

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**September 21, 2022 Minutes**

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

**Members Present:**

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

**Members Absent:**

Daniel Brazinski	Edgar Brown	Billy Gibson	Lisa Gillespie
Jennifer Lannom			

**Staff Present:**

Trent Acker	Sharon Crite	Windy Graham	Jennifer Kelly
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**Guests Present:**

Renee Alexander	JT Parnell	Karen Craven	Billy Hunter
Melissa Rodgers	Chipper Williams		

**I. Call to Order/Introductions**

The meeting was called to order at 1:00 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. Election of Officers**

Chair McLane opened the floor for nominations for Board Chair and Vice Chair for the 2022 program year.

**BOARD ACTION TAKEN:** Mike Wallace nominated Melanie McLane to serve as Board Chair and Ed Parris to serve as Vice Chair for the remainder of program year 2022, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

**III. Approval of Minutes**

The minutes from the June 1, 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 Pat Pruitt. The motion carried with a unanimous voice vote.**

#### **IV. Special Recognition**

Chair McLane recognized Sharon Crite, Youth Services Program Manager for her years of service to the youth of the WorkLink area. Ms. Crite will be retiring from the State on September 30 and will return to work with WorkLink after one month separation.

Chair McLane recognized Chipper Williams for her years of service to the jobseekers of the WorkLink area through her role as Career Development Specialist with Department of Employment and Workforce. Ms. Williams was selected from among her peers and was recognized at the State Workforce Development Board in early September 2022 for her outstanding service. Ms. Williams' nomination can be reviewed in the packet on page 7.

#### **V. Director's Report**

##### ***A. Program Performance***

Mr. Acker noted the Rolling-4 Quarter Performance for WorkLink on page 8. WorkLink is passing in all areas. Mr. Acker stated that WorkLink has finished negotiating WIOA performance measures. The results from across the State can be seen on page 9 of the packet. The dark highlighted green color reflects WorkLink's negotiated goals that are higher than the State Goal/Average.

##### ***B. Regional and Local Plan/Strategic Plan***

Mr. Acker stated that WorkLink is in the process of completing the drafts of the Local Plan and Regional Plan. As part of the modification process, WorkLink will need to address strategic planning. Information regarding strategic planning will be forthcoming in late October/November. Plans are to complete the strategic planning process at the November Board meeting, and finalize Local and Regional modifications shortly after. A snapshot of State Workforce Development Goals have been included in the Board packet on page 10.

##### ***C. AOP Business & Industry Showcase***

Mr. Acker noted that the AOP Business and Industry Showcase is scheduled for October 5-6, 2022 at the Anderson Civic Center. All Board members are invited to attend. There will be approximately 5,000 8th graders in attendance from 8:45 a.m.-12 p.m. each day. This will be the first year where students attend in-person post COVID-19. The Governor is expected to be at the Showcase on Wednesday, October 5 and intends to make an announcement.

##### ***D. SCWOS System Outtage***

Mr. Acker informed the committee that SC Works Online Services system was down for approximately three weeks (last week of June to mid-July). The vendor supplies the job postings portal and WIOA program management system that South Carolina uses as well as 34 other states

across the nation. They are currently back online; however, they are still working to sort out data issues. No customer information was compromised to our knowledge.

*E. Appalachian Leadership Institute*

Mr. Acker has been participating in the Appalachian Leadership Institute, a leadership and economic development training. As part of their project, the group applied for ARC funding in support of the Teleworks USA initiative. This initiative began in Kentucky and trains displaced workers for remote positions. Mr. Acker wanted to make sure that the Board was informed, and is still trying to work out whether or not WorkLink would have a roll in this initiative. Mr. Acker stated he would bring further developments to the Board as they come about.

## **VI. Committee Reports**

### **A. Executive Committee**

#### **1) Report of Actions**

Chair McLane stated that the Adult/Dislocated Worker Resiliency Grant was modified via Executive Committee. This moved \$40,000 out of IWT funding into Eckerd's budget for Supportive Services and Training costs. This vote was by Executive Committee on June 15 2022.

**BOARD ACTION TAKEN: Mike Wallace made a motion to ratify the actions taken by the Executive Committee, seconded by Dr. Galen DeHay. The motion carried with a unanimous voice vote.**

### **B. Finance Committee**

#### **1) Budget Overview**

##### *a. PY2021 Final Adult/DW Program Operator (All sources)*

Mr. Trent Acker referred to Eckerd staff for PY2021 and PY2022 budget overview.

Eckerd Staff referred to the following as of June 30, 2022:

- Page 11: Adult Program budget— 94.8% of the Adult Program budget was expended.
- Page 12: Dislocated Worker (DW) Program budget –80.7% of the DW Program budget was expended.
- Page 13: ITA Obligations report is listed. Mr. Parnell reviewed vouchers and ITA's for Adult, Dislocated Worker, and Resiliency grants through June 30, 2022.

##### *b. PY2022 Adult/DW Program Operator (All sources)*

Eckerd Staff referred to the following as of August 31, 2022:

- Page 14: Adult Program budget— 8.6% of the Adult Program budget was expended.
- Page 15: Dislocated Worker (DW) Program budget –8.3% of the DW Program budget was expended.
- Page 16: Resiliency Operator budget—Mr. Parnell stated 57.6% has been expended through August.

- Page 17: The Obligations report is listed. Mr. Parnell reviewed vouchers and ITA's for Adult, Dislocated Worker, and Restoration grants.

*c. PY2021 Final Youth Program (All sources)*

- Ms. Karen Craven referred to page 18 and stated that 96.3% of the Youth budget (1058) was expended through June 30, 2022. She noted that 31 youth were placed in Work Experience and 100.8% of the Work Experience Stipends line item was expended.
- Ms. Craven pointed to page 19, which showed the Restoration grant budget (1301), and stated that 99.8% was expended through August 2022. Ms. Craven noted that line item 6507 Work Experience has been 100.0% expended.
- Ms. Craven directed attention to page 20, and stated that 49.1% of the Youth Resiliency budget (1371) was expended through June 30, 2022. This grant ends on December 31, 2022.

*d. PY2022 Youth Program (All sources)*

- Ms. Karen Craven referred to page 21 and stated that 10.2% of the Youth budget (1058) was expended through August 31, 2022. She noted 8.6% of the Work Experience line item has been expended.
- Ms. Craven referred to page 22, and stated that 65.5% of the Youth Resiliency budget (1371) was expended through August 31, 2022. This budget holds only salaries for one staff member. This grant ends on December 31, 2022.

*e. In-House Budget*

Mr. Acker pointed to page 24 of the meeting packet for the review of the PY2022 in-house budget through the end of August 2022. Mr. Acker noted that we are still waiting to receive the final allocations for PY2022. This year's allocations were fairly level year over year, however, WorkLink received a significant reduction in all funds. Mr. Acker stated that staff are applying for a State Workforce Development Board grant similar to Restoration and Resiliency. This funding application is due October 7<sup>th</sup> and will be used to supplement our current budget. If awarded, the grant period will be from October 1, 2022 to March 31, 2024.

2) Ongoing Grants

*a. Incumbent Worker Training Grants*

Mr. Acker noted WorkLink is continuing to process expenditures related to the 20IWT01 grant. This grant will close out on September 30, 2022. There are no updates at this time.

*b. On-the-Job Training*

The PY2021 summary of OJT contracts can be seen on page 23. Approximately 6 participants were served for \$10,183.88.

The PY2022 summary of OJT contracts can be seen on page 24. At this time, one participant has been placed in OJT this program year.

Mr. Acker stated the Financial Dashboard excerpts can be seen on pages 25-30.

### **C. Youth Committee**

#### **1) *PY21 PYC Final Enrollment Report***

Ms. Gibson noted on page 31 that there were 132 new PYC enrollments and 33 carryover participants as of June 30, 2022. Eckerd exceeded the Board goal of 156 by serving 165 WIOA Youth participants.

#### **2) *PY2022 PYC New Enrollment Report***

Ms. Gibson noted on page 32 that there were 12 new PYC enrollments and estimated carryover of 50 participants as of August 31, 2022. Eckerd plans to serve 156 youth WIOA participants in PY2022, 106 of which will be new enrollments.

#### **3) *Youth Nominee (Timothy Ashley) 2022 Anderson County Awards***

Ms. Gibson directed the Board's attention to page 33-34 of the Board packet. Mr. Ashley's success story was selected by the Youth committee as the nominee for the WIOA Youth Alumnus of the Year award. Mr. Ashley will be recognized in October at the Anderson County award ceremony for his successes.

#### **4) *2023 YC Meeting Dates***

Ms. Gibson stated that the Youth Committee meeting dates for calendar year 2023 are as follows: Jan 24, Mar 7, May 2, Aug 1, and Oct 3.

**BOARD ACTION TAKEN: Youth Committee made a motion to accept the Youth Committee meeting dates as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

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

### **D. One Stop Operations Committee**

Mr. Paris stated that the PY2021 Final Dashboard report can be seen on pages 38-44. Key highlights from PY21 (July 1, 2021 to June 30, 2022) include:

- 14,977 job seekers were served in-person through the SC Works Centers.
- 22 hiring events were hosted, and 208 job seekers attended.
- 140 WIOA enrollments occurred out of 107 planned; this is 131% of goal.
- 199 received training, and 122 credentials were earned.
- \$106,738 was leveraged in outside scholarships.

For PY2022 usage reports can be found on pages 45-48. Mr. Parris noted that Eckerd's enrollment goal for the Adult/DW program in PY2022 is set at 125.

*a. Anderson County WIOA Alumnus nomination*

The committee reviewed four success stories and selected Michelle Sutton as the nominee to receive the Outstanding WIOA Alumnus award for Anderson County. She will be recognized by Anderson County in October for her successes. Her success story is listed on page 38 of the packet.

**BOARD ACTION TAKEN: OneStop Operations Committee made a motion to nominate Michelle Sutton as the Outstanding Adult/Dislocated Worker WIOA alumnus for PY2021 as presented, seconded by Dr. Galen DeHay. The motion carried with a unanimous voice vote.**

*b. Requests for Proposals ad hoc committee*

WIOA requires services to be procured every four years. Worklink is currently in the fourth year of the grants with Eckerd Workforce Development Services for the One Stop Operator and the Adult/Dislocated Worker program services. Therefore, WorkLink will be required to procure services for PY2023 (July 1, 2023 to June 30, 2024 with extension years possible).

**BOARD ACTION TAKEN: OneStop Operations Committee made a motion to form an ad hoc committee of Board members to guide the procurement of the One Stop Operator and the Adult/Dislocated Worker Program Services, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.**

The committee synopsis is included on pages 35-36 of the Board packet. The next One Stop meeting is scheduled for October 19 at 3pm.

**E. Priority Populations Committee**

Mr. Pat Pruitt stated that on August 2, 2022, Warrior Upstate Solutions presented their services. WorkLink's unemployment rate is 3.2% and for individuals with a disability the unemployment rate is 82%.

The next Priority Populations meeting is planned for October 4, 2022.

**V. Other Business**

Chair McLane adjourned the meeting at 2:12 p.m.

*Respectfully submitted by: Meredith Durham*