

**WORKFORCE DEVELOPMENT BOARD  
 BOARD MEETING**

**February 2, 2022 Minutes**

**Clemson SC Works Comprehensive Center/ Teleconference via Zoom**

**Members Present:**

Melanie McLane, Chair	Jeromy Arnett	David Bowers	Daniel Brazinski
Danny Brothers	Edgar Brown	Stephanie Collins	Allen Fain
Brooke Garren	Susan Gibson	Lisa Gillespie	Teri Gilstrap
Robert Halfacre	Grayson Kelly	Patrick Pruitt	Mike Wallace

**Members Absent:**

Annie Caggiano	David Collins	Kristi King-Brock	Jennifer Lannom
Ed Parris			

**Staff Present:**

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

**Guests Present:**

Renee Alexander	JT Parnell	Karen Craven	Billy Hunter
Melissa Rodgers			

**I. Call to Order/Introductions**

The meeting was called to order at 1:02 p.m. Chair Melanie McLane announced a quorum was present to conduct the business of the Board and reminded everyone the meeting was being recorded for processing of minutes. Introductions were made around the room and via conference call.

**II. Approval of Minutes**

The minutes from the November 3, 2021 meeting were emailed with the meeting notice and included in the meeting packet. Chair McLane called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Mike Wallace made a motion to approve the minutes as presented, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

**III. Director's Report**

*A. Employment Situation*

Mr. Trent Acker, Executive Director for WorkLink, referred to page 7, which shows the December 2021 unemployment rate (not seasonally adjusted). Unemployment rates and labor force numbers

continue to be in line with pre-pandemic statistics. Mr. Acker reviewed unemployment trends in South Carolina.

*B. Q1 Program Performance*

Mr. Acker noted the Quarter 1 Performance for WorkLink on page 9. Mr. Acker noted that some sections of performance are affected by timing, and others are affected by COVID impacts. Mr. Acker also reviewed the Rolling 4 Quarter performance, which WorkLink was passing in all areas.

*C. Conflict of Interest Forms*

Mr. Acker referred to page 13 and asked Board members to sign a Conflict of Interest statement for Board members who attended in person. Those who attended virtually were asked to sign and scan the form through email.

**IV. Committee Reports**

**A.) Executive Committee**

*i.) Report of Actions*

Mr. Acker stated that the following items need to be ratified. On 12/15/2021 the Executive Committee approved the obligation of \$25,946 in IWT funding to Kelley Engineering, McLaughlin, and Mergon. The amounts are also listed in the Finance section of the packet.

**BOARD ACTION TAKEN: Executive Committee made a motion to ratify the actions, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

**B.) Finance Committee**

*1) Budget Overview*

*a. WorkLink Grants*

*i) PY21 Grant Overview*

Ms. Stephanie Collins referred to Eckerd staff for PY2021 budget overview.

Eckerd Staff referred to the following as of December 2021:

- Page 14: Adult Program budget— 48.4% of the Adult Program budget has been expended.
- Page 15: Dislocated Worker (DW) Program budget –36.4% of the DW Program budget has been expended.
- Page 16: The Obligations report is listed. Mr. Parnell reviewed vouchers and ITA's for Adult, Dislocated Worker, and Restoration grants.
- Page 17: Adult Operator budget – 43.4% of the Adult Operator budget has been expended through December. There are no training or supportive services associated with the Operator budgets.

- Page 18: DW Operator budget—51.3% of the DW Operator budget has been expended.

*ii.) PY21 Youth Budget*

Ms. Karen Craven referred to page 19 and stated that 45.6% of the Youth budget (1058) has been expended through December 2021. Ms. Craven pointed to page 20, which showed the Restoration grant budget (1301), and stated that 38.0% has been expended through December 2021. Ms. Craven noted that line item 6507 Work Experience has been 28.9% expended through December for budget 1058 and 79.1% expended for budget 1301. Twenty-nine unemployed youth have been enrolled so far this year, and 15 youth have been placed into work experience. Nine youth have advanced to training.

*iii.) Resiliency Funds Request*

Mr. Acker referred to page 21 and stated WorkLink was able to request resiliency funds from state discretionary money in Fall 2020 and the request was approved. WorkLink requested \$297,200 in Adult/DW funding and \$81,461 in Youth funding. Salaries, fringe, and indirect costs will be charged from the resiliency grant fund stream. The additional funds from the original contract will be spent enhancing customer services, such as supportive services or training support items. More funds will be available for carryover in the next program year. The full form can be reviewed on pages 21-25.

b. In-House Budget

*i.) PY21 In-house Budget*

Mr. Acker pointed to page 26 for the review of the PY21 in-house budget through the end of December 2021. Mr. Acker noted that the Salary line item is lower than anticipated due to a staff status change. The SC Works centers facility costs line item is currently at 90% because WorkLink is waiting on reimbursements from partners.

c. Ongoing Grants

*i.) Incumbent Worker Training Grants*

Mr. Acker noted WorkLink is continuing to process expenditures related to the 20IWT01 grant. There is currently 1 Rapid Response IWT agreement with BorgWarner. The current expenditures can be seen on pages 27-28 of the packet.

*ii.) On-the-Job Training*

There are currently 4 OJT contracts with Imperial Die Casting and 1 with BASF. Additional information can be seen on page 31 in the packet.

*iii.) Re-Entry Navigator Grant*

Mr. Acker stated that the Re-Entry grant expenditures are listed on page 29. Anderson County is the grantee. Mr. Acker stated that the grant is 53% expended through December 2021.

*iv.) DWG Grant*

Mr. Acker referred to page 30, which showed the COVID-19 DWG grant budget support. The grant is currently 90.52% expended through December 2021.

**C.) Youth Committee**

*a. Revised Youth Supportive Service Policy*

Mr. Allen Fain, Chair of the Youth Committee, pointed to page 32 and stated that the Youth supportive service policy revision is listed. This will increase transportation reimbursement and one-time emergency costs. Increased amounts can be seen on page 32 of the packet.

**BOARD ACTION TAKEN: Youth Committee made a motion to accept the revision to the Youth Supportive Service Policy as presented, seconded by David Bowers. The motion carried with a unanimous voice vote.**

*b. PY20 PYC Work Experience Update/Business Contacts*

The PY20-21 Work Experience activity report was listed on page 33. There were a total of 21 youth participants and 7 businesses that participated in work experience opportunities.

*c. PY21 New Enrollment Report*

Mr. Fain stated that there have been 76 new enrollments this year with 33 carryover participants.

The next Youth Committee meeting will be on March 1, 2022.

**D.) One Stop Operations Committee**

*a. ETPL Policy Revision*

Mr. Bowers pointed to page 47 in the Board packet, which highlights the proposed changes to the ETPL policy. The policy revisions come as a result of staff concerns raised regarding Training Providers applying to be on the Eligible Training Provider List.

- a. The first concern is regarding poor performance of a Training Provider in another area of the State. The current policy does not allow WorkLink to deny a Training Provider based on poor performance. The first highlighted bullet point allows WorkLink to deny a provider if they fail to meet performance as defined in the two sub-bullet points. There is no current State performance set, but once it is set, then WorkLink can further define those performance standards as needed.
- b. The second concern is regarding distance learning programs. The concern was raised that some programs of study may not be appropriate for 100% distance learning, such as CDL or Welding. Using these as examples, both of these programs require a hands-on demonstration in order to

attain the nationally recognized credential associated with the program of study. This second highlighted bullet will deny programs of study that do not offer a hands-on component during the program of study if the national credential exam requires a hands-on demonstration. However, a Training Provider could offer a hybrid model with distance learning and in-person instruction. Programs of study that would be 100% Distance Learning eligible would be for national credentials that are knowledge based only. (Examples may include Project Management credentials, accounting credentials, or IT credentials.)

- c. A portion of the last bullet was added to specify that both in-person and hybrid models must offer the in-person portion within 150 miles of Clemson, SC.

**BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the revision to the ETPL Policy as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.**

*b. Training Cap Exceptions*

WorkLink has a \$5,000 per program year cap, and a \$10,000 per lifetime cap on Training costs. The Board voted to allow the Executive Director to approve up to 10 exceptions each year. This year, Program Year 2021, staff have requested to raise the exceptions to 15. This request is due to increased external funding such as the scholarships available through Tri-County Technical College. Eckerd will be able to train a few additional participants at a slightly higher cost.

**BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the training cap exceptions as presented, seconded by Mike Wallace. The motion carried with a unanimous voice vote.**

*c. Supportive Service Policy Revision*

Staff have also presented a Supportive Service Policy Revision for the Adult and Dislocated Worker program. The current policy and proposed revision can be seen on pages 49-50. With this policy revision, the current minimum mileage of 10 miles would be eliminated allowing anyone eligible for Transportation to receive it while in Training. This request is in part due to the increase in external funding but also due to the rise in gas prices.

**BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the revision to the Adult/Dislocated Worker Supportive Service Policy as presented, seconded by Pat Pruitt. The motion carried with a unanimous voice vote.**

*d. WIOA One Stop Operator Extension*

The OneStop Operations committee reviewed the One Stop Operator and WIOA Adult/Dislocated Worker Program grants with Eckerd. They are currently in their third extension and has one extension remaining before the Board is required to release an RFP for services.

**BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the WIOA One Stop Operator one year extension as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.**

*e. WIOA Program Extension*

**BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the WIOA Adult and Dislocated Worker Program one year extension as presented, seconded by Stephanie Collins . The motion carried with a unanimous voice vote.**

*f. Budget Negotiations Committee*

The committee voted to have the One Stop Operations committee negotiate both of these grant budgets with Eckerd for PY2022. The negotiations are tentatively planned for the May 22 One Stop Operations Committee meeting.

**BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the Budget Negotiations Committee for PY2022 as presented, seconded by Mike Wallace. The motion carried with a unanimous voice vote.**

Mr. Bowers stated the committee report can be seen on pages 36-38. A sample of some of the dashboard reports can be seen on pages 39-42, and the usual Usage reports for the SC Works Centers and the Adult/DW program can be seen on pages 43-46.

The next One Stop Operations committee meeting is scheduled for March 16, 2022 at 3pm via Zoom Conference Call, an in-person option is available.

**E.) Priority Populations Committee**

Ms. Lisa Gillespie stated that on January 4, 2022 Ms. Jackie Taylor presented the WIOA Combined State Plan information. WorkLink's unemployment rate is 2.7% and for individuals with a disability the unemployment rate is 7.7%.

The next Priority Populations meeting is planned for March 1, 2022.

**F.) Other Business**

Chair McLane adjourned the meeting at 1:55 p.m.

*Respectfully submitted by: Meredith Durham*