

**WORKFORCE DEVELOPMENT BOARD BOARD MEETING**  
**February 7, 2024 Minutes**  
**Madren Center Executive Board Room/ Teleconference via Zoom**

**Members Present:**

Mike Wallace, Chair	Jeromy Arnett	David Bowers	Danny Brothers
David Collins	Stephanie Collins	Brooke Garren	Lisa Gillespie
Teri Gilstrap	Robert Halfacre	Tyler James	James Kilton
Patrick Pruitt	Shonna William		

**Members Absent:**

Galen DeHay	Billy Gibson	Susan Gibson	Billy Gibson
Kristi King-Brock	Melanie McLane		

**Staff Present:**

Jennifer Campbell	Sharon Crite	Windy Graham	Jennifer Kelly
-------------------	--------------	--------------	----------------

**Guests Present:**

Renee Alexander	Karen Craven	Billy Hunter	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. Special Recognition**

Chair Wallace presented Danny Brothers with a plaque for his outstanding service to the WorkLink Board for the last four years. He has served as a member of the executive team, vice chair, board chair, and past board chair.

**III. Approval of Minutes**

The minutes from the September 20, 2023 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments.

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

**IV. Presentation- Overview of WorkLink’s Workforce**

Leah Price with the Labor Market Information Department of the Department of Employment and Workforce shared a brief overview of the WorkLink labor market.

A. *Director's Report*

PY2022 Corrective Action Plan (FUR)

Ms. Kelly shared that a corrective Action Plan was submitted to the State Workforce Development Board explaining that we did not meet the Fund Utilization Rate for the Adult and Dislocated Workers fund streams in PY2022 due to two staff members leaving in the last quarter of the year and partner reimbursements were not accounted for in expenditure projections. Now that we are fully staffed and know to be mindful of the impact of partner reimbursements, we will ensure this goal will be met for PY2023. Ms. Kelly also noted pages 8-15 reflect that in PY22 we exceeded the 30% participant cost goal for the Adult and Dislocated Workers by achieving 35.01%. The youth goal of 20% was also exceeded by achieving 22.92%. Page 16 shows where we met or exceeded all PY2022 performance measures and the first quarter of PY2023 (July to September) has also met or exceeded all performance measures.

B. *PY2022 Annual Report*

Ms. Kelly shared that the PY2022 Annual Report has been emailed to all board members and posted on our website. We have started to collect information for the PY2023 Annual report and welcome Board member submissions. This should be ready to present to the board in the fall.

C. *2023 AOP Business Showcase*

On behalf of Ms. Laura Cox, Ms. Kelly shared that the 15<sup>th</sup> annual AOP Showcase was held at the Anderson Civic Center on November 28 and 29. Over 100 industry partners, including 41 employers, as well as educational partners and nonprofit agencies engaged with approximately 4,245 middle school students, representing 20 public schools and 1 charter school. Over 35 workforce partners from the region volunteered to help with logistics and crowd control. Ms. Kelly recognized Joey Nimmer, who recently retired from the Anderson County School District, for his many years of service as the Showcase board treasurer.

V. **Committee Reports**

A. ***Executive Committee***

Ms. Kelly shared that the Executive Committee met on December 13, 2023 with the following outcomes:

- The Committee approved the Board and Committee meeting schedules for CY2024 outlined on page 18.
- The committee approved two policy revisions, one to allow additional flexibility in re-enrollment of participants into the Adult/Dislocated Worker programs, and one to allow for additional training programs of study to be approved to meet employer demand. A snapshot of these policy changes can be seen in the packet on page 19-20.
- The committee also approved the allocation of IWT funds to five companies out of the (IET) Individual and Employer Training Grant and resulting awards can be seen at the bottom of page 22.

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

**B. Finance Committee**

Ms. Stephanie Collins shared that the Finance Committee met on January 24, 2024. In reviewing the PY23 Fund Utilization rate, it is on track to meet the 70% requirements through June 2023. As of December 31, 2023, the expenditure goal was 35% to meet the 70% requirement by June 30: The Adult Fund Utilization Rate was 31.22%, Dislocated Worker was at 28.87%, and Youth was 40.51%. The Adult and Dislocated Worker expenditure rates will adjust upward now that Engage Build Serve grants are ending. Staff are continuing to monitor Youth expenditures and will adjust internal spending strategies as needed. If anyone would like to read the full PY2022 Fund Utilization Rate Response sent to the State Workforce Development Board, it has been posted on the Board Login section of the WorkLink website.

**PY2023 Budget Overview**

*In-house Budget & Financial Status Update*

Ms. Kelly noted on page 21 the data expenditures through December 31, 2023. The highlighted yellow column shows that we received \$176,863 in Individual and Employer Training Grant funds from the State Workforce Development Board to supplement our Incumbent Worker Training program and occupational training coordinated through Eckerd Connects Adult/DW program. \$25,000 in IET funding has been made available to Eckerd to provide services to participants through the end of the program year. The remainder will be carried forward to supplement our available funds for services to continue in the first quarter of PY2024. WorkLink has expended 41.6% of planned in-house expenditures. The SC Works Center line-item accounts for all partner reimbursements WorkLink staff anticipate receiving through December 31, 2023. The website hosting line item has exceeded its year-to-date planned goal due to an annual fee that occurs around September each year. WorkLink has also expended the memberships, dues, and professional fees line item for the year as those also occur annually. We are continuing to monitor expenditures monthly. Brandi Runion continues to provide reporting and technical assistance on all financial information.

Also, as of December 31, 2023, our Adult/Dislocated Worker participant cost rate is 37.38% out of a planned goal for the year of 30%. The Youth Work-based learning measure ended at 23.78% for 22 Youth funds, and is currently 27.89% for 23 Youth funds, and 33.23% for Youth Engage Build serve funds. Each of these must be 20% when the funding ends.

*Incumbent Worker Training Grants*

Ms. Jennifer Campbell reviewed the Incumbent Worker Training (IWT) Grant awards that were approved by the Executive Committee on December 13, 2023. The packet included the report on page 22. Ms. Campbell stated that five companies have been awarded IWT funding totaling \$55,962 to be completed by September 30, 2024. Sulzer Processing Pumps is the only Rapid Response contract and still currently utilizing the \$73,500 awarded in PY'22.

*One Stop Operator & Adult/DW Program (All Sources)*

Mr. Billy Hunter reviewed the financial updates listed on pages 24-26. The EBS grant has been expended at 86.6% and Eckerd is on track to be 100% by March 31, 2024.

*Adult/DW Program (All Sources)*

Mr. Jeff Snider shared financial updates listed on pages 23 and 27- 29. Through all streams, Eckerd expended at 47.5%. For EBS Eckerd is at 96.2%. Eckerd has expended 62.2% for training through December. Eckerd has leveraged \$64,134 in scholarships through Tri-County Technical College for training.

*Adult/DW Program & Operator Grant Modification 2\**

Ms. Renee Alexander reviewed the proposed budget modification listed on pages 30-35. The modification is to repurpose funds designated for the salary of departed staff. We will be moving funds from Operator to Program to enhance the training tuition with no change in overall grant totals.

**BOARD ACTION TAKEN: Finance Committee made a motion to approve the Adult/DW Program & Operator Grant Modification 2, seconded by David Bowers. The motion carried unanimously.**

*Youth Program (All Sources)*

Ms. Karen Craven reviewed the financial updates listed on pages 36-37. The formula grant was expended at 43.6% at the end of December with 38.1% expended for work experience. There have been 18 work placements in PY23. The EBS grant has been expended at 91.1% with 100% of the work experience stipends expended.

**VI. Youth Committee**

Mr. Robert Halfacre provided an update on behalf of Ms. Susan Gibson. Page 38 of the packet shows there is a goal of 120 participants. There are currently 68 participants enrolled with 52 remaining slots. Page 39-40 of the packet shows the Work Experience Training Evaluation used to show soft skills gained during this placement. Page 42 of the packet shows evaluations of 13 work experience participants by 8 employers in PY22. PYC exceeded the PY22 goal with 23.78% met.

**VII. SC Works Operations Committee**

**A. Committee Update**

One Stop Committee Chair Bowers stated that the committee met on January 17, 2024. He directed the Board's attention to the One Stop Operator Report listed pages 43-46. Mr. Bowers shared a few highlights from the last program year:

- 5,819 individuals were served in-person through the SC Works Centers
- 5 Rapid Response events served 70 individuals. These were for Fraenkische. (Another event took place this week for 25 individuals with Medline.)
- 27 hiring events were hosted with 939 attendees.
- 63 individuals were enrolled in the Adult/Dislocated Worker program out of 48 planned, which equates to 131% achieved of planned enrollments.
- 90 individuals received training, of which 56 received a credential.
- \$64,134 was leveraged in scholarships in partnership with Tri-County Technical College.
- There are currently 2 open OJT contracts and one successfully closed.

*B. Adult/DW Program Grant Extension\**

Eckerd grants for services may be extended up to three total times before requiring the Board to procure services. The Committee reviewed the Eckerd Adult/DW grant awards for Eckerd, which are currently in their first year of the procurement cycle, and recommends the grant be extended.

**ACTION TAKEN: A motion from the One Stop Operations Committee to approve the extension of the Adult/DW Program grant to Eckerd WDS for PY2024 as presented, seconded by Teri Gilstrap. The motion carried unanimously.**

*C. Adult/DW Operator Grant Extension\**

In addition to the Program Services, the Committee recommends the Eckerd Adult/DW Operator grant be extended.

**ACTION TAKEN: A motion from the One Stop Operations Committee to approve the extension of the Adult/DW Operator grant to Eckerd WDS for PY2024 as presented, seconded by Teri Gilstrap. The motion carried unanimously.**

*D. PY2024 Adult/DW Budget Negotiations Team\**

The OneStop Committee would like to act as the negotiations team for PY2024 budgets with Eckerd for the Adult/DW Program and Operator grants.

**ACTION TAKEN: Tyler James made a motion for the One Stop Committee to act as the negotiations team for the PY2024 budgets with Eckerd for the Adult /DW Program and Operator Grants as presented, seconded by Lisa Gillespie. The motion carried unanimously.**

*E. Policy Update – Supportive Service Policy\**

The Supportive Service Policy for Adult and DW requested policy changes are listed on pages 50-61 of the packet. The specific changes are outlined on page 52. The committee voted to change transportation assistance to prioritize low-income participants and change the transportation assistance requirement to be a minimum of 10 miles to the training facility. This policy revision was requested by Eckerd to slow down the spending of transportation line items to align with the year-end goal.

**ACTION TAKEN: A motion from the One Stop Committee to approve the nomination for the Adult/DW Supportive Service Policy as presented, seconded by Danny Brothers. The motion carried with one opposition from Teri Gilstrap.**

**VIII. Priority Populations Committee**

Ms. Lisa Gillespie stated the Priority Populations committee met on January 9, 2024. The report can be found on page 62 of the board packet. The community profile shows that WorkLink's unemployment rate is 3.0% and the population of those with disabilities is higher nationwide at 7.3%.

**IX. Other Business**

Chair Wallace shared that updated documents have been added to the Board Login on the WorkLink website. Jennifer Kelly has sent out the login information via email to all board members.

Mr. Kal Kunkel, a long-term Eckerd employee, resigned effective Friday, February 3, 2023, and has accepted the position of Workforce Director for Upper Savannah. Ms. Renee Alexander will continue to provide support for Eckerd.

Chair Wallace adjourned the meeting at 2:10 p.m.

*Respectfully submitted by Jennifer Campbell.*

DRAFT