

**WORKFORCE DEVELOPMENT BOARD MEETING**  
**April 3, 2024 Minutes**  
**Madren Center Executive Board Room/ Teleconference via Zoom**

**Members Present:**

Mike Wallace, Chair	Jeromy Arnett	David Bowers	Danny Brothers
Stephanie Collins	Galen DeHay	Brooke Garren	Susan Gibson
Robert Halfacre	Tyler James	James Kilton	James Kilton
Kristi King-Brock	Melanie McLane	Burris Nelson	Patrick Pruitt
Shonna Williams			

**Members Absent:**

David Collins	Billy Gibson	Lisa Gillespie	Jennifer Meeks
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**Staff Present:**

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

Renee Alexander	Anna Beth Bagwell	Caitlin Brazell	Karen Craven
Cameron Ford	Billy Hunter	Kelly Parnell	Zac Pelicano
Jeff Snider			

**I. Call to Order/Introductions**

The meeting was called to order at 1:00 p.m. Chair Mike Wallace 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. Approval of Minutes**

The minutes from the February 7, 2024 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments.

**BOARD ACTION TAKEN: Gaylen DeHay made a motion to approve the minutes as presented, seconded by David Bowers. The motion carried with a unanimous voice vote.**

**III. Presentation- SC Works Sector Strategies Update**

Zac Pelicano with the Upstate Workforce Development Board is leading the Sector Strategies initiative on behalf of the Link Upstate Region, covering WorkLink, Greenville, Upstate, and Upper Savannah. He provided a brief overview of the Sector Strategies initiative and update on progress thus far.

#### IV. Director's Report

##### 1) Quarterly Performance Update

Ms. Jennifer Kelly noted that pages 8-9 of the board packet shows the PY2023 WIOA quarterly Performance for the last four quarters. The WorkLink region is currently meeting or exceeding all our performance measures. Ms. Kelly noted how appreciative we are of the Eckerd Adult and Youth staff for their continued excellent work in achieving these measures.

##### 2) PY2023 Fund Utilization Rate Update

Ms. Kelly shared that page 10 of the board packet our current fund utilization rate through February 29 was at 45.51% for Adult, 55.7% for DW, and 56.04% Youth expenditures. The 70% goal through February is 46.67%. we are on ahead of goal for DW and Youth, Adult is slightly behind. Ms. Kelly noted that page 11 reflects the outstanding MOU partner reimbursements and anticipated June accruals and shows that Adult is at 36.59% and DW is 52.35%. We are anticipating needing to expend \$83,102.48 per month for the next four months in adult and DW funds. Our average monthly spend has been \$115,963, so there should be no issues meeting the expenditure goals by June 30, 2024.

#### V. Committee Reports

##### A. *Executive Committee*

##### 1) Report of Actions\*

Chair Wallace shared that the Executive committee met on March 8, 2024, to consider three budget modifications to move funds from operating to training line items. The committee approved the following budget modifications:

- First, the Engage Build Serve Adult grant, on pages 12-15, moved funding from IWT to Eckerd for occupational training.
- Second, the Engage Build Serve Youth grant, on page 17, moved funding into Work Experience out of staff and operating costs.
- And last, the Youth formula grant, on page 16, moved funding into Work Experience out of staff and operating costs.

**BOARD ACTION TAKEN: David Bowers made a motion to ratify the Executive Committee actions as presented, seconded by Danny Brothers. The motion was carried with a unanimous voice vote.**

##### B. *Finance Committee*

##### 1) PY2023 Budget Overview

##### a. In-house Budget\*

Ms. Stephanie Collins shared the in-house budget which could be found on pages 18-21 and turned the floor to Ms. Kelly.

Ms. Kelly shared that page 18 reflects the In-house budget as of Feb 29, 2024. She also noted that we have received a new grant award called the Center Signage Refresh Grant. The Award is for \$5,265 for the purpose of refreshing the signs in front of the Anderson, Easley, and Seneca SC Works Centers. Ms. Kelly noted how appreciative she was for Jennifer Campbell in leading the grant application process, and to the State Workforce Development Board for this funding. Ms. Kelly noted that the Engage, Build, Serve Grant funding for both

Adult and Youth closed on March 31, 2024, and there was a modification to both the Adult and Youth EBS grants which were noted under the Executive committee report.

Ms. Kelly also presented a new item not covered by the Finance Committee which is highlighted in yellow on page 18. This past week, Upper Savannah WDB contacted WorkLink offering to transfer \$100,000 in 2023 Youth funds to us to utilize for PY2024. This would be a welcomed transfer as it would benefit our youth program but wasn't able to go through the normal process of being presented to the committee first due to the time of constraint of the June 30 fund utilization requirement. Ms. Kelly noted that if approved, WorkLink will monitor and adjust the expenditures carefully to maximize carryover across all fund streams while meeting the Fund Utilization Requirements of 70% by June 30 in Adult, DW, and Youth. Pages 11 & 19 of the Board packet shows the difference between the fund utilization for Youth with current expenditures and where we would be if we accepted the \$100,000 in Youth funds. Currently, expenditures are slightly ahead of the goal, even if we accept the \$100,000. Monthly expenditures average \$51,248 per month across Youth formula and Engage Build Serve Youth. We do not anticipate having any trouble meeting the June 30, 2024, deadline for Youth expenditures at this time.

**BOARD ACTION TAKEN: Kristi King-Brock made a motion to accept the transfer of up to \$100,000 in PY23 Youth formula funds from Upper Savannah. seconded by Gaylen DeHay. The motion was carried with a unanimous voice vote.**

Ms. Kelly stated that, WorkLink staff proposes awarding PYC an additional \$15,000 to their current grant award, from the \$100,000 funds transferred from Upper Savannah, to be used for Work Experience, supportive services, and minor operational costs associated with the increase in the grant award. The resulting budget modification will be shared with the Board during the next committee/Board cycle and will be effective no earlier than the date of the transfer approval from DEW.

The in-house budget shown on page 18 notes if the transfer were to be approved, that the Eckerd award amount will increase by 15,000, and the remainder of the 100,000 in the balance line at the bottom of the spreadsheet will move to undesignated funds, but the numbers may change slightly in the undesignated fund categories to ensure that we meet expenditure levels in all three fund streams by June 30.

**BOARD ACTION TAKEN: Gaylen DeHay made a motion to award PYC an additional \$15,000 in their current grant award, from the \$100,000 transferred funds from Upper Savannah, to go towards Work Experience, supportive services, and minor operational costs associated with the increase in grant funds to be effective upon the effective date of DEW approval, seconded by Kristi King-Brock. The motion was carried with a unanimous voice vote.**

In closing the In-House Budget reporting, Ms. Kelly shared that page 20 shows we are currently meeting the 20% expenditure goal for Work Experience in each Youth fund stream and page 21 shows we are currently meeting the 30% participant cost rate for the Adult/Dislocated Worker fund streams.

b. Incumbent Worker Training Grants

Ms. Jennifer Campbell reviewed the Incumbent Worker Training (IWT) Grant awards shown on page 22. Ms. Campbell stated that five companies have been awarded IWT funding totaling \$55,963 to be completed by September 30, 2024. The \$9,000 contract with Reliable Sprinklers has been closed and we currently processing invoices for both Mergon and United Tool and Mold. Sulzer Processing Pumps is the only Rapid Response contract and still currently utilizing the \$73,500 awarded in PY'22 with an extended contract end date of May 30, 2024.

c. One-Stop Operator (All Sources)

Mr. Billy Hunter reviewed the financial updates listed on pages 28-30. The EBS grant has been expended at 90.3% and will be closer to 95% at the end of March. The On-The-Job training line item is showing as 7.4% expended. However, there are additional funds being processed. Also, the Business Service Representative has been on leave and will be returning at the end of this week.

d. Adult/DW Program (All Sources)

Mr. Jeff Snider shared financial updates listed on pages 23-27. Through all streams, Eckerd expended at 60.7%. For EBS Eckerd is at 96.5%. Eckerd has expended 72.9% for training through February. Dislocated Worker was at 44.6% expended in February. With the recent closure of MST. There were 4 applications submitted for training last week. Eckerd has leveraged \$6,8982 in scholarships through Tri-County Technical College for training.

e. Youth Program (All Sources)

Ms. Karen Craven reviewed the financial updates listed on pages 31-34. The formula grant was expended at 61.3% at the end of February with 64.6% expended for work experience. There have been 18 work placements in PY23. The EBS grant has been expended at 100% with 100% of the work experience stipends expended.

C. **Youth Committee**

1) PY 23 PYC- New Enrollment Report-Information

Ms. Susan Gibson provided an update for the youth committee stating that Page 32 of the packet shows there are currently 112 participants enrolled with 8 remaining slots to reach the goal of 120 participants.

2) Extension of Eckerd-PYC Grant- 3rd Year (PY24)\*

Chair Wallace gave the option for the Board to enter into Executive Secession to discuss

extension of Eckerd-PYC Grant for the 3rd year. There was no request, so the meeting continued. Ms. Gibson stated that the Youth Committee recommends the extension of the Eckerd-PYC Grant for the 3rd Year for PY2024.

**ACTION TAKEN: A motion from the Youth Committee to approve the extension of the Eckerd-PYC Grant for the 3rd Year for PY2024. as presented, seconded by Robert Halfacre. The motion carried unanimously.**

3) PYC Youth Success Story

Ms. Craven shared an inspiring story of Daxx, a Pickens County Youth participant, who has completed his GED and participated in Work Experience with the Easley Recreation Center. Drex has been offered a part-time job with the Easley Recreation Center. He is enrolled in the I-BEST Manufacturing program at TCTC and plans to pursue a degree in Mechatronics. The full story can be found on pages 33-34 of the board packet.

D. **SC Works Operations Committee**

1) Committee Update

Mr. David Bowers stated that the One Stop Operations Committee met on March 20, 2024, and the standard committee report can be found on pages 35-37. The PY2023 usage report is listed on pages 38-41 which reflects data current through February.

Mr. Bowers highlighted the following information that can be found on the PY2023 usage report listed on pages 38-41 which reflects data current through February.

- 7,675 individuals were served in-person through the SC Works Centers
- 6 Rapid Response events served 95 individuals. These were for Fraenkische and Medline (There were 2 more Rapid Response events last week for the 60 employees affected by the unexpected closure of MST. However, only 10 have responded so far.)
- 35 hiring events were hosted with 1,438 attendees.
- 77 individuals were enrolled in the Adult/Dislocated Worker program out of 66 planned, which equates to 117% achieved of planned enrollments.
- 104 individuals received training, of which 53 received a credential.
- \$68,982 was leveraged in scholarships in partnership with Tri-County Technical College.
- There are currently 1 open OJT contracts and two successfully closed.

The next One Stop Committee meeting will be held on May 15, 2024, at 3 pm.

2) PY2024 SC Works MOU Update

Ms. Kelly shared that page 42 reviews the budgets for the four SC Works Centers for the last several years. The graph shows calendar year expenditures and how they align with the SC Works Center budgets, and then at the bottom how those expenditures are broken down by agency, by quarter, and by location. Page 43 shows PY2023's SC Works Center cost budget compared against the PY2024 proposed cost budget. There is a total increase of

\$11,297 in the difference column. This includes slight adjusts in rates for services, but the majority are for anticipated rate hikes for utilities, a slight increase in rent for Anderson to accommodate additional DEW staff, as well as replacing old resource room computers with new. The remaining graphs show projected expenditures based on FTEs. The costs by agency, by partner program, by Center, and by location as well as the FTE count for each center location is shown. All of our partners have been more than willing to share in the facility costs. Ms. Kelly thanked all of the partners for contributing to the success of the Centers.

Ms. Kelly thanked Anderson County and Tri-County Technical College for their contributions to the SC Work Center costs, both have given generous rent reductions for the Anderson, Easley, and Seneca SC Works Centers, and the scholarship funding that TCTC has awarded to our participants has added additional funding to our budgets to allow us to serve more participants through our Programs. Ms. Kelly also thanked the Adult Education Centers for the same rent reduction for the PYC program staff! Although their costs are not included in the SC Works Center facilities agreement, their contributions allow us to serve additional PYC participants.

**E. Priority Populations Committee**

Mr. Pat Pruitt shared that the Priority Populations Committee did not meet due to a scheduling conflict. There were no actionable items on the agenda, so the meeting was cancelled. The next meeting will be held May 14 and the January minutes will be voted on at that time.

**VI. Other Business**

Chair Wallace noted that a copy of upcoming SC Works events are listed on page 44 and encouraged board members to reach out to Billy Hunter or to Jennifer Campbell if they have any questions or would like to be involved in any of these events.

Chair Wallace also noted the annual Survey for demographics for the WorkLink area, which includes Board members, service providers, and WorkLink staff are available next to the sign-in sheet and asked everyone to fill one out before leaving. They are to remain anonymous, so no names are needed. Electronic copies can be sent upon request to the WorkLink Staff.

Reminder, the next Board meeting will be held on May 29, 2024 at 1:00 pm.

Mr. Pruitt thanked Mr. Tyler James with the Oconee Economic Alliance for his assistance in securing the Shaver Recreation Complex for the Job & Resource Fair being held on April 22.

Chair Wallace adjourned the meeting at 1:56 p.m.

*Respectfully submitted by Jennifer Campbell.*