

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

June 1, 2022 Minutes

Clemson SC Works Comprehensive Center/ Teleconference via Zoom

Members Present:

David Bowers	Danny Brothers	Edgar Brown	Brooke Garren
Billy Gibson	Susan Gibson	Lisa Gillespie	Teri Gilstrap
Robert Halfacre	Grayson Kelly	Kristi King-Brock	Ed Parris
Patrick Pruitt			

Members Absent:

Jeromy Arnett	David Collins	Stephanie Collins	Galen DeHay
Jennifer Lannom	Melanie McLane	Mike Wallace	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
Meredith Durham			

Guests Present:

Renee Alexander	JT Parnell	Karen Craven	Billy Hunter
Caitlin Brazell	Tim Mays	Melissa Rodgers	

I. Call to Order/Introductions

The meeting was called to order at 1:03 p.m. Vice-Chair Ed Parris 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 April 6, 2022 meeting were emailed with the meeting notice and included in the meeting packet. Vice-Chair Parris called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the minutes as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

III. Special Presentation

Ms. Kristi King-Brock recognized Mr. Tim Mays for his years of service to the WorkLink Workforce Development Board and the Youth Committee.

IV. Director's Report

A. Program Performance

Mr. Acker noted the Rolling-4 Quarter Performance for WorkLink on page 6. 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. Allocation Summary

Mr. Acker pointed to page 7 and stated that WorkLink's PY22 budget allocation has decreased year over year. Mr. Acker noted that WIOA federal funding is not decreasing. WorkLink's share and funds decreased by 16%, which was the second-highest across the state.

Mr. Acker noted that the WorkLink Dashboard was provided on pages 8-13 for Board members to review.

V. Committee Reports

A.) Executive Committee

i.) Report of Actions

Vice Chair Parris reported that on May 6, 2022 and approved the recommendation of the Youth Committee selecting Eckerd Connects as the Youth services contractor for the 2022 program year.

BOARD ACTION TAKEN: Robert Halfacre made a motion to approve the Executive Committee ratifications as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

B.) Finance Committee

1) Budget Overview

a. WorkLink Grants

i) PY21 Grant Overview

Mr. Trent Acker referred to Eckerd staff for PY2021 budget overview.

Eckerd Staff referred to the following as of April 2022:

- Page 14: Adult Program budget— 76.3% of the Adult Program budget has been expended.
- Page 15: Dislocated Worker (DW) Program budget –63.2% 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: Resiliency Operator budget—Mr. Hunter stated 20.5% has been expended, which covers the operator and one WIOA career coach.

ii.) Adult/DW PY 2022 Budgets (Provisional)

Ms. Renee Alexander reviewed the Adult/Dislocated WorkLink Budget Comparison on pages 18-21. The proposed OneStop Operator budget was listed on page 18. The formula funds and resiliency funds will be combined to make up the provisional budget, totaling \$95,450.74. The proposed Program budget was listed on pages 19-20. The resiliency and program funds will be combined to make up the total provisional budget of \$741,073.32. The participant flow projections were listed on page 21.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to accept the proposed PY2022 Adult/DW budget as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

iii.) PY21 Youth Budget

Ms. Karen Craven referred to page 22 and stated that 79.6% of the Youth budget (1058) has been expended through April 2022. Ms. Craven pointed to page 23, which showed the Restoration grant budget (1301), and stated that 88.9% has been expended through April 2022. Budget 1371 (solely for staff salaries) is 32.9% expended through April 2022. Ms. Craven noted that line item 6507 Work Experience has been 73.0% expended through April for budget 1058 and 100% expended for budget 1301.

iv.) Youth PY2022 Budget (Provisional)

Mr. Alexander reviewed the Youth PY2022 provisional budget on pages 25-26. Formula and resiliency funds will be combined to make up the total budget of \$600,000.00.

BOARD ACTION TAKEN: Danny Brothers made a motion to accept the proposed Youth PY2022 budget as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

b. In-House Budget

i.) PY21 In-house Budget

Mr. Acker pointed to page 27 for the review of the PY21 in-house budget through the end of April 2022. Mr. Acker noted that the Salary line item is lower than anticipated due to a staff status change and other funding sources.

c. MOU/IFA Budget

Page 29 showed the local operating budget summary for PY2022. Ms. Jennifer Kelly reviewed the operating budget and comparison details. The total proposed 2022 budget equals \$207,940.65. The summary also showed the PY21 and PY22 budget differences. Ms. Kelly also reviewed the impact to the Board budget (WIOA portion) by line item.

BOARD ACTION TAKEN: Edgar Brown made a motion to accept the PY2022 local operating budget as presented, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

d. Ongoing Grants

i.) *Incumbent Worker Training Grants/ On-the-Job Training*

Mr. Acker pointed to pages 30-31 and briefly reviewed the IWT and OJT summaries.

C.) **Youth Committee**

a. *PY21 PYC New Enrollment Report*

Mr. Robert Halfacre noted on page 32 that there were 163 total PYC enrollments.

b. PY21 WL Youth Local Monitoring Report

The PY21 WorkLink Youth Local Monitoring Report was included on pages 33-50 for board members to review.

Mr. Halfacre introduced Ms. Susan Gibson as the new Youth Committee Chair.

The next Youth Committee meeting will be on August 2.

D.) **One Stop Operations Committee**

a. *PY2022 SC Works Center Schedule*

Mr. Ed Parris stated that the proposed SC Works Center Schedule is listed on page 57. The Anderson SC Works Center will close on July 1, 2022, for the relocation to the new center. Other closures include staff training and special circumstances.

BOARD ACTION TAKEN: Robert Halfacre made a motion to accept the PY2022 SC Works Center Schedule as presented, seconded by Edgar Brown. The motion carried with a unanimous voice vote.

b. *SC Works Center Certification Standards*

Mr. Parris stated that each of the SC Works Centers must be certified to have met the SC Works Certification Standards adopted by the State Workforce Development Board every three years. The instruction letter describing the standards for Job Seekers, Management, and Business Services was included in the Board packet on pages 58-72. A summary report of Staff observations was also found in the packet on pages 73-89, and supporting documentation has been made available on the Board Only login of the WorkLink website.

BOARD ACTION TAKEN: Lisa Gillespie made a motion to approve the SC Works Center Certification Standards as presented, seconded by Patrick Pruitt. The motion carried with a unanimous voice vote.

The full committee report can be seen on pages 51-52, along with the usage reports on pages 53-56. The next meeting is scheduled for August 17, 2022 at 3 pm.

E.) Priority Populations Committee

Ms. Lisa Gillespie stated that on May 3, Ms. Erin Haire from Disability Rights South Carolina presented information on the various offerings that are offered. WorkLink's unemployment rate is 3.1% and for individuals with a disability, the unemployment rate is 8.8%.

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

F.) Other Business

Vice Chair Parris adjourned the meeting at 1:50 p.m.

Respectfully submitted by: Meredith Durham