



WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
January 17, 2024 @ 3:00pm
via Zoom/ Clemson SC Works Comprehensive Center

Members Present

David Bowers, Chair
Teri Gilstrap

Danny Brothers
Jim Kilton

Brooke Garren
Shonna Williams

Susan Gibson
Mike Wallace

Members Absent:

None

Staff Present:

Jennifer Kelly

Jennifer Campbell

Windy Graham

Guests Present:

Renee Alexander

Lillian Cleveland

Billy Hunter

Jeff Snider

Welcome and Introductions

Chair David Bowers officially called the meeting to order at 3:00pm 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:

- 10/18/2023 Meeting Minutes
- PY23 Usage Reports
- PY23 Financial Reports
- PY23 Employer Services Reports

ACTION TAKEN: Teri Gilstrap made a motion to accept all consent agenda items as presented, seconded by Shonna Williams. The motion carried unanimously.

SC Works System Updates

Employer Services

Ms. Lillian Cleveland, Eckerd Business Services Specialist, gave an update on Employer Services to the group. Eckerd staff has attended meetings with local SHRM and the Pickens County Rotary Club. They are partnering with Ripple of One to host an upcoming Business Services meeting. They have also partnered with DEW to participate in two job fairs per month with a strong employer presence and high attendance. They are currently in the planning stages of a virtual job and resource fair, target regional sectors strategies meeting, and creating a possible newsletter.

On The Job Training (OJT)

Ms. Cleveland also gave an update of OJT efforts, stating she has met with several employers to provide an overview of the OJT program. One OJT contract has been completed with a second chance employee who has remained employed. There is a second OJT contract currently active and one in the process of possible onboarding.

Rapid Response

Ms. Jennifer Kelly, WorkLink Executive Director, shared that Medline Industries in Honea Path will be closing on February 8th. Rapid Response will be onsite February 6th to offer services to the 25 employees. There will be a job fair held at the Watkins Center in Honea Path on February 9th for these employees and anyone else in the community. The SC Career Coach bus will be onsite to assist with unemployment insurance and resume writing.

Incumbent Worker Training (IWT)

Ms. Jennifer Campbell, WorkLink Assistant Director, gave an update on Incumbent Worker Training (IWT) grants to the group. Five of six companies have been reimbursed for their IWT training through the Engage, Build Serve (EBS) Statewide grant that WorkLink received. The remaining company has finalized training, and their final paperwork is being processed. Ms. Campbell also shared that WorkLink announced \$50,000 in IWT training through the Integrated Education and Training (IET) grant in November with applications due in December. There were five grants awarded with a remaining combined balance of \$12,737.50 to be used before September 30, 2024.

SC Signage Refresh Grant

Ms. Campbell shared that WorkLink submitted a grant application for \$5,342 to update the signage at all four SC Works locations. We are expecting to hear back from DEW as to grant awards by the end of February.

SC Works Center Update

Mr. Billy Hunter, Eckerd One Stop Manager, shared that 5,500 customer satisfaction surveys were sent out. There were 477 returned with 443 satisfied or very satisfied with services received. A new workshop is being created for the skills of Networking. A virtual expungement workshop will be held this week with 158 currently registered to attend. There were 5 job fairs/hiring events in December, 3 scheduled in January, and 4 are scheduled in February.

WIOA Program Updates

Ms. Renee Alexander, Eckerd Operations Director, presented a 2nd budget modification for PY23 Operation and Program. This will reallocate funds previously marked for staff that is no longer with Eckerd to be used for training. This staff member will not be replaced. There are no overall changes in total amounts. Just moved within line items.

ACTION TAKEN: Shonna Williams made a motion to accept the budget modifications as presented, seconded by Brooke Garren. The motion carried unanimously.

Proposed Supportive Services Policy Modification

Ms. Kelly shared that Eckerd WDS Staff has requested to modify the supportive services policy by requiring participants to be low income at time of enrollment and reside 10 miles or more from the training facility to receive transportation reimbursement.

ACTION TAKEN: Teri Gilstrap made a motion to accept modification of the Supportive Services policy as presented, seconded by Shonna Williams. The motion carried unanimously.

Mr. Jeff Snider, Eckerd Program Manager, reviewed the financial reports found on pages 15 through 19 in the packet. He also gave a PY2023 status update, stating that there have been 63 participants enrolled in WIOA since July, 35 of those in this last quarter, and 28 individuals who have participated in training. Approximately \$64,134 in outside scholarships have been leveraged through a partnership with Tri-County Technical College.

Mr. Snider also shared an inspiring success story of a Ukraine refugee who overcame language barriers to receive CDL training and employment. This full story can be found on page 24 of our PY22 Annual Report.

Other Business

PY2024 Eckerd Grant Extension

Ms. Kelly explained that Eckerd was granted the contract for PY2023 program year with the opportunity to extend up to three times. She offered for the committee to go into executive session to discuss any questions or concerns, which the committee members declined.

ACTION TAKEN: Teri Gilstrap made a motion to extend Eckerd WDS Operator contract for one year (PY2024), seconded by Danny Brothers. The motion carried unanimously.

ACTION TAKEN: Teri Gilstrap made a motion to extend Eckerd WDS Program contract for one year (PY2024), seconded by Danny Brothers. The motion carried unanimously.

ACTION TAKEN: Shonna Williams made a motion to have the One Stop Operations Committee to act as the negotiations committee for the PY2024 program year. seconded by Susan Gibson. The motion carried unanimously.

Adjourn

With no further business, the meeting was adjourned at 3:41pm.

Respectfully submitted by: Jennifer Campbell