



WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
May 24, 2023 @ 3:00pm
via Zoom/ Clemson SC Works Comprehensive Center

Members Present

David Bowers, Chair
Susan Gibson

Danny Brothers
Shonna Williams

Dr. Galen DeHay

Brooke Garren

Members Absent:

Teri Gilstrap

Staff Present:

Jennifer Kelly

Windy Graham

Guests Present:

Billy Hunter

JT Parnell

Jeff Snider

Charles Camp

Welcome and Introductions

Chair David Bowers officially called the meeting to order at 3:03pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

Consent Agenda

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

- 3/22/2023 Meeting Minutes
- PY22 Usage Reports
- PY22 Financial Reports
- PY22 Employer Services Reports

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

SC Works System Updates

Ms. Jennifer Kelly, Interim WorkLink Executive Director, Ms. Jennifer Kelly, Interim Director for WorkLink WDB, gave an update on Employer Services to the group.

Incumbent Worker Training (IWT) grants, available for local companies through the Engage, Build Serve (EBS) Statewide grant that WorkLink received, have been notified. Four of the six companies have executed contracts with training set to begin in the next couple of months. Two companies are gathering documentation and finalizing training dates. Additional funding for regular IWT funds may be available from the State Workforce Development Board after July 1. If

available, these funds may be used for participant and employer service costs, such as scholarships, supportive services, IWT or OJT.

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.

Ms. Kelly stated that the Business Service Representative for WorkLink, Meredith Durham's last day with WorkLink was Friday, May 26. The Business Service Representative role will transition to Eckerd WDS as part of the One Stop Operator grant on July 1, 2023. This individual will coordinate business services on behalf of the WorkLink area and will have a budget to fund On-the-Job Training for PY2023. In the interim period, Jennifer Kelly will serve as a point of contact for WIOA funded employer services.

Mr. Billy Hunter, One Stop Operator, provided an update SC Works Customer Service Satisfaction, including a review of the surveys sent and responses received. Mr. Hunter indicated that YTD 93% of surveys indicated satisfaction or higher with SC Works Center services.

Mr. Hunter stated that two Rapid Response events occurred, one for Fraenkische in Anderson, affecting 174 individuals; and one for Key Innovative Solutions in Williamston, affecting 35. Staff attended the Rapid Response events and provided an overview of the SC Works Centers and WIOA services.

Mr. Hunter gave an overview of two hiring events that were hosted in Anderson, the first of which occurred in March 2023, served 14 employers and 174 job seekers, and the second served 15 employers and 65 job seekers.

Mr. Hunter 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: Dr. Galen DeHay made a motion to accept the PY2023 Staff Training & Center Closure Schedule as presented, seconded by Shonna Williams. The motion carried unanimously.

WIOA Program Updates

Ms. Windy Graham, WIOA Performance and Reporting Specialist, provided an update to the Eligible Training Provider applications that were tabled at the last meeting. WorkLink received an application from a Training Provider Kinetic Potential to be on the Eligible Training Provider List (ETPL); however, they are not currently licensed by an appropriate licensure facility, such as

Commission for Higher Education. The committee voted to table the decision at the March 2023 Committee meeting due to their lack of licensure. Ms. Graham stated that the window for Training Providers to remain on the ETPL is still open, and expects either the State or the Training Provider to take action by the July 1 deadline; however, at this time there is no new information to provide.

ACTION TAKEN: Dr. Danny Brothers made a motion to keep this application tabled until additional information has become available, seconded by Shonna Williams. The motion carried unanimously.

Mr. JT Parnell, Eckerd Program Manager, gave an update on the status of the program, stating that there are 112 individuals enrolled in training and YTD 154 participants have been enrolled in WIOA. Approximately \$167,678 in outside scholarships have been leveraged through partnership with Tri-County Technical College. Mr. Jeff Snider shared a participant success story with the committee.

Ms. Kelly provided a copy of the final budgets resulting from negotiations with Eckerd for PY2023, which were completed May 12, 2023, in the packet on page 23. The budgets show a \$173,002 increase 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.

Strategic Planning

Ms. Kelly shared the results of the Strategic Plan with the One Stop Operations Committee. The five key goals identified by the strategic planning survey were listed in the committee packet on pages 24-25 and discussed by the committee. Addressing transportation issues for customers moved to number 5 as a priority and improving workforce strategies for outreach moved to the number 1 priority. Ms. Kelly will work with the Service Provider to plan outreach efforts for review at the next committee meeting.

Other Business

Chair Bowers stated the next meeting is Wednesday, August 23, 2023, at 3 p.m.

Adjourn

With no further business, the meeting was adjourned at 3:56pm.

Respectfully submitted by: Jennifer Kelly