Waccamaw Workforce Development Board Meeting

November 20, 2018

Waccamaw Workforce Development Board Meeting

Waccamaw Regional Council of Governments
1230 Highmarket Street
Georgetown, SC 29440

Tuesday, November 20, 2018
9:30 a.m.

A G E N D A

Call to Order	Verlon Wulf
•Welcome and Introduction of Guests •Determination of Quorum •**Approval of July 17, 2018 Minutes	
**Approval of 2019 WDB Meeting Dates	Verlon Wulf
Finance Report	Cathy Archer
Performance Report	Amy Ross
One Stop Operator Update	Todd Gurley
WIOA Update	Ayla Hemeon
**RFP Committee Appointment	Ayla Hemeon
Other Business	Verlon Wulf
Adjournment	

****Denotes Action Items**

WACCAMAW WDB

Board Minutes

Minutes

Waccamaw Workforce Development Board

Waccamaw Regional Council of Governments

July 17, 2018

9:30 AM

Members Present			Members Absent	
Burke	Kim		Battle	Christopher
Edwards	David		Espinal	Frank
Evans	Wallace		Geathers	Rochelle
Greene	Etta		Harper	Jan
Greene	Jason		Roberts	Andy
Mitchell	Greg		Skalican	Peg
Poston	Henry		Smith	Sherill
Pressley	Wilhelmina			
Thompson	Lance			
Tucker	Brian			
Wulf	Verlon			

Waccamaw Regional COG Staff Present:

Cathy Archer, Rusty Gaskins, Ayla Hemeon, Tomas Langley, Marsha Platt, Amy Ross, Sarah Smith, Katie Wheeler

Other Guests Present:

Brian Alston, SC DEW

Brian Crislip, Coastal Staffing

Todd Gurley, One Stop Operator for Waccamaw Region

- **Call to Order:**

  Mr. Verlon Wulf, Chairman, called the meeting to order at 9:30 a.m.

- **Welcome and Introduction of Guests:**

  Mr. Wulf welcomed members, staff, and guests. He had Board members, staff, and guests introduce themselves.

- **Determination of Quorum:**

  Mr. Wulf determined that there was not yet a quorum, but started the meeting and would come back to voting matters after one Board member arrived.

- **Finance Report**

  Ms. Cathy Archer, WIOA Fiscal Coordinator presented financial reports, first on the funding status as of June 30, 2018. All carryover funds from PY 2016 have now been expended; Program funds on June 30, 2018 were $1.3M.

Expenditure and Obligation rate requirements were exceeded for the program year. The participant cost rate was also exceeded- rate of 30% required, actual rate was 42%, for the youth program. Work based learning rate was 28%, which exceeded the 20% minimum requirement. Therefore, all financial performance measurements were achieved for PY17 and no funding was recaptured.

Ms. Archer then asked the Board to vote on a finance action item which would grant authority to the COG Executive Director for the purpose of transferring PY18 Adult and Dislocated Worker Program funds as needed during the upcoming program year. Ms. Archer explained that the Board has to vote on this item each program year.

Mr. Henry Poston motioned to approve the finance action item.
Mr. Wallace Evans seconded the motion and it was passed unanimously by the Board.

- **Approval of May 15, 2018 Minutes:**
  Mr. Wulf paused the meeting to return to the approval of the May 2018 Minutes.

  Mr. Brian Tucker motioned to approve the minutes from May 15, 2018 meeting.
  Ms. Kimberly Burke seconded the motion and it was passed unanimously by the Board.

- **Performance Report**
  Ms. Amy Ross, Performance and Compliance Manager, provided the Performance for July 1, 2017 – June 30, 2018. Enrolled 500 adults; enrolled 61 dislocated workers; enrolled 361 youth in PY17. Ms. Ross explained that the Waccamaw region is second in the state for % of participants who received training in PY17 at 47.1%.

  Ms. Ross moved on to the SC Works Center Traffic Report and pointed out that 39,978 people visited the three county offices in PY17.

- **Pathways to Possibilities**
  Sarah Smith explained the Pathways to Possibilities Exposition, the importance of the exposition to the 8th grade students in our region, and the benefits of the SC Workforce Board sponsoring the event at a $25,000 level.

  Mr. Brian Tucker expressed how important it is for the students to be exposed to all of the different fields and opportunities that are available in our workforce.

  The Board decided to watch a 4 minute video clip of the event and Ms. Smith clarified that the funds are available because of the low unemployment rate.

  Mr. Henry Poston motioned to approve the Workforce Board's elite sponsorship of $25,000 for the Pathways to Possibilities Exposition.
  Mr. Jason Greene seconded the motion and it was passed unanimously by the Board.

- **One Stop Operator Update/Todd Gurley**
  Mr. Todd Gurley gave an update on what has been going on in the three One Stop Centers since he last spoke with the Board in May.

  He explained that both Conway and Kingstree centers have both undergone renovations, and the Georgetown office is running smoothly. Other items, such as larger monitors, have been bid on and ordered to make the centers even more efficient.

  DSS has requested to add four additional staff in the Conway center and they will be cost-sharing with the COG.

  Mr. Gurley also added that the centers would be assessed by a third party secret shopper.

  A Manager's Meeting was held and it was discussed that Work Keys is no longer available. WIN testing is the new assessment that the State is funding.

  Lastly, Mr. Gurley updated the Board on the progress of his brother who is enrolled in the WIOA program.

- **WIOA Update**
  Ms. Ayla Hemeon thanked the WIOA staff for all of their hard work for PY17. Performance numbers, OJT's, and the direct participant cost rate all exceeded the goals set.

  Also, she explained that the MOU and IFA for PY18 has been signed by all partners.

  Lastly, Ms. Hemeon informed the Board about the Fall SETA Conference and invited members to attend.

- **Other Business**
  Chairman Wulf updated the Board on the Ride and Decide program. Eight employers interviewed local high school students and twenty students were placed.

  Ms. Burke announced the Re-Entry Job Fair would be held at HGTC in Myrtle Beach on September 26, 2018 from 10:00 AM – 1:00 PM. She asked members to help get the word out about this event if at all possible.

- **Adjournment**
  There being no further business, Mr. Wulf asked for a motion to adjourn the meeting. The meeting adjourned at 10:30 a.m.

Waccamaw Workforce Development Area

Meeting Schedule for Calendar Year 2019

January – December 2019

Workforce Development Board Meeting Dates 2019
January 15th
March 19th
May 21st
July 16th
September 17th
November 19th

All meetings will be held at 9:30 am in the WRCOG Conference Room unless otherwise notified.

WACCAMAW WDB

Board Reports

WACCAMAW

Workforce Development Board

Waccamaw Regional Council of Governments
Workforce Development

PY 2018 – Financial Reporting

WACCAMAW
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WDB Meeting – November 20, 2018

Prepared by Cathy Archer
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Waccamaw Workforce Development Board
WIOA Program Year 2018
Funding Status as of October 31, 2018

Program Funds	PY 2017 Funds	PY 2018 Funds	Fund Transfers	Total Available	PY 18 Funds Expended	Future Obligations	Unobligated Balance
Adult	$422,048	$170,373	$0	$592,421	$329,926	$262,495	$0
Dislocated Worker	362,867	160,354	0	523,221	318,578	199,090	5,553
Youth	315,363	1,069,109	0	1,384,472	295,214	203,662	885,596
Program Funds	$1,100,278	$1,399,836	$0	$2,500,114	$943,718	$665,247	$891,149
Other Funds:							
17IWT11	82,500	0	0	82,500	27,262	42,523	12,715
17RRIWT13	50,000	0	0	50,000	30,130	19,870	0
17RRIWT19	63,820	0	0	63,820	0	63,820	0
18IWT11	0	90,000	0	90,000	0	0	90,000
18TEC11	0	25,000	0	25,000	0	0	25,000
Total -Other Funds	$196,320	$115,000	$0	$311,320	$57,392	$126,213	$127,715

Fund	% Expended (PY 17/18)	% Obligated (PY18)	Part Cost Rate	% WBL
Adult	56.7%	100.0%	42.8%	
Dislocated Worker	61.0%	96.5%		
Youth	24.0%	19.0%		23.1%
Target Rate	23.0%	27.0%	30.0%	20.0%

- Program year for PY18 Youth funds is 4/1/2018 – 6/30/2020
- Program year for PY18 A/DW funds is 7/1/2018 – 6/30/2020
- Remaining funding to be authorized PY18:
- Adult Funding - $904,414
- DW Funding - 759,253

Waccamaw Workforce Development
Financial Dashboard – Adult & Dislocated Worker - Program Year 2018
For Period July 1, 2018 through October 31, 2018

Cost Category	ADULT PROGRAM				DW PROGRAM			
	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
Program Delivery Staff Expenses	$ 546,531.00	$ 129,444.56	$ 417,086.44	24%	$ 333,630.00	$ 108,919.59	$ 224,710.41	33%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	60,579.00	5,310.55	55,268.45	9%	39,868.00	3,821.62	36,046.38	10%
Other Program Costs	-	-	-		-	-	-	
Participant Training Costs	1,164,994.00	169,400.17	995,593.83	15%	272,777.00	35,882.40	236,894.60	13%
Participant Supportive Services	402,840.00	76,521.72	326,318.28	19%	55,500.00	9,623.39	45,876.61	17%
Other Participant Costs	-	-	-		-	-	-	
Totals	$ 2,174,944.00	$ 380,677.00	$ 1,794,267.00	18%	$ 701,775.00	$ 158,247.00	$ 543,528.00	23%

TOTAL ADULTS SERVED		
Carryover	New	Total
225	93	318

TOTAL DW SERVED		
Carryover	New	Total
22	10	32

Waccamaw Workforce Development
Financial Dashboard – Youth - Program Year 2018
For Period July 1, 2018 through October 31, 2018

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
IN-SCHOOL YOUTH:				
Program Delivery Staff Expenses	$ -	$ -	$ -	
Facilities Cost	-	-	-	
Operating Expenses	23,598.00	12,499.00	11,099.00	
Other Program Costs	-	-	-	
Participant Training	-	-	-	
Work Experience & Internships	-	-	-	
Tutoring Costs	-	-	-	
Youth Summer Employment	-	-	-	
Youth Incentives	-	-	-	
Participant Supportive Services	-	-	-	
Sub-Total ISY	$ 23,598.00	$ 12,499.00	$ 11,099.00	
OUT-OF-SCHOOL YOUTH:				
Program Delivery Staff Expenses	$ 501,933.00	$ 180,493.75	$ 321,439.25	36%
Facilities Cost	-	-	-	0%
Operating Expenses	67,280.00	13,731.41	53,548.59	20%
Other Program Costs	-	-	-	0%
Participant Training	213,597.00	64,153.00	149,444.00	30%
Work Experience / Internships / OJTs / Apprenticeships	322,888.00	29,802.75	293,085.25	9%
Youth Summer Employment	-	-	-	0%
Youth Incentives	67,520.00	6,100.00	61,420.00	9%
Participant Supportive Services	109,920.00	27,233.34	82,686.66	25%
Other Participant Costs	-	-	-	0%
Sub-Total OSY	$ 1,283,138.00	$ 321,514.25	$ 961,623.75	25%
Totals	$ 1,306,736.00	$ 334,013.25	$ 972,722.75	26%

TOTAL OSY SERVED		
Carryover	New	Total
163	70	233

- PY17 Youth program budget: 99% OSY; 1% ISY

- YTD PY18 - 100% OSY; 0% ISY
- WIOA requirement = 75% OSY

- WBL Rate PY17 = 23.9%
- WIOA requirement = 20%

Waccamaw Workforce Development
Financial Dashboard – SC Works - Program Year 2018
For Period July 1, 2018 through October 31, 2018

SC Works Centers				
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% Expended
Program Delivery Staff Expenses	$ 433,769.00	$ 55,757.57	$ 369,011.43	13%
Professional Services	90,000.00	43,961.14	46,038.86	49%
Equipment Expenses	24,569.00	-	24,569.00	0%
Advertising / Outreach Expense	22,110.00	9,041.30	13,068.70	41%
Memberships & Subscriptions	1,302.00	-	1,302.00	0%
Facilities Lease / Bldg Usage Fee	27,188.00	9,000.00	27,188.00	33%
Premises Expenses	50,375.00	1,320.00	49,055.00	3%
Office & Operating Supplies	10,239.00	5,402.48	4,836.52	53%
Security Services	64,620.00	32,248.14	32,371.86	50%
IT Services	40,950.00	14,411.13	26,538.87	35%
Telephones & Data	10,725.00	688.24	10,036.76	6%
Total	$ 775,847.00	$ 171,830.00	$ 604,017.00	22%
Local Services Income (Cost-Sharing Reimbursements)	$ 119,400.00	$ -	$ 119,400.00	0%
NET TOTAL EXPENDITURES	$ 656,447.00	$ 171,830.00	$ 484,617.00	26%

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

ONE REGION MOVING FORWARD TOGETHER

Workforce Development Board WIOA Performance Report

November 20, 2018

Amy Ross
Performance & Compliance Manager

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PY 17 Performance (Rolling 4 Quarters)

Waccamaw

Performance Measure	Group	Goal	% of Goal	Actual
Employment Rate Q2	ADULT	73.1	122.0%	89.2
Employment Rate Q4*		70.8	117.7%	83.3
Median Earnings		4,200	126.9%	5,330
Credential Rate*		51.0	143.7%	73.3
Measurable Skill Gains		N/A	N/A	51.7
Employment Rate Q2	DW	77.0	101.3%	78.0
Employment Rate Q4*		75.0	118.0%	88.5
Median Earnings		6,100	130.1%	7,937
Credential Rate*		54.4	167.8%	91.3
Measurable Skill Gains		N/A	N/A	40.4
Employment, Education or Training Placement Rate Q2	YOUTH	75.1	110.0%	82.6
Employment, Education or Training Placement Rate Q4*		67.6	122.2%	82.6
Median Earnings		N/A	N/A	3,736
Credential Rate*		68.1	122.8%	83.6
Measurable Skill Gains		N/A	N/A	58.3

**** - These indicators will not have 4 full quarters of data reported until the period ending 12/31/2018***

Color Coding
Exceeds Goal Actual Performance is greater than 100.0% of the goal
Meets Goal Actual Performance is between 90.0% and 100.0% of the goal
Did Not Meet Goal Actual Performance is under 90.0% of the goal
Baseline Indicator is in Baseline status until PY'20

Enrollment: Program Year 2018

July 1, 2018 – October 31, 2018

Population	Carry-over	YTD New	Total Served
Adult	225	93	**318**
Dislocated Worker	22	10	**32**
Out of School Youth	163	70	**233**

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Enrollment By County: Program Year 2018
July 1, 2018 – October 31, 2018

	Adults	DW	Youth
County	New	New	New
Horry	53	7	35
Georgetown	24	3	26
Williamsburg	16	0	9
TOTALS	**93**	**10**	**70**

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Despite hurricanes and floods, our enrollment numbers are on trend with last year at this time.

Last Year at This Time		
Enrolled between July 1, 2017 - October 31, 2017		
Adult	DW	Youth
82	5	77

This Year		
Enrolled between July 1, 2018 - October 31, 2018		
Adult	DW	Youth
93	10	70

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Center Traffic Totals

Running Total All Counties 13,150

Coastal								
	WP	Vets	TAA	REA	UI	WIOA	DSS	TOTAL All Services
July	316	86	13	45	383	304	6	1153
August	374	116	12	80	476	514	46	1618
September	208	68	5	31	692	164	40	1208
October	426	135	8	94	1731	470	92	2956
TOTALS PY18	1324	405	38	250	3282	1452	184	6935

Georgetown								
	WP	Vets	TAA	REA	UI	WIOA	DSS	TOTAL All Services
July	330	20	0	0	206	232	0	788
August	271	37	0	0	281	341	0	930
September	120	8	0	0	251	104	0	483
October	192	18	0	0	720	258	0	1188
TOTALS PY18	913	83	0	0	1458	935	0	3389

Kingstree								
	WP	Vets	TAA	REA	UI	WIOA	DSS	TOTAL All Services
July	381	11	0	0	181	161	0	734
August	348	11	0	0	170	181	0	710
September	243	14	0	0	172	112	0	541
October	487	28	0	0	163	163	0	841
TOTALS PY18	1459	64	0	0	686	617	0	2826

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

WP: Wagner Peyser Services
VETS: Veteran Employment & Training Services
TAA: Trade Adjustment Assistance

REA: Reemployment and Eligibility Assessment
UI: Unemployment Insurance
WIOA: Workforce Innovation and Opportunity Act
DSS: Department of Social Services