



Waccamaw Workforce Development Board Meeting

March 17, 2020

Waccamaw Workforce Development Board Meeting



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

Tuesday, March 17, 2020
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 November 19, 2019 Minutes and January 21, 2020 Minutes

**Nomination and Election of New Board Chair

Verlon Wulf

ROSS Budget Modification/WIOA Update

Ayla Hemeon

Finance Report

Cathy Archer

Performance Report

Amy Ross

Contractor Program Update

Sherell Robinson, Ross

One Stop Operator Update

Todd Gurley, Ross

Other Business

Adjournment

****Denotes Action Items**

WACCAMAW WDB

Board Minutes



Draft Minutes
Waccamaw Workforce Development Board
Waccamaw Regional Council of Governments
November 19, 2019
9:30 AM

Members Present

Members Absent

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

Waccamaw Regional COG Staff Present:

Cathy Archer, Rusty Gaskins, Ayla Hemeon, Kerri Kellahan, Tomas Langley, Marsha Platt, Hannah Poston, Amy Ross, Sarah Smith

Other Guests Present:

Michelle Carr, SCDEW

Todd Gurley, Ross

Sherell Robinson, Ross

- **Call to Order:**

Mr. Verlon Wulf, Chairman, called the meeting to order at 9:31 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 a quorum and started the meeting.

- **Approval of September 17, 2019 Minutes:**

Mr. Wulf moved on to the approval of the September 2019 Minutes.

Mr. Henry Poston motioned to approve the minutes from the September 17, 2019 meeting.

Ms. Kim Burke seconded the motion and it was passed unanimously by the Board.

- **Approval of WDB Meeting Dates for 2020:**

Mr. Wulf moved on to the approval of the 2020 Board meeting dates.

Mr. Brian Tucker motioned to approve the WDB Meeting Dates for 2020.

Ms. Peg Skalican seconded the motion and it was passed unanimously by the Board.

- **Finance Report:**

Ms. Cathy Archer, WIOA Fiscal Coordinator, presented financial reports on the funding status as of September 30, 2019. NFA was on November 18 with the remainder of funds for the year. It has been signed by WRCOG Executive Director, Sarah Smith, and mailed.

An additional re-allocation was received from the excess funds the State acquires from obligated funds in different areas for the following: \$2,552 for Adult funds; \$618 for DW funds; \$3,084 for Youth funds.

The IWT grant will close out in April 2020. Ms. Archer displayed Adult, DW, and Youth funds and confirmed that they are on track, with all objectives being met.

Quarterly, SC DEW sends fund utilization rates from the local areas within the state. Ms. Archer provided PowerPoint slides of each local area's rates to compare to the Waccamaw Region. The Waccamaw Region Adult, DW, and Youth fund rates are all above the state average.

Total adults served this year is 376. Total DW served this year is 35. Total Youth participants this year is 213.

- **Performance Report:**

Ms. Amy Ross, Performance and Compliance Manager, presented the PY19 enrollment: 376 Adults, 35 Dislocated Workers, and 213 Youth. New enrollments: 139 Adults; 11 Dislocated Workers; 78 Youth.

Ms. Ross displayed Quarter 1 Enrollment Trends for PY 17, PY18, and PY19 for comparison.

Ms. Ross and Ms. Marsha Platt are in the process of completing PY19 Programmatic Monitoring for Ross. The final report is currently being worked on and will be completed soon. The report will highlight strengths and weaknesses for improvement.

- **Contractor Program Update:**

Ms. Sherell Robinson presented two workforce success stories. One from the Youth WIOA program in Kingstree and one from the Adult WIOA program in Georgetown.

- **One Stop Operator Update:**

Mr. Todd Gurley gave an update on what has been going on in the three One Stop Centers since the last Board meeting. Center traffic is similar in comparison with last year.

Starting November 3, 2019, the State changed how claimants can file their weekly benefits. Claimants can no longer call the 1-800 number, they will have to file online. Not all claimants have access to a computer or feel comfortable filing on their own, so there has been an increase of traffic to each of the centers since that change.

On October 1, 2019, Mr. Gurley attended a State Operators Orientation in Columbia. The purpose of the meeting was to move forward with Next Step training for staff.

On October 29, 2019, at the Conway center, there was a SLED meeting. The meeting was held to establish partnership between SCDEW and local center operations.

- **Williamsburg County Manufacturing Day Update:**

Ms. Kerri Kellahan presented slides and a video about Manufacturing Day in Williamsburg County held on October 31, 2019. Manufacturing Day was a success, allowing for 290 educators to visit 2 or 3 of the 9 manufacturing sites made available as a resource to help them guide students.

- **P2P 2020:**

Ms. Sarah Smith presented the Pathway 2 Possibilities 2020. She asked for support from the Board.

Mr. Henry Poston motioned to approve a \$10,000 - \$25,000 grant for P2P 2020.

Ms. Etta Carter seconded the motion and it was passed unanimously by the Board.

- **WIOA Update:**

Ms. Hemeon presented the WIOA update. On October 8, approximately 40 Healthcare Industry leaders and 30 Public Partners launched an Industry-Driven Partnership.

The next SETA conference will be in March 2020 and will be organized by SC. The SC DEW has asked for local areas to submit workshop ideas. Being one of six local areas selected to provide a workshop

idea, the Waccamaw Region has submitted a workshop topic on SC Works' partnership with SC Department of Commerce and Georgetown County School District on the CATE Employability Initiative.

On January 13, 2020, the monitors are scheduled to stop by. Official reports will not be available for the January Board meeting, however, any feedback received will be shared.

At the January Board meeting, a new Chair will be elected. Chairman Wulf has fulfilled his term as interim Chair and his full term as Chair.

- **Other Business:**

Mr. Wulf asked if there was any other business to discuss.

- **Adjourn:**

There being no further business, Mr. Wulf asked for a motion to adjourn the meeting. The meeting adjourned at 10:50 a.m.

Minutes

Waccamaw Workforce Development Board

Waccamaw Regional Council of Governments

January 21, 2020

9:30 AM

Members Present

Members Absent

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

Waccamaw Regional COG Staff Present:

Cathy Archer, Ayla Hemeon, Tomas Langley, Marsha Platt, Hannah Poston, Amy Ross, Sarah Smith

Other Guests Present:

Jared Barnes, Economic Development

Michelle Carr, SCDEW

Maya Morant, Economic Development

Sherell Robinson, Ross

- **Call to Order:**

Mr. Brian Tucker, Vice Chairman, called the meeting to order at 9:33 a.m.

- **Welcome and Introduction of Guests:**

Mr. Tucker 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 at least one more Board member arrived.

- **Finance Report:**

Ms. Cathy Archer, WIOA Fiscal Coordinator, presented financial reports on the funding status as of November 30, 2019. \$817,000 of the current year program funds has been expended with \$1.7 million in future obligations for the remainder of the program year. Unobligated balance is approximately \$500,000. IWT grants are still being closed out. \$5,000 Marketing grant will be expended shortly.

The new IWT grant has not been released yet, it has been applied for; however, there is a hold at the State level. Ms. Archer says Ms. Ayla Hemeon will elaborate when she presents her report.

Ms. Archer confirmed that Obligations and participant cost rates are good. Work-based learning rate is at 20%.

At the end of November, 43% of the Adult, 16% of the DW, 45% of the Youth, and 33% of the SC Works budget were expended.

Mr. Archer said the Ross sent in a Budget Modification Request to transfer 29-30% of their DW program funds to the Adult program funds. DW participants are about 1 in 10. Ms. Archer reviewed the transfer and it was approved by Ms. Sarah Smith, WRCOG Executive Director. The transfer will be made and carried out for the rest of the year to expend the funds.

Total adults served this year is 424. Total DW served this year is 37. Total Youth participants this year is 237.

- **Performance Report:**

Ms. Amy Ross, Performance and Compliance Manager, presented the PY19 enrollment: 424 Adults, 37 Dislocated Workers, and 237 Youth. New enrollments: 187 Adults; 13 Dislocated Workers; 102 Youth. The trend this year continues to match or increase compared with last year.

Ms. Ross displayed Quarter 1 and Quarter 2 Enrollment Trends for PY 17, PY18, and PY19 for comparison.

All performance goals have been met.

- **Contractor Program Update:**

Ms. Sherell Robinson mentioned an email she received from the Ross CEO, Shawn Brenner, to congratulate the Workforce Department on accomplishments in the Waccamaw region.

Internal monitoring was conducted by Ms. Marsha Platt and Ms. Ross at each center, November 4-7, 2019. Overall, the monitoring went well. A few areas of improvement were suggested in the report and staff went over the areas to improve and ways to implement the suggestions.

State monitoring took place last week at each center. There will be a staff meeting within the next few weeks to discuss the areas that need improvement according to the state monitors.

Six month employment evaluations have been completed, and Ross has decided to retain all employees who transitioned. Staff voted Khaleelah Spinner as Ross Ambassador for the Ross Ambassador program to help staff work as a team and incorporate team building activities. On February 17, there will be a Staff Appreciation day at the Georgetown center.

- **One Stop Operator Update:**

In Mr. Todd Gurley's absence, Ms. Hemeon gave an update on what has been going on in the three One Stop Centers since the last Board meeting. Center traffic was up in November and December, mainly UI traffic because of the change in the process customers can file their weekly UI. The State changed how claimants can file their weekly benefits. Claimants can no longer call the 1-800 number, they will have to file online. Not all claimants have access to a computer or feel comfortable filing on their own, so there has been an increase of traffic to each of the centers since that change. To help combat the extra flow in the centers, they are going to use a VET Work Study.

On January 9, 2020, Ms. Ross met with staff to ensure that they were in compliance. They went through a training, updated literature, designated a safety person at each center, and assigned an area for nursing mothers.

DSS ended their STARS program, leaving extra space in the Conway center. On January 28, 2020, DSS is co-locating one employee to the Kingstree center and one to Conway. They also hope to add a Department of Labor Rep. to the Conway center.

Ross will send someone to do site visits, including one on one with staff members.

- **Internal Monitoring Update:**

Ms. Marsha Platt provided the update. During November 4-8, 2019, WRCOG conducted a review of WIOA activities in each of the SC Works centers. The monitoring was programmatic, and served to verify compliance with WIOA 2014, Federal and State regulations, and local policies, processes, and procedures.

The internal monitoring was conducted by Ms. Ross and Ms. Platt. Ms. Hemeon, Ms. Smith, and Mr. Tomas Langley each participated as well. A Preliminary Summary of the monitoring findings was provided to Ms. Robinson, Ross Project Director.

35 files were reviewed in total. Detailed finding of each file reviewed was provided to Ross. 12 Career Specialists, 3 Business Service Representatives, and 2 Resource Specialists were interviewed. All staff interview responses were kept anonymous and presented within the monitoring report.

Ms. Platt stated that overall, the internal monitoring went really well for Ross and they have already started working on things that needed corrections.

- **WIOA Update:**

Ms. Hemeon presented the WIOA update. She reminded the Board about P2P, February 5 and 6, and the MLK parade, January 22. On February 18, Howard will hold a drug awareness/recovery event.

Currently, the state has not provided the IWT funding. The new Board chair is asking for more information. However, funding is anticipated.

- **Other Business:**

Mr. Tucker confirmed that there was no other business to discuss.

- **Approval of November 19, 2019 Minutes:**

As there was no quorum, the minutes could not be voted on and will be presented once again at the next Board meeting.

- **Nomination and Election of New Board Chair:**

Without a quorum, a new Board Chair could not be nominated. Ms. Hemeon announced that she would email details about the process to each Board member at a later date.

- **Adjourn:**

Being no further business, the meeting was adjourned at 10:23 a.m.

WACCAMAW WDB

Board Reports



Waccamaw Regional Council of Governments Workforce Development

PY 2019 – Financial Reporting



WDB Meeting – March 17, 2020
Prepared by Cathy Archer
carcher@wrcog.org

Waccamaw Workforce Development Board
WIOA Program Year 2019
Ross Contract Modifications

Program	Original Budget	Budget Revision (Dec 2019)	Revised Budget	Budget Revision (Feb 2020)	Revised Budget	Budget Revision (Add'l DW)	Revised Budget
Adult	\$727,000	\$209,650	\$936,650	(\$77,827)	\$858,823	\$0	\$858,823
Dislocated Worker	714,000	(209,650)	504,350	(329,350)	175,000	60,179	235,179
Youth	820,000	0	820,000	(23,076)	796,924	0	796,924
SC Works Centers	309,800	0	309,800	(30,000)	279,800	0	279,800
Program Funds	\$2,570,800	\$0	\$2,570,800	(\$460,253)	\$2,110,547	\$60,179	\$2,170,726

****NOTES****

- Note 1: Budget revision December 2019 to transfer DW funds to Adult program
- Note 2: Budget revisions February 2020 required to preserve 20% PY 19 funding for carryover to Q1 PY 20 (July - September 2020)
- Note 3: Budget revision to utilize additional DW funding received - can only be expended on direct costs for DW participants

Waccamaw Workforce Development Board
WIOA Program Year 2019
Funding Status as of January 31, 2020

Program Funds	PY 2019 Funds	Fund Transfers	Total Available	PY 19 Funds Expended	Future Obligations	Unobligated Balance
Adult	\$1,042,908	\$527,660	\$1,570,568	\$312,566	\$412,637	\$845,365
Dislocated Worker	1,115,499	(527,660)	587,839	345,451	125,915	116,473
Youth	1,045,439	0	1,045,439	573,975	400,945	70,519
Program Funds	\$3,203,846	\$0	\$3,203,846	\$1,231,992	\$939,497	\$1,032,357
Other Funds:						
18IWT11	81,000	0	81,000	28,848	38,097	14,055
18RRIWT15	40,163	0	40,163	33,750	6,413	0
19OUT11	5,000	0	5,000	5,000	0	0
Total -Other Funds	\$126,163	\$0	\$126,163	\$67,598	\$44,510	\$14,055

Fund	% Expended (PY 18/19)	% Obligated (PY19)	Part Cost Rate	WBL %
Adult	50.8%	55.7%	43.0%	
DW	55.3%	91.3%		
Youth	66.3%	93.3%		18.6%
Target Rate	44.0%	47.0%	30.0%	20.0%

Program year for PY19 A/DW funds is 7/1/2019 – 6/30/2021
 Program year for PY19 Youth funds is 4/1/2019 – 6/30/2021
 Total Adult Program Funds = \$ 1,042,908
 Total DW Program Funds = \$ 1,055,320
 Add'l DW RR Funds = \$60,179

**Waccamaw Workforce Development
Financial Dashboard – Adult & Dislocated Worker - Program Year 2019
For Period July 1, 2019 through January 31, 2020**

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	\$ 680,940.85	\$ 348,496.03	\$ 332,444.82	51%	\$ 636,666.79	\$ 238,032.39	\$ 398,634.40	37%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	30,683.55	8,333.88	22,349.67	27%	27,270.07	4,344.50	22,925.57	16%
Other Program Costs	22,965.76	13,257.98	9,707.78	58%	18,938.14	6,210.80	12,727.34	33%
Participant Training Costs	587,888.53	308,876.82	279,011.71	53%	362,373.98	31,001.96	331,372.02	9%
Participant Supportive Services	141,986.31	139,629.35	2,356.96	98%	62,719.02	9,499.10	53,219.92	15%
Other Participant Costs	-	-	-		-	-	-	
Totals	\$ 1,464,465.00	\$ 818,594.06	\$ 645,870.94	56%	\$ 1,107,968.00	\$ 289,088.75	\$ 818,879.25	26%

TOTAL ADULTS SERVED		
Carryover	New	Total
237	220	457

TOTAL DW SERVED		
Carryover	New	Total
	13	37

**Waccamaw Workforce Development
Financial Dashboard – Youth - Program Year 2019
For Period July 1, 2019 through January 31, 2020**

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
IN-SCHOOL YOUTH:				
Program Delivery Staff Expenses	\$ -	\$ -	\$ -	
Operating Expenses (P2P Sponsor)	15,000.00	15,000.00	-	
Participant Training	-	-	-	
Sub-Total ISY	\$ 15,000.00	\$ 15,000.00	\$ -	100%

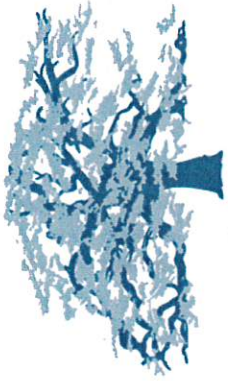
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
OUT-OF-SCHOOL YOUTH:				
Program Delivery Staff Expenses	\$ 601,248.81	\$ 439,246.10	\$ 162,002.71	73%
Operating Expenses	41,908.40	8,674.39	33,234.01	21%
Other Program Costs	18,308.40	13,393.34	4,915.06	0%
Participant Training	162,500.00	125,817.67	36,682.33	77%
Work Experience / Internships / OJTs / Apprenticeships	212,402.39	79,228.11	133,174.28	37%
Youth Incentives	24,000.00	8,925.00	15,075.00	37%
Participant Supportive Services	106,590.00	97,214.84	9,375.16	91%
Program Totals - OSY	\$ 1,166,958.00	\$ 772,499.45	\$ 394,458.55	66%
Totals	\$ 1,181,958.00	\$ 787,499.45	\$ 394,458.55	67%

TOTAL OSY SERVED		
Carryover	New	Total
134	118	252

- YTD PY19 - 98% OSY; 2% ISY
- WIOA requirement = 75% OSY
- WBL Rate PY19 = 18.16%
- WIOA requirement = 20%

**Waccamaw Workforce Development
Financial Dashboard – SC Works - Program Year 2019
For Period July 1, 2019 through January 31, 2020**

SC Works Centers				
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% Expended
Program Delivery Staff Expenses	\$ 49,638.62	\$ 32,049.02	\$ 17,589.60	65%
Professional Services	238,738.00	168,665.67	70,072.33	71%
Equipment Expenses	24,569.00	-	24,569.00	0%
Advertising / Outreach Expense	22,109.00	1,697.77	20,411.23	8%
Memberships & Subscriptions	162.40	-	162.40	0%
Facilities Lease / Bldg Usage Fee	27,188.00	24,337.68	2,850.32	90%
Premises Expenses	71,375.00	26,222.95	45,152.05	37%
Office & Operating Supplies	18,115.00	5,631.97	12,483.03	31%
Security Services	64,620.00	44,390.68	20,229.32	69%
IT Services	54,658.00	32,783.46	21,874.54	60%
Telephones & Data	14,849.00	3,021.93	11,827.07	20%
Total	\$ 586,022.02	\$ 338,801.13	\$ 247,220.89	58%
Local Services Income (Cost-Sharing Reimbursements)	\$ 211,282.00	\$ (51,514.00)	\$ 159,768.00	-9%
NET TOTAL EXPENDITURES	\$ 374,740.02	\$ 287,287.13	\$ 87,452.89	49%



WACCAMAW

R E G I O N A L
COUNCIL OF GOVERNMENTS

ONE REGION MOVING FORWARD TOGETHER

Workforce Development Board WIOA Performance Report

March 17, 2020

Amy Ross
Performance & Compliance Manager

aross@wrcog.org

Enrollment: Program Year 2019

July 1, 2019 – February 29, 2020

Population	*Carry-over	YTD New	Total Served
Adult	237	220	457
Dislocated Worker	24	13	37
Youth	134	118	252



WACCAMAW
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New Enrollments By County: PY 2019 July 1, 2019 – February 2020

County	Adults		DW		Youth	
	New		New		New	
Horry	118		6		49	
Georgetown	67		5		50	
Williamsburg	35		2		19	
TOTALS	220		13		118	



Monthly Enrollment As Of February 29, 2020

ADULT											
Enrollments	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	YTD Actual		
		30	49	20	40	27	21	31	1	219	

DISLOCATED WORKERS											
Enrollments	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	YTD Actual		
		1	6	1	3	1	1	0	0	13	

YOUTH											
Enrollments	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	YTD Actual		
		26	27	9	16	11	13	10	7	119	

**CUSTOMERS IN TRAINING	
ADULT	295
DISLOCATED WORKERS	23
YOUTH	159

Total for PY 19	
Work Experience	34
On the Job Training	11

**Had Open Training Codes in PY 19

Center Traffic Totals

PY 2019

Coastal										
	WP	Vets	RESEA	UI	WIOA	DSS	Specific Staff	Other	TOTAL Services	Total Foot Traffic
July 2019	413	---	57	462	115	47	364	130	1588	1546
Aug 2019	328	40	51	347	318	37	430	52	1603	1441
Sept 2019	266	43	65	525	229	32	236	40	1436	1293
Oct 2019	497	55	85	654	291	33	387	57	2059	1713
Nov 2019	758	86	82	852	217	22	293	43	2353	1650
Dec 2019	925	83	99	1146	216	6	249	57	2781	1937
Jan 2020	873	99	98	1133	277	2	290	105	2877	2125
Feb 2020	552	69	66	526	83	9	163	37	1505	1144
TOTAL PY 19	4612	475	603	5645	1746	188	2412	521	16202	12849

Georgetown										
	WP	Vets	UI	WIOA	Specific Staff	Other	TOTAL Services	Total Foot Traffic		
July 2019	171	7	241	92	100	105	716	678		
Aug 2019	159	7	223	234	152	68	843	777		
Sept 2019	140	14	269	137	88	38	686	625		
Oct 2019	166	6	337	170	181	64	924	780		
Nov 2019	152	2	439	161	153	41	948	836		
Dec 2019	130	4	545	143	104	46	972	894		
Jan 2020	159	8	495	191	184	48	1085	981		
Feb 2020	269	6	352	110	100	34	871	637		
TOTAL PY 19	1346	54	2901	1238	1062	444	7045	6208		

Kingstree										
	WP	Vets	UI	WIOA	VR	Specific Staff	Other	TOTAL Services	Total Foot Traffic	
July 2019	160	22	141	37	6	114	186	666	623	
Aug 2019	312	17	156	116	10	147	67	825	759	
Sept 2019	257	5	149	97	5	98	37	648	595	
Oct 2019	304	11	175	122	1	107	37	757	695	
Nov 2019	326	13	228	84	7	84	44	786	675	
Dec 2019	262	11	254	82	4	80	29	722	595	
Jan 2020	329	10	260	98	4	91	41	833	707	
Feb 2020	214	10	187	50	6	43	32	542	436	
TOTAL PY 19	2164	99	1550	686	43	764	473	5779	5085	

Waccamaw Area Total Services: 29,026

Waccamaw Area Total Foot Traffic: 24,142



WACCAMAW
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WP: Wagner Peyser Services
VETS: Veteran Employment & Training Services
RESA: Reemployment and Eligibility Assessment
UI: Unemployment Insurance

WIOA: Workforce Innovation and Opportunity Act
DSS or VR: Department of Social Services, STARS, SNAP, E&T, Vocational Rehabilitation