

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

November 16, 2022 Minutes

Clemson SC Works Comprehensive Center/ Teleconference via Zoom

Members Present:

Jeromy Arnett	David Bowers	Danny Brothers	David Collins
Galen DeHay	Brooke Garren	Susan Gibson	Teri Gilstrap
Kristi King-Brock	Ed Parris	Patrick Pruitt	Mike Wallace
Shonna Williams			

Members Absent:

Edgar Brown	Stephanie Collins	Billy Gibson	Lisa Gillespie
Robert Halfacre	Grayson Kelly	Melanie McLane	

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite
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Guests Present:

JT Parnell	Karen Craven	Billy Hunter	Melissa Rodgers
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I. Call to Order/Introductions

The meeting was called to order at 1:01 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 September 21, 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: Dr. Galen DeHay made a motion to approve the minutes as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

III. Director's Report

A. Annual Program Performance

Mr. Acker provided Board members with the Annual Program Performance Report Summary for PY21 in the meeting packet and reviewed highlights, including participant cost rates, performance goals, participation levels, and grants information. Mr. Acker noted WorkLink met all performance goals for PY21.

B. Regional & Local Plan/Strategic Plan

Mr. Acker provided an update for the Regional and Local Plan and WorkLink's Strategic Plan. Mrs. Jennifer Kelly presented strategic planning goals, labor market information, and results from the strategic planning questionnaire with Board members. The WorkLink area has an estimated 418,340 individuals populating Anderson, Oconee, and Pickens counties. Ms. Kelly reviewed potential target populations based on 2021 data provided in the presentation. The Strategic Plan Questionnaire was distributed to Board members, partners, staff, service providers, and other team members.

C. EBS Grant

Mr. Acker discussed the EBS grant with Board members. The EBS grant is an opportunity for funding from the State Workforce Board. There are priorities of outreach, business engagement, work experience opportunities, and other items. WorkLink applied for approximately \$600,000. More information will be forthcoming. Once the EBS grant opportunity is set, WorkLink can move forward with the traditional budgets.

D. 2023 Board Meeting Calendar Dates

Mr. Acker reviewed the 2023 Board and committee meeting dates with Board members.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the 2023 Board meeting dates as presented, seconded by Dr. Galen DeHay. The motion carried with a unanimous voice vote.

E. Adult/DW RFP Committee Update

BOARD ACTION TAKEN: Dr. Galen DeHay made a motion to enter into an Executive session, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

BOARD ACTION TAKEN: Dr. Galen DeHay made a motion to exit the Executive session, seconded by Jeromy Arnett. The motion carried with a unanimous voice vote.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the release of a joint RFP with Upper Savannah Workforce Development Board to include Adult/DW and Operator services for the WorkLink Workforce Development Board, seconded by Patrick Pruitt. The motion carried with a unanimous voice vote.

IV. Committee Reports

A.) Executive Committee

i.) Report of Actions

There were no actions taken.

B.) Finance Committee

1) Budget Overview

a. WorkLink Grants

i) *PY22 Grants Overview*

Mr. Trent Acker directed Board members to review pages 17-20 in the meeting packet and called for questions.

ii.) *PY2022 Resiliency Modification*

Ms. Jennifer Kelly directed Board members to page 26 and reviewed the WorkLink Adult Resiliency grant. The overall modification request will move OJT funding from in-house to Eckerd effective October 31, 2022. It will also assist with meeting the 70% expenditure requirement through November 30. Participant expenditures do not affect Participant Cost Rates, but they do count in regular formula funds. Moving Participant cost categories out of Resiliency will allow WorkLink to achieve the 30% participant-related cost rate by June 30, 2022. A modification to the Adult/DW budget to remove salaries, fringe, and indirect is forthcoming, pending final grant awards and state grant award notification.

BOARD ACTION TAKEN: Finance Committee made a motion to accept the proposed PY2022 Resiliency Budget Modification as presented, seconded by Dr. Galen DeHay. The motion carried with a unanimous voice vote.

C.) **Youth Committee**

a. PY22 PYC New Enrollment Report

Ms. Susan Gibson noted on page 34 that there was 36 active carryover PYC enrollments and 76 total enrollments through October 2022.

D.) **One Stop Operations Committee**

a. *PY2022 SC Works Center Schedule*

Mr. Ed Parris stated that the OneStop Operations committee met on October 19, 2022. Mr. Parris reviewed the highlights of the committee and usage reports. The next committee meeting will be on Wednesday, January 18, 2023, at 3 p.m. at the Clemson SC Works Center.

E.) **Priority Populations Committee**

Mr. Pat Pruitt stated that on October 4, committee members listened to a presentation from Mrs. Cynthia Devine from the SC Department of Social Services. WorkLink's unemployment rate is 3.1% and for individuals with a disability, the unemployment rate is 7.7%.

The next Priority Populations meeting is planned for January 3, 2023.

F.) **Other Business**

Vice Chair Parris adjourned the meeting at 2:03 p.m.

Respectfully submitted by: Meredith Durham