



# **Waccamaw Workforce Development Board Meeting**

**November 21, 2017**

# Waccamaw Workforce Development Board Meeting



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

Tuesday, November 21, 2017  
9:30 a.m.

## A G E N D A

Call to Order	Verlon Wulf
<ul style="list-style-type: none"><li>•Welcome and Introduction of Guests</li><li>•Determination of Quorum</li><li>•**Approval of September 19th, 2017 Minutes</li></ul>	
**Approval of 2017 WDB Meeting Dates	Verlon Wulf
Finance Report	Cathy Archer
Performance Report	Amy Ross
WIOA Update	Ayla Hemeon
Other Business	Verlon Wulf
Adjournment	

\*\*Denotes Action Items

# WACCAMAW WDB

## *Board Minutes*



**Draft Minutes**  
**Waccamaw Workforce Development Board**  
Waccamaw Regional Council of Governments  
September 19, 2017  
9:30 AM

**Members Present**

**Members Absent**

Burke	Kim		Battle	Christopher
Edwards	David			
Evans	Wallace		Fiorini	Josh
Greene Carter	Etta		Geathers	Rochelle
Mitchell	Greg		Harper	Jan
Poston	Henry		Pressley	Wilhemina
Roberts	Andy			
Skalican	Peg		Thompson	Lance
Smith Walker	Sherrell		Tucker	Brian
Wulf, Chairman	Verlon			

**Waccamaw Regional COG Staff Present:**

Cathy Archer, Rusty Gaskins, Ayla Hemeon, Tomas Langley, Marsha Platt, Eva Porchea, Sherell Robinson, Amy Ross, Sarah Smith

**SC DEW Staff Present:**

Brian Austin, SC DEW  
Zach Nickerson, SC DEW  
Todd Gurley, One Stop Operator

• **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 confirmed that there was a quorum.

• **Approval of May 16, 2017 and July 18, 2017 Minutes:**

Mr. Mitchell motioned to approve the minutes from May 16, 2017 and July 18, 2017 meeting. Ms. Skalican seconded the motion and it was passed unanimously by the Board.

- **Finance Report**

Ms. Cathy Archer, WIOA Fiscal Coordinator presented financial reports, first on the funding status as of July 31, 2017. Carryover from PY 2016: Adult Program Carryover \$433,536; Dislocated Worker Carryover \$425,058; Youth Carryover \$206,852.

Ms. Archer presented the Funding status for the last 2 years and will be expended first and that those formula funds ends June 30, 2018. New Funding for PY17, Adult \$146,963; DW \$167,443 (which are a portion of the funds received); Youth \$1,150,524 (has been authorized). The state authorizes a portion of Adult & DW funds for the first quarter of the fiscal year. The remaining Adult and DW funds should be received in October 2017.

Ms. Archer also presented the total % of funds expended by program are as follows: Adult Program expended 74.9%; DW expended 73.1%; Youth expended 84.9%.

**Preliminary Budgets/SC Works Centers** – which includes all three centers together including includes Ross, our SC Works Operator Sub Contractor. Ms. Archer explained that she has been currently working on the IFA, which is the Infrastructure Funding Agreement with SCDEW. According to WIOA law, we must have an IFA in place for the year with core partners. The good news is that SCDEW will be cost sharing in all three centers this year. The budget is based on FTE's (full-time employees) for each partner staffed in the centers. The calculation is based on the number of staff and the number of days in the center based on the percentage of the cost share they would pay. The Conway and Kingstree Centers are owned by the DEW. The Georgetown Center is leased.

Mr. Wulf asked if this would be a positive impact for our budget.

Ms. Archer replied yes. She said we can thank WIOA for this. At this point, the IFA's are still in draft mode but are being reviewed.

Mr. Evans asked about the security cost?

Ms. Burke replied there is security in the Conway Center.

Mr. Wulf thanked Ms. Archer for the report.

- **Performance Report**

**Amy Ross, Performance and Compliance Manager, provided the Performance for July 1, 2017 – August 31, 2017** - Mr. Zach Nickerson said there has been a lot of questions regarding performance coming out from the state. Right now we are under new federal reporting requirement and are awaiting further guidance from DOL before we can provide that information to the local area. Ms. Ross said we are all in the same boat now, and that is why she has not had a lot to report. Enrolled 45 new adults; enrolled 2 new dislocated workers; enrolled 45 new youth.

**Adult Priority of Service-** enrollment % for the adult population: 81.5% of newly enrolled were low income; 21.6% were basic skills deficient (BSD); and 40.5% were receiving public assistance.

**Employment and Training Report for Program Year 2018 (July 1, 2017 – August 31, 2017)**  
Entered Training: Adults 47; 3 DW, 37; Employment - 6 entered OJT.

**SCDEW Traffic Report for Program Year 2018 (July 1-June 30, 2017)** - Conway 2,722; Georgetown 1,191; Kingstree 1,612 Kingstree Center.

Mr. Wulf asked is there an increase in traffic?

Ms. Burke, replied yes, it is because of the season, and we just switched over the UI system, and it is causing people to come into the office to ask questions.

- **One Stop Center/Todd Gurley** – He explained that for the past couple of months, he has been working on the One Stop Certification. He said the State issued Instructions Letter 16-09, which is essentially a check list of things we need to meet this criteria. The first rough draft is due September 30, 2017, and in the future we need to update every two years. He said he and Ms. Ross are having to find and create documents to meet the criteria. He said there are three standards: 1. Management; 2. Job Seeker and 3. Business Service. They are making very good progress, and have completed the following: Center and Employer Surveys, ADA Checklist, Emergency Action Plans, Active Shooter Plans, Staff Interviews and Secret Shopper observations. According to the checklist, we have completed about 75% completed, and should not have a problem meeting the September 30, 2017 deadline.

**Partners Business Service Team Lead** – Mr. Gurley said a Partners Business Service Team Lead is required for the certification. He said he met with the Partners Business Service Team Lead this past Friday, and they selected Mr. Rusty Gaskins as the Partners Business Service Team Lead.



Ms. Burke made a motion to accept Rusty Gaskins as the Partners Business Service Team Lead. The motion was seconded by Peg Skalican. The motion was unanimously carried and passed.

Mr. Wulf welcomed Mr. Gurley to the team.

- **Local IWT Funding Request** – Mr. Gaskins said we just received an IWT application request in the amount of \$12,650 from McLeod in the Little River area. They are in desperate need of approximately 33 Medical Surgical Technician, would like to train their nursing assistants in-house for this position. Once they complete the training, and they will receive a .50 cent pay increase. Mr. Gaskin said he is looking for approval from the Board.

Mr. Poston made a motion to approve IWT application for McLeod Health in the amount of \$12,650 to train 33 in-house nursing assistant to the position of Medical Surgical Technician. Mr. Evans seconded the motion. Mr. Wulf asked they there are any questions?

Ms. Burke asked if they will receive a transferrable credential.

Mr. Gaskins replied they will receive a certificate.

Ms. Green asked are they providing their own training.

Mr. Gaskins replied yes.

Mr. Mitchell said the only challenge they have is if the employee wants to move to another job in the future. He said we will reach out to McLeod so that the participants can obtain a portable credential.

The motion was carried unanimously by the Board.

- **WIOA Update/Ayla Hemeon** – The Workforce Development Board received two awards at the NADO. The first award was for the CATE Employability Initiative for all high school CATE participants. The second award was for our monthly career readiness boot camps for newly enrolled young adult participants. This program was developed by our WIOA program youth department, Marsha Platt and Temecca Belcher. The focus of the camp to give them soft skills for employment and life skills. We are proud of our staff for this accomplishment.
- A. Conflict of Interest Form** – Ms. Hemeon asked Board Members who did not sign at the last meeting, to please sign and return to her.

**B. Draft CEDS Report** – Ms. Hemeon asked the Board to take a moment and review the report, and if they have any questions or concerns to please let Mr. Tomas Langley know. This report will be put before the COG Board on October 8, 2017.

**C. Success Story/Ms. Sherell Robinson** – Ms. Robinson read a success story from the Adult Program on Mr. Jefferson Deas, and from the Youth Program on Ms. Kenosha Bradley.

- **Comments**

Mr. Wulf said Rusty has helped him with two apprentices with his company. He asked Board members/employers how things were going. Mr. Wulf said has several employees he has had through OJTs or Wes are still employed with him today.

Mr. Poston said they have had good success with the apprenticeship, and that he is still looking for more employees.

Mr. Wulf asked Ms. Skalican about enrollment. She replied enrollment has doubled as of yesterday. They signed legal documents with Delta.

Mr. Mitchell said they are excited about the advanced manufacturing facilities through HGTC. .

Ms. Green said if you need someone to work, to let her know. They may not have a high school diploma, but she will give her best.

Mr. Wallace said A Father's Place is doing well.

- **Other Business**

**COAST RTA** –Ms. Burke explained the Transportation Demo Grant which is where Coast RTA has expanded their line to easier service the Bucksport and Loris communities. WRCOG and the WDB was instrumental in securing that grant. Today at 1:00 p.m. is a PR meet and greet. Everyone is invited.

- **Adjourn**

Mr. Mitchell made a motion to adjourn the meeting at 10:05 a.m. The motion was seconded by Mr. Poston. The motion was unanimously carried by the Board.





**Waccamaw Workforce Development Area  
Meeting Schedule for Calendar Year 2018**  
January – December 2018

<b>Workforce Development Board Meeting Dates 2018</b>
<b>January 16<sup>th</sup></b>
<b>March 20<sup>th</sup></b>
<b>May 15<sup>th</sup></b>
<b>July 17<sup>th</sup></b>
<b>September 18<sup>th</sup></b>
<b>November 20<sup>th</sup></b>

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

# WACCAMAW WDB

## *Board Reports*



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

## **PY 2017 – Financial Reporting**



**WDB Meeting – November 21, 2017**  
Prepared by Cathy Archer  
[carcher@wrcog.org](mailto:carcher@wrcog.org)



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

Program	PY 2016 Funds	PY 2017 Funds	Fund Transfers	Total Available	PY 17 Funds Expended	Future Obligations	Unobligated Balance
Adult	\$209,096	\$146,963	\$144,675	\$500,734	\$0	\$258,603	\$242,131
Dislocated Worker	206,974	167,443	(144,675)	229,742	0	229,742	0
Youth	0	1,150,524	0	1,150,524	15,836	261,069	873,619
<b>Program Funds</b>	<b>\$416,070</b>	<b>\$1,464,930</b>	<b>\$0</b>	<b>\$1,881,000</b>	<b>\$15,836</b>	<b>\$749,414</b>	<b>\$1,115,750</b>
<b>Other Funds:</b>							
17IWT11	0	82,500	0	82,500	0	0	82,500
16IWT11 Grant	88,075	0	0	88,075	26,240	0	61,835
16IWT11-02 Grant	29,259	0	0	29,259	0	15,490	13,769
16RRIWT16 Grant	49,720	0	0	49,720	0	49,720	0
BS Incentive - PY 16	10,000	0	0	10,000	8,591	1,409	0
16TDG11 Grant (Trans)	100,000	0	0	100,000	0	100,000	0
<b>Total -Other Funds</b>	<b>\$277,054</b>	<b>\$82,500</b>	<b>\$0</b>	<b>\$359,554</b>	<b>\$34,831</b>	<b>\$166,619</b>	<b>\$158,104</b>

Total Funds	% Expended (PY 16/17)	% Obligated (PY17)	% WBL
Adult	40.6%	30.5%	
Dislocated Worker	38.7%	17.6%	
Youth	16.1%	22.7%	34.7%
<b>Target Rate</b>	<b>19.0%</b>	<b>80.0%</b>	<b>20.0%</b>

- Total PY17 Youth funding has been authorized
- PY 17 Adult & DW funding not yet authorized
- PY 17 Adult total = \$1,154,092; DW = \$1,059,592
- Program year for PY17 Youth funds is 4/1/2017 – 6/30/2019
- Program year for PY17 A/DW funds is 7/1/2017 – 9/30/2019

**Waccamaw Workforce Development  
Financial Dashboard – Adult & Dislocated Worker - Program Year 2017  
For Period July 1, 2017 through September 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	\$ 459,397.41	\$ 89,449.69	\$ 369,947.72	19%	\$ 385,163.91	\$ 87,373.78	\$ 297,790.13	23%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	29,485.09	4,346.76	25,138.33	15%	22,616.59	4,292.02	18,324.57	19%
Other Program Costs	-	-	-		-	-	-	
Participant Training Costs	1,034,409.74	104,644.11	929,765.63	10%	650,455.13	14,352.72	636,102.41	2%
Participant Supportive Services	318,623.52	22,721.37	295,902.15	7%	55,494.61	2,057.06	53,437.55	4%
Other Participant Costs	-	-	-		-	-	-	
<b>Totals</b>	<b>\$ 1,841,915.76</b>	<b>\$ 221,161.93</b>	<b>\$ 1,620,753.83</b>	<b>12%</b>	<b>\$ 1,113,730.24</b>	<b>\$ 108,075.58</b>	<b>\$ 1,005,654.66</b>	<b>10%</b>



**Waccamaw Workforce Development  
Financial Dashboard – Youth - Program Year 2017  
For Period July 1, 2017 through September 30, 2017**

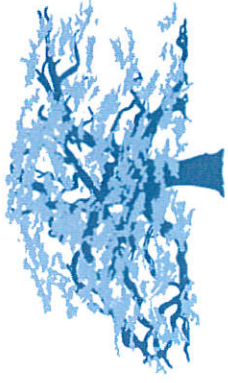
- PY17 Youth program budget:  
93% OSY; 7% ISY
- YTD PY17 - 91% OSY; 9% ISY
- WIOA requirement = 75% OSY
- WBL Rate PY17 = 34.7%
- WIOA requirement = 20%

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
<b>IN-SCHOOL YOUTH:</b>				
Program Delivery Staff Expenses	\$ 22,034.78	\$ 21,234.72	\$ 800.06	96%
Facilities Cost	-	-	-	
Operating Expenses	1,034.73	28.28	1,006.45	3%
Other Program Costs	-	-	-	
Participant Training	-	-	-	
Work Experience & Internships	-	-	-	
Tutoring Costs	-	-	-	
Youth Summer Employment	39,930.49	-	39,930.49	0%
Youth Incentives	12,000.00	-	12,000.00	0%
Participant Supportive Services	5,000.00	-	5,000.00	0%
<b>Sub-Total ISY</b>	<b>\$ 80,000.00</b>	<b>\$ 21,263.00</b>	<b>\$ 58,737.00</b>	<b>27%</b>
<b>OUT-OF-SCHOOL YOUTH:</b>				
Program Delivery Staff Expenses	\$ 511,116.25	\$ 92,785.37	\$ 418,330.88	18%
Facilities Cost	-	-	-	0%
Operating Expenses	38,595.20	846.15	37,749.05	2%
Other Program Costs	-	-	-	0%
Participant Training	219,197.92	29,889.00	189,308.92	14%
Work Experience / Internships / OJTs / Apprenticeships	174,919.21	67,889.73	107,029.48	39%
Youth Summer Employment	-	-	-	0%
Youth Incentives	26,500.00	6,000.00	20,500.00	23%
Participant Supportive Services	73,350.00	16,131.55	57,218.45	22%
Other Participant Costs	-	-	-	0%
<b>Sub-Total OSY</b>	<b>\$ 1,043,678.58</b>	<b>\$ 213,541.80</b>	<b>\$ 830,136.78</b>	<b>20%</b>
<b>Totals</b>	<b>\$ 1,123,678.58</b>	<b>\$ 234,804.80</b>	<b>\$ 888,873.78</b>	<b>21%</b>



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

*(SC Works Center Report will be distributed at meeting)*



**WACCAMAW**

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

**ONE REGION MOVING FORWARD TOGETHER**

# **Workforce Development Board WIOA Performance Report**

**November 21, 2017**

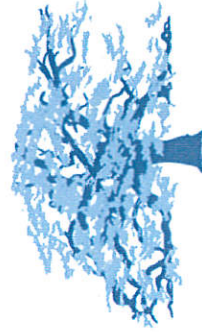
Amy Ross  
Performance & Compliance Manager

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

# PY 17 Enrolled

July 1 2017 – October 31, 2017

County	Adults		DW		Youth	
	New		New		New	
Horry	46		3		34	
Georgetown	22		1		23	
Williamsburg	15		1		18	
<b>TOTALS</b>	<b>83</b>		<b>5</b>		<b>75</b>	



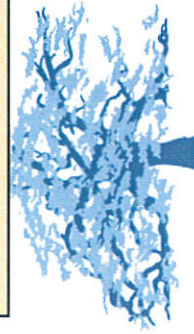
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# PY 17 Served

July 1, 2017 – October 31, 2017

Population	*Carry-over	YTD New	Total Served
Adult	199	83	282
Dislocated Worker	44	5	49
Out of School Youth	145	75	220
In School Youth	1	0	1

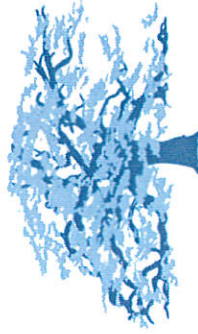
\*Carry-over numbers may adjust slightly.





# Adult Priority of Service:

- 82% of New Adult Enrollments were low income.
- 22% of New Enrollments were Basic Skills Deficient.
- 41% of New Enrollments were receiving Public Assistance.



**Participants Entered Training  
Between July 1, 2017 – October 31, 2017**

Adults	57
DW	8
Youth	50
<b>TOTAL</b>	<b>115</b>

**8 Eligible Training Providers:**

2	Academy For Careers and Technology- Marion
8	Carolina Welding
38	HGTC
7	Miller Motte
18	Palmetto School of Career Development
3	Pee Dee Medical Training of Lake City
20	Professional Medical Training Center
3	WTC

**10 On-the-Job Training Locations:**

1	Andrews Fabricators
2	Banton Media
1	Bellamy Law Firm
1	Brightwater
1	Georgetown Public Services
1	Georgetown County Water and Sewer District
1	H & S Oil Company
1	Inlet Coastal Resort
6	Palmetto Synthetics, LLC
1	PTR Industries



# SC Works Center Traffic Report - Waccamaw Region

PY 2017

Running Total - All Counties 12,118

Coastal											Georgetown							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	443	83	31	111	231	315	1	1215	July	163	29	12	0	84	210	0	498	July	402	13	0	0	88	231	0	734
August	458	74	45	117	320	480	13	1507	August	225	27	17	0	122	302	0	693	August	486	17	0	0	110	265	0	878
Sept	446	74	43	14	612	322	0	1511	Sept	179	29	8	0	213	264	0	693	Sept	350	14	0	0	120	207	0	691
October	534	95	49	0	945	449	0	2072	October	240	24	14	0	303	261	0	842	October	408	22	0	0	176	178	0	784
TOTALS PY17	1881	326	168	242	2108	1566	14	6305	TOTALS PY17	807	109	51	0	722	1037	0	2726	TOTALS PY17	1646	66	0	0	494	881	0	3087



**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