

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING
April 5, 2023 Minutes
Madren Center Seminar Room II/ Teleconference via Zoom**

Members Present:

Melanie McLane, Chair	David Bowers	Danny Brothers	David Collins
Stephanie Collins	Galen DeHay	Brooke Garren	Lisa Gillespie
Billy Gibson	Teri Gilstrap	Robert Halfacre	Tyler Jones
Grayson Kelly	Mike Wallace	Shonna Williams	

Members Absent:

Edgar Brown	Ed Parris	Jeromy Arnett	Kristi King-Brock
Patrick Pruitt	Susan Gibson		

Staff Present:

Trent Acker	Jennifer Kelly	Sharon Crite	Windy Graham
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Guests Present:

JT Parnell	Steve Pelissier	Karen Craven	Billy Hunter
Renee Alexander			

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. Chair McLane welcomed Tyler Jones from Oconee Economic Alliance as a new board member. Introductions were made around the room.

II. Approval of Minutes

The minutes from the February 1, 2023 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: Galen DeHay made a motion to approve the minutes as presented, seconded by Mike Wallace. The motion carried with a unanimous voice vote.

III. Transition

Chair McLane stated that Mr. Trent Acker has been presented with a new opportunity and will be transitioning out of the role of Executive Director. Chair McLane thanked Mr. Acker for his time with WorkLink and noted that in the interim, Mrs. Jennifer Kelly will be the Interim Director. The Executive

Committee will meet and review what the next steps are for the board. Mr. Acker thanked board members and stated his last day with WorkLink will be April 21st.

IV. Director's Report

A. IWT Awards

Mr. Acker provided a summary of the IWT awards in the meeting packet. The IWT committee's recommendations are shown in the summary.

BOARD ACTION TAKEN: Mike Wallace made a motion to approve the IWT awards as presented in the summary, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

B. PY22 Performance Summary

Mr. Acker reviewed the Rolling 4 Performance Summary for the WorkLink area on page 6 of the packet. WorkLink continues to pass all performance goals.

V. Committee Reports

A.) Executive Committee

i.) Report of Actions

Chair McLane stated that there were no Executive Committee items to report.

B.) Finance Committee

1) Budget Overview

a. WorkLink Grants

i) PY22 Grants Overview

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

Eckerd Staff referred to the following as of February 2023:

- Page 7: Adult Program budget—58.4% of the Adult Program budget has been expended.
- Page 8: Dislocated Worker (DW) Program budget —34.6% of the DW Program budget has been expended.
- Page 9: EBS Operator budget—35.3% of the EBS grant has been expended.
- Page 10: Resiliency Operator budget—Mr. Parnell stated that 98.3% has been expended, which covers the operator and one WIOA career coach.
- Page 11: The Obligations report is listed. Mr. Parnell reviewed vouchers and ITA's for Adult, Dislocated Worker, and Resiliency grants.

Ms. Renee Alexander stated that Eckerd is requesting a modification of the Adult and Dislocated Worker grant. The requested changes can be seen on page 13 of the meeting packet. Staff costs, operating costs, supportive services, and indirect costs will be reduced,

and funds will be added to the training line for primarily tuition costs. The total grant amount remains the same at \$591,648.

BOARD ACTION TAKEN: David Collins made a motion to approve the Adult/Dislocated Worker budget modification as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.

Ms. Karen Craven referred to page 14 and stated that 66% of the Youth budget (1058) has been expended through February 2023. Budget 1371 (solely for staff salaries) is 99.4% expended through February 2023. Ms. Craven noted that line item 6507 Work Experience has been 100% expended through February for budget 1058. Budget 1409 (EBS Grant) is 24.6% expended as of February 2023 and the work experience stipends are 41.2% expended.

Ms. Alexander stated that Eckerd is requesting a modification of the Youth grant. The request is for the \$443 remaining in the Resiliency grant into the incentives line item to maximize the funds available.

BOARD ACTION TAKEN: Grayson Kelly made a motion to approve the Youth budget modification as presented, seconded by Lisa Gillespie. The motion carried with a unanimous voice vote.

ii.) In-house Budget

Mr. Acker reviewed WorkLink's in-house budget with Board members. The budget can be seen on page 19 of the meeting packet. Mr. Acker pointed out that modifications will be made in the future if needed with his transition out of WorkLink.

Mr. Acker also reviewed the SC Works WorkLink financial dashboard that tracks program expenditures and asked for feedback from board members.

C.) Youth Committee

a. PY22 PYC New Enrollment Report

Mr. Robert Halfacre noted on page 26 that there were 36 active carryover PYC enrollments and 117 total enrollments through March 2023.

b. Eckerd/PYC Contract Extension for 2nd Year

Mr. Halfacre stated the Youth Committee is recommending Eckerd as the service provider for the Youth contract for the second year.

BOARD ACTION TAKEN: Youth Committee made a motion to extend Eckerd's Youth contract for a second-year extension as presented, seconded by Galen DeHay. The motion carried with a unanimous voice vote.

The next Youth Committee meeting will be held on May 2nd, 2023.

D.) SC Works Operations Committee

Ms. Jennifer Kelly stated the committee met on March 23 and pointed to page 26 in the meeting packet for meeting highlights. The Anderson SC Works Center will now be open through lunch, making the new center hours 8:30 a.m. to 5 p.m. Monday through Friday. Mr. Billy Hunter developed an online customer service survey and has been tracking responses daily. There was one training provider application that was received for the Eligible Training Provider List but has been tabled until the next OneStop Operations meeting. Ms. Kelly pointed to page 30 and reviewed the SC Works Center dashboard. On page 35, Ms. Kelly pointed out that the center traffic has increased in recent weeks.

Ms. Kelly noted that each year, WorkLink negotiated with partners that are housed in the SC Works Centers. The proposed 2023 budget and partner shares are listed on page 29 in the meeting packet.

Ms. Kelly shared that there were four success stories listed in the packet on pages 38-45.

E.) Priority Populations Committee

Ms. Lisa Gillespie stated that on March 7, committee members listened to a presentation from Ms. Christina Roberts, Upstate Transition Specialist for DSS. WorkLink's unemployment rate is 2.7% and for individuals with a disability, the unemployment rate is 7.1%.

The next Priority Populations meeting is planned for May 2, 2023.

F.) Other Business

Chair McLane adjourned the meeting at 1:49 p.m.

Respectfully submitted by: Meredith Durham