



**WORKFORCE DEVELOPMENT BOARD  
Executive Committee Meeting Minutes  
September 8, 2023 @ 3pm  
SC Works Clemson Comprehensive Center/ Zoom Conference Call**

**Members Present**      Melanie McLane, Chair      Jeremy Arnett      Danny Brothers  
   Dr. Galen DeHay      Teri Gilstrap      Tyler James

**Members Absent**

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

**Guests Present:**      Renee Alexander

**CALL TO ORDER & INTRODUCTIONS**

Chair Melanie McLane called the meeting to order at 8:35am. Chair McLane welcomed everyone in attendance. Chair McLane reminded everyone that the meeting was being recorded to process minutes.

**Approval of Meeting Minutes (5/17/2023)**

The minutes from the May 17, 2023 meeting were emailed to committee members for review. Chair McLane called for any corrections or amendments to the minutes.

**ACTION TAKEN: Danny Brothers made a motion to approve the minutes as presented, seconded by Jeromy Arnett. The motion carried with a unanimous voice vote.**

**PY2023 Board Budget – Current Status**

Ms. Jennifer Kelly, Executive Director, reviewed the status of the final PY2023 allocations and the WorkLink WDB budget as of August 31, 2023. Ms. Kelly stated a shortfall of \$318,783 was projected for the first quarter of PY2024. Staff is bringing a budget modification to the Executive Committee to de-allocate some funding from Eckerd for PY2023 and stated that Staff will be applying for additional grant funds to ensure that services can continue in the first quarter of PY2024.

The PY2023 Adult/DW/EBA Mod 1 was presented to the committee by Renee Alexander, Eckerd WDS. The overall funding was reduced by \$74,938. This shift will provide additional available funds in PY2024 first quarter and will allow WorkLink staff to shift funds around to meet the EBS expenditure requirements by September 30, 2023. The full budget modification can be seen on pages 6-12 of the Executive Committee packet.

**ACTION TAKEN: Teri Gilstrap made a motion to approve the budget modification for Adult/DW/EBA funding as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.**

Ms. Alexander presented the budget modification for Youth, indicating that the overall funding was reduced by \$20,000. The full budget modification can be seen on page 13 of the Executive Committee packet.

**ACTION TAKEN: Dr. Galen DeHay made a motion to approve the budget modification for Youth/EBY funding as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.**

### **ADJOURNMENT**

With no other business, the meeting adjourned at 8:55 a.m.

*Respectfully submitted by: Jennifer Kelly*