

COUNTY COUNCIL OF BEAUFORT COUNTY
 ADMINISTRATION BUILDING
 100 RIBAUT ROAD
 POST OFFICE DRAWER 1228
 BEAUFORT, SOUTH CAROLINA 29901-1228
 TELEPHONE: (843) 255-1000
 FAX: (843) 255-9401
 www.bcgov.net

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 DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
 COUNTY ATTORNEY

SUZANNE M. RAINEY
 CLERK TO COUNCIL

AGENDA GOVERNMENTAL COMMITTEE (Includes Public Safety Division)

Monday, January 6, 2014

2:00 p.m.

Executive Conference Room
 Administration Building, Government Center

Governmental Committee Members:

Jerry Stewart, Chairman
 Laura Von Harten, Vice Chairman
 Cynthia Bensch
 Rick Caporale
 Gerald Dawson
 Brian Flewelling
 Tabor Vaux

Staff Support:

Phil Foot, Division Director

1. CALL TO ORDER – 2:00 P.M.
2. INTRODUCTION – Mrs. Meredith Irion, Beaufort County Legislative Delegation Office
3. DISCUSSION / POTENTIAL ISSUES FOR 2014 REFERENDUM BALLOT
4. DISCUSSION
 - A. South Carolina Work Ready Communities ([backup](#))
 - B. Transition Workforce Education Assistance Collaborative (Tweak)
5. MCNAIR LAW FIRM CONTRACT EXTENSION FOR PROVIDING LOBBYING EFFORTS AS IT RELATES TO THE EDUCATION FUNDING FORMULA ([backup](#))
6. CONSIDERATION OF CONTRACT AWARDS
 - A. Sole Source Purchase of DNA Equipment from the FY 2013 JAG Forensic DNA Backlog Reduction Grant Program ([backup](#))
 - B. Sole Source Purchase of DNA Equipment, Software and Services from the 2013 JAG Forensic DNA Backlog Reduction Grant Program ([backup](#))
7. ANNOUNCEMENT OF WORK SESSION JANUARY 29, 2014

Purpose: To Receive Public Input Regarding the Current Business License Fee Structure

Date: Wednesday, January 29, 2014

Time: 6:00 p.m.

Location: Council Chambers, Administration Building, Beaufort
8. ADJOURNMENT





NATIONAL
CAREER READINESS
CERTIFICATE®

CERTIFY YOUR WORKFORCE

WANTED: APPLICANTS WITH CERTIFIED WORKPLACE SKILLS

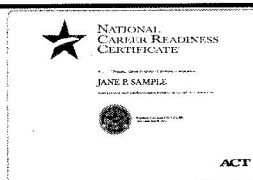
Businesses across the country report that they are often overwhelmed by stacks of applications for only a handful of open positions. Sifting through these applications is time-consuming and inefficient. You need a way to quickly pinpoint individuals with essential, verifiable workplace skills. The National Career Readiness Certificate (NCRC™) is your solution.

CERTIFY YOUR WORKFORCE

Ask your applicants to earn the NCRC. It's that simple. Once you do, you'll be on your way to finding qualified applicants for your job openings. The National Career Readiness Certificate, issued by ACT, is a portable, evidence-based credential that certifies essential skills needed for workplace success. This credential is used across all sectors of the economy and verifies the following cognitive skills:

- Problem solving
- Critical thinking
- Reading and using work-related text
- Applying information from workplace documents to solve problems
- Applying mathematical reasoning to work-related problems
- Setting up and performing work-related mathematical calculations
- Locating, synthesizing, and applying information that is presented graphically
- Comparing, summarizing, and analyzing information presented in multiple related graphics

Take that first important step toward certifying your workforce by asking for the NCRC.



INDIVIDUALS CAN EARN THE NCRC BY TAKING THREE WORKKEYS® ASSESSMENTS.

- APPLIED MATHEMATICS
- LOCATING INFORMATION
- READING FOR INFORMATION

WorkKeys® assessments measures “real world” skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world.

CERTIFICATE LEVEL	LEVEL SCORE REQUIREMENTS	PERCENTAGE OF QUALIFIED JOBS IN WORKKEYS DATABASE*
Platinum	Minimum score of 6 on each of the three core areas	Examinee has necessary foundational skills for 99% of the jobs in the WorkKeys database
Gold	Minimum score of 5 on each of the three core areas	Examinee has necessary foundational skills for 93% of the jobs in the WorkKeys database
Silver	Minimum score of 4 on each of the three core areas	Examinee has necessary foundational skills for 67% of the jobs in the WorkKeys database
Bronze	Minimum score of 3 on each of the three core areas	Examinee has necessary foundational skills for 16% of the jobs in the WorkKeys database

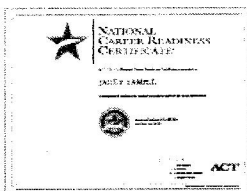
**The Certificate is only one of many selection criteria employers use when hiring and promoting. Earning the National Career Readiness Certificate is not a substitute for meeting other job requirements. Employers who require specific levels of WorkKeys scores are encouraged to perform a job analysis. Learn more at act.org/workkeys/analysis.*

MEASURE PERSONAL STRENGTHS WITH NCRC PLUS

Foundational knowledge and skills related to job tasks are the most valid predictors of work performance. Combining measures of cognitive skills with measures of work-related behaviors—or soft skills—brings even greater accuracy to predictions about an individual's success at work or in training. In addition to the cognitive skills listed previously, the NCRC Plus ranks individuals in the following soft skills categories:

- **Work Discipline**—Productivity and dependability
- **Teamwork**—Tolerance, communication, and attitude
- **Customer Service Orientation**—Interpersonal skills and perseverance
- **Managerial Potential**—Persuasion, enthusiasm, and problem solving

Individuals can earn the NCRC Plus by taking the WorkKeys *Talent* assessment. *The Talent assessment is not required to qualify for a National Career Readiness Certificate.* The foundational skills certified by the NCRC and the NCRC Plus are recognized by thousands of employers as essential for workplace success and career advancement.



SCORE REQUIREMENTS FOR EACH SOFT SKILL CATEGORY

★	≤ 25%
★★	26–50%
★★★	51–75%
★★★★	76–100%

FOUR STEPS TO FASTER IMPLEMENTATION

Once you have decided to use the NCRC at your organization, follow these four steps for a faster, more effective implementation.

01. PREPARE

- Learn to explain the program to others with clear, consistent statements
- Get the appropriate people at your company involved
 - Executive level (program sponsor, decision maker)
 - Human Resources staff
 - Heads or representatives of major departments

02. PLAN

- Decide how your company will use the NCRC
- Recommend for some or all positions
- Use for hiring and/or promoting
- Assign tasks to appropriate team members
- Review key steps and prepare to implement

03. LAUNCH

- Communicate with internal and external audiences
- Train internal stakeholders who will work with the program
- Integrate the credential into job postings and descriptions: "We recommend a National Career Readiness Certificate for all applicants to this position."

04. BUILD

- Help applicants earn the National Career Readiness Certificate. Find a test center near you by going to act.org/workkeys/locations.html.
- Build a pool of qualified applicants

For details on how the NCRC can best be utilized by your organization, please contact:

Elisabeth Kovacs | 803.737.2681 | EKovacs@dew.sc.gov

For updates visit: www.scworkready.org

"Work Keys has helped us to identify critical skills needed to achieve our goals in Safety, Quality, and Productivity. It also has provided us an opportunity to ensure employees have the right skill sets and abilities to perform manufacturing jobs. Over the past 12 years, through numerous initiatives including Work Keys, our Safety Performance and Incident Rates have drastically improved to appear well below the National Average".

CMC Steel, Cayce, SC

How do I become a Certified ACT and South Carolina Work Ready Community?

The following are the required categories to become a Certified WorkReady Community.

1

National Career Readiness Certificate

National Career Readiness Certificate™ (NCRC™) obtained at the county level representing the current (private and government workers), emerging (High School Juniors/Seniors and College Student) and transitioning (unemployed and Adult Education participants) workforce. NCRC™'s are obtained by individuals completing the basic 3 WorkKeys® Assessments: **Reading | Math | Locating Information**

Individuals scoring a minimum on all 3 tests will obtain an NCRC™.

2

Business Support

Local business officially support the county's initiative (based on the number of businesses in a county). **Goal – 116 businesses**

3

County Graduation Rate

Counties are required to meet a 73.1% graduation rate based on a 3-year county (not District or State) average and/or a 1-2% increase of the 3-year average baseline aligned with the SC Department of Education annual improvement goals.

Beaufort County 2009 69.9 % ; 2010 61.8 %; 2011 69.1 % - Average 66.9 % **Goal 68.9%**

4

Soft Skills

25% of all individuals within a county obtaining a WorkKeys® Assessment and NCRC™, will be required to take the ACT WorkKeys® Talent, assessment. This is a measure of soft skills that provides insight into personal characteristics that are directly related to on-the-job success. This will result in individuals obtaining an NCRC™ Plus.

Counties will have two years to meet the requirements of the national and state CWRC initiative. ACT required data will not change; however, SC Graduation Improvement Rates will be updated annually. Once attained, a County's certification status is valid for two years; counties will have an opportunity to continue through a re-certification process.



RECEIVED

AUG 28 2012

COUNTY
ADMINISTRATOR

August 23, 2012

Mr. Gary Kubic
Administrator
Beaufort County
Post Office Drawer 1228
Beaufort, SC 29901

Dear Mr. Kubic:

South Carolina is excited to be 1 of only 4 pilot states in the country to partner with the nationally known non-profit - ACT - in the roll-out of the Certified Work Ready Communities Initiative. The intent of this initiative is to match job seekers with job openings and provide an inventory of the skill sets of individuals in your community to drive economic development efforts in the recruitment and expansion of businesses.

Governor Haley made a formal announcement in February that South Carolina is participating in this opportunity. Since that time, a core team of cross-agency and association representatives, known as the State Team, have been hard at work developing a process and framework for the South Carolina WorkReady Communities (SCWRC) initiative. SCWRC creates a participation model for counties, includes measurable goals and objectives, and provides marketing/communication tools to assist you in your efforts to have your county recognized as a *WorkReady Community*.

State Team Members have received feedback from and provided updates to your local economic and workforce developers, education partners and businesses. Since this will be a locally driven, county initiative, we want to make you aware that the roll-out for this initiative is October 1, 2012. It is essential, for counties interested in participating, to establish a *WRC Steering Committee* to include representatives from the following: workforce and economic development, business and chambers of commerce, educators and other elected officials.

Developing a highly skilled and well-educated workforce is integral to increased job opportunities and security for dynamic companies. The public and private sectors must continue to work together to ensure workforce needs are addressed and strategies successfully implemented. The SCWRC initiative will enable counties to demonstrate that they have a ready workforce that is skilled, productive and globally competitive.
- Jim Reynolds, 2011-12 chairman of the South Carolina Chamber of Commerce.

My top priority as Governor is jobs for South Carolinians. We're participating in the Certified Work Ready Communities initiative because this program offers a nationally recognized and respected credential that shows businesses that South Carolina has the workforce and expertise that they need in order to grow and prosper. - Governor Haley

We ask that you identify a "Champion" in your community to take the lead on this initiative locally and promptly advise us on whom you have chosen. State Team Members are available to provide technical assistance. Please contact Elisabeth Kovacs, ekovacs@dew.sc.gov, or (803) 737-2681 if you would like a scheduled visit to your county, have questions, and to notify us of your "Champion".

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Michael Johnson".

R. Michael Johnson
Chair, State Workforce Investment Board

SOUTH CAROLINA WORK READY COMMUNITIES

APPLICATION

The purpose of the South Carolina Work Ready Communities initiative is to provide counties with a framework to validate that they have a skilled workforce ready to fill current and future jobs. A county that submits this application to the SC Department of Employment and Workforce is declaring that there is a commitment from county leadership and partners to proceed in the certification process.

Name of County: Beaufort

Counties are required to build a Work Ready Community Steering Committee with participation from various groups. Members should be those with decision making authority. The list below is the minimum, local team member participation expected. Counties are required to select a Team Leader/Champion who is committed to reaching the county's specific goals and has the time available to ensure success. It is anticipated that county teams will meet as necessary in person or by conference call with Steering Committee members or their representatives in order to ensure county goals are met in the desired timeframe.

Commitment of Key Stakeholders - Please list their names, title, and organization.

School District Representative (Superintendent, Principal, et al.):

Gregory A. McCord, Chief Student Service Officer, Beaufort County School District

Tech College Representative (President, VP, et al.):

Gina Mounfield, Vice President for Academic Affairs, Technical College of the Lowcountry

Industry Representatives (from 2 or 3 major industries in your county):

Lorain Tascoe-Bey, Director, Workforce Development Lower Savannah, Goodwill Industries, Inc.
Ed Saxon, General Manager, Beaufort Jasper Waster and Sewer Authority
Jack Kiessling Operation Manager, Parker-Hannifin Corporation, Racor Division

Chamber of Commerce Representative:

Blakely Williams, President/CEO, Beaufort Regional Chamber of Commerce

SOUTH CAROLINA WORK READY COMMUNITIES

County Economic Developer:

Kim Statler, Executive Director, Lowcountry Economic Alliance

Local Workforce Board Representative (Board Member or Administrator):

Donna Baker, Lowcountry Region Area Director, SC Department of Employment and Workforce

Other Workforce Partners, as needed (Adult Ed, Voc Rehab, DSS, DEW, etc.):

Dr. Juanita Murrell, Director of Beaufort County School District Adult Education, Beaufort County Adult Education

Greggory Gilbert, Area Supervisor, South Carolina Vocational Rehabilitation Department

Julie Schneider, Director, Beaufort County Department of Social Services

Fred Leyda, Human Services Director, Beaufort County Human Services Alliance

Hank Amundson, Workforce Development Director, Lowcountry Council of Governments,

Lowcountry workforce Investment board, Beaufort County SC Works Center

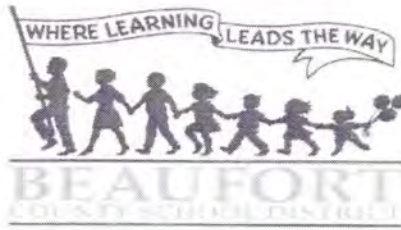
Traci Cox, Information Services Coordinator, Beaufort County Library

Elected Officials, as needed (Mayors, School Board Members, State Legislators):

Gerald Dawson, Beaufort County Councilman, District #1

Billy Keyserling, Mayor, City of Beaufort

Letter of Commitment: A letter of commitment to the Certified Work Ready Community effort needs to be included from every WRC Steering Committee member listed above. The letter of commitment template is provided on page 10.



STUDENT SERVICES OFFICE

January 29, 2013

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: Beaufort County School District

Company Website: www.beaufort.k12.sc.us

Key Contact: Gregory A. McCord

Contact Title/Role: Chief Student Service Officer

Contact Phone Number: (843)322-5431 or (843)521-7631

Contact E-Mail: gregory.mccord@beaufort.k12.sc.us

Address: Post Office Drawer 309

City: Beaufort

County: Beaufort

Zip: 29901

Signature: _____

GAMW

Date: 1-30-13

"To support the mission of the Beaufort County School District in such a way that enables all students opportunities for academic growth and behavioral development towards good citizenship."

South Carolina Work Ready Communities:

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: Technical College of the Lowcountry

Website: www.tcl.edu

Key Contact: Gina Mounfield

Contact Title/Role: Vice President for Academic Affairs

Contact Phone Number: 843-525-8257

Contact E-Mail: gmounfield@tcl.edu

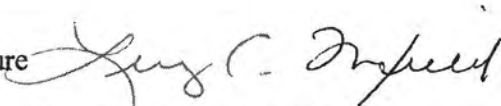
Address: P O Box 1288

City: Beaufort

County: Beaufort, Colleton, Jasper, and Hampton (Technical College Service Area)

Zip: 29901

Signature



Date: 1/28/2013

Luegina (Gina) C. Mounfield, Ph.D.



02/29/2013

Dear Work Ready Review Committee:

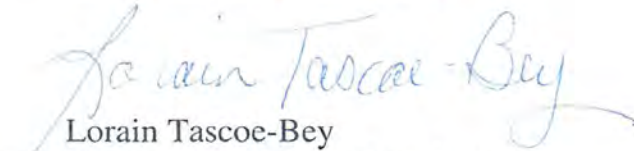
Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

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Sincerely,

Goodwill Industries of Lower South Carolina, Inc.

www.palmettogoodwill.org



Lorain Tascoe-Bey
Director, Workforce Development
Lower Savannah
843-324-0537
ltascoe-bey@palmettogoodwill.org

137 Parris Island Gateway
Beaufort, South Carolina 29906



6 SNAKE ROAD, OKATIE, SC 29909-3937
Phone 843.987.9292 Fax 843.987.9293
Customer Service 843.987.9200
Operations & Maintenance 843.987.9220
Engineering 843.987.9250
www.bjwsa.org

ED SAXON, PE, GENERAL MANAGER
843.987.9249 (o) | 843.263.1924 (c)

January 30, 2013

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: **Beaufort Jasper Water and Sewer Authority**

Company Website: www.bjwsa.org

Key Contact: **Ed Saxon**

Contact Title/Role: **General Manager**

Contact Phone Number: **843-987-9249 (o) 843-263-1924 (c)**

Contact Email: eds@bjwsa.org

Address: **6 Snake Road**

City: **Okatie**

County: **Beaufort**

Zip: **29909**

Signature:  Date: 1/30/2013

BRANDY M. GRAY
CHAIR

DONNA L. ALTMAN
JOHN D. ROGERS
W.R. "SKEET" VON HARTEN

MICHAEL L. BELL
VICE CHAIR

DAVID S. LOTT
JAMES N. SCOTT
VACANCY

LORRAINE W. BOND
SECRETARY/TREASURER

JAMES P. "PAT" O'NEAL
DR. WILLIAM SINGLETON



Parker Hannifin Corporation
Racor Division
302 Parker Drive
Beaufort, SC 29906
Telephone 843-846-3200
Fax 843-846-3230
www.parker.com/racor

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) Initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Sincerely,

A handwritten signature in black ink, appearing to read "Jack A. Kiessling".

Jack A. Kiessling
Operation Manager
jkiessling@parker.com
Parker Hannifin Corporation
Racor Division
Beaufort, SC



January 31, 2013

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local community.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: Beaufort Regional Chamber of Commerce

Company Website: www.beaufortsc.org/www.beaufortchamber.org

Key Contact: Blakely Williams

Contact Title/Role President/CEO

Contact Phone Number: 843.525.8527

Contact E-Mail: blakely@beaufortsc.org

Address: PO Box 910

City: Beaufort

County: Beaufort

Zip: 29901

Signature:

A handwritten signature in blue ink, appearing to read "Blakely Williams".

Date: 01.31.2013



January 31, 2013

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: Lowcountry Economic Alliance

Company Website: www.lowcountryalliance.org

Key Contact: Kim Statler

Contact Title: Executive Director

Contact Phone Number: 843.525.7098 (o) 843.252.7903 (c)

Contact Email: kstatler@lowcountryalliance.org

Address: PO Box 2025

City: Beaufort

County: Beaufort

Zip: 29901

Signature: _____

A handwritten signature in black ink, appearing to read "Kim Statler", is written over a horizontal line.

Date: _____

1-31-13

South Carolina Work Ready Communities:

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: SC Department of Employment and Workforce

Website: www.dew.sc.gov

Key Contact: Donna Baker

Contact Title/Role: Lowcountry Region Area Director

Contact Phone Number: 843.217.3192

Contact E-Mail: dbaker@dew.sc.gov

Address: 164 Castle Rock Road

City: Beaufort

County: Beaufort

Zip: 29906

Signature 

Date: 01/31/13



Dr. Juanita Murrell
Director

BEAUFORT COUNTY SCHOOLS

Adult Education Division
P.O. Drawer 309
Beaufort, South Carolina 29901-0309

Adult Education Building
2900 Mink Point Boulevard
Beaufort, SC 29901

843-322-0780
843-322-0781
FAX 843-322-0803

Email
juanita.murrell@beaufort.k12.sc.us

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness certificate to local employers and job seekers.

Organization Name: Beaufort County School District Adult Education
Company Website: www.beaufort.k12.sc.us
Key Contact: Dr. Juanita Murrell
Contact Title/Role: Director of Beaufort County School District Adult Education
Contact Phone Number: 843-322-0780
Contact E-Mail: Juanita.Murrell@Beaufort.k12.sc.us
Address: 2900 Mink Point Blvd., P. O. Drawer 309
City: Beaufort
County: Beaufort
Zip: 29901
Signature: *Dr. Juanita Murrell* Date: January 28, 2012



South Carolina Vocational Rehabilitation Department

*Enabling eligible South Carolinians with disabilities to prepare for,
achieve and maintain competitive employment.*

Barbara G. Hollis, Commissioner

January 28, 2013

Dear Work Ready Review committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: South Carolina Vocational Rehabilitation Department

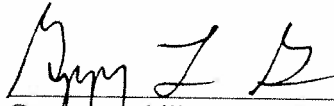
Website: SCVRD.net

Key Contact: Gregory Gilbert, Area Supervisor

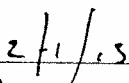
Phone Number: (843) 522-1010

Email: ggilbert1@scvrd.state.sc.us

Address: 747 Robert Smalls Parkway, Beaufort, SC 29906



Gregory Gilbert



Date

DSS

Serving Children and Families

LILLIAN B. KOLLER, J.D.
STATE DIRECTOR

NIKKI R. HALEY
GOVERNOR

JULIE SCHNEIDER
COUNTY DIRECTOR

POST OFFICE BOX 1065, 1905 DUKE STREET
BEAUFORT, SC 29901-1065

January 31, 2013

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local community.

In addition to the above, myself or agency representative, Mr. Charles Grayson, from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: Beaufort County Department of Social Services

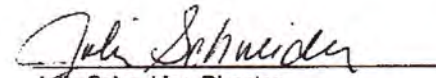
Company Website: dss.sc.gov

Key Contact: Charles A. Grayson

Contact Title/Role: Program Coordinator/Workforce Consultant

Contact Phone Number: 843 255-6106(o) or 843 870-2636©

Contact E-Mail: allen.grayson@dss.sc.gov


Julie Schneider, Director
Julie.schneider@dss.sc.gov



Lowcountry Council of Governments

Phone (843) 726-5536
Fax (843) 726-5165
Email: office@lowcountrycog.org
Website: www.lowcountrycog.org

P.O. Box 98
Yemassee, SC 29945-0098
Delivery Address: 634 Campground Rd.
Office at Point South: I-95 Exit 33 at US Hwy. 17

Lowcountry Regional Development Corporation • Lowcountry Workforce Investment Area
Lowcountry Economic Development District • Lowcountry Regional HOME Consortium
Lowcountry Aging & Disability Resource Center / Area Agency on Aging

South Carolina Work Ready Communities:

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name: Lowcountry Council of Governments
Lowcountry Workforce Investment Board
Beaufort County SC Works Center

Website: www.lowcountrycog.org & www.lowcountryscworks.org

Key Contact: Hank Amundson
Contact Title/Role: Workforce Development Director
Contact Phone Number: 843-726-5536
Contact E-Mail: HAmundson@lowcountrycog.org
Address: 164 Castle Rock Road
City: Beaufort
County: Beaufort
Zip: 29906

Signature

Date: January 29, 2013



January 31, 2013

LETTER OF SUPPORT

Dear Work Ready Review Committee:

Please consider this letter documentation of our commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. The Beaufort County Library commits to support the program and will encourage and promote the SCWRC in our local communities.

The Beaufort County Library system can offer the following resources as support for this effort, such as (but not limited to):

- use of our branch computer labs (large labs at Bluffton & St. Helena libraries, small lab at Hilton Head Library)
- use of small and large meeting rooms for training & workshops
- professional Reference/employment assistance by our Reference Librarians
- access to and assistance with our resume and job help databases (*Brainfuse, Ferguson's Career Guidance Center*)
- Provide link to the Work Ready project via the library website
- Use our branch libraries as distribution centers for publicity of SC Work Ready initiatives
- Use of branch Public Internet computers
- The library will explore the possibility of acquiring the WIN (WorkKeys practice) software on designated library computers

Beaufort County Library
www.beaufortcountylibrary.org
Traci Cox, Information Services Coordinator
(843)255-6431
311 Scott Street
Beaufort, SC 29902

January 31, 2013



GERALD DAWSON
BEAUFORT COUNTY COUNCIL
DISTRICT #1
Office: 843-255-2192
Fax: 843-255-9536

DEAR Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Beaufort County Council
100 Ribaut Road
Beaufort, SC 29901

beaufortcountycouncil@bcgov.net

Gerald Dawson
Beaufort County Councilman
Office: (843) 255-2192
Fax: (843) 255-9536
Email: gdawson@bcgov.net
64-A Horace Dawson Lane
Seabrook, SC 29940

Signature:

Date: *January 28, 2013*

SCOTT F. DADSON
CITY MANAGER



BILLY KEYSERLING
MAYOR

WILLIAM B. HARVEY III
CITY ATTORNEY

CITY OF BEAUFORT
1901 Boundary Street
BEAUFORT, SOUTH CAROLINA 29902
843-525-7077

January 31, 2013

Dear Work Ready Review Committee:

Please consider this letter documentation of my commitment to South Carolina's Work Ready Community (SCWRC) initiative for Beaufort County. I commit to participate in the program and will encourage and promote the SCWRC in my local communities.

In addition to the above, myself or a representative from my entity will participate in all necessary meetings in preparation for this effort and will recommend the National Career Readiness Certificate to local employers and job seekers.

Organization Name:	City of Beaufort
Company Website:	www.cityofbeaufort.org
Key Contact:	Billy Keyserling
Contact Title:	Mayor
Contact Phone Number	(843) 592-0400
Contact Email:	billyk@islc.net
Address:	1911 Boundary Street
City:	Beaufort
County:	Beaufort
Zip:	29902

Respectfully,

Billy Keyserling, Mayor

SOUTH CAROLINA WORK READY COMMUNITIES

Narratives for Criteria Supporting NCRC and Business Engagement

Please respond to both sections A and B.

- A. Provide a narrative outlining your county's plans to reach established goals and your proposed timeline/deadlines within the two-year period. This plan from your WRC Steering Committee has a three (3) page maximum (12 point font, single-spaced) and should include the following:

Explain your county's plan for achieving the NCRC goals required for certification. Be specific in your explanation as it relates to the numbers in these categories:

- Transitional—unemployed individuals/adult education participants
- Emerging—high school juniors/senior, college students and recent graduates
- Current workforce—workers currently employed in the private or public sector
- Veterans

- B. Present strategies to build business support and recognition of the National Career Readiness Certificate in your county. Describe the county's plan to engage employers in this initiative and to reach the established goals.

Complementary Information

- A). Are you including additional information?

Yes.

- B). If yes, please **attach** additional information.

Please see page 3 of the narrative.

Name and Contact Information of Team Leader/Champion

Name and Title: Kim Statler, Executive Director

Organization: Lowcountry Economic Alliance

Address: PO Box 2025
Beaufort, SC 29901

Office Phone: 843-525-7098

Email: kstatler@lowcountryalliance.org

Narrative Supporting NCRC and Business Engagement

Beaufort County is committed to validating its skilled workforce. At the time of this submission, the area's community leadership has established a Work Ready Steering Committee comprised of social, government, education and business entities. The major areas of opportunity for Beaufort County are increasing the number of certified employers and tapping exiting armed services personnel. When paired with the targeted goals for achieving National Career Readiness Certification, the Steering Committee has identified the following as the key goals to accomplish over the next two years.

1. Earn 799 work key certifications.
2. Increase the High School graduation rate to 68.9.
3. Increase number of employer Work Key sites to 116.

To address the county's transitional workforce population, the Beaufort County Human Services Alliance, along with Goodwill, area churches and other non-profits, are developing and implementing the One Denarius Project to retrain citizens that are unemployed for a significant period of time. Adult Education also plays a critical role in getting citizens ready for work as well as the retraining of critical job skills. There are several programs in place that address the county's emerging workforce population. These programs include Adult Education, Technical College of the Lowcountry's Academic Success Assistance program which provides Reading Specialists to work in the High Schools, and the Aviation Aerospace Program. The current workforce has access to Work Keys through Adult Education and Technical College of the Lowcountry.

Transitional Workforce Educational Assistance Collaboration (TWEAC) is a multidisciplinary team of stakeholders from government, education, industry and the military. The purpose of this team is to assess, recruit, and train exiting military personnel for transition into private job opportunities. TWEAC provides us the pathway to insure the exiting military personnel are Work Keys tested.

These programs represent the foundation upon which the county will build in order to reach the targeted goals set by the county and the State Workforce Investment Board.

The Plan

The Steering Committee has developed a strategic plan comprised of four components. The components include a public awareness campaign, data compilation, employer campaign and the testing campaign. The four components are implemented as an integrated plan.

Upon awarding of the certification, the program will roll-out county-wide in July. The Steering Committee will review quarterly reports of each facet of the program and make assessments year end.

Public Awareness Campaign

Development of the public awareness campaign began February 1, 2013 with completion scheduled for February 28, 2013. The initial press release will announce the status of this application and the impact that the National Career Readiness Certificate will have for the county. Upon successful receipt of the certification, the public awareness campaign is integrated into each aspect of the overall plan throughout the life of the project. This campaign is also tied to the incentive package for employers. Each goal reached, each new employer, each project mile stone is announced utilizing the tools detailed below.

1. Recruit high profile community leaders to take the test.
2. Create, develop and implement the "I Took the Test" campaign using high profile community leaders in each facet of the campaign.
3. Use a media mix of local print, broadcast, and radio mediums to effectively communicate the goals, strategies and results of each phase of the program.
4. Establish a grass roots campaign that utilizes a "Speakers Bureau" approach to communicating the initiative at community meetings, churches, high schools and other organizations involved with education and hiring practices.
5. Implement a social media campaign that includes Face book, LinkedIn, Yelp and Twitter.

Data Compilation

The initial phase and foundation of the program, data compilation is scheduled for implementation April 5th-June 30th, 2013. During this same time period, the Steering Committee and appointed volunteers will develop the incentive program and collateral materials.

1. Poll the current testing sites to determine procedures for referrals, completion data and locations.
2. Develop listing of current employers using the Work Keys profiles.
3. Develop listing of current employers using Work Keys in their hiring process.
4. Develop needs analysis and outcomes matrix.

Employer Campaign

1. Target employers who are not currently using Work Keys and make a direct appeal.
2. Develop and implement an incentive program for employers who use the Work Keys profiles.
3. Develop and distribute collateral materials that detail the Work Keys program, its benefits and uses. Highlight businesses that already use the Work Keys profiles and effectively communicate the success stories via the public awareness campaign.
4. Encourage employers, with candidates who have failed their entry testing, to refer those candidates to Adult Education for remediation and Work Keys testing.
5. Identify and target the area's largest employers to solicit their implementation of the Work Keys program.

Testing Campaign

1. Work through the TWEAC program to provide access for testing exiting military personnel.
2. Explore a partnership between Beaufort County Government and the County Library system will provide access to the Worldwide Interactive Network (WIN) Learning software program on line and in all county libraries so potential employees can prep for taking the Work Keys testing.
3. Currently, testing is on-going. Quarterly reports are sent from the testing sites to the Steering Committee to allow us to monitor progress towards our goal. This process will continue as this plan is fully implemented.

Complementary Information

The Beaufort County Human Services Alliance is the coordinating council that guides collaborative initiatives within Beaufort County. It includes over 120 agencies from every sector, and is led by a Leadership Council that includes the heads of leading agencies including Beaufort County Government, School District, Department of Health and Environmental Control, United Way of the Lowcountry, hospitals, post-secondary institutions, and the faith based community. Numerous working groups operate under the Alliance umbrella using a common conceptual framework entitled "Together for Beaufort County" that outlines four strategic goals addressing the economy, education, poverty and health & environment, and details the performance indicators and benchmarks that measure progress. Having such a collaborative infrastructure in place, that has produced evidence-based outcomes, insures that Beaufort County is positioned to meet the goals set forth in this plan.

Having identified not reading on grade level as one of the critical roadblocks to graduating High School, United Way of the Lowcountry developed an Early Grade Reading initiative. The goal is to reduce the high school dropout rate by 50% in year 2018 by insuring that students are reading on grade level in grade 4. The Reducing Adolescent Pregnancy Alliance focuses on keeping teens in school and making safe choices. The Beaufort County Early Childhood Coalition's Universal Staffing Team promotes high school graduation for teen mothers by providing services that allow for care for their children and ancillary services that make it easier for a young mother to focus on her education and stay in school. The Technical College of the Lowcountry's Academic Success Assistance program provides reading specialists to assist in high school. The specialists work on reading and language arts skills with high school students. These are just a few of the programs in place to support reaching the high school graduation rate increased goal.

SOUTH CAROLINA WORK READY COMMUNITIES

Signatory Authority (County Council Chair or County Administrator)

I am pleased to confirm that Beaufort County is interested in becoming a SC Work Ready Community. Therefore by signing this *Application*, I am certifying that our county is ready to proceed with the Certified Work Ready Community certification process.

Signature: See attachment "A"

Date: February 1, 2013

Applications for Work Ready Community Certification will be accepted bi-annually. Initial applications will be due **February 1, 2013**.

Completed applications can be submitted by mail or electronically to:

scworkready@dew.sc.gov or

SC Work Ready Communities Initiative

1550 Gadsden Street, Suite 515

Columbia, SC 29201

A

OFFICE OF THE COUNTY ADMINISTRATOR
COUNTY COUNCIL OF BEAUFORT COUNTY

GARY T. KUBIC
COUNTY ADMINISTRATOR

CHERYL HARRIS
EXECUTIVE ASSISTANT

ADMINISTRATION BUILDING
100 RIBAUT ROAD
POST OFFICE DRAWER 1228
BEAUFORT, SOUTH CAROLINA 29901-1228
TELEPHONE: (843) 255-2026
FAX: (843) 255-9403
www.beafl.net

BRYAN J. HILL
DEPUTY COUNTY ADMINISTRATOR

JOSHUA A. GRUBER
STAFF ATTORNEY

January 30, 2013

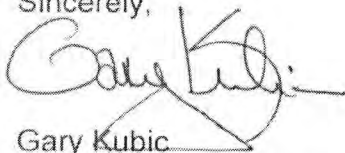
Mr. R. Michael Johnson, Chair
State Workforce Investment Board
South Carolina Work Ready Communities
1550 Gadsden Street, Suite 515
Columbia, SC 29201

Dear Mr. Johnson:

I am pleased to confirm that Beaufort County is interested in becoming a SC Work Ready Community.

Therefore, by signing this application, I am certifying that our county is ready to proceed with the Certified Work Ready Community certification process. The County will use this concept as much as possible in its hiring practices.

Sincerely,



Gary Kubic
County Administrator

GK:ch

Via Electronic Mail

Lynn Stokes Murray

December 19, 2013

lstokes-murray@mcnair.net
T (803) 799-9800
F (803) 933-1538

Gary T. Kubic
Administrator
Beaufort County
Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

Dear Gary:

On behalf of the McNair Law Firm, P.A. ("McNair") and its Government Affairs Team, we are pleased to submit this proposal to Beaufort County ("County"). Our proposal provides for governmental relations representation and consultation before the 2014 General Assembly and the executive branch of the South Carolina government.

It has been our pleasure to represent the County these past few years in our efforts to secure funding for USC Beaufort and for the Beaufort County K – 12 schools. We, working with Senator Tom Davis, made great progress in eliminating the disparity of the EFA formula and how it impacts your school district. In addition to the School District funding effort, the County or School Board may have other legislative matters that arise during the legislative session. Upon Council or the Board's request, these matters can be considered under the purview of this contract.

We would recommend the County and the School Board to retain our services, as outlined below. The County would contract with us for \$37,500 contingent upon the School Board additionally contracting with us for \$37,500. We would also perform work for USC Beaufort for \$25,000. In addition to these retainers, we offer to assist on up to two additional legislative matters of your choosing for \$12,500.

In addition to the fixed fee, the County, School Board, and USC Beaufort will each be responsible for any out-of-pocket costs and disbursements that may incur in connection with this representation, such as photocopying, courier and hand delivery charges, long distance telephone, filing fees, travel charges, etc. Any large out of pocket expense would be pre-approved by the County. Statements for all costs incurred will be mailed monthly to you at the address stated above. Balances due our firm, as shown on those statements, are payable upon receipt, and the County and Board agree to pay those balances

McNair Law Firm, P. A.
Main and Gervais Building
1221 Main Street
18th Floor
Columbia, SC 29201

Mailing Address
Post Office Box 11390
Columbia, SC 29211

mcnair.net

timely. Our Federal Tax I.D. Number, 57-0703244, will appear on our statements.

At the appropriate time, Shannon Bruning and I will register as lobbyists. As we move forward into the 2014 Legislative Session, it may become necessary for others in our Governmental Affairs Section to be registered as lobbyists for this matter. Because our representation is defined as "lobbying" under the "Ethics, Government Accountability and Campaign Reform Act of 1991," we are required to register with the State Ethics Commission as "lobbyists". The County will be required to register as a "lobbyist's principal". There is a \$104 filing fee required for the lobbyist's principal and for each lobbyist. Our firm will advance the registration fees for the State Ethics Commission and will bill you on your statement.

You will have the right to terminate our representation at any time upon written notice to my attention, although you may also be required by others outside McNair to confirm that termination. McNair shall have at all times the right to terminate this representation by written notice to that effect if Beaufort County fails to cooperate with any reasonable request from McNair relating to this representation, or to make full and timely payment of our statements as submitted, or if we determine in our reasonable discretion that the continuation of the representation would be unethical or impractical. If the circumstances permit, we will provide thirty (30) days written notice of termination. In the event of termination, we will bill you, and you agree to pay, for time worked to the point of termination.

If these arrangements meet with your approval, please sign, date, and return a copy of this letter to indicate Beaufort County Council's, Beaufort County Board of Education's and USC Beaufort's acceptance of the terms of this engagement. Thank you again for the opportunity to represent the Council and the Board of Education, and I look forward to working with you.

If you would like for us to come and brief you, we would be pleased to do so. It has been our pleasure to work with you all over the past two years. We look forward to continuing our efforts on your children's behalf.

Very truly yours,



Lynn Stokes - Murray

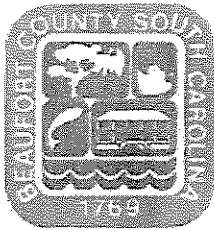
LSM:mpk

CLIENT ACCEPTANCE:

I have read the above letter and hereby request McNair Law Firm, P.A., to represent the Beaufort County Council, Beaufort County Board of Education and USC Beaufort pursuant to such terms as are set forth herein.

By: _____
Gary T. Kubic
Administrator
Beaufort County

Date: _____



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

102 Industrial Village Road, Bldg 3—Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Gerald W. Stewart, Chairman, Governmental Committee
FROM: Dave Thomas, CPPO, Purchasing Director *DT*
SUBJ: Request for Sole Source Purchase of DNA Equipment from the 2013 JAG Forensic DNA Backlog Reduction Grant Program
DATE: January 6, 2014

BACKGROUND: The Purchasing Department received a request from the Sheriff's Office to purchase DNA equipment and services from Qiagen, a sole source vendor. This purchase will cover the new robotic workstation/accessories, installation, validation support, training, and maintenance services for one year (see attached price quote).

SOLE SOURCE VENDOR INFORMATION

COST

Qiagen, Valencia, CA

\$38,144

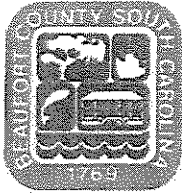
FUNDING: 2013 JAG Forensic DNA Backlog Reduction Grant Program, account# 27230011-54200, Specialized Capital Equipment.

FY 2013 COST: NA

FOR ACTION: Governmental Committee meeting occurring January 6, 2014.

RECOMMENDATION: The Purchasing Department recommends that the Governmental Committee approve the contract award to purchase the items from the aforementioned vendor for a total cost of \$38,144.

CC: Gary Kubic, County Administrator
Bryan Hill, Deputy Administrator *ya*
Alicia Holland, Chief Financial Officer
Michael M. Hatfield, Chief Deputy, Beaufort County Sheriff's Office *MMH*
1/3/14



**COUNTY COUNCIL OF BEAUFORT COUNTY
PURCHASING DEPARTMENT**

102 Industrial Village Road, Bldg 3—Post Office Drawer 1228
Beaufort, South Carolina 29901-1228

TO: Councilman Gerald W. Stewart, Chairman, Governmental Committee
FROM: Dave Thomas, CPPO, Purchasing Director *DT*
SUBJ: **Request for Sole Source Purchase of DNA Equipment, Software and Services from the 2013 JAG Forensic DNA Backlog Reduction Grant Program**
DATE: January 6, 2014

BACKGROUND: The Purchasing Department received a request from the Sheriff's Office to purchase DNA equipment, software and services from Life Technologies, a sole source vendor. This purchase will cover the software upgrade for current equipment, validation kits and a new PCR System to include installation and training, and a limited two year warranty (see attached price quote).

SOLE SOURCE VENDOR INFORMATION

COST

Life Technologies, Foster City, CA

\$33,336

FUNDING: 2013 JAG Forensic DNA Backlog Reduction Grant Program, account# 27230011-54200, Specialized Capital Equipment.

FY 2013 COST: NA

FOR ACTION: Governmental Committee meeting occurring January 6, 2014.

RECOMMENDATION: The Purchasing Department recommends that the Governmental Committee approve the purchase of the items from the aforementioned sole source vendor for a total cost of \$33,336.

CC: Gary Kubic, County Administrator
Bryan Hill, Deputy Administrator *BH*
Alicia Holland, Chief Financial Officer *AH*
Michael M. Hatfield, Chief Deputy, Beaufort County Sheriff's Office *MH*
1/3/14

ADD-ONS

The document(s) herein were provided to Council for information and/or discussion after release of the official agenda and backup items.

Topic: Referendum Ideas - Capital Sales Tax
Dated Submitted: January 6, 2014
Submitted By: Jerry Stewart
Venue: Governmental Committee