

**WORKFORCE DEVELOPMENT BOARD MEETING**  
**Wednesday, May 29, 2024 Minutes**  
**Madren Center Executive Board Room/ Teleconference via Zoom**

**Members Present:**

Mike Wallace, Chair	David Bowers	Danny Brothers	Galen DeHay
Brooke Garren	Billy Gibson	Susan Gibson	Lisa Gillespie
Robert Halfacre	James Kilton	Kristi King-Brock	Burriss Nelson
Pat Pruitt	Shonna Williams		

**Members Absent:**

Jeremy Arnett	David Collins	Stephanie Collins	Tyler James
Melanie McLane	Jennifer Meeks		

**Staff Present:**

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

Renee Alexander	Billy Hunter	Caitlin Brazell	Karen Craven
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 April 4, 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: Galen DeHay made a motion to approve the minutes as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

**III. Special Recognition**

Chair Wallace noted this is Teacher appreciation month and Memorial Day had just passed. He expressed gratitude for our service members and educators. Chair Wallace also recognized Ms. Susan Gibson, Director of Picken’s County Adult Education, for her dedicated years of service as a member of the WorkLink Workforce Development Board, along with serving on the Youth Committee and One Stop Operations Committee. She is retiring on June 30, 2024 and we wish her the best.

#### IV. Presentation- SC Works Sector Strategies Update

Dr. Galen DeHay, President of Tri-County Technical College provided an overview of the educational and occupational training opportunities being provided at TCTC. He mentioned many successful business partnerships for credit & non-credit workforce offerings in a wide variety of career pathways.

#### V. Director's Report

##### 1) PY2023 Fund Utilization Rate Update

Ms. Kelly shared our current fund utilization rate through April 30 was at 55.21% for Adult, 69.27% for DW, and 63.62% Youth expenditures. The 70% goal through April is 58.33%. We are ahead of goal for DW and Youth, Adult is slightly behind. Ms. Kelly noted to meet the 70% FUR Goal the Adult/DW program will need to expend \$84,759 per month for the remainder of the program year. The average monthly expenditure has been \$114,345 so there should be no issues meeting the expenditure goals by June 30, 2024.

##### 2) Workforce Innovation Grant

The state workforce development board has opened an Innovation Grant. The grant is focused to collaborate with various partners in working towards the energy sector, EV industries, and Cyber Security. There are \$3 million available, we are meeting with partners for planning and will be pursuing \$250 thousand to supplement funding for these specific areas of training.

##### 3) State Monitoring Update

Overall, it was a good report. They did note the vacant seats on our board that need to be filled quickly for them not to include it in the official report. There is one Picken's County seat that is being worked on already. We are still in need of a labor representative. Please let us know if you have any recommendations for someone who is eligible and interested in serving.

#### VI. Committee Reports

##### A. *Finance Committee*

##### 1) PY2023 Budget Overview

##### 2) PY2024 Provisional Budgets\*

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

Ms. Kelly presented the provisional budget with the understanding that the state allocation has not been issued, nor do we know what the final carry over amount will be. The provisional budget presented on page 20 of the board packet is to start the program year out with the understanding a modification will take place once that information is available through the executive committee.

**BOARD ACTION TAKEN: This comes to the board as a motion from the Finance Committee for approval of the In-House budget as presented, seconded by Kristie King-Brock. The motion carried with a unanimous voice vote.**

b. One-Stop Operator (All Sources) \*

Ms. Renee Alexander presented the provisional One-Stop Operator PY2024 on pages 27-31 of the board packet based on the current information available and contingent upon how the additional funds are made available.

c. Adult/DW Program (All Sources) \*

Ms. Renee Alexander presented the provisional Adult/DW PY2024 budget on page 22-26 of the board packet based on the current information available and contingent upon how the additional funds are made available.

**BOARD ACTION TAKEN: This comes to the board as a motion from the Finance Committee for approval of the Eckerd One-Stop Operator provisional budget and Eckerd Adult/DW provisional budget as presented, seconded by Danny Brothers. The motion carried with a unanimous voice vote.**

d. Youth Program (All Sources) \*

Ms. Renee Alexander presented the provisional Adult/DW PY2024 budget on page 33-36 of the board packet based on the current information available and contingent upon how the additional funds are made available.

**BOARD ACTION TAKEN: This comes to the board as a motion from the Finance Committee for approval of the Youth Program Provisional Budget as presented, seconded by David Bowers. The motion carried with a unanimous voice vote.**

**B. Youth Committee**

1) PY 23 PYC- New Enrollment Report-Information

Ms. Susan Gibson provided an update for the youth committee stating that Page 36 of the packet shows there are currently 120 participants enrolled with 0 remaining slots to reach the goal of 120 participants.

2) New Committee Member Applications

Ms. Gibson shared three applications to join the youth committee have been received and approved by the youth committee.

a. Dana Grant with Anderson School District 5 (pg. 37)

**ACTION TAKEN: A motion from the Youth Committee to approve Dana Grant as an ad-hoc member of the youth Committee as presented, seconded by Pat Pruitt. The motion carried unanimously.**

b. Jeff Martin with SC Voc Rehab (pg. 38)

**ACTION TAKEN: A motion from the Youth Committee to approve Jeff Martin as an ad-hoc member of the youth Committee as presented, seconded by David Bowers. The motion carried unanimously.**

c. Jennifer Woody with SC Dept of Education (pg. 39)

**ACTION TAKEN: A motion from the Youth Committee to approve Jennifer Woody as an ad-hoc member of the youth Committee as presented, seconded by Danny Brothers. The motion carried unanimously.**

**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) Revised- PY24 Youth Supportive Service Policy /Incentive Payment Policy with Reference Sheet\*

Ms. Gibson noted the proposed changes to the Youth Supportive Service Policy /Incentive Payment Policy shown on pages 40-47. All changes are highlighted in yellow.

**ACTION TAKEN: A motion from the Youth Committee to approve the changes to the Youth Supportive Service Policy /Incentive Payment Policy as presented, seconded by Burriss Nelson. The motion carried unanimously.**

C. ***SC Works Operations Committee***

- 1) Committee Update

Mr. David Bowers stated that the One Stop Operations Committee met on May 15, 2024, and the PY2023 usage report is listed on pages 48-51 which reflects data current through April.

Mr. Bowers highlighted the following information

- 9,347 individuals were served in-person through the SC Works Centers
- 8 Rapid Response events served 155 individuals. These were for Fraenkische, Medline, and MST
- 44 hiring events were hosted with 1,716 attendees.
- 98 individuals were enrolled in the Adult/Dislocated Worker program out of 72 planned, which equates to 136% achieved of planned enrollments.
- 104 individuals received training, of which 53 received a credential.
- \$79,053 was leveraged in scholarships in partnership with Tri-County Technical College.
- There are currently 1 open OJT contracts and three successfully closed.

The next One Stop Committee meeting will be held on August 21, 2024, at 3 pm.

- 2) SC Works Closure Schedule

Mr. Bowers noted on page 52 of the board packet, there is a list of proposed SC Works Center scheduled closures for PY2024.

**ACTION TAKEN: A motion from the One Stop Operations committee to approve PY24 SC Works Closure schedule as presented, seconded by Pat Pruitt. The motion carried unanimously.**

- 3) Signage Refresh Grant Update

Ms. Campbell shared before and after pictures of the signs that have been updated to date. All planned changes will be completed prior to the end date of June 30, 2024.

D. ***Priority Populations Committee***

Ms. Lisa Gillespie shared that the Priority Populations Committee met on May 14, 2024. Ms. Mary Baker, Rural Outreach Coordinator with SCDEW presented o the Rural Initiative to improve public awareness and accessibility of reemployment programs. The next meeting will be held August 14<sup>th</sup>, 2024.

VII. **Other Business**

Chair Wallace noted that a copy of upcoming SC Works events are listed on page 54. Mr. Pat Pruitt noted there are additional events that have been recently added and not reflected on this page.

Mr. Pruitt also wanted to publicly thank Mr. Burriss Nelson, and Anderson County, for their support of the Anderson SC Works. Mr. Pruitt states being located in the Anderson County building has been a great experience for the SC Works center staff and visitors.

Chari Wallace encouraged all board members to log into the WorkLink Website, under Board LogIn to review information that may have been uploaded since their last visit to this page.

Reminder, the next Board meeting will be held on September 4, 2024 at 1:00 pm.

Chair Wallace adjourned the meeting at 2:13 p.m.

*Respectfully submitted by Jennifer Campbell.*