



**WORKFORCE DEVELOPMENT BOARD  
Executive Committee Meeting Minutes  
June 13, 2022 @ 10:00am  
via Zoom/ Clemson SC Works Comprehensive Center**

**Members Present**

Melanie McLane, Chair      Jeromy Arnett      Danny Brothers      Teri Gilstrap  
Ed Parris

**Members Absent**

Grayson Kelly

**Staff Present:**

Trent Acker      Jennifer Kelly

**Welcome**

Chair Melanie McLane welcomed everyone to the conference call at 10:00 am.

**Approval of Meeting Minutes (5/6/2022)**

The minutes from the May 6, 2022 meeting were emailed to committee members for review. Chair McLane called for any corrections or amendments to the minutes.

**ACTION TAKEN: Ed Parris made a motion to approve the minutes as presented, second by Teri Gilstrap. The motion carried with a unanimous voice vote.**

**Budget Modification**

Mr. Trent Acker, Executive Director, brought forth a request to de-obligate \$55,002 or 7% of Eckerd's Adult/Dislocated Worker budget in order to make additional funds available on July 1, 2022. Funding cuts for this coming program year make the de-obligation necessary. Mr. Acker stated that the advantage of de-obligating before the program year ends allows unexpended funding to be re-deployed earlier rather than being tied up until late July/early August in the PY2021 grant closeout process. Dislocated Worker funding is expected to make up the majority of the de-obligation. Mr. Acker called for questions from the committee.

**ACTION TAKEN: Ed Parris made a motion to accept de-obligate up to \$55,002 from the Adult/Dislocated Worker program budget, second by Danny Brothers. The motion carried with a unanimous voice vote.**

Mr. Acker brought forth a request to re-allocate \$40,000 earmarked for IWT within the Adult Resiliency grant to Eckerd WDS for participant costs. \$20,000 will be for tuition costs, \$10,000 for transportation supportive services, and \$10,000 for client support materials. This will give Eckerd additional funding at the beginning of PY2022.

**ACTION TAKEN:** Danny Brothers made a motion to request a budget modification to the State to move \$40,000 from IWT Adult Resiliency Funding to Eckerd's grant award to fund \$20,000 in tuition \$10,000 in client support materials, and \$10,000 in transportation supportive services, second by Jeromy Arnett. The motion carried with a unanimous voice vote.

#### **Outstanding Workforce System Employee**

Mr. Acker gave an overview of the State's request for nominations to recognize an outstanding SC Works System employee. This is part of the September Workforce Development month, and all 12 area's nominations will be recognized at a State-wide event in September in Columbia. Mr. Acker put forth Chipper Williams as the nominee for consideration by the Executive Committee, sharing a brief summary of why she was selected.

**ACTION TAKEN:** Teri Gilstrap made a motion to nominate Chipper Williams as WorkLink's Outstanding System employee for the WorkLink region, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

#### **Personnel Item**

Chair McLane called for the committee to go into Executive Session to discuss a personnel matter.

**ACTION TAKEN:** Ed Parris made a motion to go into Executive Session, second by Danny Brothers. The motion carried with a unanimous voice vote.

**ACTION TAKEN:** Ed Parris made a motion to come out of Executive Session, second by Danny Brothers. The motion carried with a unanimous voice vote.

**ACTION TAKEN:** Ed Parris made a motion to allow for further negotiation with Meredith Durham regarding a future role, second by Danny Brothers. The motion carried with a unanimous voice vote.

#### **Other Business**

#### **Adjourn**

Chair McLane adjourned the meeting with no further business at 10:50 am.