

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

February 1, 2023 Minutes

Clemson SC Works Comprehensive Center/ Teleconference via Zoom

Members Present:

| | | | |
|-----------------------|-------------------|----------------|----------------|
| Melanie McLane, Chair | Jeromy Arnett | David Bowers | Danny Brothers |
| David Collins | Stephanie Collins | Brooke Garren | Lisa Gillespie |
| Billy Gibson | Teri Gilstrap | Patrick Pruitt | Mike Wallace |

Members Absent:

| | | | |
|-------------|-----------------|-------------------|---------------|
| Edgar Brown | Galen DeHay | Robert Halfacre | Grayson Kelly |
| Ed Parris | Shonna Williams | Kristi King-Brock | |

Staff Present:

| | | | |
|-------------|----------------|--------------|--------------|
| Trent Acker | Jennifer Kelly | Sharon Crite | Windy Graham |
|-------------|----------------|--------------|--------------|

Guests Present:

| | | | |
|--------------|-----------------|-----------------|------------|
| JT Parnell | Karen Craven | Renee Alexander | Kal Kunkel |
| Billy Hunter | Melissa Rodgers | | |

I. Call to Order/Introductions

The meeting was called to order at 1:01 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 November 16, 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 David Bowers. The motion carried with a unanimous voice vote.

III. Election of Officers

Chair McLane stated that Vice-Chair Ed Parris has resigned from the Vice-Chair position in anticipation of his upcoming retirement. Nominations can now be accepted for the Vice-Chair position.

IV. Director's Report

A. EBS Grant Update

Mr. Acker provided Board members with an update on the EBS grant update on page 5 in the meeting packet. The EBS grant helps to support existing efforts with WorkLink's service provider to help serve job seekers and employers in the community. Mr. Acker stated the total EBS grant amount for the Adult and Dislocated Worker Program is \$413,050. Mr. Acker showed a funding source summary for each of the grants that cover the Adult and Dislocated Worker programs for the balance of this year. The Executive Committee took up this item at their meeting in December. This budget will make up the entire Eckerd contract. The total grant amount for the Youth EBS grant is \$131,660. The combined youth contract fund stream summary was reviewed on page 9 of the meeting packet.

B. PY22 Performance Summary

Mr. Acker reviewed the 1st Quarter Rolling 4 Performance Summary for the WorkLink area on page 11 of the packet. WorkLink continues to pass all performance goals.

C. Operator RFP Recommendation to Negotiate

Mr. Acker stated that WorkLink received an offer from Upper Savannah to go out for bid together for the Operator and Adult/DW Program RFP. The RFP budgets will be negotiated separately, and with the exception of some shared resources, performance measures will also be different. The RFP committee met jointly with Upper Savannah RFP members

BOARD ACTION TAKEN: Teri Gilstrap made a motion to enter into a budget negotiation with Eckerd for the OneStop Operator with Business Services for PY2023, seconded by David Collins. The motion carried with a unanimous voice vote.

D. Adult/DW Program RFP Recommendation to Negotiate

BOARD ACTION TAKEN: Teri Gilstrap made a motion to enter into a budget negotiation with Eckerd for the Adult/Dislocated Worker Program services for PY2023, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

V. Committee Reports

A.) Executive Committee

i.) Report of Actions

Chair McLane stated that on December 14, 2022, the Executive Committee approved a budget modification to the Youth, Adult/Dislocated Worker, and Operator budgets, and the results of these were presented during the director's report portion of the Board meeting today. On December 14, 2022, the Executive Committee approved the modifications to the Local and Regional Plans. On January 19, 2023, the Executive Committee approved \$70,000 of PY2022 Dislocated Worker funding to be earmarked for the use of the Adult Program in order to better address current participant needs.

BOARD ACTION TAKEN: Mike Wallace made a motion to ratify the actions made by the Executive Committee, seconded by Jeromy Arnett. The motion carried with a unanimous voice vote.

B.) Finance Committee

1) Budget Overview

a. WorkLink Grants

i) PY22 Grants Overview

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

Eckerd Staff referred to the following as of December 2022:

- Page 16: Adult Program budget—41.9% of the Adult Program budget has been expended.
- Page 17: Dislocated Worker (DW) Program budget—24.9% of the DW Program budget has been expended.
- Page 18: Resiliency Operator budget—Mr. Parnell stated that 96.9% has been expended, which covers the operator and one WIOA career coach.
- Page 19: The Obligations report is listed. Mr. Parnell reviewed vouchers and ITA's for Adult, Dislocated Worker, and Restoration grants.

Ms. Karen Craven referred to page 20 and stated that 50.2% of the Youth budget (1058) has been expended through December 2022. Budget 1371 (solely for staff salaries) is 98.9% expended through December 2022. Ms. Craven noted that line item 6507 Work Experience has been 84.7% expended through December for budget 1058.

ii.) PY22 Transfer Request

Mr. Acker stated since WorkLink has funding set for the sources, WorkLink staff makes the recommendation of \$225,000 of the PY 2022 funds from the Dislocated Worker fund stream be earmarked and made available for use in the Adult Program budget, which serves the largest amount of participants.

BOARD ACTION TAKEN: David Collins made a motion to approve the PY2022 transfer request as presented, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.

iii.) In-house Budget

Mr. Acker reviewed WorkLink's in-house budget with Board members. Approximately \$20,000 was made available by the EBS grant for Salaries, Fringe, and Indirect line items and will come out of the Formula Admin monies. Mr. Acker noted the website hosting fee line item was originally slated to be charged against the EBS grant, but the timing did not work out. There are no unexpected expenditures at this time.

Mr. Acker noted that an IWT solicitation of approximately \$50,000 will be released in the first part of February. More information to come on IWT.

C.) Youth Committee

a. PY22 PYC New Enrollment Report

Ms. Susan Gibson noted on page 27 that there were 36 active carryover PYC enrollments and 48 total enrollments through December 2022.

b. PY21 Final Work Experience Evaluation (Soft Skills) Update

Ms. Susan Gibson reviewed the PYC Work Readiness Basic/Soft Skills scores on page 28. The goal for each participant is to score a 3 or 4, and the majority of participants met the goal.

c. PY22 PYC Revised Incentive Policy

Ms. Susan Gibson pointed to page 29 and referred to Ms. Karen Craven to review the PY2022 proposed Youth WIOA Incentive Policy revision. Ms. Craven stated that the incentive policy has not been revised since 2018. The recommendation for revision is for customers' incentive goals to be linked to program performance measures, which are outlined on pages 30-31 of the meeting packet.

BOARD ACTION TAKEN: Youth Committee made a motion to approve the PY2022 PYC Revised Incentive Policy as presented. The motion carried with a unanimous voice vote.

The next Youth Committee meeting will be held on March 7, 2023.

D.) Priority Populations Committee

Ms. Lisa Gillespie stated that on January 3, committee members listened to a presentation from Mrs. Lori Wood from the School District of Pickens County. WorkLink's unemployment rate is 2.5% and for individuals with a disability, the unemployment rate is 5.8%.

The next Priority Populations meeting is planned for March 7, 2023.

F.) Other Business

Chair McLane adjourned the meeting at 1:56 p.m.

Respectfully submitted by: Meredith Durham