

# **Waccamaw Workforce Development Board Meeting**

**May 19, 2020**

# Waccamaw Workforce Development Board Meeting



## Waccamaw Regional Council of Governments Via Conference Call

Call Number: 1 (872) 240-3412  
Pin: 428-362-301

Tuesday, May 19, 2020  
9:30 a.m.

### A G E N D A

Call to Order

Henry Poston

- Welcome and Introduction of Guests
- Determination of Quorum
- \*\*Approval of March 19, 2020 Minutes

Unemployment Insurance Update

Kim Burke

Finance Report

Cathy Archer

Performance Report

Amy Ross

Contractor Program Update

Sherell Robinson, Ross

One Stop Operator Update

Todd Gurley, Ross

WIOA Update

Ayla Hemeon

Contractual Renewal with Ross

Henry Poston

Other Business

Adjournment

**\*\*Denotes Action Items**

# WACCAMAW WDB

## *Board Minutes*



**Draft Minutes**  
**Waccamaw Workforce Development Board**  
Waccamaw Regional Council of Governments  
March 17, 2020  
9:30 AM

\*Due to COVID-19, this Board meeting was conducted via a conference call.

**Members Present**

**Members Absent**

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

Melissa Rodgers, SCDEW

Sherell Robinson, Ross

Todd Gurley, Ross

- **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. Ms. Ayla Hemeon did a roll call for the Board members and invited staff and guests to 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 two more Board members joined the conference call.

- **ROSS Budget Modification/WIOA Update:**

Ms. Hemeon provided an update on the COVID-19 crisis. All SC Works centers are closed to the public until further notice, however, there will be staff members in each center answering the phone. A flyer is posted at each Center's front entrance. The flyer includes a phone number for people to call about unemployment insurance, a website to conduct job searches, a phone number for non-unemployment issues, and a phone number for WIOA related issues.

On March 9 – 11, 2020, the SETA Conference took place in Myrtle Beach with approximately 600 people in attendance. Overall, it was a success. Kerri Kellahan, WRCOG Business Service Representative, Eileen Patonay, SC Commerce, and Paris Singleton, Georgetown County School District CATE Director, presented a workshop titled "Leveraging Partnerships to Create Innovative Programs for Youth".

Ms. Hemeon said that some site visits to all training providers of Welding and CDL training will take place soon. The majority of the people going into training are choosing Welding and CDL. Site visits will consist of going to the training providers to check their facilities, making sure their outcomes are what they are supposed to be and people are getting employed in their field.

Ms. Hemeon pointed out that, due to the large number of participants being enrolled in trainings, a budget modification was needed. Ms. Hemeon referred to Ms. Sarah Smith to further explain the ROSS Budget Modification. Ms. Smith went into detail about the funding issue due to the WIOA program being contracted out rather than in-house. About 50% of the DW funding was transferred to the Adult funding for training. Additional funding via Rapid Response was applied for, and received.

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

Mr. Wulf confirmed that there was now a quorum.

Mr. Wulf motioned to elect Mr. Henry Poston as the new Board Chair.

Mr. Brian Tucker seconded the motion and it was passed unanimously by the Board.

Mr. Wulf then turned the meeting over to Mr. Poston.

- **Approval of November 19, 2019 Minutes and January 21, 2020 Minutes:**

Mr. Poston moved on to the approval of the November 19, 2019 and January 21, 2020 Minutes.

Mr. Wulf motioned to approve the minutes from the November 19, 2019 and January 21, 2020 meetings.

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

- **Finance Report:**

Prior to presenting the Finance Report, Ms. Cathy Archer pointed out that the additional Rapid Response funding received must be expended by June 30, 2020.

Ms. Archer then presented financial reports on the funding status as of January 31, 2020. \$817,000 of the current year program funds has been expended with \$1,033,000 in future obligations for the remainder of the program year. IWT grants are still being closed out and will end in April.

All performance and finance measures have been met, with the exception of the Work-Based Learning rate, which is just shy of 20%.

At the end of January, 56% of the Adult, 26% of the DW, 67% of the Youth, and 49% of the SC Works budget were expended.

Total adults served this year is 457. Total DW served this year is 37. Total Youth participants this year is 252.

- **Performance Report:**

Ms. Amy Ross, Performance and Compliance Manager, presented the PY19 enrollment: 457 Adults, 37 Dislocated Workers, and 252 Youth. New enrollments: 220 Adults; 13 Dislocated Workers; 118 Youth. Ms. Ross pointed out that the monthly enrollment has declined.

Ms. Ross provided Quarter 1 and Quarter 2 Enrollment Trends for PY18 for comparison.

All performance measures are currently being met.

- **Contractor Program Update:**

Ms. Sherell Robinson mentioned that training is on hold right now. However, Staff are currently closing cases and doing more intense cases.

On February 17, 2020, Ross held an event at the Georgetown Center. Staff met together and participated in team building exercises and games. Staff was also recognized for performance.

- **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 has declined over the last 2 months. Mr. Gurley says some decline is normal for the time of year, but COVID-19 is also another reason for the decline.

Mr. Gurley says that due to all the Centers being closed to the public, Ross is preparing the staff as they continue to serve the public.

Staff continue to participate in the SC Works 101 training, the fourth session will take place in April. It is a State developed training and can be done at home online.

Since the last Board meeting, there have been a few Staff reductions. There were 4 Front Desk Specialists, 1 at each Center and 1 floater. The floater position has not been eliminated.

On February 25, 2020, a Memo of Understanding (MOU) meeting took place at the Georgetown Center. The meeting was held to update the verbiage of the MOU, discuss staffing per square footage of the building, and to review and adjust the budget.

- **Other Business:**

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

- **Adjourn:**

Being no further business, the meeting was adjourned at 10:21 a.m.

# WACCAMAW WDB

## *Board Reports*



# **Waccamaw Regional Council of Governments Workforce Development**

## **PY 2019 – Financial Reporting**



**WDB Meeting – May 19, 2020**  
Prepared by Cathy Archer  
[carcher@wrcog.org](mailto:carcher@wrcog.org)

**Waccamaw Workforce Development Board**  
**WIOA Program Year 2019**  
**Funding Status as of March 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	\$870,648	\$253,955	\$445,965
Dislocated Worker	1,055,320	(527,660)	527,660	384,212	33,762	109,686
Youth	1,045,439	0	1,045,439	750,301	252,580	42,558
Program Funds	\$3,143,667	\$0	\$3,143,667	\$2,005,161	\$540,297	\$598,209
Other Funds:						
19RRA11 - DW RR	60,179	0	60,179	12,738	47,441	0
18WT11	81,000	0	81,000	40,436	26,509	14,055
18RRWT15 - CLOSED	40,163	0	40,163	33,750	0	6,413
19OUT11 - CLOSED	5,000	0	5,000	5,000	0	0
Total - Other Funds	\$186,342	\$0	\$186,342	\$91,924	\$73,950	\$20,468

Fund	% Expended (PY 18/19)	% Obligated (PY19)	Part Cost Rate	WBL %
Adult	58.2%	77.3%	40.4%	
DW	69.3%	74.3%		
Youth	70.8%	95.9%		17.6%
Target Rate	53.0%	60.0%	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 March 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	\$ 445,987.91	\$ 234,952.94	65%	\$ 636,666.79	\$ 298,504.61	\$ 338,162.18	47%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	30,683.55	10,813.99	19,869.56	35%	27,270.07	5,971.93	21,298.14	22%
Other Program Costs	22,965.76	16,671.18	6,294.58	73%	18,938.14	8,200.41	10,737.73	43%
Participant Training Costs	547,888.53	346,371.17	201,517.36	63%	362,373.98	37,000.01	325,373.97	10%
Participant Supportive Services	181,986.31	168,473.81	13,512.50	93%	62,719.02	10,831.94	51,887.08	17%
Other Participant Costs	-	-	-		-	-	-	
Totals	\$ 1,464,465.00	\$ 988,318.06	\$ 476,146.94	67%	\$ 1,107,968.00	\$ 360,508.90	\$ 747,459.10	33%

TOTAL ADULTS SERVED		
Carryover	New	Total
237	222	459

TOTAL DW SERVED		
Carryover	New	Total
24	13	37

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

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

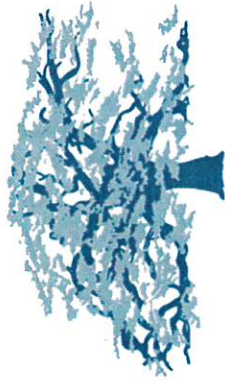
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
<b>OUT-OF-SCHOOL YOUTH:</b>				
Program Delivery Staff Expenses	\$ 601,248.81	\$ 544,764.58	\$ 56,484.23	91%
Operating Expenses	41,908.40	10,609.62	31,298.78	25%
Other Program Costs	18,308.40	16,725.98	1,582.42	0%
Participant Training	162,500.00	136,647.67	25,852.33	84%
Work Experience / Internships / OJTs / Apprenticeships	202,402.39	98,779.78	103,622.61	49%
Youth Incentives	24,000.00	9,650.00	14,350.00	40%
Participant Supportive Services	116,590.00	110,383.82	6,206.18	95%
Program Totals - OSY	\$ 1,166,958.00	\$ 927,561.45	\$ 239,396.55	79%
Totals	\$ 1,181,958.00	\$ 942,561.45	\$ 239,396.55	80%

TOTAL OSY SERVED		
Carryover	New	Total
134	119	253

- YTD PY19 - 98% OSY; 2% ISY
- WIOA requirement = 75% OSY
- WBL Rate PY19 = 17.6%
- WIOA requirement = 20%

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

SC Works Centers				
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% Expended
Program Delivery Staff Expenses	\$ 59,638.62	\$ 54,066.61	\$ 5,572.01	91%
Professional Services	238,738.00	189,910.71	48,827.29	80%
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	37,188.00	28,837.68	8,350.32	78%
Premises Expenses	51,375.00	28,828.79	22,546.21	56%
Office & Operating Supplies	18,115.00	8,536.13	9,578.87	47%
Security Services	64,620.00	53,272.03	11,347.97	82%
IT Services	54,658.00	42,434.11	12,223.89	78%
Telephones & Data	14,849.00	4,951.30	9,897.70	33%
Total	\$ 586,022.02	\$ 412,535.13	\$ 173,486.89	70%
Local Services Income (Cost-Sharing Reimbursements)	\$ 211,282.00	\$ (51,514.00)	\$ 159,768.00	-8%
<b>NET TOTAL EXPENDITURES</b>	<b>\$ 374,740.02</b>	<b>\$ 361,021.13</b>	<b>\$ 13,718.89</b>	<b>62%</b>



**WACCAMAW**

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**ONE REGION MOVING FORWARD TOGETHER**

# **Workforce Development Board WIOA Performance Report**

**May 19, 2020**

Amy Ross  
Performance & Compliance Manager

[aross@wrcog.org](mailto:aross@wrcog.org)

# Enrollment: Program Year 2019

July 1, 2019 – April 30, 2020

Population	*Carry-over	YTD New	Total Served
Adult	237	222	459
Dislocated Worker	24	13	37
Youth	134	119	253



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# New Enrollments By County: PY 2019 July 1, 2019 – April 30, 2020

## Adults DW Youth

County	New	New	New
Horry	118	6	49
Georgetown	69	5	51
Williamsburg	35	2	19
<b>TOTALS</b>	<b>222</b>	<b>13</b>	<b>119</b>



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## Monthly Enrollment PY 19

ADULTS										
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD Actual
30	49	20	40	27	21	31	1	2	0	221

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

YOUTH										
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD Actual
26	27	9	16	11	13	10	7	1	0	120



# 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
Mar 2020	327	38	38	250	46	1	39	16	755	513
April 2020	Virtual Greeter Was Deactivated									
TOTAL PY 19	4939	513	641	5895	1792	189	2451	537	16957	13362

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		
Mar 2020	173	3	158	25	16	20	395	250		
April 2020	Virtual Greeter Was Deactivated									
TOTAL PY 19	1519	57	3059	1263	1078	464	7440	6458		
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	
Mar 2020	121	11	97	13	2	14	18	276	219	
April 2020	Virtual Greeter Was Deactivated									
TOTAL PY 19	2285	110	1647	699	45	778	491	6055	5304	

Waccamaw Area Total Services: 30,452

Waccamaw Area Total Foot Traffic: 25,124



WP: Wagner Peyser Services

VETS: Veteran Employment & Training Services

RESEA: 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

# Center Traffic – UI Calls

## Kingstree

Week Ending:	Calls
4/3/2020	252
4/10/2020	349
4/17/2020	323
4/24/2020	281
5/1/2020	232
<b>TOTAL</b>	<b>1,437</b>

## Georgetown

Week Ending:	Calls
4/3/2020	1344
4/10/2020	824
4/17/2020	1361
4/24/2020	1107
5/1/2020	744
<b>TOTAL</b>	<b>5,380</b>



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