

WORKFORCE DEVELOPMENT BOARD

BOARD MEETING

April 6, 2022 Minutes

Clemson SC Works Comprehensive Center/ Teleconference via Zoom

Members Present:

Melanie McLane, Chair	Jeromy Arnett	David Bowers	Stephanie Collins
Galen DeHay	Brooke Garren	Billy Gibson	Susan Gibson
Lisa Gillespie	Teri Gilstrap	Robert Halfacre	Grayson Kelly
Kristi King-Brock	Ed Parris	Mike Wallace	

Members Absent:

Daniel Brazinski	Danny Brothers	David Collins	Edgar Brown
Brooke Garren	Jennifer Lannom	Patrick Pruitt	

Staff Present:

Trent Acker	Sharon Crite	Windy Graham	Meredith Durham
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Guests Present:

Renee Alexander	JT Parnell	Karen Craven	Billy Hunter
Alan Davis			

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.

II. Approval of Minutes

The minutes from the February 2, 2022 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 Kristi King-Brock. The motion carried with a unanimous voice vote.

III. LMI Presentation

Mr. Alan Davis with the Labor Market Information Department at the Department of Employment and Workforce presented LMI information to Board members. Mr. Davis reviewed WorkLink data and trends on employment, unemployment, labor force, wages, occupation, and job postings. Mr. Davis stated that

individuals could reach out to him at adavis@dew.sc.gov or LMIcustomerservice@dew.sc.gov for further information.

IV. Director's Report

A. Program Performance

Mr. Acker noted the Rolling-4 Quarter Performance for WorkLink on page 7. Mr. Acker noted that some sections of performance are affected by timing, and others are affected by COVID impacts. WorkLink is passing in all areas.

B. Transfer Request

Mr. Acker stated that WorkLink is requesting an earmark of \$100,000 of Dislocated Worker funding for the Adult program to support the continue to support the larger population of participants WorkLink serves.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to accept the transfer request of \$100,000 of Dislocated Worker funding to the Adult program as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

C. Refugee Assistance Update

Mr. Acker provided a brief update about the assistance that Afghan refugees have received since arriving in Clemson. Several individuals have been placed in employment and have been successful so far. Rideshare programs are helping with transportation to employment. ESL classes are being provided to individuals who need assistance with overcoming language barriers. Mr. Acker applauded all of the partners involved in assisting in this initiative.

V. Committee Reports

A.) Executive Committee

i.) Report of Actions

Chair McLane stated there were no actions to ratify at this time.

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 February 2022:

- Page 9: Adult Program budget— 68.2% of the Adult Program budget has been expended.

- Page 10: Dislocated Worker (DW) Program budget –46.2% of the DW Program budget has been expended.
- Page 11: Resiliency Operator budget—Mr. Hunter stated 6.8% has been expended through February.
- Page 12: The Obligations report is listed. Mr. Parnell reviewed vouchers and ITA's for Adult, Dislocated Worker, and Restoration grants.
- Page 15: Adult Operator budget – 50.7% of the Adult Operator budget has been expended through December. There are no training or supportive services associated with the Operator budgets.
- Page 16: DW Operator budget—60% of the DW Operator budget has been expended.

ii.) Adult/DW Budget Modification

Mr. Acker pointed to pages 13-14 in the meeting packet and stated that WorkLink received additional funding from the State Workforce Board from the Resiliency grant. For 11 months, the Operator budget will be shifted to the Resiliency grant through the balance of that funding. As a result, the available funding will be put back toward participant costs. There are no additional staff or operational costs added to this modification. The additional funds will increase the Adult/DW training budget from \$740,000 to \$785,742. The number of participants served will be increased to serve 34 additional participants. One career coach will also be moved to the Resiliency grant funding, resulting in overall salary reductions to place back into the tuition line item.

BOARD ACTION TAKEN: Finance Committee made a motion to accept the proposed Adult/DW budget modification as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

iii.) PY21 Youth Budget

Ms. Karen Craven referred to page 17 and stated that 58.0% of the Youth budget (1058) has been expended through February 2022. Ms. Craven pointed to page 18, which showed the Restoration grant budget (1301), and stated that 64.3% has been expended through February 2022. Ms. Craven noted that line item 6507 Work Experience has been 41.6% expended through February for budget 1058 and 132.6% expended for budget 1301. Twelve youth have advanced to training and nine have entered post-secondary education.

iv.) Youth Budget Modification

Mr. Acker referred to page 20 and stated that Youth funding will also be adjusted due to the Resiliency grant, but the total amount of funding will not be adjusted. Ms. Alexander stated that the last column on page 20 shows a change for a staff person off of the Youth formula funding into the Resiliency grant. Three different grants will still be used, which total \$600,000 together. The full budget comparison can be reviewed in the meeting packet.

BOARD ACTION TAKEN: Finance Committee made a motion to accept the proposed Youth budget modification as presented, seconded by Dr. Galen DeHay. The motion carried with a unanimous voice vote.

b. In-House Budget

i.) *PY21 In-house Budget*

Mr. Acker pointed to the back page of the meeting packet for the review of the PY21 in-house budget through the end of February 2022. 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 93% 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 1 Rapid Response IWT agreement with BorgWarner that just ended. The current expenditures can be seen on pages 21-22 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 25 in the packet.

iii.) *Re-Entry Navigator Grant*

Mr. Acker stated that the Re-Entry grant expenditures are listed on page 23. Anderson County is the grantee. Mr. Acker stated that the grant is 61% expended through March 2022.

iv.) *DWG Grant*

Mr. Acker referred to page 24, which showed the COVID-19 DWG grant budget support. The grant is currently 98.36% expended through February 2022.

C.) **Youth Committee**

a. *PY21 PYC New Enrollment Report*

Ms. Sharon Crite noted on page 26 that there were 115 new PYC enrollments and 33 carryover participants as of March 2022. There are 8 remaining slots available.

The next Youth Committee meeting will be on May 3, 2022.

D.) One Stop Operations Committee

a. Anderson SC Works

Mr. Parris pointed to page 33 for the map of the Anderson SC Works Center proposed location change. At the last meeting, the OneStop Operations committee discussed the possibility of the Anderson SC Works Center moving from the Tri-County Technical College Quick Job Center to the Anderson County facility at 1428 Pearman Dairy Road. Mr. Acker covered the move in detail with Board members. The facility costs will remain the same, other than a potential slight additional utility cost. The tentative move date will be July 1, 2022.

BOARD ACTION TAKEN: One Stop Operations Committee made a motion to accept the Anderson SC Works Center move to 1428 Pearman Dairy Road as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

The OneStop Operations committee also looked at the PY2022 MOU budget Negotiations (reference page 28). This is where the partners determine a budget for the four SC Works Centers for the next program year, and then determine how they will fairly share costs for funding the Centers. The budget for PY2022 will be roughly \$10,000 less than PY2021; however, this is subject to change depending on final costs of the Anderson SC Works Center move. The WIOA program's share is listed on page 28 and equals approximately \$66,394.

The usage reports are listed on pages 29-31 and the dashboard reports are listed on pages 34-38. Just a couple of highlights to share:

- a. Center traffic for PY2021 (July 1 to February 28) was 5,508.
- b. Employer services was 9684; these are job orders, hiring events, and similar type activities.
- c. The WIOA Adult/Dislocated Worker program has enrolled 89 individuals with a goal of 77 year to date.
- d. 124 participants have received training; there have been at least 73 credentials earned and 141 measurable skills gains. Eckerd has leveraged \$80,513 in outside scholarship funding to supplement WIOA funds. This is primarily scholarships awarded through TCTC.

The next meeting is on May 18, and they anticipate negotiating the OneStop Operator and the Adult/DW budgets with Eckerd for PY2022.

E.) Priority Populations Committee

Ms. Lisa Gillespie stated that on March 1, 2022. Mr. Mark Fessler with SC Legal Services presented their services. WorkLink's unemployment rate is 3.0% and for individuals with a disability the unemployment rate is 9.1%.

The next Priority Populations meeting is planned for May 2, 2022.

F.) Other Business

Chair McLane adjourned the meeting at 2:02 p.m.

Respectfully submitted by: Meredith Durham