

**SOUTHWEST ALABAMA PARTNERSHIP
FOR TRAINING AND EMPLOYMENT, INC.
113 Clark Street
Grove Hill, Alabama
February 28, 2018**

Attachment #1

Present:

Chairman John Moses
John Clyde Riggs
Patty Hughston
Jacqui James
Virginia Guy
Charles Pharr

Carol Statter
Brinda Barrett
Shawn Harrison
Dan Barber
Beth Hanks
Rickey Rhodes

Ron Mitchell
Lisa Black
K.C. Pang
Stan Chavis
Sandra Koblas
Stephanie Streeter

Proxies:

Wallace Davis (Virginia Guy)

Gabe Peck (John Moses)

Tim Prescott (Charles Pharr)

Absent members due to conflicts (per emails and or verbal conversations)

Stevie Anderson
Adam Boykin
Mark Burnett
Judy Mitchell
John Sipple

Atherine Davis
Carolyn Akers
Stan Chavis
Anthony Rogers
Dr. Reginald Sykes

Mike Hare
Ola Anise
Rick Lambert
Travis Short

Guest:

Jordan Miree – Intern w/AVRS (Guest of Beth Hanks)

Sherri Deloach (AIDT)

SWAPTE Staff & Career Center Managers:

Sydney Raine
Tammy Smith
Shirley Salter
Hal Clement

Cindy Nelms
Pam Ware
Beverly Walker
Laura Bethea

Lisa Thomas
Vivian Havel
Beth Pierce

The meeting was called to order at 2:30 p.m. by Chairman Moses. Chairman Moses asked if we had a quorum and Mr. Raine replied “Yes”. After establishing a quorum Chairman Moses called for a motion to approve the agenda, a motion was made by John Clyde Riggs and seconded by Stephanie Streeter, and the agenda was unanimously approved.

Chairman Moses explained and read the section of the bylaws that was inadvertently left out regarding a Nominating Committee then he called for a motion to accept this section of the bylaws, motion made by Charles Pharr, and seconded by John Clyde Riggs, and the committee unanimously accepted Section 7 of the Bylaws regarding a Nominating Committee.

Chairman Moses then called for a motion to approve the minutes from 11/15/2017, motion was made by Jacqui James, and seconded by Dan Barber, and the board unanimously approved the minutes.

Finance

Lisa Thomas, V.P. Finance

Attachment 4 Mobile Works, Inc. Final Finance Report

Report for 2nd Quarter SWAPTE ending 12/31/2017 was approved by the Finance committee at its meeting on 2/1/2018. Ms. Thomas said that we should be at about 50% of budget but due to new monies received in December we are a little under budget and should catch up in 3rd quarter (see detailed finance report attached).

Mrs. Thomas went over the finance report and highlighted the following:

Our **incentive funding** was \$200,231.00 and our year to date expenses were \$28,743 and we still have a balance of \$171,488.00 which we have been encouraged by the State to go ahead and expend. Mrs. Thomas said that it is anticipated that we will use these funds in 3rd quarter.

Mr. Raine asked Mrs. Thomas to give the board information on the Adult, Dislocated and Youth money as to what we are doing with it because it has to be expended by June 30, 2018 and Mrs. Thomas gave the following report of these funds.

1. The below are the **Program Revenue Carry Forward PY16** which must be expended by June 30, 2018. We will be transferring some of the Dislocated Worker funds into Adult funding stream because there is a greater need to serve adult participants.

Adult \$1,356,652

Dislocated Worker \$1,129,751

Youth \$526,999

Chairman Moses called for a motion to approve the finance report for 2nd quarter, motion was made by Rickey Rhodes, and seconded by Beth Hanks, and the board unanimously approved the 2nd quarter SWAPTE finance report.

Region 7 Programs and Services Numbers July 1 – December 3, 2017

Laura Bethea, ADOL

Ms. Bethea, gave the following report for the 2nd quarter.

TOTAL SERVED FROM JULY 1, 2017 - DECEMBER 31, 2017					
OFFICE	<u>ITA</u> PARTICIPANTS	<u>OJT</u> PARTICIPANTS	<u>OJT</u> CONTRACTS	<u>YOUTH</u> PARTICIPANTS	<u>WORK-BASED</u> <u>LEARNING</u>
MOBILE	260	30	15	57	0
FOLEY	41	1	1	0	1
BAY MINETTE	58	2	2	0	0
JACKSON	52	22	19	0	5
BREWTON	30	0	2	75	4
MONROEVILLE	25	9	2	4	
TOTALS	466	64	41	136	10
Note - Monroeville OJT figure includes clients on OJT in Brewton					

Mr. Raine said that the State is pushing OJT contracts and asked Ms. Betha to give an overview of how the OJT program works. Per Ms. Bethea, a BSR will go out and write a contract with an employer and they will in turn employ and train WIOA eligible workers and we would pay 50% or 75% of the trainee's salary while they are in training and the goal is retention of the trainee

The question was asked as to who would an employer contact to take advantage of the OJT program and Ms. Bethea said their local career center.

We also have the Incumbent Worker program which is funding to help train existing employees and that is a dollar for dollar match up to \$30,000.

Mr. Raine acknowledged the presence of Patty Hughston from Coastal Alabama Community College and Sandra Koblas from Austal and asked them to speak about apprenticeship programs at their locations. Mrs. Koblas spoke on the apprenticeship program at Austal, she told us that they are trying to be more diversified, and are doing outreach to females, displaced workers, and has the VET affirmative action utilization in place. She said that Austal has their own curriculum and the instructors are employed by them. Austal is also looking at dual enrollment with Coastal Alabama Community College for CIS146 and Microsoft Office and Ms. Hughston said that they are ready for the new relationship.

Mr. Pang of Golden Dragon said that they have an apprenticeship program with two local high schools Thomasville and Wilcox which gives seniors an opportunity to work 20 hours a week for six (6) month and once they successfully complete the program they are offered employment. Mr. Raine said that he will talk further with Mr. Pang about possibly being able to be of assistance with funding.

Mr. Raine said that what we are finding through discussion with businesses and colleges, etc..... and we have been talking with Sandra from Austal for a number of years is that the more we talk the more we find that there are opportunities to work together and the same thing applies with Patty and Coastal. We need to start having more of these type conversations with Career Center staff and their staff to make sure that we are linking together. You heard the numbers we have the money its just a matter of making the right connections.

Planning

Cindy Nelms – V.P. Planning and Contracts

Ms. Nelms gave the following report.

Mike Hare – Committee Chairman

ITA, OJT and Youth Committee

In follow up to reduced enrollments resulting from lower unemployment and higher demand for workers, the cap for Adult income eligibility was increased from 100% to 150% making more unemployed job seekers eligible for our training programs.

Youth program providers interested in submitting a proposal in response to the RFP attended a proposer's conference on January 23rd. At that time they were able to ask questions related to specific elements of the proposal guidelines. The deadline for organizations to submit their proposal is Monday, March 26th at 4 p.m.

Ms. Nelms also said that once the applications are received they will evaluate them and follow-up with programs if additional information is needed. The Youth committee will meet and evaluate the submissions and by the time the Executive and Board meet in June they will be able to bring recommendations to the board regarding a list of programs that they feel will be productive at providing training for youth in the 2018-2019 Program Year. As of now we don't know how much money we will be receiving from the State for our next program allocation but we anticipate to find out sometime in late April. If we get the same funding as we did last year we will be looking at approximately \$5,000,000.00 to serve youth in the nine (9) county area and will look at that allocation against the applications that we received from the RFP and try to create as much opportunities for youth as possible.

Clinton Johnson – Committee Chairman

One Stop Committee

Updated program data is in the process of being collected and evaluated. These results will be provided at the Workforce Development Board meeting on Wednesday, Feb 28th.

Ms. Nelms said since unemployment is so low we are having a hard time recruiting people for our programs. We have increase the cap for household income from 100% to 150% which has been a big help, we are also cranking up our advertisement.

We are putting a lot of emphasis on OJT outreach so that individual businesses can take advantage of the program and savings.

We currently have three (3) companies in the process of submitting applications for our Incumbent Worker Training Program.

As of last Board meeting we had just finished the review of our Career Centers which have been reviewed, acknowledged, and finalized at the State level.

We have completed MOUs for those partners who are linked with us such as DHR, Job Corp, etc. We have also entered into a funding agreement which is essentially complete but at the very last minute the State Representative for Job Corp. was asked not to sign until the National Job Corp office could have an opportunity to review the agreement and that has yet to be resolved.

Stan Chavis – Committee Chairman (Report was given by Cindy Nelms in Mr. Chavis' absence)

Policy, Planning and Oversight Committee

The state has recently provided guidelines for the updating of the State Unified Four Year Plan. A meeting of the committee will be scheduled to review the local plan and to assure that any revisions are made in a timely manner.

Ms. Nelms said as it stands the Local Areas will not be asked to submit a revision only the State has been asked to revise its plan and resubmit to the DOL. Within the next few months our planning committee will be meeting to look at our Four Year Plan to see how we would like to expand or revise it looking toward the following year when we will be asked to update and submit a Four Year Plan.

We should be hearing from the DOL sometime within the next month to negotiate our Performance Standards for the upcoming year. What happens with performance standards is that the federal government puts out what they believe will be a reasonable goal for our performance which is credentialing (placing someone in employment and retaining that person in employment over the following year). They set percentages for goals for those outcomes and we have the opportunity to negotiate those goals. In the event we feel like there are specific circumstances in our region that might make a particular goal unreasonable such as if a large industry suddenly decides to shut down we can point that out and have our outcomes adjusted. The last three years we have accepted the numbers that the State has asked us to meet. When we meet those goals we become eligible for incentive funding. The last Performance report we received we were deficient when it came to dislocated workers and we feel like we are doing a pretty good job and will let you know when we get those performance standards from the State.

Ms. Koblas asked in regards to BAE since they have been giving a warn notice are they not technically dislocated. Mr. Raine said that they are now until they have officially been laid off and this is where we can assist with rapid response.

Mr. Pang said that he needs assistance in training his staff on things such as basic management skills, soft skills, etc. Ms. Hughston from Coastal Alabama Community College said that they can help with the training. Mr. Clyde Riggs said that the problem with Mr. Pang at Golden Dragon is that he is having to go through so many people before he can get a quality workforce. He hired 165 new employees in 2017 and fired 110 for attendance problems, etc. Mr. Pang said that their best employees are single black mothers. Mr. Raine will get with Brinda, Laura, and members of our staff to see what can be worked out to assist Mr. Pang of Golden Dragon.

Pam Ware, Director of Marketing and Public Relations

The following reflects marketing and public relations activities from October 1, 2017-December 31, 2017.

Website:

- Unique visitors (Average 4,424 monthly)
- Number of visitors (Average 5,572 monthly)
- Web contacts - 47 Unique
- Most visited pages – Training Programs
- Updating the website to become WIOA Compliant (By-laws, procurement, minutes, etc.)

SWAPTE e-News Bulletin:

The e-news bulletin is published bi-weekly and has become a valuable resource for the community.

- New subscribers this quarter – 71

Social Media

- Engagement is positive and Facebook likes continues to increase.
- Facebook Likes = 507

OUTREACH

Outreach activities remain high. Requests for speaking engagements, career center tours and exhibiting at job fairs remains high.

- Jr. Achievement
- Mobile Chamber Business Expo
- Mobile County High School Career Fair (4,000 students)
- MCPSS Advisory Boards
- Career Center Tour – B.C. Rain FBLA

Note: We had about 15 schools and approximately 301 students come through and we were able to tell them all about the Career Center, WIOA, and other things such as minimum wage which it was found that a lot of them were not even familiar with.

- Project Homelessness Summit

Job Fairs /Career Fairs/

Informational Meetings Recent Events

- Project Homeless Connect

Marketing/Advertising

Plans are in the works to implement a marketing/advertising blitz to promote the training programs and services for Region 7. Marketing proposals have been submitted from

radio, television, newspaper and other medium. The packages include commercials, digital banner ads, print advertising, live interviews, social media, etc. We are heavily pushing OJT.

Carol Statter asked Pam if she would be participating at the Mobile County Career Tech Fair in March at the Fairgrounds and Pam said that she was almost sure that she would be there.

Mrs. Streeter said that DHR is working with their TANF and Food Assistant clients on obtaining jobs and training they are even following up with past recipients of TANF to help them find jobs if needed.



President's Remarks

Sydney Raine

3/22/2018 Training for Workforce Board at 10:00 a.m. at the Hyundai Training Center in Montgomery. Mr. Raine is encouraging all members that can to attend this very important meeting.

Jackson County Commission President is concerned because there is a great need for truck drivers in the area but there is no place to train them. Reid State has Truck Driving training but they are so far away and this could pose a burden on participants wanting to attend. Mr. Raine said that he would look further into this matter with Mrs. Barrett and maybe we might be able to rent vans to transport the students. Amazon and Wal-Mart has a great need for truck drivers in the Mobile area but we need trained individuals.

9/16 to 9/18/2018 Mobile will host the SETA Conference which is comprised of eight (8) states.

Commissioner Ludgood will go out on 3/12/2018 as Commission President and Commissioner Connie Hudson will come in. Mr. Raine spoke with Commissioner Hudson about a good date for the Chief Elected Official Council meeting and she gave him a tentative date of 3/28/2018.

Old Business:

NONE

New Business:

Nominating Committee – Mr. Moses thanked the individuals who agreed to serve on the committee: Virginia Guy – Chair, John Sipple, Judy Mitchell, and Beth Hanks. The committee will bring their recommendations for new officers to the annual board meeting on June 27, 2018.

Our Annual Board Meeting will possibly be held at one of the campuses of Coastal Alabama Community College.

Meeting adjourned at 3:30 p.m. and our next meeting is June 27, 2018 time and location TBD.

APPROVED:

Carol Statter