

**WORKFORCE DEVELOPMENT BOARD MEETING**

**Wednesday, September 4, 2024 Minutes**

**Madren Center Executive Board Room/ Teleconference via Zoom**

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| **Members Present:**  Shonna Williams, chair  Galen DeHay  Robert Halfacre  Melanie McLane  Mike Wallace | David Bowers  Brooke Garren  James Kilton  Burriss Nelson | David Collins  Billy Gibson  Kristi King-Brock  Pat Pruitt | Stephanie Collins  Lisa Gillespie  Hunter Kome  Ashley Teal |
| **Members Absent:**  Jeromy Arnett  Jennifer Meeks | Danny Brothers | Katie Brown | Tyler James |
| **Staff Present:**  Jennifer Campbell | Sharon Crite | Windy Graham | Jennifer Kelly |
| **Guests Present:**  Renee Alexander  Billy Hunter  Cyndi Sprinkle | Caitlin Brazell  Adam Paige  Jennifer Woody | Karen Craven  Sheleena Rios | Karen Craven  Jeff Snider |

# Call to Order/Introductions

The meeting was called to order at 1:01 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.

# Approval of Minutes\*

The minutes from the May 29, 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: Kristi King-Brock made a motion to approve the minutes as presented, seconded by David Bowers. The motion carried with a unanimous voice vote.**

# Board Elections\*

# Chair Wallace noted it was time to elect the officers for the 2024 program year. The seats available are for the Board Chair and the Board Vice-Chair.

**BOARD ACTION TAKEN: Kristi King Brock Nominated Jim Kilton as Vice-Chair and Shonna Williams as Chair. No other nominations were made. A vote was taken for Jim Kilton as Vice-Chair. The motion was carried with a unanimous voice vote.**

**BOARD ACTION TAKEN: With no other nominations for Board Chair, A vote was taken for Shonna Williams as Board Chair. The motion was carried with a unanimous voice vote.**

Once the vote was completed, Mike Wallace turned the meeting over to PY24 Board Chair, Ms. Shonna Williams.

# Special Recognition\*

# Chair Williams recognized PY23 Chair Mike Wallace for his dedicated time and service to the WorkLink Workforce Development Board.

# Chair Williams also recognized Ms. Cyndi Sprinkle as the 2023 SC Works Outstanding Professional of the year. Ms. Sprinkle serves as the Disabled Veterans Outreach Program Representative for the South Carolina Department of Employment and Workforce for the WorkLink area.

# Local Workforce Board Standards Overview

# Mr. Adam Paige and Ms. Sheleena Rios with the South Carolina Department of Employment and Workforce gave a presentation on the One Stop Certification Standards and the Local Board Certification Standards.

# Director’s Report

1. PY2023 Year in Review

Ms. Jennifer Kelly, Executive Director of WorkLink, shared a review of PY2023. WorkLink met and exceeded the Fund Utilization Rate goal of 70% expenditure for all fund streams. She highlighted our service agency partnerships, special projects, outreach efforts, and employer partners. We met and exceeded performance measures for Adult, DW, and Youth programs. Ms. Kelly also mentioned several WIOA Participant success stories that will be featured in the upcoming annual report.

1. PY2024 Upcoming Items

Ms. Kelly noted that the PY2023 Annual Report will be published in October. The Local Workforce Area Designation and Board Certification will be turned into SCDEW on October 31. The WorkLink Strategic Planning will be taking place in November. The Local and Regional Planning will be completed on January 15, 2025. The One Stop Certification Standards will be completed June 30, 2025.

1. AOP Business Showcase

Ms. Jennifer Woody, SCDEW, shared that the AOP Business & Industry Showcase will be held on February 18 & 19, 2025 at the Anderson County Civic Center. This opportunity is open for all 8th grade students for Anderson, Pickens, and Oconee County schools. Registration for Employers who would like to participate is open until November 1, 2024

# Committee Reports

## ***Executive Committee\****

Mike Wallace shared that the Executive Committee met on July 24th to view and approve the budget modifications presented by Eckerd Connects. This modification added $135,000 in funding to the Adult and Dislocated Workers program and $60,000 in funding to the Youth program.

**BOARD ACTION TAKEN: David Bowers made a motion to ratify the actions taken by the Executive Committee, with a second by Dr. Galen DeHay. The motion was carried with a unanimous voice vote.**

## ***Finance Committee\****

1. PY2023 Final & PY2024 Budget Overview

Ms. Kelly reviewed the year end funding expended for PY2023 as 97% total. The PY2024 funding decreased by approximately 3%.

* 1. In-house Budget\*

Ms. Kelly presented the PY2024 Board budget based on allocation and carry over funding. We will be looking into all grant opportunities throughout the year. The finance committee voted to make a motion to transfer $175,000 DW funding to the Adult program.

**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 Hunter Kombe. The motion carried with a unanimous voice vote.**

* 1. Incumbent Worker Training Grants

Ms. Jennifer Campbell, Assistant Director of WorkLink, presented an update on the Incumbent Worker Training Grants. Four grants have been finalized and two others will be completed by the September 30 deadline. There is one Rapid Response application under review with SCDEW, but none currently active.

* 1. One-Stop Operator (All Sources)

Mr. Billy Hunter with Eckerd Connects shared the Adult Operator grant completed PY23 at 65.5% expended with 2 successful OJT Contracts. The PY24 Adult Operator grant is ahead of schedule with 9.7% expended with one OJT contract active. The DW Operator completed PY23 at 69.7% expended and one successful OJT contract. The DW Operator grant is ahead of scheduled with 11.2% expended.

* 1. Adult/DW Program (All Sources)

Mr. Jeff Snider with Ecker Connects shared the Adult Program budget closed out PY23 at 93% expended. The DW Program budget closed out PY23 at 80.7% expended. The IET Program grant has expended 16.9% and has a run date of September 30. The Adult program for PY24 is currently at 6.4% and the DW program for PY24 is at 11.1% expended.

* 1. Youth Program (All Sources)

Ms. Karen Craven, Eckerd Connects, shared the PY23 youth grant expended 97.6% of this budget. There were 25 youth placed in Work Experience expending 87.5% of allocated funding for that line item for PY23. For PY24 the youth grant has expended 7.7%. There have been four youth placed in Work Experience for PY24.

## ***Youth Committee***

### PY2023 PYC- Final Enrollment Report-Information

Robert Halfacre shared there were 120 total enrollments in PY2023.

### Next YC Meeting: October 1, 2024- Information

### New Youth Committee Chair: Ms. Katie Brown, Anderson County Adult Ed. Director- Information

## ***SC Works Operations Committee***

1. Committee Update

Mr. David Bowers stated the PY2023 usage report is listed on pages 24-35 which reflects data current through June.

Mr. Bowers highlighted the following information:

* 11,395 individuals were served in-person through the SC Works Centers
* 92.3% Customer Satisfaction Rating
* 8 Rapid Response events served 155 individuals. These were for Fraenkische, Medline, and MST
* 57 hiring events were hosted with 2,341 attendees.
* 110 individuals received training, of which 108 received training.
* $89,427 was leveraged in scholarships in partnership with Tri-County Technical College.
* There were four successfully OJT contracts completed.

The next One Stop Committee meeting will be held on October 16, 2024, at 3 pm.

1. New Ad Hoc Committee Members

Mr. Bowers noted on page 36 is a copy of the application of Dr. O’Neil Burton, Associate Dean and Executive Director for Center for Career & Professional Development at Clemson University.

**ACTION TAKEN: A motion from the One Stop Operations committee to approve Dr. Burton as an Ad Hoc One Stop Operations Committee Member as presented, seconded by Mike Wallace. The motion carried unanimously.**

Mr. Bowers noted on page 37 is a copy of the application of Ms. Andie Keef, Lead Business Consultant for the SC Department of Employment and Workforce.

**ACTION TAKEN: A motion from the One Stop Operations committee to approve Ms. Keef as an Ad Hoc One Stop Operations Committee Member as presented, seconded by Pat Pruitt. The motion carried unanimously.**

1. SC Works Signage Refresh Grant Update

Ms. Campbell shared before and after pictures of the signs that have been updated. Anderson SC Works received a new Outdoor sign, a Hallway directional sign, and an entry door sign. Easley and Seneca both received new Outdoor signs as well.

## ***Priority Populations Committee***

## Ms. Lisa Gillespie shared that the Priority Populations Committee met on August 13, 2024. Ms. Jewel Canty, Pre-Employment Specialist at the SC Virtual Chart School presented on Pre-Employment Transition Services. The Priority Populations Committee welcomes new member, Sandy Jordan with Able SC. The next meeting will be held on October 8, 2024.

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# Other Business

Chair Williams noted the SCDEW Workforce Development Symposium will be held on September 12th from 9am to 4pm. Any Board member interested in attending can reach out to Jennifer Kelly to have the registration costs covered.

Reminder, the next Board meeting will be held on November 6, 2024, at 1:00 pm.

Chair Williams adjourned the meeting at 2:03 p.m.

*Respectfully submitted by Jennifer Campbell.*