

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
August 18, 2021 @ 3:00pm
via Zoom/ Clemson SC Works Comprehensive Center

Members Present

Ed Parris, Chair	Danny Brothers	David Bowers	Allen Fain
Brooke Garren	Shonna Williams		

Members Absent:

Daniel Brazinski	Teri Gilstrap
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Staff Present:

Jennifer Kelly	Meredith Durham	Trent Acker	Windy Graham
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Guests Present:

Renee Alexander	JT Parnell	Billy Hunter
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I. Welcome and Introductions

Chair Ed Parris officially called the meeting to order at 3:01 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

II. Consent Agenda

Chair Parris stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 3/24/21 Meeting Minutes (pages 2-4)
- SC Works Center & Program Usage Reports (pages 5-12)
- Eckerd Financial Status Reports (pages 13-23)
- Employer Services Reports (pages 24-25)
- COVID-19 DWG Grant (page 26)
- Re-Entry Grant Report (page 27)

ACTION TAKEN: David Bowers made a motion to accept all consent agenda items as presented, seconded by Danny Brothers. The motion carried unanimously.

III. SC Works System Updates

i. PY 2020 DEW Monitoring Report

Mr. Trent Acker referred to pages 28-37 and reviewed the 2020 DEW Monitoring Report. Mr. Acker stated that DEW monitors WorkLink’s financials and programs once a year.

IV. SC Works Center Updates

i. **PY 2020 SC Works Center Update**

Mr. Billy Hunter provided a PY20 SC Works Centers Update:

- Total center traffic was 11,884
- SC Works orientation individual attendance was 538
- 335 individuals attended workshops
- 425 referrals to Partners
- 8 hiring events and over 1,000 jobseekers
- 1 Rapid Response event

Mr. Hunter also reviewed the PY21 SC Works centers data with the committee.

ii. **PY 2020/2021 Operator Budget**

Mr. Hunter referred to page 20 for the PY2020 OneStop Operator Budget. 96.9% was expended in PY2020. Page 21 showed the Dislocated Worker Operator Budget was expended at 96%. The July invoice for PY2021 showed the Adult Operator budget expended at 7.2%. The Dislocated Worker Operator budget for PY2021 is 7.4% expended.

Ms. Renee Alexander referred to page 42 and reviewed the PY 2021 OneStop Operator budget. The total budget amount is \$95,000. There will be savings in Salaries and Indirect line items. Ms. Alexander mentioned that a modification to the budget will likely happen in October due to a staff change.

iii. **PY 2021 SC Works Staff Training Calendar**

Ms. Jennifer Kelly presented the annual SC Works Staff Training Schedule for 2021. There will be 3 trainings with virtual options.

ACTION TAKEN: Danny Brothers made a motion to accept all consent agenda items as presented, seconded by David Bowers. The motion carried unanimously.

V. **WIOA Adult/DW Program Updates**

i. **PY 2020 Program Updates**

Mr. JT Parnell presented PY 2020 SC WIOA dashboard and stated:

- 208 individuals were enrolled
- 196 participants received training
- \$162,687 in partner funding was used
- 107 participants entered employment
- 121 credentials were obtained

Mr. Parnell also reviewed the PY2021 WIOA dashboard.

Mr. Parnell reviewed the PY2020 and 2021 Adult and Dislocated Worker budgets and noted:

- On page 13, the Adult Program budget was 93.1% expended in 2020

- On page 14, the Dislocated Worker budget was 94.6% expended in 2020
- On page 15, the Adult Program budget was 5% expended since July 2021
- On page 16, the Dislocated Worker budget was 6.7% expended since July 2021
- On page 17, the State Restoration Grant has been 89.9% expended and will be carried into 2021
- On page 18, the Rapid Response grant was 81.1% expended
- On page 19, the ITA and Participant Cost Report was reviewed

ii. PY 2021 Program Budget

Ms. Renee Alexander referred to pages 43-45 of the packet and reviewed the PY21 Adult/Dislocated Worker Budget proposal. The total budget is \$740,000 with an 85%/25% split.

VI. WorkLink Dashboard

Ms. Jennifer Kelly showed committee members a first draft of the interactive dashboard created through Tableau. The usage reports and invoices were used for data entry. The dashboard can show program trends and outcomes. Ms. Kelly will send the draft dashboard out to committee members for review.

VII. Adjourn

With no further business, the meeting was adjourned at 3:38 p.m.

Respectfully submitted by: Meredith Durham