

WORKFORCE DEVELOPMENT BOARD

BOARD MEETING

May 31, 2023 Minutes

Madren Center Executive Board Room/ Teleconference via Zoom

Members Present:

Melanie McLane, Chair	Jeromy Arnett	Danny Brothers	Stephanie Collins
Galen DeHay	Brooke Garren	Billy Gibson	Susan Gibson
Lisa Gillespie	Teri Gilstrap	Robert Halfacre	Tyler James
Kristi King-Brock	Patrick Pruitt	Shonna Williams	

Members Absent:

David Bowers	David Collins	Edgar Brown	Grayson Kelly
Mike Wallace			

Staff Present:

Sharon Crite	Windy Graham	Jennifer Kelly
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Guests Present:

Karen Craven	Billy Hunter	Kal Kunkel	JT Parnell
Jeff Snider			

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. Special Recognition

Chair Melanie McLane announced that Ed Parris, former long-standing WorkLink Board member, was not able to be with us today for a special recognition. WorkLink staff will reach out to reschedule for September if he is available.

III. Approval of Minutes

The minutes from the April 5, 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: Jeromy made a motion to approve the minutes as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

IV. Director's Report

A. Board Education Spotlight – WIOA Funding

Ms. Jennfer Kelly, Interim Executive Director for WorkLink, provided an overview of how Workforce Innovation and Opportunity Act (WIOA) funds flow from Department of Labor to the WorkLink area, and how those funds are distributed.

B. PY2023 State Allocation

Ms. Kelly reviewed the State allocation information on pg. 8 of the Board packet, stating that the State has received \$29,129,496, an increase of \$38,165 from the previous year. The change reflects a 5.98% in Adult funding, a -8.29% in Dislocated Worker funding, and a 5.75% change in Youth funding. WorkLink has not yet received their funding allocation for PY2023.

C. PY2022 March FUR & PCR Reports

Ms. Kelly referenced pages 9-14 of the Board packet:

- WorkLink is required to expend 70% of available funds during the program year. On page 9, WorkLink's Adult FUR was 48%; on page 10, WorkLink's Dislocated Worker FUR was 51%; and on page 11, WorkLink Youth FUR was 71%. Ms. Kelly stated that WorkLink has already met the Youth FUR goal and is on track to meet the 70% for Adult and Dislocated Worker funds as of May 31, 2023; this report can be found on page 13 of the packet.
- WorkLink is required to expend 30% of available Adult and Dislocated Worker funds on participant costs, which includes all types of training and supportive services, during the program year. The Participant Cost Rate status report on page 12 reflects that WorkLink is currently at 28.19%. Ms. Kelly showed the PCR tool that WorkLink uses to track this on page 14 of the packet. This PCR tool shows that WorkLink is at 31.33% through April 30, 2023.

D. PY2022 Q3 WIOA Performance Update (Rolling 4)

Ms. Kelly reviewed pages 15-19 which shows WIOA performance for Eckerd through third quarter of PY2022 (March 31, 2023). WorkLink is meeting or exceeding all performance measures.

E. Upcoming Monitoring

SC Department of Employment and Workforce (DEW) has notified the local areas that Department of Labor will be monitoring South Carolina WIOA, Unemployment Insurance, and Wagner-Peyser grants during the week of July 31, 2023. WorkLink staff will be prepared if the monitors visit our area.

V. Committee Reports

A.) Executive Committee

i.) Report of Actions

Chair McLane stated that the Executive Committee met on Wednesday, May 17, 2023 to discuss the renewal of the Clemson SC Works Center lease. No action was taken during the meeting. Any additional action is pending a follow-up conversation with Trehel.

B.) Finance Committee

1) Budget Overview

Chair Collins called on Eckerd Connects to review the Adult/Dislocated Worker and Youth invoices. The following budget updates were provided through April 2023:

- Page 20 shows expenditures for the Adult Program budget expended at 80.1%.
- The Dislocated Worker Program budget as shown on page 22 is 65.0% expended.
- Page 24 shows the Adult Resiliency grant is 99.3% expended. Mr. JT Parnell, Eckerd Connects Area Manager, stated that this grant is closed out as of April 30, 2023.
- Page 26 shows the ITA Obligations and Participant Cost Report, which reflects budgets related to participant costs. Mr. Parnell reviewed the vouchers approved, vouchers paid, and ITA obligations for each grant budget.
- Page 27 shows Adult Engage, Build, Serve grant is expended at 61.7%.
- Page 30 shows the Youth grant with PYC is expended at 80.9%. Ms. Karen Craven, Program Manager for Palmetto Youth Connections, drew attention to line item 6507 "Work Experience" and stated it was 100% expended.
- Page 31 shows the Youth Resiliency grant expenditures was closed as of March 31, 2023. This grant was expended at 99.9%. Ms. Craven noted that there were no work experience stipends associated with this grant.
- Page 32 shows the Youth Engage, Build, Serve grant is 59.1% expended, and 97.7% of the Work Experience stipends have been expended.

Chair Collins called on Interim Executive Director Jennifer Kelly to review the in-house budget through April 30, 2023. Ms. Kelly reviewed page 33, stating that there were two items of note in the budget.

- The SC Works Center costs is 159.4% expended; however, this amount will normalize once all partner reimbursements have been issued. Ms. Kelly stated that one partner was two quarters behind in payment due to staff turnover at the State level. WorkLink staff were notified that this partner was processing payments over the next couple of weeks and hoped the delay would be resolved. The third quarter invoices went out to partners this past week, and there will be one more quarter of expenditures that will need to be invoiced by the end of the program year.
- The printing line item is 112% expended. Ms. Kelly stated that there has been an increase in printing associated costs and this line item will be adjusted next year.

2) Ongoing Grants

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards that were approved at the last Board meeting. The packet included the report on page 34 Ms. Kelly stated that she is working to finalize grant agreements with six employers that were awarded a total of \$50,000 under the Engage, Build, Serve Grant. These companies will have until the fall to expend these funds. Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from

Department of Employment and Workforce in the amount of \$73,500 to upskill their current workforce. This grant award is effective June 1, 2023 to May 31, 2024. WorkLink will coordinate the grant on behalf of the State.

3) Proposed/Provision Budgets

Mr. Kal Kunkel reviewed the proposed PY2023 budgets for the Adult and DW Program and the One Stop Operator/Business Services grants, which can be seen on page 35. The budget for PY2023 is \$1,041,437, which is a combination of Engage, Build, Serve and formula funding. The budgets show an increase of \$173,002 from PY2022, which is due to Business Services moving from WorkLink staff to Eckerd. Ms. Kelly stated that these budgets were contingent upon final PY2022 carryover funds and PY2023 allocations. If there are any major cuts to funding, then budgets with Eckerd will need to be reduced. Ms. Kelly stated that the following goals were negotiated with Eckerd for PY2023: 94 new WIOA enrollments and 21 OJT contracts, and further stated that the goals are typically minimum targets as funding will dictate the actual number of individuals served/enrolled. Eckerd typically enrolls above their annual goal.

ACTION TAKEN: A motion from the Finance Committee to approve the PY2023 Adult/DW program and One Stop Operator budgets as presented, seconded by Kristi King-Brock. The motion carried unanimously.

Mr. Kal Kunkel reviewed the proposed PY2023 budgets for the Palmetto Youth Connections (PYC), which can be seen on page 38-40. The budget for PY2023 will remain level with PY2022 at \$500,000, a combination of Engage, Build, Serve and formula funding. Mr. Kunkel stated that they plan to serve 220 Youth in PY2023, of which 84 will be new. Ms. Kelly stated that these budgets were also contingent upon final allocations and carryover funds.

ACTION TAKEN: A motion from the Finance Committee to approve the PY2023 Youth program budget as presented, seconded by Danny Brothers. The motion carried unanimously.

- 4) Ms. Kelly shared an in-house provisional budget for PY2023, stating that this budget was based on the hold harmless clause listed in our allocation formula, and does not include final carryover numbers. Ms. Kelly stated that this budget is an overall reduction of approximately \$100,000 from the previous year. She drew the committee's attention to page 41 in the Board packet, stating that the SC Works Center budget does include an increase in rent for Clemson SC Works. Staff have been working with the Executive Committee and Trehel to finalize the lease negotiations for a 5-year term. This budget will be reviewed with our Financial Management Consultant after close-out of grants and allocations are made available. Any necessary modifications will be brought forward for approval in September.

ACTION TAKEN: A motion from Finance Committee to approve the provisional in-house budget for PY2023 as presented, seconded by Dr. Galen DeHay. The motion carried unanimously.

C.) Youth Committee

- a. PY22 PYC New Enrollment Report-Information

Ms. Susan Gibson reported that there were 88 new enrollments through May 30, 2023. PYC has served a total of 124 youth participants, which is 103% of the goal.

b. PY22 WL Youth Monitoring Report/Eckerd's Response – Information

Ms. Gibson referred the Board to pages 43-56, stating that the PYC monitoring report was listed in the packet and Eckerd's response was listed on pages 57-60. Overall the report reflects a clean monitoring.

c. The next Youth Committee meeting will be held on August 1, 2023.

D.) SC Works Operations Committee

1) Committee Update

Ms. Jennifer Kelly stated the Committee handout is on pages 61-63 and the usage report dashboard is on page 64-69. Ms. Kelly provided the following updates for the period of July 1, 2022 to April 30, 2023:

- 7,998 job seekers have used the WorkLink SC Works Centers
- 9 Hiring Events, 237 job seekers attended. The most recent was May 18, 2023 at the Anderson County Library, and was specifically formulated to connect Fraenkische affected workers with employers. This was coordinated through DEW staff in the SC Works Centers. – Ask Pat to give a few quick details.
- We also have held 6 Rapid Response events affecting 191 individuals. The most recent was Keys Innovative Solutions (a commercial printing company) in Williamston, SC. There were 35 affected, however, only 12 attended the Rapid Response event as the others have already found employment. They were scheduled to close May 5, and they were not trade impacted.
- In the WIOA Adult/Dislocated Worker Program, 147 individuals have been enrolled out of a planned 108, which 136% of the goal through April.
- So far this year we have trained 148 participants with WIOA funding, 40 of which are currently in training. Of those 87 credentials have been awarded.
- Eckerd has leveraged \$157,156 in outside scholarships to supplement WIOA funding, the majority of which come through a great partnership with TCTC and the State scholarship funding that they received. Eckerd (JT) and TCTC staff worked through a process to best maximize the use of those funds on behalf of shared customers/participants.

Ms. Kelly referred the Board to page 94 of the Board packet to review a WIOA participants success story.

2) PY2023 Staff Training and Center Closure Schedule

Ms. Kelly presented a PY2023 Staff Training & Center Closure schedule for the following: three planned training dates for staff on August 4, 2023, November 17, 2023, and April 12, 2024, and two dates of closures for special circumstances. Clemson will close early on Friday, September 8 and Friday, October 6, 2023 due to anticipated Clemson University football traffic. The early

closures for Clemson will allow staff to take leave if they choose to travel home or they may deliver services remotely or work from an alternate SC Works Center site at the discretion of their supervisor. The SC Works Centers will be closed beginning at noon for all dates listed.

ACTION TAKEN: A motion from One Stop Operations Committee to approve the PY2023 Staff Training and Center Closure schedule as presented, seconded by Robert Halfacre. The motion carried unanimously.

3) PY2022 Adult/DW Program & Operator Eckerd Monitoring Reports – Information

Ms. Kelly stated that the OneStop Operator Monitoring Report was included in the packet on pages 71-83. Overall Eckerd received a clean report, showing one issue of Personal Identifying Information that needed to be addressed, and one process improvement recommendation that they will be working on to meet One Stop Certification standards in relation to workshops.

The Adult/DW Monitoring Report can also be seen on pages 84-93, and once again showed Eckerd received an overall clean report. Only one issue of Personal Identifying Information that needs to be addressed and a couple of process improvement recommendations regarding entering activity codes as it relates to financial tracking of invoices.

The next One Stop Operations Committee meeting will be held August 23, 2023.

E.) Priority Populations Committee

Ms. Lisa Gillespie stated that on May 2, committee members listened to a presentation from Ms. Vanessa Cruell on the South Carolina Commission for the Blind. WorkLink's unemployment rate is 3.1% and for individuals with a disability, the unemployment rate is 8.2%.

The next Priority Populations meeting is planned for August 1, 2023.

F.) Other Business

Chair McLane adjourned the meeting at 1:55 p.m.

Respectfully submitted by: Jennifer Kelly