



## **CORE MINUTES**

### **August 13, 2018**

Present: Carol Anderson Margaret Alewine Eric Moore  
Rita Artemus Denise Koon George Pullie  
Darline Graham Jeanne Lisowski Jerry Neel

#### **Old Business/Action Items Follow Up**

##### **Post Exit Educational and Wage Data Verification Process**

- Contract is being finalized with The Work Number (for wages that do not show up in UI wage report).
- Contract in place with National Student Clearinghouse student tracker and should provide post-exit data on school enrollment as well as certain credentials. Meeting with IT this week on first data submission.
- Draft procedures were presented to CORE in July. Request submitted to IT for development of post-exit survey. Workgroup established met with IT on post-exit data collection application in CMS/system.
- Meeting with WIOA core partners on 8/14 regarding performance reporting (statewide reporting on effectiveness in serving employers).

##### **Action Items:**

- Verification form to be emailed to CORE.

Responsible party: Margaret

##### **Area Office Staffing Patterns**

- Greenwood and Camden are pilot areas. Carol reported on how caseloads are being covered with/without ACSM. Skillsets to be utilized to do more with less.
- Restructuring Transition Services Specialist agreement – currently under programmatic review. Contracts with school districts for provision of pre-ETS. Three sites currently operating with payment from VR to district for provision of transition services. Needed to narrow the scope to just pre-ETS. Discussion with other districts on restructuring TSC agreements (school district pays VR for enhanced service coverage) – Edgefield.
- Scheduling meeting with ABLE SC to discuss contracts for peer mentoring, and expanding TSS agreements in the four Employment First pilot sites (Berkeley, Richland 1, Spartanburg 2, Cherokee).
- Upcoming meeting with SCCB will include discussion on contracting with Career Boost program for pre-ETS.
- Carol and Rita to follow up with area supervisors – input on what they need to run areas at “bare bones” level.

**Action Item:**

- Follow up with Houston Matthews and Summer Rigby on restructuring and then at the end of July to determine what is necessary and critical.

**Responsible party:** Carol Anderson

**Supervisor Work Group Recommendations**

- Carol presented Supervisor Cost Saving recommendations and final responses from January 25 Supervisors meeting.

**MAP Process (Recommendations for Improvement)**

- Jerry, George and Rita reported MAP process review concluded to be beneficial. Not everything included on MAP is to be included in case notes. Recommendation for those not familiar with MAP to review the process. George and Jerry will contact IT to find out if IPE is connecting with MAP by 8/16.

**Transition Counselor Core Duties**

- HR has input Transition Counselor duties into EPMS. Rita is sending email to notify Area Supervisors on 8/14.

**Maximizing Utilization of ATSS Positions to Support Counselors**

- What job duties, if any, could ATSS perform to free up the Counselor to complete required duties? Determine how to maximize ATSS job duties to better assist Counselors.

**Action Item:**

- Identify work group and follow up at August CORE meeting.

**Responsible party:** Rita Artemus and Margaret Alewine

**Target Goals for Total Consumers Working**

- Recent totals
  - November 2017: 2,200
  - June 2018: 2,941
  - 7-6-18: 2,895
  - 7-19-18: 2,895
  - 8-13-18: 3,058
- Prior discussion: rule of 1/3 (1,665 at any given time to achieve SEO goal of 5,000)
  - Based on historical performance; must take into account changes in WIOA performance measures
- Recommendation: maintain 2,500 through current SFY (50% of SEO goal). Adjust mid-year as Start of Employment data levels out. Adjust annually based on implementation of WIOA performance measures, with anticipated decrease for next SFY.

## I. General Counselor and ACSM Core Duties

Rita advised the draft of core duties for General Counselor and ACSM is Complete, however will need to be more specific in addressing the WIOA measures and requirements.

### **Action Item:**

- Meeting 8/22 to complete core duties and present update at Sept meeting.

**Responsible party:** Rita, Margaret, Carol and George

## II. Update on WIOA Measures

- Updated UI wage reports provided
- End of year 911 data submission accepted w/ no errors
- Margaret advised launch to access the report server within the next week. Reports are connected to the data warehouse allowing supervisors to view multiple years, regionals, etc.
- UI wages increased after closure. Median earnings increased.
- Skills gained at training information to be included in reporting once developed.

### **Action Item:**

- Meeting regarding KPIs and dashboard.
- Regular ongoing reporting for who is in training is still to be developed.

**Responsible party:** Margaret and Jason Colson

## III. JRT Reporting System Progress Report

- JRT Reporting System being developed. Report will allow information in SCEIS to be merged into VR internal system. This will track labor costs, contracts, etc.
- Vacancies in the Work Training Centers could result in safety concerns. ADA to be evaluated for current number of staff.

## IV. Weighted Closures

- Proposal for changes to QA/Impact Study review criteria, counselor duties tied to those.
- Proposed recommending there be three bonus questions (i.e. hourly rate, hours worked, etc.) within the review standards that would count extra and allow for bonus points. Could be included in Program Integrity. Selected factors to emphasize key items would be tied to performance measures. Same review standards would replace QA standards.

### **Action Items:**

- Identify primary positions that would include review standards.
- Identify items that would warrant pay rate (i.e. pay rate, credential attained, customized employment).

- Incorporate in review standards and counselor job duties. As job duties are revised include review standards as appropriate.

Responsible party: Margaret, Carol, George and Rita meeting 9/14

#### V. Capital Projects Breakdown and Costs

- Eric distributed information and presented updates regarding current and future capital projects.
- Field office budgets to be added to CORE agenda starting October.
- Template to be sent to Summer Rigby and Houston Matthews for their input/review.

#### VI. Strategic planning follow up & assignments

- Goals, strategies and measures include developing work plan strategy. Reviewed owners identified for assignments and assigned items needing owners/leaders.
- Once owners are determined a template will be developed to include owner, action plan and strategies, timelines, staffing implications and updates.

##### Action Items:

- Review recommended assignments with Commissioner.

Responsible party: Margaret