

**SOUTHWEST ALABAMA PARTNERSHIP
FOR TRAINING AND EMPLOYMENT, INC.
113 Clark Street
Grove Hill, Alabama
November 15, 2017**

Attachment #1

Chairman John Moses
Lisa Black
K.C. Pang
Adam Boykin
Wallace Davis
Beth Hanks
Gabe Peck
Tim Prescott

Present:

Carol Statter
Shawn Harrison
Stevie Anderson
Ola Anise
Virginia Guy
Sandra Koblas
Stephanie Streeter

Ron Mitchell
Charles Pharr
Jacque James
Stan Chavis
Judy Mitchell

Brenda Barrett
John Clyde Riggs

Proxies:

Patty Hughston
Rickey Rhodes

Michael Hare
Reginald Sykes

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

Autherine Davis
Dan Barbara
Travis Short
Dr. Reginald Skyes

Clinton Johnson, Jr.
Mark Burnett
John Sipple

Carolyn Akers
Anthony Rogers
Rick Lambert

Subcommittees:

Sydne Raine (President)

Guest:

Commissioner Merceria Ludgood
Danny Check

Kay Lett
Jan Dame

Terri Pringle
Darlene Thompson

SWAPTE Staff & Career Center Managers:

Pam Ware
Brenda Bright
Beth Pierce
Hal Clement

Cindy Nelms
Stephanie Shepard Oaks
Shirley Salter
Derrick Turner

Tammy Smith
Vivian Havel
Beverly Walker

The meeting was called to order at 3:00 p.m. by Chairman Moses. Chairman Moses asked if we had a quorum and Mr. Raine replied "Yes". Chairman Moses then asked for approval of the agenda; a motion was made by Charles Pharr; and seconded by Stevie Anderson, and the board unanimously approved the agenda. (Note: There was a correction to the title of the 7/6/2017 minutes instead of Executive Committee Meeting it should have read SWAPTE Board Meeting). After approval of the agenda Mr. Moses called for a motion to approve the minutes from 7/6/2017 and a motion was made by Beth Hanks; and seconded by Judy Mitchell, and the board unanimously approved the minutes.

Finance

Lisa Thomas, V.P. Finance

Attachment 4 Mobile Works, Inc. Final Finance Report

Mrs. Thomas went over the fourth quarter (4th) finance report and said that the Finance committee met on October 25, 2017 and approved the report.

Our administrative cost as of this report were at 98.31% of budget projections with expenditures totaling \$392,738; labor cost were at 99.02% of budget projections with expenditures totaling \$280,034; and non-labor cost for the quarter were 96.60% of budget projections with expenditures totaling \$112,704 of the annual budget.

We received \$718,412.00 in funding for the National Emergency Grant (NEG) Short Term Training and as of March 31, 2017 expenses totaled \$675,400.00 and this left a balance of \$43,012 and those funds were not drawn down this grant is now closed.

Mrs. Thomas mentioned that Mobile Works was awarded incentive funding as follows:

PY15 YOUTH	\$12,828.00	BALANCE REMAINING	0.00
PY 15 ADULT	\$2,031.00	BALANCE REMAINING	0.00
FY16 ADULT	\$22,690.00	BALANCE REMAINING	0.00
PY16 ADULT	\$12,203.00	BALANCE REMAINING	12,203.00
PY16 YOUTH	\$100,716.00	BALANCE REMAINING	100,716.00
FY17 ADULT	\$87,312.00	BALANCE REMAINING	87,312.00

For a total incentive funding remaining for Mobile Works, Inc. of \$200,231.00 that the State approved for us to carry over to be used with Region 7 SWAPTE.

Our reserves of unobligated balances were: Adult \$107,674 Dislocated Worker 42,692 Youth \$131,641
Total Reserve \$302,048

Mrs. Thomas said that both the Finance Committee and Executive Committee met and approved the Mobile Works 4th quarter finance report. After Mrs. Thomas gave the report Chairman Moses asked for a motion to approve the finance report. Chairman Moses asked if there were any questions and there were none so he called for a motion to accept the report as written closing out Mobile Works, Inc.; motion was made by Charles Pharr; and seconded by Stevie Anderson; and the board unanimously approved the finance report.

Mobile Works, Inc. Programs and Services Numbers
Sydney Raine, President

Mr. Raine said that the money that was leftover at the end of the fiscal year with Mobile Works, Inc. and not spent would be re-obligated along with money from Jefferson County and ADECA to the new Region. We have received some of those funds and are looking to receive the balance no later than next month.

Youth – July 1, 2016 – June 30, 2017

Mr. Raine went over the Youth report from Mobile Works, Inc. by provider: Dearborn YMCA, DESI Career Training Center, and Goodwill Easter Seals they are contracted to enroll 155 students combined and they were successful in enrolling all 155 there were 50 Educational Function Levels (EFL); 72 obtained a GED or High School diploma; 58 found jobs; and 7 either entered Job Corp. or went onto College. Mr. Raine said that we are very pleased with the services being provided by all four youth providers.

Adult - July 1, 2016 – June 30, 2017

Mr. Raine also went over this report in detail and he pointed out that we served a total of 249 students at Bishop with 80 still remaining; 139 completed various programs with the highest numbers being served in Trucking Driving, Welding, and Nursing; and there were only a total of 30 students who dropped out for various reasons. He

also gave stats for our other adult providers 1). Premier Trucking Academy served 54 students, with 5 still remaining, 46 completed, and 3 dropped; 2). University of Mobile served 1; and that 1 dropped; 3). University of South Alabama served a total of 66 with 36 remaining; 30 completed; and 0 dropped; 4). Alabama Aviation served 31, 25 remaining; 3 completed; and 3 dropped; 5). Faulkner State Community College a.k.a. Coast Alabama Colleges served 1 with 1 dropping; 6). Cardiac and Vascular Institute of Ultrasound served 7; 4 remaining, 4 completed; and 0 dropped; 7). Fortis served 5; 1 remaining; 4 completed; and 0 dropped; 8). Austal Apprenticeship served 8; 7 remaining, 0 completed; and 1 dropped. This brings us to a grand total served of 423; 158 remaining; 226 completed; and 39 dropped out overall this is great. Those individuals that are still remaining were carried over to the new program under Region 7 SWAPTE. Austal apprenticeship is a four (4) year program but by law we can only pay for 2 years. We served a total of 8 individuals; 7 still remaining and 1 dropped. The new administration is pushing apprenticeships.

Lisa Thomas, V.P. Finance

Attachment 4 SWAPTE First Quarter Report July 1, 2017 – September 30, 2017

Mrs. Thomas went over the first quarter (1st) finance report and said that the Finance committee met on October 25, 2017 and approved the 1st quarter.

Our administrative cost as of September 30, 2017 were at 16.65% of budget projections with expenditures totaling \$74,234.00; labor cost were at 19.99% of budget projections with expenditures totaling \$63,954.00; and non-labor cost for the quarter were 8.17% of budget projections with expenditures totaling \$10,281.00 of the annual budget.

We requested transition funding for SWAPTE and it was granted to us in the amount of \$30,000.00 in May 2017 and as of September 30th we have expended \$29,795.00 with a balance remaining of \$205.00.

PY16 ADULT	\$12,203.00	BALANCE REMAINING	12,203.00
PY16 YOUTH	\$100,716.00	BALANCE REMAINING	100,716.00
FY17 ADULT	\$87,312.00	BALANCE REMAINING	87,312.00

We have \$200,231.00 in incentive that the State approved for us to carry over to be used with Region 7 SWAPTE.

Our reserves of unobligated balances were: Adult \$49,554 Dislocated Worker 40,019 Youth \$284,379
Total Reserve \$373,952

Mrs. Thomas said that both the Finance Committee and Executive Committee met and approved the 1st quarter report for SWAPTE and then she asked Chairman Moses for a motion to approve the report. Chairman Moses asked if there were any questions and since there were none he called for a motion to accept the report as written; motion was made by Stevie Anderson; and seconded by Beth Hanks; and the board unanimously approved the finance report.

Region 7 Programs and Services Numbers

Sydney Raine, President

In the absence of Laura Bethea the report was given by Mr. Raine.

Attachment 2 Region 7 Training Information

Mr. Raine referenced in his previous report of Mobile Works, Inc. that there were individuals that were still remaining and were carried over to the new program under Region 7.

Mr. Raine then gave the report for SWAPTE which included all 9 counties for the first quarter (1st Quarter). We served a total of 483 individuals in the Adult, Dislocated Worker, and Youth programs. We had 41 employers with OJT contracts. We have identified 158 individuals for enrollment for next semester. We also had 98 students enrolled with our various youth providers.

Our attention was then directed to the top of attachment 2 which noted 22,676 individuals received services from 7/2017 – 9/2017 and 69,002 from 7/2016 – 6/2017 these individuals came through all six (6) of the Career Centers in Region 7.

Mr. Raine highlighted two things that have happened or will happen in our region over the last two (2) months:

1). Amazon

He asked Derrick Turner the Mobile Career Center Manager for the number of individuals seen and he replied over 5,000 came in to go through the process; but of that 2,600 were eligible to go onto the full interview process; and of which approximately 1900 were hired; and 250 have started working. He also told us that the plant was opened for business as of the date of this meeting.

2). Wal-Mart will be interviewing in the Mobile Office on November 16, 2017.

Planning

Cindy Nelms – V.P. of Planning and Contracts

Attachment 3 Youth Request for Proposal

Ms. Nelms directed our attention to the letter dated October 23, 2017 which reads

“In an effort to assure that all organizations and agencies in our workforce area are aware of the opportunity to apply for funding to provide training services to area youth, I wanted to share the following notice with you”.

Become a Youth Training Provider for SWAPTE

In preparation for providing services to Out-of-School youth with funding from the Workforce Innovation and Opportunity Act (WIOA) starting July 1, 2018, Southwest Alabama Partnership for Training and Employment will host an information meeting for programs interested in applying to become a Youth Program Provider.

The meeting is scheduled for:

When: Thursday, December 7th at 2 p.m.

Where: Mobile County Career Center 515 Springhill Plaza Court, Mobile, AL 36608

At this meeting, information about the process that will be used to select training providers will be explained. In addition, general information about program design, budgeting, and planning for submitting a proposal will be provided. Organizations that currently serve youth ages 17-24 and those that are interested in providing program services to this population are invited to attend.

If there are questions regarding this meeting, please contact Cynthia Nelms at (251) 432-0909 x 132 or at cnelms@swapte.org.

Ms. Nelms went over the various subcommittees and their duties:

- **ITA, OJT and Youth Committee** met on September 21, 2017 and went over what an Individual Training Account (ITA) is. Ms. Nelms said in essence it's a scholarship that pays for someone to go through training that's provided by one of our Eligible Training Providers (ETP). Also at this meeting was some discussion on our On the Job-Training (OJT) program. We can subsidize 50% of a new hire's wages up to 26 weeks for a company that will train individuals. If it's a small company of 50 or fewer employees we can subsidize up to 75% of the trainee's wages during the training period. The trainees have to be eligible for our services and some of the requirements are: they must either be dislocated which is to have lost their job no fault of their own, low income, long term unemployed, etc. The committee was also updated on some policy changes that we have been making now that we are a region. We have revised certain policies to standardize the activities in all of our Career Centers so that when an individual visits a center within our region they will be given the same guidelines and criteria. We have standardized the eligibility level for an adult at an income of 100% poverty for a single individual and this standard is prorated upward for each additional family member. We also determined that all individuals for training are now required to take The Adult Basic Education Test (TABE Test). There are grade level minimums for the programs we sponsor whether Trucking or Nursing. If an individual doesn't score the required level they are given tutoring in the Adult Basic Education classroom to get them up to the level to be successful in our training program. We also made it possible for on the job training slots to be established with a company in advance of identifying a specific employee to fill a slot. So as our Business Service

Representatives (BSR) go out to talk to various companies that are interested in using OJT resources we can go ahead and put a contract in place and have all the paperwork done. When a company identifies a need all we have to do is determine that individual's eligibility and there is no delay in getting that person employed and started. These slots are open for 45 days and if requested by the employer can be extended.

- **One Stop Committee**

Ms. Nelms directed us to the One-Stop Certification Policies and Procedures letter from the Governor's office dated November 7, 2017. This letter states that our policies and procedures for certifying our One-Stop Career Centers and One-Stop delivery system, have been reviewed for compliance with the Governor's Workforce Innovation Directive Number PY2015-08 issued January 21, 2016. Ms. Nelms said in their One-Stop Committee meeting it was reported that this was still under development but the policies and procedures have since been approved and put into use. Ms. Nelms and Mr. Raine visited all six (6) of the One-Stop Career Centers in the region and will be recommending all of them for certification. Unfortunately Ms. Nelms said that she wasn't able to get the final report on the One-Stop visit and certifications complete in time for this meeting but she said they looked at accessibility for people with handicaps and disabilities, efficiency, effectiveness, and a variety of other factors that are required to determine if these Career Centers are operating in a manner that gives these individuals access to all of our programs and services and are the programs and services consist with the rules and regulations in place as well as are we partnering with our career system partners effectively, etc. Ms. Nelms said at the end of each assessment they found that they were doing a good job. We are very happy that the Monroeville Career Center which has been operating in a not so desirable location is on their way to a new facility and they are looking forward to the move.

Ms. Nelms asked for a motion to approve the One-Stop Certification Process unfortunately since the report isn't ready the Board has the option of approving the report given by Ms. Nelms and empowering us to submit the report and move forward or ask that we reconvene the One-Stop Committee and have that committee review the report and you can delegate to them the final approval of that report for submission to the State. Chairman Moses asked if anybody had any particular feelings about the submission. Mr. Pharr made a motion to accept the verbal report given by Ms. Nelms to submit to the State; seconded by Gabe Peck; and the board unanimously approved the report.

Definition of a One-Stop Operator:

One-stop Core Partners include Vocational Rehab, Adult Basic Education, Department of Human Resources, and staff providing services through the Workforce Innovation and Opportunity Act (WIOA).

Services provided include but are not limited to;

- Community Outreach to businesses and individuals
- Intake and Assessment of participants seeking assistance in finding and securing employment
- Collaboration with businesses to develop and implement contracts for On-the-Job Training, Custom Training and Incumbent Worker Training.
- Referral of job seekers to training providers, community based agencies and other resources in the community that can help address identified barriers to the success of the participant.
- Reporting program data and following up with participants regularly to maximize and secure skills gains, job readiness, career plans and job placement and retention.

Commissioner Ludgood encouraged all in attendance to pass on the information regarding becoming a Youth Provider. Ms. Nelms also added that she has sent to every company that has ever been on our bid list as well as via e-news, etc.

Mr. Raine said that he received a call from a company in Washington, D.C. wanting to bid.

- **Policy, Planning and Oversight Committee** met on the 5th of October and will be charged with reviewing our four (4) year plan as well as looking at planning in the context of if new companies come into the area we need to complete new types of training, unexpected layoffs in a particular industry and what we might want to do to respond, etc.

Oversight will be looking into the performance as it relates to the expectation the States give us in term of the number of individuals we train and find employment for; how they perform as far as retention in those job, etc.

The committee also discussed the State Eligible Training Provider List to determine what provider we will underwrite the cost of training for. So if you are a training provider in order for a person to get a scholarship to participate in your program you have to submit an application to the State to become an eligible training provider (ETP). ETPs are periodically reviewed to determine if their performance meets the expectation of the State's performance level. It was noticed that this committee felt that it would be in the Region's best interest if any of the providers in our area falls below our expectations the committee would be made aware and could make the decision to stop using them as an Eligible Training Provider.

Sandra Koblas said that AIDT is also on the ETPL.

- **Disabilities Committee** will deal with services to people with disabilities and Beth Hank has agreed to chair this committee. Ms. Nelms thanked Wallace Davis and Lisa Black for their willingness to serve also. This committee will deal with any questions that arises regarding accessibility or improving services to individuals with disabilities and they will review and report back to the board if needed.

Mr. Raine thanked those board members who have volunteered to work on a committee and those who are not on one could let him or Ms. Nelms know if they are interested in volunteering.

Pam Ware, Director of Marketing and Public Relations

The following reflects marketing/public relations activities for from July, 1 2017- September 30, 2017.

Website:

- Unique visitors (Average 4,000 monthly)
- Number of visitors (Average 9,000 monthly)
- Web contacts - 47 Unique
- Website visits (first time users) = 5,357
- Most visited pages – Training Programs

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

- Subscribers-over 9,000
- New subscribers this quarter – 81 (78 signed up via the website)

Social Media

- Engagement is positive and Facebook Likes increased.
- Facebook Likes = 487

Promotional Materials

- Promotional materials for the new region have been designed and will be released to the public soon. Pending projects include the following:
 - Region 7 ITA Brochure
 - OJT/Incumbent Worker View Book
 - Career Center Tri-fold

OUTREACH

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

- Mobile County Health Department
- High Schools (Murphy, B.C Rain, Vigor, Leflore, Davidson, etc.)
- Jr. Achievement
- Sheriff's Office
- Child Daycare Association
- Mobile Chamber Business Expo
- Mobile County High School Career Fair (4,000 students)
- MCPSS Advisory Boards
- DHR TANF

Job Fairs /Career Fairs/

Informational Meetings

Upcoming Events: Business Partnership Rallies Speaker: Jr. Achievement – 7 week program

President's Remarks

Sydney Raine

Mr. Raine said that we have been selected to host the Fall 2018 SETA Conference and asked those in attendance to please put on their calendars. He asked Sandra Koblas with Austal, USA if she could check into arranging a tour of their facility and he said that he will also be getting with Airbus to do the same.

State Board meeting is December 5, 2017.

Mr. Raine said that he was proud to say that SWAPTE is leading in the State and asked Danny Cheek State Monitor if he was correct and he agreed that we are leading in the State.

In the past the elected officials have not had a representative at the table but now that they have appointed members to the board they will have direct input of what happens in our region.

Mr. Raine also recognized the following Terri Pringle with SARPC who was representing her boss Mr. Rickey Rhodes, Darlene Thompson with the Department of Commerce who represented Lisa Black; and Brenda Bright with SWAPTE.

Mr. Raine said that if there are any questions or concerns to please let him know.

Jan Dame added that she is the State Representative for the SETA Board and she has five (5) more slots left for businesses to brag on their company at the 2019 SETA Spring Conference. Ms. Dame said that she wants us to show other states that we have more than football in the state of Alabama.

There being no further business Mr. Moses thanked each of us for our time and energy put into this meeting and said Happy Thanksgiving and he is glad to have his little boy home with him.

Old Business:

NONE

New Business:

NONE

Meeting adjourned at 3:56 p.m. and our next meeting is May 30, 2018 at 3:00 p.m. Grove Hill, AL.

APPROVED:


