seconded by Representative Mike Forrester, and unanimously approved by the Board.** A quorum was present.

S.C. Department of Corrections Overview

Bryan Stirling, Executive Director, SC Department of Corrections (SCDC) gave an overview of the department's programs provides job skills training and work experience to inmates. He stated there are roughly 21,000 inmates housed throughout the state of which 90% are released within 5 years. Mr. Stirling met with Cheryl Stanton, Executive Director SC Department of Employment and Workforce (SCDEW) and in a joint effort to prepare the inmates for release, there is a One-Stop located at the Manning Correctional facility. The goal is to provide inmates with job assistance prior to release. There is a plan to host SCDC's first job fair June 26th. SCDE has been authorized by the federal government to provide certifications in the Thoroughbred and Agriculture areas for inmates that meet program qualifications. Mr. Stirling showed a short video depicting the various training programs available to the inmates. The goal of SCDC is to give all inmates released from its facilities the tools to be successful and reduce recidivism. Mr. Stirling stated if a business wants to employ inmates there are staff members that can monitor and supervise inmates on job sites. Inmate labor can be provided by any area that has a work release center. There are six work release centers across the state located in Aiken, Spartanburg, Florence, Rock Hill and Columbia (male and female).

SWIB Committee Updates

Collaboration and Partnership: Representative Mike Forrester, Committee Chair, reported there were seven additional counties (Barnwell, Chesterfield, Darlington, Dillon, Lee Lexington and Marion) certified as WorkReady Communities. This places South Carolina at 29 certified counties which is more than any state in the nation. The other milestone the committee has accomplished is signing Phase I of the MOU with partners. He thanked Steve Kelly, Co-Chair and staff for the tremendous efforts put for towards this accomplishment. Phase II will encompass partners discussing how to share resources. There will be a committee meeting in the near future and part of the discussion will entail the possibility of hiring a third party to facilitate the process. The goal is to have Phase II completed by December 2015 (due March 2016) which will give the locals additional time to complete their plans by July 2016. Steve Kelly added that it would be ideal to bring in an outside entity to give an objective perspective to the Unified State Plan. Mr. Johnson asked if any outside agencies have been added since the initial agreement. Rebecca Battle-Bryant stated that Mary Jo Schmick has facilitated meetings with the required partners during which the partners gave briefings about the services offered at their respective agencies.

SC Works Management: Mr. Ray Maher, Committee Chair, stated the Eligible Training Provider List (ETPL) requirements are mandated by WIOA and Scott Ferguson is the project manager overseeing the project team to evaluate and translate WIOA requirements into an action plan. The final draft of the ETPL and the Policies and Procedures document is awaiting the SCDEW Legal and project team review. Target date for distribution of the document is July 1, 2015 with the first round of data is due to DOL late August. SCDEW's plan is to roll out other performance requirements in 2017 – 2018. This is a long process and Nick will bring different components forward as they are developed. Mr. Jay Holloway reported that One-Stop Certification has been placed on hold due to mandates from DOL. The workgroup wants to ensure the standards created and developed meet with DOL guidelines. Mr. Maher reported the workgroup is working on a strategy where each area is willing to work together towards the concept of regionalism. One idea is to present an award at the symposium to honor areas that collaborate with each other. Mr. Johnson asked if the ETPL is being developed and/or is the workgroup setting the criteria for the requirements to be placed on the list. Ms. Stanton stated there is a workgroup comprised of SCDEW, State Tech, Local Technical Colleges, local areas (Upper Savannah, Greenville, and Midlands), and Commission on Higher Education, laying out the policies and procedures and over the next year identifying providers and data. The following year will be spent analyzing data. By 2018 there should be some performance measures established. Mr. Scott Ferguson added that once the Policy and Procedures have been developed, the document will be released for public comment. There are also private training providers that could be added to this list. Mr. Johnson asked how a provider can be added at a later date. Ms. Stanton stated a provider can be added at the local level. The state does the certification and verifies documents are complete. Once that is done the paperwork is sent to the local area for approval. Mr. Pat Michaels stated it is important that a provider not only works hard to be added to the list but also must work hard to achieve the desired results and remain on the list. The purpose of the list would allow consumers to compare organizations and view their success rates and outcomes in order to decide what the best training provider for them. Mr. Michaels asked expectations be clear as to how a provider can be added to the list and once on the list how remain listed as a training provider.

Board Governance: Mr. Pat Michaels, Committee Chair, reported that the committee will provide the SWIB at its next meeting an end of year Board Satisfaction Survey. The survey will assist the committee with ideas on how to better engage board members and board improvement. Mr. Thomas Freeland reported the details of business engagement for the state by each local area. The goal within the next year is to reach 10,000 new business contacts statewide. In PY' 2016 the workgroup would like to offer an incentive to each area that has reached their percentage of the 10,000 goal. SCDEW staff will provide the workgroup with a recommendation of the amount of funds to be used for incentives. Mr. Freeland also stated a CD that contains a database of businesses broken down by area is available once areas have signed a confidentiality agreement. Additionally, there are plans to allow areas to record contact with businesses that may not need SC Works services. Each team member will be issued a laptop to record the business contact on site. Mr. Freeland stated there may be requirements under WIOA that address business contacts but the workgroup decided not to wait on issuance of the WIOA policy. Adjustment can be made to business outreach if necessary. The plan is to roll out the initiative on June 30, 2015. Mr. Michaels explained that sector strategies would allow areas to recruit businesses that complement the area. He stated the goal is to develop a support approach to businesses that have been recruited and to meet their needs as a workforce development tool. Mr. Michaels stated it will also affect regionalism since business may not necessarily just support a specific county. He

asked each board member to familiarize themselves with the White Paper co-authored by Maureen Conway and the PowerPoint presentation Ms. Conway delivered at the 2015 Workforce Symposium.

SWIB Funded Project Proposal:

Ms. Cheryl Stanton proposed that \$200,000 from the PY' 2014 SWIB Funded Projects budget currently earmarked for Youth Initiatives (\$160,000) and Strategic Workforce Plan (\$40,000) be repurposed. The funding for both initiatives has not been obligated and all funding for the PY' 2014 must be obligated by June 30, 2015. The funding will be used to support the development of sector strategies in compliance with the Workforce Innovation and Opportunity Act (WIOA) and regionalism. A Request for Proposal was solicited to bring in a vendor to set the framework for sector strategies. Mr. Michaels added that this proposal was discussed and approved by the Executive Committee at the April 24th meeting. The SWIB will need to vote on the proposal. Mr. Johnson stated the departure of one SWIB member meant the board no longer had a quorum. Ms. Stanton asked if the vote could be conducted via email. Mr. Johnson and the board agreed to vote electronically.* Ms. Stanton informed the board that initially the money was to be used to fund a position but other funding opportunities made using it unnecessary.

DEW Updates:

Ms. Stanton reported she had an opportunity to sit with members of the sub-committee of the Labor of Commerce and Industry at the Senate and conducted a presentation. The presentation given to them is what she will use to brief the board on what is going on with workforce development. Ms. Stanton stated there were many initiatives going on at SCDEW and determined there was a need to analyze and prioritize them. This was done to ensure there was a strategic goal in mind. There were six initiatives identified.

- *Improve General Skills and Wage Attainment* – SucceedSC is a holistic workforce development program introduced by the governor. Partners of SucceedSC include community and faith-based organizations, government, educators, technical colleges, adult education Vocational Rehabilitation, and local areas. The goal is to determine how CEO's and FEO's recruit people into the system instead of waiting for them to come in for services. Once recruited, they are assessed to determine their needs (i.e. high school equivalency, WorkKeys testing, training, etc.) and enrolled in services that will get them job ready. If a job is not available at graduation, there is follow-help to get them a job. We are currently working with the General Assembly to get funding. In the meantime, there are five work groups on their ninth week of work. They have discussed the mechanics of the program and if the funding comes through whether the project will start as a pilot or at a larger level. A regional sub-committee (Ms. Joette Dukes is leading the charge) is studying how to make the workforce system view itself as a holistic workforce system where we are partners and not working in silos. Ms. Dukes has done a terrific job of getting everyone together and figuring out regardless of funding and training programs how the workforce development side of the system can better collaborate. Regional committees have gotten together to determine local services. A list of all available services and organizations will be developed so if a jobseeker needs a service that one organization does not provide, an individual can be referred to the appropriate organization. Faith based and community based organizations are being identified in each local area in an effort to work together with the programs and resources already in place. Starting in May the Governor will begin conducting four regional forums across the state bringing together the community and faith based organizations, businesses, technical colleges, and workforce systems partners to start discussing what can be done in those regions to get a more robust workforce system. Mr. Howard Metcalf asked when the list is compiled if it would be available on our website. Ms. Rebecca Battle-Bryant stated that has been discussed and it was decided that as much information as possible would be made available on the website but we must be committed to keeping it updated. Ms. Stanton stated another thing Ms. Dukes identified that some local area websites are not as easy to navigate as others. There are plans to help some of the local areas streamline their website to make the site more user friendly.
- *Sector Strategy Initiative* – Complies very closely with WIOA regarding the concept. The aforementioned workgroup will work together to develop toolkits for the regions in the state so the areas do not have to start from scratch when they have to put together a sector strategy.
- *Soft Skills Training* – Last year, South Carolina was one of eight states that met its performance goals on WIA, Wagner-Peyser, the State Technical College level and Adult Education. Meeting those measures entitled South Carolina to a grant. The partners came together and decided to use \$200,000 towards Soft Skills Curriculum training that hopefully will be used statewide. This would eliminate different agencies spending money developing training curriculum but also everyone will be using the same training materials that the

business community agrees with. The consistency of the curriculum will help reinforce the training. The steering committee has since broadened to include Career and Technology Education (CATE), Commission for the Blind, Department of Commerce, SWIB (Nick Foong), Vocational Rehabilitation, SCPathways, Department of Social Services, business associations and individual businesses. Identification of business requirements in the curriculum will start this month.

- *Aligning Business Engagement Services* – Businesses have said there are people from different partner organizations coming to visit them. They have asked for one point of contact that can advise them of all the programs and services available to them. In January, SCDEW convened a statewide Business Services Engagement seminar in Columbia that included people across the agencies as well as economic developers, and local areas. They discussed the services the different agencies provided. As result, that yielded a Business Services Menu which is one document outlining the services and the agency responsible. The document is now under review by the different agencies. The group will meet again in June.
- *Using Data Driven Decision and Evaluation* – There is a lot of data available throughout the state. WIOA is requiring common performance measures among partner agencies. As state funded training programs they should be evaluated on the same performance measures. There is also a proviso that the House has passed and the Senate will consider next week that talks about broadening the data sharing across agencies. There are a lot of federal and confidentiality restrictions. Consideration will be given as to how to write data consent forms so the data can be centralized. This will allow us to conduct longer term data analysis as a state.
- *Expanding Targeted Partnerships* – We want to make sure we are utilizing as many partnerships as possible. There is no silver bullet to solving workforce development problems and no one program or agency can solve it alone. There are many partnerships across the state with Certified Work Ready Communities and local areas working together. Operation Palmetto Employment is a partnership with the National Guard, SCDEW, Veterans Administration, and others where we are trying to make services accessible to military jobseekers to find employment. Another ongoing partnership is Department of Corrections. There is a list compiled of ex-offender friendly employers called the Second Chance List that has been shared with Department of Corrections and offices in the field. When staff is working with someone that is an ex-offender, they can offer a referral to an employer on the list. Ms. Stanton shared a success story from the SCDEW newsletter that showcased and ex-offender assisted by the Hartsville SCWorks Center ultimately resulted in obtaining employment.

Other Business

Mr. Johnson gave closing remarks and commended Ms. Stanton and staff for their positive contributions towards workforce development. He also thanked everyone for their participation in the meeting and SCDC for hosting the meeting.

The meeting adjourned at 4:05 p.m.

*Approved by majority vote via email on May 8, 2015.

Minutes approved on June 11, 2015.