



**WORKFORCE DEVELOPMENT BOARD  
Executive Committee Meeting Minutes  
May 17, 2023 @ 3pm**

**SC Works Clemson Comprehensive Center/ Zoom Conference Call**

**Members Present**      Melanie McLane, Chair      Jeremy Arnett      Danny Brothers  
Teri Gilstrap      Tyler James

**Members Absent**      Grayson Kelly

**Staff Present:**      Jennifer Kelly

**CALL TO ORDER & INTRODUCTIONS**

Chair Melanie McLane called the meeting to order at 3:00pm. Chair McLane welcomed everyone in attendance. Chair McLane reminded everyone the meeting was being recorded for the processing of minutes.

**Clemson SC Works Center Lease Discussion**

Ms. Jennifer Kelly, Interim Director, reviewed the status of the Clemson SC Works Center lease with Trehel. Ms. Kelly stated that the lease would be expiring July 31, 2023. Ms. Kelly spoke with Mr. Workman of Trehel to discuss the terms of renewing the lease. He proposed a fifty-cent increase per foot for rent and a forty-cent per sq foot increase for common area maintenance. The total impact on the Clemson SC Works Centers for the next five-year term would be \$7,700 per year. Ms. Kelly reviewed the projected allocations for coming years as well as the impact on WIOA as part of the SC Works Center cost.

The committee requested that Ms. Kelly negotiate with Trehel for a termination clause if allocations were such that we would need to dissolve the lease early due to budgetary constraints. An email vote would be sent forward to the committee for final approval.

**ADJOURNMENT**

With no other business, the meeting adjourned at 3:25 p.m.

*Respectfully submitted by: Jennifer Kelly*