



# **Waccamaw Workforce Development Board Meeting**

**May 16, 2017**

# Waccamaw Workforce Development Board Meeting



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

**Tuesday, May 16, 2017**  
**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 February 16, 2017 Minutes

\*\*RFP Committee Recommendation of One Stop Operator

Verlon Wulf  
Mary Ann Lawrence

CEDS Update/Workforce Board Role

Tomas Langley

Finance Report

Cathy Archer

Performance Report

Amy Ross

WIOA Update

Ayla Hemeon

Other Business

Verlon Wulf

Adjournment

**\*\*Denotes Action Items**

# WACCAMAW WDB

## *Board Minutes*



**Minutes**  
**Waccamaw Workforce Development Board**  
**Waccamaw Regional Council of Governments**  
1230 Highmarket Street  
Georgetown, South Carolina  
February 16, 2017  
9:30 AM

**Members Present**

Etta	Green Carter
Wallace	Evans
Jan	Harper
Gregory	Mitchell
Andy	Roberts
Peg	Skalican
Lance	Thompson
Verlon	Wulf, Chairman
Josh	Fiorini
LeGrande	Dorman

**Members Absent**

Christopher	Battle
Rochelle	Geathers
Wilhemina	Pressley
Bob	Rickerman
Andy	Roberts
Sherill	Smith
Henry	Poston
Brian	Tucker
Kim	Burke

**Waccamaw Regional COG Staff Present.**

Cathy Archer, Temecca Belcher, Ayla Hemeon, Tomas Langley, Marsha Platt, Amy Ross, and Sarah Smith

**SC DEW Staff Present.**

Egypt Bey, SC DEW Representative

**1. Call to Order.**

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

**A. Welcome and Introduction of Guests.**

Mr. Wulf welcomed members, staff and guests. Mr. Wulf had board members, staff and guests introduce themselves. Mr. Wulf also welcomed two new board members; Jan Harper and Peg Skalican.

**B. Determination of Quorum.**

Mr. Wulf confirmed there was a quorum.

**C. Approval of Minutes.**

Approval of the July 19, 2016, September 20, 2016, and November 15, 2016 meetings. Gregory Mitchell motioned to approve the minutes from each of the

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

## **2. Local Area Definition of Youth Requires Additional Assistance**

Etta Carter Greene, WIOA Youth Committee Chair, proposed a local area definition of the 6<sup>th</sup> barrier, “requires additional assistance to enter and complete an educational program or to secure or hold employment”. She proposed that the barrier include the following:

- Has a poor work history, to include, little to no work history, or has been fired from a job within the past 6 months.
- Has dropped out of post-secondary education during the past 12 calendar months
- Currently has an incarcerated parent(s)/guardian or lack of support system
- Interested in college and is a first generation college student
- Employed part-time and has been unable to obtain full time employment with the past three months after employment search

Wallace Evans made a motion to approve the local area definition of youth requires additional assistance. Gregory Mitchell seconded the motion and the Board approved.

## **3. Recommendation of Eligible Training Providers**

Lance Thompson proposed recommendations for addition to the eligible training providers list. Gregory Mitchell and Peg Skalican recused themselves since they are both on the eligible training provider list. Mr. Thompson reported that his Board recommended the addition of Palmetto School of Career Development’s Medical Billing and Coding Program, Horry Georgetown Technical College’s Cyber Security and Front Desk Representative programs, and Palmetto Training, Inc.’s Machine Tool Technology, Nuclear Welding, and Truck Driver-CDL programs. He also proposed that the following be denied: Performance Training Solutions (located in Ohio which is too far away), Aim High Education (virtual training), and Carolina Construction (located in Lancaster, SC which is too far away). Wallace Evans motioned that Mr. Thompson’s recommendations for the eligible training providers list be approved. The motion was seconded by LeGrande Dorman and the motion was carried unanimously by the Board.

## **4. Financial Report.**

Cathy Archer, WIOA Fiscal Coordinator, presented financial reports, first on the funding status as of December 31, 2016 for adult/DW and youth programs. Adult program has expended 32.3% of PY 16 funds and has obligated 28.5%; the dislocated worker program has expended 19.2% and obligated 5.8%. Ms. Archer explained that the dislocated worker program usually has lower expenditure and obligation rates in this local area unless there is some reason to increase the DW population, such as a major layoff or business closure. The Youth program has expended 57.2% of funds and obligated 51.5% and currently is showing a work-based learning rate of 34.1%; a minimum of 20% is required under WIOA. IWT funds for PY 16 have been awarded to local area businesses in the amount of \$87,214. Ms. Archer also informed the Board that a new Business Services incentive grant was received in the amount of \$10,000, due to the BS team achieving the goal of engaging 1,095 new businesses for our local area – the team actually exceeded the goal with 1,290 new businesses. The executive committee voted to use

the grant funds for staff training and outreach expenses which will include job expos and career fairs.

#### **Action Item - Adult and DW Transfer of Funds**

Ms. Archer presented the board with the transfer request of dislocated worker program funds as authorized under WIOA Title 1B.

A motion to grant the authority to the WRCOG to transfer the dislocated worker program and adult funds, as needed and authorized under WIOA Title 1B. Mr. Evans requested that the motion be extended perpetually rather than being voted on annually. Ms. Archer requested that the board grant the Executive Director authority to transfer funds as needed, on an ongoing basis, not limited to program years, unless rescinded by the board at some future date. LeGrande Dorman made a motion to approve the item, seconded by Wallace Evans, and approved unanimously by the Board.

#### **5. Performance Report.**

Amy Ross, Performance and Compliance Manager, presented a PowerPoint on the following WIOA Performance items. She noted that she is not able to report the new performance measures as the SCWOS system has not been updated in the state yet. As a result, she reported the old performance measures as an indicator of current performance.

- Performance - All measures were exceeded for the Adult program, Dislocated Workers exceeded entered employment and met employment and average earnings. The youth program exceeded placement in employment or education and met attainment of degree and literacy and numeracy gains.
- Program Year 2016 (July 1, 2016- January 31, 2017) Enrolled and Served - Serving 300 adults, 77 dislocated workers and 235 youths.
- SCDEW Traffic Report for Program Year 2016 July-January 2017: Georgetown 5172, Horry 10904, and Kingstree 5167.

#### **6. WIOA Update.**

Ayla Hemeon reported that the DEW monitors were present in January. The focus was on the financial and programmatic health of the program. Ms. Hemeon reported that during the exit conference it was shared that there were no major findings. The monitors were impressed that staff was consistent with policies and procedures. The official report is expected in about 1 or 2 months.

Ms. Hemeon updated the Board by sharing that the Local Plan was sent to the State. A conference call was held and they were provided with comments and feedback which included the need to elaborate and add more details on parts of the plan. They were given 60 days to make corrections and send back. They are actively working on those corrections.

Ms. Hemeon updated the Board on WIOA staff changes. She shared that Temecca Belcher will be leaving as she has accepted a position as WIOA Program Manager in the

Midlands. Marsha Platt will replace Ms. Belcher as the WIOA Training Programs Coordinator.

#### **7. One Stop Operator.**

Mary Ann Lawrence presented the Board with information regarding the WIOA regulations regarding the one-stop operator. She provided the board with explanation of the regulation which requires a Local Workforce Development Board to certify through a competitive process the one-stop operator for the local workforce system. Ms. Lawrence provided explanation and examples of who can serve as a one-stop operator as well as who cannot. She included the operator requirements. Next, she discussed the competitive process which includes the request for proposal. She noted that the procurement of an operator must be complete and operator in place by July 1, 2017. It was further explained that Boards can choose to bid on operator procurement. If they do decide, they must have an independent consultant who will facilitate the process as it must be a competitive process. The consultant is not allowed to have any form of contact with WRCOG. It was clarified that the consultant is contracted with the Board and is not on contract with the COG. The Board will advise the COG to pay the contractor for services. The Workforce Development Board Chair will assign a task force to work with him which will include 3 members from the private sector as well as 1 elected official.

LeGrande Dorman made a motion that Mary Ann Lawrence be selected as the independent contractor for the procurement process of the one-stop operator and that she sign a conflict of interest agreement. Etta Green seconded and the Board unanimously approved. Next, Legrand Dorman motioned that the executive committee be formed by Verlon Wulf, which will include 3 members from the private sector and 1 elected official. The motion was seconded by Wallace Evans and the motion was unanimously carried by the Board.

#### **8. Adjournment.**

There being no further business Mr. Wulf adjourned the meeting at 10:50 a.m.

Respectfully Submitted,

Verlon Wulf  
Chairman

# WACCAMAW WDB

## *Board Reports*



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

## **PY 2016 – Financial Reporting**



**WDB Meeting – May 16, 2017**

**Prepared by Cathy Archer**

**[carcher@wrcog.org](mailto:carcher@wrcog.org)**

**Waccamaw Workforce Development Board**  
**WIOA Program Year 2016**  
**Funding Status as of April 30, 2017**

Program	PY 2015 Funds	PY 2016 Funds	Fund Transfers	Total Available	PY16 Funds Expended	Future Obligations	Unobligated Balance
Adult	\$0	\$1,150,174	\$241,157	\$1,391,331	\$385,245	\$300,037	\$706,049
Dislocated Worker	0	1,121,801	(241,157)	880,644	415,036	145,997	319,611
Youth	0	1,145,593	0	1,145,593	887,914	171,427	86,252
Program Funds	\$0	\$3,417,568	\$0	\$3,417,568	\$1,688,195	\$617,461	\$1,111,912
<b>Other Funds:</b>							
PY16 IWT Grant	0	88,075	0	88,075	18,331	68,883	861
Incentive (PY 15/16)	0	20,869	0	20,869	15,822	5,047	0
BS Incentive - PY 16	0	10,000	0	10,000	608	9,392	0
SC Disaster Relief Grant (16DWG11)	35,253	0	0	35,253	0	0	35,253
Total - All Funds	\$35,253	\$118,944	\$0	\$154,197	\$34,761	\$83,322	\$1,148,026

Total Funds	% Expended (PY 15/16)	% Obligated (PY16)	% WBL
Adult	50.0%	59.6%	
Dislocated Worker	50.4%	50.0%	
Youth	75.8%	92.5%	31.6%
Target Rate	63.0%	67.0%	20.0%

- Total PY16 Adult & DW funding has been authorized
- Fiscal year for PY16 Adult & DW funds is 7/1/2016 – 6/30/2018
- Fiscal year for PY16 Youth funds is 4/1/2016 – 6/30/2018
- Fiscal year for PY16 IWT grant is 9/9/2016 – 9/30/2017

**Waccamaw Workforce Development**  
**Financial Dashboard – Adult & Dislocated Worker - Program Year 2016**  
**For Period July 1, 2016 through April 30, 2017**

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	\$ 569,024.60	\$ 458,247.33	\$ 110,777.27	81%	\$ 285,753.16	\$ 235,538.43	\$ 50,214.73	82%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	43,724.78	13,612.87	30,111.91	31%	27,819.99	10,021.56	17,798.43	36%
Other Program Costs	-	-	-		-	-	-	
Participant Training Costs	1,053,970.93	327,180.53	726,790.40	31%	406,773.53	29,970.58	376,802.95	7%
Participant Supportive Services	260,523.52	95,605.39	164,918.13	37%	38,394.61	11,855.86	26,538.75	31%
Other Participant Costs	-	-	-		-	-	-	
Totals	\$ 1,927,243.83	\$ 894,646.12	\$ 1,032,597.71	46%	\$ 758,741.29	\$ 287,386.43	\$ 471,354.86	38%

TOTAL ADULTS SERVED		
Carryover	New	Total
179	178	357

TOTAL DW SERVED		
Carryover	New	Total
68	20	88

# Waccamaw Workforce Development

## Financial Dashboard – Youth - Program Year 2016

### For Period July 1, 2016 through April 30, 2017

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
<b>IN-SCHOOL YOUTH:</b>				
Program Delivery Staff Expenses	\$ 66,821.04	\$ 47,304.95	\$ 19,516.09	71%
Facilities Cost	-	-	-	
Operating Expenses	3,334.73	550.48	2,784.25	17%
Other Program Costs	-	-	-	
Participant Training	-	-	-	
Work Experience & Internships	-	-	-	
Tutoring Costs	-	-	-	
Youth Summer Employment	45,000.00	20,088.00	24,912.00	45%
Youth Incentives	11,125.00	2,000.00	9,125.00	18%
Participant Supportive Services	10,241.11	1,428.91	8,812.20	14%
<b>Sub-Total ISY</b>	<b>\$ 136,521.88</b>	<b>\$ 71,372.34</b>	<b>\$ 65,149.54</b>	<b>52%</b>
<b>OUT-OF-SCHOOL YOUTH:</b>				
Program Delivery Staff Expenses	\$ 481,392.46	\$ 461,278.57	\$ 20,113.89	96%
Facilities Cost	-	-	-	0%
Operating Expenses	88,548.94	27,161.56	61,387.38	31%
Other Program Costs	-	-	-	0%
Participant Training	376,534.41	154,165.14	222,369.27	41%
Work Experience / Internships / OJTs / Apprenticeships	260,000.00	244,373.51	15,626.49	94%
Youth Summer Employment	-	-	-	0%
Youth Incentives	25,500.00	19,795.31	5,704.69	78%
Participant Supportive Services	86,950.00	68,641.97	18,308.03	79%
Other Participant Costs	-	-	-	0%
<b>Sub-Total OSY</b>	<b>\$ 1,318,925.81</b>	<b>\$ 975,416.06</b>	<b>\$ 343,509.75</b>	<b>74%</b>
<b>Totals</b>	<b>\$ 1,455,447.69</b>	<b>\$ 1,046,788.40</b>	<b>\$ 408,659.29</b>	<b>72%</b>

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TOTAL ISY SERVED		
Carryover	New	Total
18	0	18

TOTAL OSY SERVED		
Carryover	New	Total
127	125	252

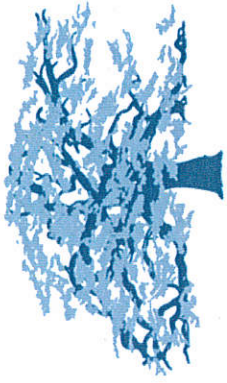
- Youth program budget is 95% OSY; 5% ISY
- YTD PY16 spending: 94% OSY; 6% ISY
- WIOA requirement = 75% OSY
- WBL Rate = 31.6%; WIOA requirement = 20%

**Waccamaw Workforce Development**  
**Financial Dashboard – SC Works - Program Year 2016**  
**For Period July 1, 2016 through April 30, 2017**

<b>SC Works Centers</b>				
<b>Cost Category</b>	<b>Total Budget</b>	<b>Reported Expenditures YTD</b>	<b>Budget Variance (Over) / Under</b>	<b>% Expended</b>
Program Delivery Staff Expenses	\$ 371,247.28	\$ 249,719.88	\$ 121,527.40	67%
Professional Services	213.00	-	213.00	0%
Equipment Expenses	3,509.94	1,819.33	1,690.61	52%
Advertising Expense	1,000.00	-	1,000.00	0%
Memberships & Subscriptions	700.00	324.00	376.00	46%
Facilities Lease / Bldg Usage Fee	97,596.00	41,212.65	56,383.35	42%
Premises Expenses	72,926.00	23,019.77	49,906.23	32%
Office & Operating Supplies	8,879.00	6,475.57	2,403.43	73%
Security Services	4,131.00	16,054.16	(11,923.16)	389%
IT Services	38,139.00	46,334.47	(8,195.47)	121%
Telephones & Data	8,621.00	8,614.84	6.16	100%
<b>Totals</b>	<b>\$ 606,962.22</b>	<b>\$ 393,574.67</b>	<b>\$ 213,387.55</b>	<b>65%</b>

**Waccamaw Workforce Development Board  
Incumbent Worker Training Grant Awards  
WIOA Program Year 2016**

Business	Award Amount	Required Business Match	Total Training Amount	Training Plan
Agru America Inc	\$ 18,500.00	\$ 18,500.00	\$ 37,000.00	Statotec onsite training for 50 employees - ERP system; Abidian onsite strategic leadership training for 45 employees; Fred Pryor module training for 50 employees
Creative Beginnings	1,348.00	150.00	1,498.00	CPR - First Aid Training for 35 daycare workers; Prosolutions training for 35 employees - skills mandated by DSS for licensed daycare facility
Dependable Service Plumbing Inc	9,445.00	1,049.00	10,494.00	MGTC (Medical Gas Training) for 8 staff; Google Dynamics training for 2 staff
Mercom	17,624.00	5,874.00	23,498.00	Training for 3 staff: CIPTV1 # 300-070, VTVs1 # 500-007, VMWare VCP, EMC VSPEX, Aruba Certified Mobility Prof training, AWS Certified Solutions Architect, AWS Certified Developer
Palmetto Synthetics LLC	17,972.00	17,973.00	35,945.00	3 staff training for Sitrain Siemens 57 automated control system; 3 staff - Fundamentals of Welding; ISO 9001 - Lead Auditor Training QSM - 1 staff
Trebol USA	5,623.00	625.00	6,248.00	QAI Internal Quality Control ISO 9001 auditor training for 7 staff; HR training for 2 staff
Waccamaw Heating & Cooling LLC	16,702.00	1,856.00	18,558.00	Peak Leadership Training - 21 staff; deSCO Industry Specific Operational Software Trning - 21 staff; Leadership Development - 10 staff; Communications Skills Training - 21 staff
<b>TOTALS</b>	<b>\$ 87,214.00</b>	<b>\$ 46,027.00</b>	<b>\$ 133,241.00</b>	



**WACCAMAW**

**R E G I O N A L**  
COUNCIL OF GOVERNMENTS

**ONE REGION MOVING FORWARD TOGETHER**

# **Workforce Development Board WIOA Performance Report**

**May 16, 2017**

Amy Ross  
Performance & Compliance Manager

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

## New Performance Measures for PY16

ADULT	
Employment Rate 2nd Q After Exit	73.1%
Employment Rate 4th Q After Exit	70.8%
Median Earning 2nd Q After Exit	\$4,200
Credential Attainment within 4 Q After Exit	51.0%
DISLOCATED WORKER	
Employment Rate 2nd Q After Exit	77.0%
Employment Rate 4th Q After Exit	75.0%
Median Earning 2nd Q After Exit	\$6,100
Credential Attainment within 4 Q After Exit	54.4%
YOUTH	
Employment Rate 2nd Q After Exit	75.1%
Employment Rate 4th Q After Exit	67.6%
Credential Attainment within 4 Q After Exit	68.1%

We are unable to measure performance at this time. The new parameters have not been configured in the system yet.

# PY 16 Enrolled and Served

July 1 2016 – April 30, 2017

County	Adults			DW			Youth		
	New	Served		New	Served		New	Served	
Horry	100	180		14	36		55	104	
Georgetown	51	83		5	38		43	99	
Williamsburg	28	94		1	14		27	67	
<b>TOTALS</b>	<b>179</b>	<b>357</b>		<b>20</b>	<b>88</b>		<b>125</b>	<b>270</b>	

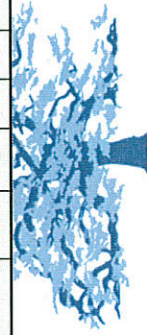


# SC Works Center Traffic Report - Waccamaw Region

PY 2016

Running Total - All Counties 28,619

Georgetown								Coastal								Kingstree										
	WP	Vets	TAA	REA	UI	WIOA	DSS	TOTAL All Services		WP	Vets	TAA	REA	UI	WIOA	DSS	TOTAL All Services		WP	Vets	TAA	REA	UI	WIOA	DSS	TOTAL All Services
	July	261	32	23	0	117	245	678		July	349	34	10	131	263	292	1079		July	458	31	0	0	104	281	874
	August	329	42	39	1	172	293	876		August	369	64	23	122	426	412	1416		August	459	21	0	0	116	289	885
	Sept	258	41	26	3	156	253	737		Sept	424	83	19	138	535	398	1597		Sept	333	25	0	0	96	272	726
	October	226	31	25	1	178	162	623		October	290	69	10	158	582	240	1349		October	245	27	0	0	120	176	568
	Nov	284	37	23	0	173	230	747		Nov	393	103	16	171	720	328	1731		Nov	319	27	0	0	107	158	611
	Dec	217	25	26	4	173	208	653		Dec	331	38	13	179	729	314	1604		Dec	291	36	0	0	116	141	584
	Jan	288	11	31	3	211	314	858		Jan	597	91	20	210	824	386	2128		Jan	567	34	0	0	144	174	919
	Feb	250	15	22	4	97	251	639		Feb	584	61	16	186	364	314	1526		Feb	350	32	0	0	60	145	587
	March	266	11	24	0	99	217	617		March	421	48	19	165	304	287	1246		March	423	30	0	0	89	162	704
	April	171	10	15	0	98	194	488		April	255	64	32	87	267	267	978		April	381	11	0	0	69	130	591
	TOTALS PY16	2550	255	254	16	1474	2367	6916		TOTALS PY16	4013	655	178	1547	5014	3238	914654		TOTALS PY16	3826	274	0	0	1021	1928	7049



**WACCAMAW**  
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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