

# SC WORKS

## UPPER SAVANNAH

**Upper Savannah Workforce Development Board Meeting**  
**Upper Savannah Conference Room**  
**430 Helix Road**  
**Greenwood, South Carolina**  
**Monday, September 9, 2019**  
**Meeting: 6:00 PM**

**Members Present:** Ann Blanton, Taiese Kidd, Julie Bagwell, Shunna Vance, James Tisdale, Houston Matthews, Scott Coleman, Doris Watson, and Rick Farmer

**Members Absent:** Glenn Herlong, Roy Lowe, Kassie Burton, Dee Dee Setzler, Dale Callum, Jesse Sibert, Betty Carol Jones, Kevin Crouch, Darron Wilson, Zebbie Goude-lock, and Cherie Martin

**Staff Present:** Ann Skinner, Billy Morgan, and Ashley Guy

**Guest:** SheVonne Randle, Renee Alexander, Kal Kundel, Eckerd Workforce Development; Katie Craven and Ursula McFadden, GLEAMNS; and Zach Nickerson, SCDEW

### **Welcome and Call to Order**

Chair Ann Blanton welcomed everyone and called the meeting to order.

### **Approval of the Minutes for May: <https://upperscworks.com/workforce-system/board-minutes/>**

The minutes of the May 6, 2019 meeting were distributed to Board members prior to the meeting. There being no corrections, James Tisdale made a motion to accept the minutes as recorded. Shunna Vance Jeter seconded the motion and Ann Blanton called a vote. The minutes were accepted by unanimous consent.

### **Regular Reports**

**Usage Reports:** Ursula McFadden distributed the usage reports. She highlighted an increase in GED attainment, but commented that overall center traffic is down.

**Layoff Activities and Upcoming Events:** Billy Morgan briefed the board on two small closures in Laurens County, plus a layoff in Newberry. All total about one hundred manufacturing workers are

looking for new jobs. Billy said most workers have lined up a new job and SC Works is helping anyone who requests assistance.

### **Old Business**

**Status of SC Works Center certification, workforce plan submission:** Billy Morgan told the board that the plan revisions and SC Works center certification documents approved at the last meeting were approved by the state.

**Re-entry navigator grant, outreach grant:** Ann Skinner said that a grant for \$165,000 was funded (it was the only one in the state funded). It will allow the area to serve youthful offenders from Greenwood and Laurens counties. The grant can help offenders from all seven counties with an expungement consultation.

### **2019-2020 Funding. Budget plans**

Ann Skinner shared with the board how area funding has declined over the years. In recent memory, the board received three million dollars to serve seven counties. Now it receives less than two million. The cost of offering workforce development services have increased. Wages for both staff and trainees have increased. Tuition has increased and travel costs more. Ann distributed a table to show how the area has responded by cutting center overhead and staffing at the Council of Governments level. Ann reviewed a proposed budget for this year. She said that most costs are locked in. The area is continuing to rent locations which are cost-effective. GLEAMNS and Eckerd are on contract extensions until a new contractor is selected. Ann explained that the budget reductions are the primary reason to re-bid the contracts. The current system of having separate contractors serving adult/dislocated workers and youth means the area has to pay more for staff travel. Chairwoman Blanton called for a vote on the budget. A motion was made by Rick Farmer and seconded by Doris Watson. It passed unanimously.

### **Procurement Policy Review**

1. Summary of current contracts – Ann Skinner said that Eckerd Workforce Solutions is the area's largest contractor. It handles case management for adult and dislocated workers. GLEAMNS Human Resources Commission, Inc. is the one stop center operator and the youth services contractor.
2. Federal procurement requirements - Ann Skinner said that because WIOA funds are federal, there are many rules which govern how decisions are made.

First, there has to be free and open competition. Organizations cannot make decisions which limit competition. For example, the board cannot limit the decision to just the two current contractors. The board cannot limit competition to just organizations in South Carolina or even require all applicants to have had prior WIOA experience.

Because the board cannot limit the organizations who apply, it has to have clear procedures to identify who has the best proposal. The services that the board wants must be defined and the application must have a way for organizations to describe how they will meet the board's goals if the contract is awarded. The contract cannot be decided solely on cost, but that cost should be a factor.

Lastly, the board has to follow its conflict of interest policy to ensure that no one who could profit from the decision was involved in the planning of the procurement or the selection of the contractor. Ann explained the next agenda item would be held in executive session for the purpose of discussing procurement. The board cannot give current contractors an advantage over new bidders by making them privy to specifications prior to the solicitation being published.

Members completed conflict of interest forms. One member, Shunna Vance Jeter, declared she had a conflict and did not remain for the executive session.

3. During the executive session, Ann Skinner went over the proposed statement of work for the contracts and showed the members the elements which would require a response. Ann said the major change was increasing the frequency of case management from once a month to once a week. The change was made to speed up assistance.
4. Chairman Blanton reconvened the complete board to resume the meeting. A portion of the RFP (the due dates and the scoring criteria) was shared in the open meeting. A motion was made by James Tisdale and seconded by Scott Coleman to issue the Request for Proposal as it was presented to the board. Shunna Vance Jeter abstained. The motion passed unanimously.

**Vote on proposed meeting time change – Start meetings at 4:30 and end at 6 p.m.**

The chair said the last item on the agenda was to review meeting times. It was proposed that the board move up the meeting time from 6 p.m. to 4:30 p.m. to help members get home safely after daylight savings time ends. No one was opposed to the move, and Chairman Blanton said the board would try the new schedule to see if attendance improved. **(Note: The next meeting is scheduled for 4 p.m. November 4, 2019 at Piedmont Technical College. It was moved up due to the volume of items on the agenda.)**

There being no further business, the meeting was adjourned.

Respectfully submitted by



Ann Skinner  
Workforce Development Director