Waccamaw Workforce Development Board Meeting

March 16, 2021

WACCAMAW WDB

Board Minutes

Minutes

Waccamaw Workforce Development Board

Waccamaw Regional Council of Governments

January 19, 2021

9:30 AM

*Due to COVID-19, this Board meeting was conducted via Zoom.

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

Waccamaw Regional COG Staff Present:
Cathy Archer, Rusty Gaskins, Ayla Hemeon, Tomas Langley, Marsha Platt, Hannah Poston, Amy Ross, Sarah Smith.

Other Guests Present:
Michelle Carr, SCDEW
Wade Coffindaffer, Ross
Sherell Robinson, Ross
Todd Gurley, Ross

- **Call to Order:**

  Mr. Henry Poston, Chairman, called the meeting to order at 9:30 a.m.

- **Welcome and Introduction of Guests:**

  Mr. Poston welcomed members, staff, and guests. Ms. Ayla Hemeon did a roll call for the Board members and invited staff and guests to introduce themselves.

- **Determination of Quorum:**

  Mr. Poston determined that there was a quorum.

- **Approval of November 17, 2020 Minutes:**

  Mr. Poston moved on to the approval of the November 17, 2020 minutes.

  Mr. Greg Mitchell motioned to approve the minutes from the November 17, 2020 meeting. Mr. Brian Tucker seconded the motion and it was passed unanimously by the Board.

- **Finance Report:**

  Ms. Cathy Archer presented the funding status as of November 30, 2020. The unobligated balance is $1.3 million. Adult funding has about $3,000 remaining and DW funding has $201,000 which will be transferred to the Adult program. All Youth funding has been expended. Two other grants have been received: the Rapid Response DW COVID grant has $31,000 left and the IWT Rapid Response grant has $30,000 for incumbent worker training.

  Adult spending is low due to the transfer of DW funding to the Adult program.

  Participant cost rate is a little low, as well as the work-based learning.
  23% of the Adult, 28% of the DW, and 30% of the Youth budget has been expended.

  For the new program year, 231 Adults, 47 DW, and 134 Youth have been enrolled. About 31% of the SC Works budget was expended.

- **Performance Report:**

  Ms. Amy Ross, Performance and Compliance Manager, presented the enrollments for this program year. Total enrollments: 231 Adults, 47 Dislocated Workers, and 134 Youth. New enrollments: 62 Adults, 26 Dislocated Workers, and 32 Youth. Ms. Ross showed a breakdown by county and a monthly breakdown of enrollment.

  Ms. Ross displayed a list of work experience and OJT contracts through the end of the program year as well as the UI calls received by the centers and information about orientation and workshops.

  Ms. Ross displayed the final numbers for the performance report of quarter 1.

- **Contractor Program Update:**

  Ms. Sherell Robinson stated that things are going well. The second half of program year has gotten off to a busy start. Vouchers have been written for those in continuing training or beginning training for

HGTC Williamsburg Tech. More vouchers were written out last year in comparison with this year. An Adult/DW staff member resigned and a replacement has been hired.

Staff have participated in outreach activities in Horry and Williamsburg counties. Work-based learning rate is over 20% for participants.

- **One Stop Operator Update:**

Mr. Todd Gurley stated that all three centers are open, the Conway center being the busiest. Capacity limits are still in place. Mr. Gurley displayed data from the new customer service survey sent out in October 2020, collected in October, November, and December 2020. Three months of data from the survey will be displayed at each Board meeting going forward. He then announced upcoming events: the annual MLK Job Fair is on January 20, 2021 and the annual MOU IFA Partner meeting will be on March 11, 2021.

- **WIOA Update:**

Ms. Hemeon started by congratulating Ms. Marsha Platt on becoming the Grant Services Director. Interviews have been set up for the WIOA Contract Liaison and Outreach Coordinator job position.

Annual monitoring was last week. Everything was done remotely. Financial and programmatic audit. Exit conference went well, some requests to change a few case files, written report will be sent soon and distributed to the board.

After five years, a subsequent re-designating of the local workforce area has to take place. Three criteria are required to be met: performance measures have to be met successfully; local area has to sustain fiscal integrity; and local planning area has to meet the regional planning requirement. All three of the required criteria was met every year over the past five years.

Local and regional plan adjustments are being made and is due February 15, 2021. One Stop Operator contract expires soon and an RFP will go out soon to fill the spot. SETA conference in March was moved to virtual.

- **Other Business:**

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

- **Adjournment:**

Being no further business, the meeting was adjourned at 10:13 a.m.

WACCAMAW WDB

Board Reports

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

ONE REGION MOVING FORWARD TOGETHER

Workforce Development Board WIOA Performance Report

March 16, 2021

Amy Ross
Performance & Compliance Manager

aross@wrcog.org

Enrollment: Program Year 2020

July 1, 2020 – February 28, 2021

Population	*Carry-over	YTD New	Total Served
Adult	169	88	**257**
Dislocated Worker	21	30	**51**
Youth	102	31	**133**

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Monthly Enrollment PY 20

July 1, 2020 - February 28, 2021

ADULT

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	**YTD Actual**
Enrollments for PY20	7	12	11	9	10	13	12	14	**88**

DISLOCATED WORKERS

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	**YTD Actual**
Enrollments for PY20	1	4	7	3	5	5	2	3	**30**

YOUTH

	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	**YTD Actual**
Enrollments for PY20	4	7	4	8	5	3	0	0	**31**

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

PY 2020
Work Experience and On-the-Job Training Contracts

Work Experience	OJT
Andrews Fabricators	Carolina Cool, Inc. (X2)
Carolina Cool, Inc	Coastal Cosmetic Dental Associates
Drucker Home Medical Equipment	Conway Medical Center
Georgetown County Public Services (X2)	Elvis Service Company (X2)
Kingstree Tire Co	Georgetown County Public Services (X2)
Palmetto Synthetics, LLC (X3)	Grand Palms Resort, LLC
Practice Management Group, LLC (X3)	Laurel Lane Enterprises, Janco Greenhouse
The Village Group	McLeod Health (X2)
Town of Kingstree	Palmetto Synthetics, LLC (X2)
Williamsburg County Govt (X2)	Radix Bay (X2)
Williamsburg Regional Hospital	

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

UI Calls Received – PY 20

Kingstree

Month	Calls
July	822
August	661
September	736
October	261
November	51
December	73
January	116
February	72
TOTAL	**2,792**

Georgetown

Month	Calls
July	1104
August	763
September	1335
October	1368
November	701
December	789
January	899
February	656
TOTAL	**7,615**

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

Visitors to the Conway Office

	WP	VETS	TAA	UI	WIOA	Total Visitors
October	94	49	0	709	17	869
November	188	51	0	498	17	754
December	48	52	0	559	16	675
January	104	45	0	598	11	758
February	113	65	0	591	26	795
TOTAL	547	262	0	2,955	87	3,851

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Orientations and Workshops

	WIOA Orientations	
	Total #	Attendance
July	0	0
August	7	44
September	9	77
October	9	70
November	7	84
December	9	56
January	8	63
February	8	64
YTD TOTAL	**57**	**458**

	Youth Work Readiness	Adult Workshops
-	Number of Workshops Presented:	
July	0	8
August	6	23
September	18	6
October	11	24
November	10	17
December	10	20
January	1	13
February	0	14
YTD TOTAL	**56**	**125**

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

Workshop Titles Include: Soft Skills, Job Readiness, Resume Writing, Financial Literacy and Leadership Development.

WIOA Performance

PY 2020 Report Q2

Performance Measure	ADULTS			DW			YOUTH		
	Goal	Actual	% of Goal	Goal	Actual	% of Goal	Goal	Actual	% of Goal
Employment Rate Q2	81.0%	85.5%	105.6%	81.5%	82.4%	101.1%	79.5%	81.9%	103.0%
Employment Rate Q4	78.0%	81.9%	105.0%	79.0%	84.4%	106.8%	71.0%	74.3%	104.6%
Median Earnings	5,200	5,814	111.8%	7,300	7,791	106.7%	3,500	4,578	130.8%
Credential Rate	59.7%	50.7%	84.9%	60.0%	61.5%	102.5%	63.8%	54.0%	84.6%
Measurable Skill Gains	53.8%	60.0%	111.5%	47.0%	50.0%	106.4%	63.0%	73.6%	116.8%

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

WACCAMAW REGIONAL COUNCIL OF GOVERNMENTS

ONE REGION MOVING FORWARD TOGETHER

Waccamaw Workforce Development

PY 2020 – Financial Report

March 16, 2021

Prepared by Cathy Archer
carcher@wrcog.org

Waccamaw Workforce Development Board
WIOA Program Year 2020
Funding Status as of January 31, 2021

Program Funds	PY 2019 Funds	PY 2020 Funds	Fund Transfers	Total Available	PY 20 Funds Expended	Future Obligations	Unobligated Balance
Adult	$0	$1,064,228	$216,284	$1,280,512	$26,027	$656,665	$597,820
Dislocated Worker	82,779	743,427	(216,284)	609,922	173,377	246,803	189,742
Youth	0	1,066,337	0	1,066,337	428,728	455,784	181,825
Total - Program Funds	$82,779	$2,873,992	$0	$2,956,771	$628,132	$1,359,252	$969,387
Other Funds:							
19RRC11 - DW RR	100,000	0	0	100,000	63,167	36,833	0
20RRIWT06 - IWT RR	0	30,839	0	30,839	0	30,839	0
20RRIWT11 - IWT RR	0	34,125	0	34,125	0	34,125	0
20SEC11	0	45,864	0	45,864	8,107	37,757	0
Total - Other Funds	$100,000	$110,828	$0	$210,828	$71,274	$139,554	$0

Fund	% Expended (PY 19/20)	% Obligated (PY 20)	Part Cost Rate	WBL %
Adult	24.9%	61.7%	23.9%	
DW	38.5%	56.5%		
Youth	40.5%	83.0%		23.8%
Target Rate	41.0%	47.0%	30.0%	20.0%

Program year for PY19 A/DW funds is 7/1/2019 – 6/30/2021
Program year for PY20 A/DW funds is 7/1/2020 – 6/30/2022
Program year for PY20 Youth funds is 4/1/2010 – 6/30/2022

Waccamaw Workforce Development
Financial Dashboard – Adult & Dislocated Worker - Program Year 2020
For Period July 1, 2020 through January 31, 2021

	ADULT PROGRAM				DW PROGRAM			
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
Program Delivery Staff Expenses	$ 683,381.37	$ 327,893.40	$ 355,487.97	48%	$ 299,764.34	$ 167,895.52	$ 131,868.82	56%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	44,555.74	7,411.30	37,144.44	17%	19,376.63	4,243.31	15,133.32	22%
Other Program Costs	20,324.17	14,068.95	6,255.22	69%	5,190.84	2,433.22	2,757.62	47%
Participant Training Costs	708,810.49	110,836.26	597,974.23	16%	345,378.15	42,451.57	302,926.58	12%
Participant Supportive Services	134,746.23	40,141.09	94,605.14	30%	53,400.45	10,163.49	43,236.96	19%
Other Participant Costs	-	-	-		-	-	-	
Totals	$ 1,591,818.00	$ 500,351.00	$ 1,091,467.00	31%	$ 723,110.41	$ 227,187.11	$ 495,923.30	31%

TOTAL ADULTS SERVED		
Carryover	New	Total
169	88	257

TOTAL DW SERVED		
Carryover	New	Total
21	30	51

Waccamaw Workforce Development
Financial Dashboard – Youth - Program Year 2020
For Period July 1, 2020 through January 31, 2021

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
OUT-OF-SCHOOL YOUTH:				
Program Delivery Staff Expenses	$ 545,846.56	$ 281,397.91	$ 264,448.65	52%
Operating Expenses	41,096.17	5,796.59	35,299.58	14%
Other Program Costs (Contr Profit)	17,902.27	9,107.60	8,794.67	0%
Participant Training	114,500.00	37,566.61	76,933.39	33%
Work Experience / Internships / OJTs / Apprenticeships	162,300.00	34,749.57	127,550.43	21%
Youth Incentives	20,000.00	2,716.12	17,283.88	14%
Participant Supportive Services	38,000.00	25,127.49	12,872.51	66%
Program Totals - OSY	$ 939,645.00	$ 396,461.89	$ 543,183.11	42%
Totals	$ 954,645.00	$ 396,461.89	$ 558,183.11	42%

TOTAL OSY SERVED		
Carryover	New	Total
102	31	133

- BUDGET PY20 - 99% OSY; 1% ISY
- WIOA requirement = 75% OSY

- WBL Rate PY20 = 23.8%
- WIOA requirement = 20%

Waccamaw Workforce Development
Financial Dashboard – SC Works - Program Year 2020
For Period July 1, 2020 through January 31, 2021

SC Works Centers				
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% Expended
Program Delivery Staff Expenses	$ 87,855.97	$ 59,806.59	$ 28,049.38	68%
Professional Services	1,749.00	-	1,749.00	0%
Professional Services - ROSS	310,000.00	155,096.38	154,903.62	50%
Equipment Expenses	16,897.00	-	16,897.00	0%
Advertising / Outreach Expense	12,000.00	2,640.00	9,360.00	22%
Memberships & Subscriptions	623.03	60.00	563.03	10%
Facilities Lease / Bldg Usage Fee	55,950.00	21,701.16	34,248.84	39%
Premises Expenses	70,713.00	19,782.98	50,930.02	28%
Office & Operating Supplies	23,426.00	3,708.77	19,717.23	16%
Security Services	76,249.00	39,432.78	36,816.22	52%
IT Services	56,752.00	33,274.41	23,477.59	59%
Telephones & Data	8,800.00	3,954.81	4,845.19	45%
Total	$ 721,015.00	$ 339,457.88	$ 381,557.12	47%
Local Services Income (Cost-Sharing Reimbursements)	$ 224,681.00	$ (70,859.00)	$ 153,822.00	-10%
NET TOTAL EXPENDITURES	$ 496,334.00	$ 268,598.88	$ 535,379.12	37%