



**WORKFORCE DEVELOPMENT BOARD
Executive Committee Meeting Minutes
December 13, 2023 @ 1:00 pm
via Zoom/ Clemson SC Works Comprehensive Center**

Members Present

Mike Wallace, Chair Jeremy Arnett Shonna Williams Tyler James
Gaylen DeHay Terri Gilstrap

Staff Present:

Jennifer Kelly Jennifer Campbell

Welcome

Chair Mike Wallace welcomed everyone to the conference call at 1:00 pm.

Approval of Meeting Minutes (9/8/2023)

The minutes from the September 8, 2023, meeting were emailed to committee members for review. Chair Wallace called for any corrections or amendments to the minutes.

ACTION TAKEN: Gaylen DeHay made a motion to approve the minutes as presented, second by Tyler James . The motion carried with a unanimous voice vote.

Incumbent Worker Training Grant Applications

Ms. Jenifer Kelly, Executive Director, reviewed the recommendations by the IWT Committee for funding of \$42,160.00 distributed to five companies through the PY'23 IET grant. WorkLink received \$50,000 in IWT funding through the PY'23 IET grant to be used by September 30, 2024.

ACTION TAKEN: Gaylen Dehay made a second to accept the IWT Committee recommendation to approve IWT funding as presented. The motion carried with a unanimous voice vote.

Adult/Dislocated Worker Policies

Policy Update- Re-Enrollment Policy

Ms. Kelly presented a request by Eckerd WDS Staff to make a change in the Re-Enrollment Policy. In the past, participants were required to wait until the end of the fourth quarter after exit before being allowed to re-enroll. The proposed change would allow participants to re-enroll after the third quarter of follow up, but only after they have provided their employment and credentialing information for the fourth quarter. This was presented to the One Stop Operations Committee and approved as a recommendation.

ACTION TAKEN: Gaylen Dehay made a second to accept the One Stop Operations Committee recommendation to approve Re-Enrollment Policy Change as presented. The motion carried with a unanimous voice vote.

Policy Update- Programs of Study

Ms. Kelly shared that programs offered by approved eligible training providers are being denied due to not meeting the self-sufficiency wage. An example given was the nursing assistant certification which shows a starting wage of \$12.14/hr upto \$18.55/hr with a median pay of \$14.97. However, since the WorkLink area self-sufficiency wage of \$12.47 is not being met by the lowest wage, this certification has been denied. The request is to base certification approval on the median wage instead of lowest amount possible. This was presented to the One Stop Operations Committee and approved as a recommendation.

ACTION TAKEN: Jeromy Arnett made a second to accept the One Stop Operations Committee recommendation to approve Re-Enrollment Policy Change as presented. The motion carried with a unanimous voice vote.

Eckerd Transition in Upper Savannah

Ms. Kelly shared that Eckerd WDS has pulled out from serving Upper Savannah WDB. This does not impact their service with WorkLink. JT Parnell, Eckerd program manager, who was working with both WorkLink and Upper Savannah, has resigned and accepted a position elsewhere. His remaining salary will impact the budget in both operations and programs. Eckerd would like to use these funds to bring on Kimberly Smith as a part-time career coach in Anderson. This will be presented as part of an upcoming budget modification.

The Executive Director for Upper Savannah has resigned. With this development Eckerd and Upper Savannah are in negotiations to reinstate their contract.

CY2024 Board & Committee Meeting Schedule

Ms. Kelly presented the proposed Board and Committee Meeting Schedule for the 2024 calendar year.

ACTION TAKEN: Gaylen DeHay made a motion to approve the Meeting Schedule as presented, second by Terri Gilstrap. The motion carried with a unanimous voice vote.

Other Business

No other business shared.

Adjourn

Chair Wallace adjourned the meeting with no further business at 1:22 pm.