

**WORKFORCE DEVELOPMENT BOARD  
BOARD MEETING**

**September 20, 2023 Minutes**

**Madren Center Executive Board Room/ Teleconference via Zoom**

**Members Present:**

Mike Wallace, Chair	David Bowers	David Collins	Stephanie Collins
Galen DeHay	Brooke Garren	Robert Halfacre	Tyler James
Kristi King-Brock	Melanie McLane	Patrick Pruitt	Shonna Williams

**Members Absent:**

Jeremy Arnett	Danny Brothers	Edgar Brown	Billy Gibson
Susan Gibson	Lisa Gillespie	Teri Gilstrap	

**Staff Present:**

Sharon Crite	Windy Graham	Jennifer Kelly
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**Guests Present:**

Renee Alexander	Caitlin Brazell	Stephanie Blake	Karen Craven
Laura Cox	Robert Davis	Billy Hunter	Jennifer Judy
Jennifer Meeks	JT Parnell	Leah Price	Jeff Snider

**I. Call to Order/Introductions**

The meeting was called to order at 1:00 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. Election of Board Officers**

Chair McLane announced that it was time for election of Board officers for PY2023. The Board Chair will lead the Board meetings and serve as the primary contact for staff regarding Board business for PY2023. The Vice Chair will assist the Board Chair in conducting the WorkLink Board meetings for Program Year 2023 and will plan to rotate to Board Chair for PY2024.

**BOARD ACTION TAKEN: Stephanie Collins made a motion to nominate Mike Wallace as Board Chair for PY2023, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

**BOARD ACTION TAKEN: Teri Gilstrap made a motion to nominate Shonna Williams as Vice Chair, seconded by David Collins. The motion carried with a unanimous voice vote.**

### III. Approval of Minutes

The minutes from the May 31, 2023 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace 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 Kristi King-Brock. The motion carried with a unanimous voice vote.**

### IV. Special Recognition

- Chair Wallace presented Stephanie Blake with a plaque recognizing her as the Outstanding SC Works Center Staff of the Year.
- Chair Wallace presented Melanie McLane with an award for her outstanding service to the WorkLink Board as Chair for PY2021 and PY2022.
- Chair Wallace presented Ed Parris with a plaque recognizing his 20+ years of service on the WorkLink Board, Executive Director Jennifer Kelly accepted the award on his behalf.

### V. Workforce Coordinating Council Overview

Mr. Robert Davis, SC Department of Employment and Workforce, gave a Board presentation concerning the goals and objectives of the new State Workforce bill that was passed in late summer of 2023.

### VI. Director's Report

#### A. *PY2023 State Allocation*

Ms. Kelly reviewed WorkLink allocation information in the Board packet on page 9, stating that WorkLink received \$1,403,301 for PY2023, a decrease of \$21,343 from the previous year. WorkLink received \$440,694 in Adult, \$418,653 in Dislocated Worker, and \$543,954 in Youth. Overall, this is flat funded for PY2023 with a decrease of only \$21,343, or a 1% cut. A chart was provided showing the differences by fund stream, WorkLink's allocation over time, as well as State vs. Local allocation and the distribution by local area.

#### B. *PY2022 Q3 WIOA Performance Update (Rolling 4)*

Ms. Kelly reviewed pages 10-14 which show WIOA performance for Eckerd through the third quarter of PY2022 (March 31, 2023). WorkLink is meeting or exceeding all performance measures.

#### C. *AOP Business Showcase Update*

Ms. Laura Cox gave an update on the AOP Business Showcase, stating that the event will be hosted on November 28 & 29<sup>th</sup> at the Anderson Civic Center for 8<sup>th</sup> graders in the area. Employers may still register to be apart of the event.

### VII. Committee Reports

#### A.) Executive Committee

##### i.) Report of Actions

The Executive Committee met on May 17, 2023 to discuss the expiring Clemson SC Works lease. The Executive Committee email voted in July to renew the lease with Trehel Corporation for a 5-year term. The terms of the lease raised the cost from \$13 to \$13.50 per sq ft.

The Executive Committee met on September 8, 2023 to review PY2023 Eckerd budgets and approve Budget Modifications.

- For Adult/Dislocated Worker/Engage Build Serve (EBS) grants, the overall funding was reduced by \$74,938. It will also allow us to shift funds around to meet the EBS expenditure requirements by September 30.
- For Youth and Engage Build Serve budgets, overall funding was reduced by \$20,000.
- All funding reductions were to make additional funding available in the first quarter of PY2024.

Although not required by our by-laws, it's been the board's practice to ratify these actions at the following Board meeting.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to ratify the Executive Committee's decision as presented, seconded by David Collins. The motion carried with a unanimous voice vote.**

## **VIII. Finance Committee**

### 1) Budget Overview

#### **a. PY22 & PY23 IN-HOUSE BUDGET OVERVIEW**

Ms. Kelly reviewed the PY2022 in-house budget through June 30, 2023 found on page 16 of the Board packet. Ms. Kelly noted that the Adult and Dislocated Worker funding did not meet the fund utilization requirement of 70% by June 30 in part due to the previous director's and MOU costs reflected in the budget. A chart was provided on page 17-18 of the Board packet. Ms. Kelly stated that we did achieve the Participant Cost Rate of 35.01%, the Youth Funding Rate of 88.75%, and the obligation rates of all three fund streams of 80%. A chart was provided on page 19.

Ms. Kelly reviewed the PY2023 in-house budget through August 31, 2023 found on page 20 of the Board packet. She drew the committee's attention to the undesignated funds and noted that this amount has diminished significantly from the previous year. She will be watching this closely and looking at other grant funding to supplement the Board budget for PY2023.

Ms. Kelly requested to transfer \$200,000 from Dislocated Worker Funding to Adult for PY2023 allocations beginning October 1, 2023. This transfer will help the WorkLinks staff facilitate expenditure of funds in a timely manner.

**BOARD ACTION TAKEN: Finance Committee made a motion to transfer \$200,000 from Dislocated Worker to Adult, seconded by Dr. Galen DeHay. The motion carried unanimously.**

**2) IWT**

Ms. Kelly reviewed the Incumbent Worker Training (IWT) Grant awards that were approved at the June Board meeting. The packet included the report on page 21. Ms. Kelly stated that four of the six companies have finalized their training and have received reimbursement as of August 31, 2023. The remaining two companies have until December 31, 2023 to finalize their training and submit the paperwork for reimbursement.

**3) Rapid Response IWT**

Ms. Kelly stated that a Rapid Response IWT grant was awarded to Sulzer Processing Pumps from the 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. Ms. Kelly stated that \$27,195 had been reimbursed for training at Sulzer as of August 31, 2023.

**4) Adult/DW Program/Operator Budgets (All Sources)**

Finance Committee Chair Collins called on Eckerd Connects to review the Adult/Dislocated Worker and Youth invoices. The following budget updates were provided for PY2022 the Adult and Dislocated Worker Grants through June 30, 2023:

- Page 23 shows expenditures for the Adult Program budget expended at 97%.
- The Dislocated Worker Program budget as shown on page 24 is 91.3% expended.
- Page 25 shows the Adult Resiliency grant is 99.3% expended. Mr. JT Parnell, Eckerd Connects Area Manager, stated that this grant closed out on April 30, 2023.
- Page 26 shows Adult Engage, Build, Serve Program grant is expended at 93%.

The following budget updates were provided for PY2023 the Adult and Dislocated Worker Grants through August 31, 2023:

- Page 28 shows expenditures for the Adult Program budget expended at 9.1%.
- The Dislocated Worker Program budget as shown on page 29 is 2.0% expended.
- Page 30 shows expenditures for the Adult Operator budget expended at 0.2%.
- The Dislocated Worker Operator budget as shown on page 31 is 0.3% expended.
- Page 32 shows Adult Engage, Build, Serve Operator grant is expended at 36.4%.
- Page 33 shows Adult Engage, Build, Serve Program grant is expended at 45.9%.
- Page 34 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.

**5) Youth Program (All sources)**

The following budget updates were provided for PY2022 the Youth Grants through June 30, 2023:

- Page 35 shows the Youth grant with PYC is expended at 95.2%. Ms. Karen Craven, Program Manager for Palmetto Youth Connections, drew attention to line item 6507 “Work Experience” and stated it was 100% expended.
- Page 36 shows the Engage, Build, Serve Youth Program grant expenditures expended at 89.5%. Ms. Noted line item 6507 “Work Experience” was 100% expended.

The following budget updates were provided for PY2023 the Youth Grants through August 31, 2023:

- Page 37 shows the Youth grant with PYC is expended at 10.7%. Ms. Craven reported that as of the board meeting, Work-based learning was expended at 22.51%.
- Page 38 shows the Engage, Build, Serve Youth Program grant expenditures expended at 28.4%. Ms. Crave noted line item 6507 “Work Experience” was 33.3% expended as of the date of the Board meeting.

## B.) Youth Committee

### 1) PY23 PYC New Enrollment Report-Information

Ms. Susan Gibson reported from page 55 that there were 22 new enrollments through August 31, 2023. In PY2022, PYC served a total of 124 youth participants, which was 103% of the goal.

### 2) Board Education Spotlight – WIOA Youth Program

Ms. Crite provided an overview of the Youth Program and the elements required under WIOA as presented in the Board packet on page 58-59. Ms. Craven gave a success story of Josh as can be seen on the packet on page 60.

### 3) Anderson Cty. Award Event – PYC Youth Participant Nominee

Ms. Gibson referred the Board to pages 56-57, stating that Ms. Karlee Keaton is being presented as the Anderson County Youth Participant of the Year and will be recognized at the Awards event hosted by Anderson County on October 14, 2023.

**ACTION TAKEN: A motion from the Youth Committee to approve the nomination for the Youth participant of the Year as presented, seconded by Dr. Galen DeHay. The motion carried unanimously.**

## D.) SC Works Operations Committee

### 1) Committee Update

One Stop Committee Chair Bowers stated that the committee met on August 23, 2023. He directed the Board’s attention to the Board packet on pages 41-39.

Mr. Bowers shared a few highlights from the last program year:

- 10,344 individuals were served in-person through the SC Works Centers
- 8 Rapid Response events served 215 individuals. (Affected companies included Pre-Zero, Fraenkische, Keys Innovative Solutions, and DSV Solutions.)

- 13 hiring events were hosted with 374 attendees.
- 161 individuals were enrolled in the Adult/Dislocated Worker program out of 125 planned, which equates to 129% achieved of planned enrollments.
- 169 individuals received training, of which 98 received a credential
- \$165,678 was leveraged in scholarships in partnership with Tri-County Technical College.

Mr. Bowers noted that the initial PY2023 usage report is listed on pages 49-52 and reflects data current through July.

**2) Anderson Cty. Award Event -Adult Nominees\***

At the Community Impact Awards ceremony each year, Anderson County recognizes outstanding alumni of the various programs in the county for their success in making strides in their career and education. This year the committee voted to recognize Robby and Tracie. Their success stories can be found in the packet on pages 53 and 54.

**ACTION TAKEN: A motion from the One Stop Committee to approve the nomination for the two Adult participants of the Year as presented, seconded by Melanie McLane. The motion carried unanimously.**

Our standard committee report can be found on pages 39-40. The next meeting will be held on October 18, 2023 at 3 pm.

**E.) Priority Populations Committee**

Mr. Pat Pruitt stated the committee members received a presentation from himon the South Carolina Department of Employment and Workforce at the last meeting. WorkLink’s unemployment rate is 3.1% and for individuals with a disability, the unemployment rate is 6.8%.

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

**F.) Other Business**

Ms. Kelly referred the committee to pages 69-71, and asked Board members to participat in a Board survey indicating interests and availability for future board meetings.

Chair Wallace adjourned the meeting at 2:20 p.m.

*Respectfully submitted by: Jennifer Kelly*