

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
March 22, 2023 @ 3:00pm
via Zoom/ Clemson SC Works Comprehensive Center

Members Present

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| David Bowers, Chair | Brooke Garren | Susan Gibson | Danny Brothers |
| Dr. Galen DeHay | | | |

Members Absent:

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| Ed Parris | Teri Gilstrap |
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Staff Present:

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| Jennifer Kelly | Trent Acker | Windy Graham |
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Guests Present:

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| Billy Hunter | JT Parnell | Renee Alexander |
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I. Welcome and Introductions

Chair David Bowers officially called the meeting to order at 3:01 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

II. Consent Agenda

Chair Bowers stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 10/19/22 Meeting Minutes
- PY22 Usage Reports
- PY22 Financial Reports
- PY22 Employer Services Reports

ACTION TAKEN: Danny Brothers made a motion to accept all consent agenda items as presented, seconded by Dr. Galen DeHay. The motion carried unanimously.

III. SC Works System Updates

Mr. Trent Acker stated that the initial review period for the latest round of Incumbent Worker Training has closed. WorkLink received 10 applications in total. There will also likely be additional statewide IWT funds available around June. Mr. Acker stated that in the past few rounds of funding, in-house trainings have not been allowed and that rule will continue to apply to this round. The IWT committee will review applications and recommendations will be presented at the next Board meeting.

Mr. Acker noted the EBS grant with the Upstate WDB allowed for a Sector Strategies coordinator that would work for all four of the local workforce areas included in our larger region. The Upstate WDB

would be reimbursed for WorkLink's share of the costs. An additional Sector Strategies grant opportunity should be available in the near future and more information will be included in the future.

Mr. Acker updated committee members on the status of the state career assessments. WIN was awarded the statewide career assessment contract.

Mr. Billy Hunter provided an update on the Anderson SC Works center. Mr. Hunter stated that beginning on March 13, the Anderson SC Works Center operating hours changed to 8:30 a.m.-5 p.m. and will no longer be closed for lunch. The current schedule utilizes partners to assist during lunch hours. Mr. Hunter shared the updated digital customer service surveys that have been created to send to each customer who receives SC Works services. Mr. Hunter shared the overall results of the customers who responded.

Mrs. Jennifer Kelly stated that the SC Works Operations monitoring is taking place this week (3/20/23). Mrs. Kelly and Mrs. Graham spend time reviewing the SC Works operations and programs. A report will be sent of the exit within 45 days, an opportunity for corrections will be given, and then a final report will be written.

Mrs. Kelly reviewed the Memorandum of Understanding center operations budget for PY2023. The total budget is \$198,326 which will start July 1 and run through June 2024. Additional funds for COVID and moving costs have been removed from this year's budget. The WIOA portion is estimated to be \$68,932, which is 34.53%. Mrs. Kelly reviewed the budget details, which can be found on page 14 of the packet.

IV. WIOA Program Updates

Mr. JT Parnell presented four WIOA success stories from Anderson, Oconee, and Pickens counties.

Mrs. Kelly shared the PY22 2nd Quarter Rolling-4 performance. WorkLink is over 100% in all three fund streams, which is passing. Mrs. Kelly stated that programmatic monitoring was completed in January and there were no major issues. The final report from programmatic monitoring will be released next week.

Mrs. Kelly stated the PY2023 budget negotiations date has not been set yet. The budget modification presented in this meeting will have an impact on the 2023 budget negotiation. Mrs. Kelly shared a Budget vs. Actual Expenditures year-to-date summary with committee members and shared that overall there is a net zero change in funding. The second modification will be included the total for Resiliency, EBS, Adult, and DW grants.

Ms. Renee Alexander stated that the proposed modification does not change the overall grant total. Staff costs and fringe, operating costs, supportive services, and indirect costs have been reduced. There is an in training costs, primarily in the tuition line item. The total cost of the budget remains \$591,648.

ACTION TAKEN: Dr. Galen DeHay made a motion to accept the proposed budget modification as presented, seconded by Brooke Garren. The motion carried unanimously.

Mrs. Windy Graham stated when a training provider applies for the ETPL list, they apply with SC Path and can apply to whichever region they choose. Mrs. Graham gave background information on the current requirements for training providers and provided insight on Kinetics, which is a current training provider approved in the WorkLink region.

ACTION TAKEN: Danny Brothers made a motion to table the decision upon approval of Kinetics, seconded by Brooke Garren. The motion carried unanimously.

V. Strategic Planning- Next Steps

Mrs. Kelly stated that an email will be sent with the results of the Strategic Plan. This information will be further discussed in the next committee meeting.

VI. Other Business

Chair Bowers stated the next meeting is Wednesday, May 24, 2023, at 3 p.m.

V. Adjourn

With no further business, the meeting was adjourned at 4:03 p.m.

Respectfully submitted by: Meredith Durham