

WORKFORCE DEVELOPMENT BOARD MEETING
Wednesday, February 5, 2025 Minutes
Madren Center Meeting Room 4/ Teleconference via Zoom

Members Present:

Shonna Williams, Chair	David Bowers	Katie Brown	David Collins
Stephanie Collins	Lisa Gillespie	Robert Halfacre	James Kilton
Kristi King-Brock	Hunter Kome	Elizabeth McDonald	Pat Pruitt
Ashley Teal	Alex Vitou		Mike Wallace

Members Absent:

Lt. Ashley Anderson	Jeromy Arnett	Danny Brothers	Galen DeHay
Brooke Garren	Billy Gibson	Tyler James	Burriss Nelson

Staff Present:

Jennifer Campbell	Sharon Crite	Windy Graham
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Guests Present:

Renee Alexander	Caitlin Brazell	Casey Brewington	Karen Craven
Andie Keef	Kelly Parnell	Jeff Snider	

I. Call to Order/Introductions

Chair Shonna Williams called the meeting to order at 1:05 p.m., confirming that a quorum was present to proceed with the Board's agenda. She reminded attendees that the meeting was being recorded to aid in the preparation of minutes. Introductions followed, conducted both in person and via Zoom.

II. Approval of Minutes*

The minutes from the February 5, 2025, meeting were distributed via email along with the meeting notice and included in the meeting packet. Chair Williams invited attendees to propose any corrections or amendments.

BOARD ACTION TAKEN: Mike Wallace made a motion to approve the minutes as presented, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.

III. Board Education- SETA Spring 2025 Review

Chair Shonna Williams provided an overview of the SETA Spring Conference 2025, emphasizing South Carolina's role as the host state and the event's remarkable turnout of nearly 900 participants from 13 states. Thanks to PAD Grant and Sector Strategies Grant funding, WorkLink was able to send

multiple representatives—including board members and program staff—to engage in valuable networking and professional development.

Eckerd Youth Staff (PYC) delivered a well-received presentation on soft skills for youth success, drawing over 100 attendees. Additional workshops covered a range of topics, including AI in workforce development, sector partnerships, funding strategies, and workforce initiatives in rural communities.

Chair Williams highlighted that staff greatly valued the opportunity to connect with industry professionals, gaining fresh insights to better support the WorkLink Region.

IV. Director's Report

1) WorkLink 2025-2027 Strategic Plan*

Ms. Jennifer Campbell, Interim Executive Director of WorkLink, reviewed the PY24 Quarter Two WIOA Performance Measures, located on page 7 of the packet. She reported that the Key Performance Measures are being met or exceeded across all programs in the WorkLink Region.

V. Committee Reports

A. *Executive Committee**

Chair Shonna Williams shared that the Executive Committee met on February 24, 2025, during which Jennifer Kelly submitted her resignation. She has transitioned to Clemson University as a grant administrator and will be greatly missed. In the interim, Jennifer Campbell has agreed to step in as Interim Director until the position is officially filled. The position has been posted, and all applications have been received and are currently under review.

1. Adult /DW Program & Operator Grant Modification*

The Executive Committee reconvened on March 27, 2025, to review and approve Eckerd Adult/DW Program and Operator Grant Modification 3, as outlined on pages 11-17 of today's packet. While the overall grant total and number of participants served remain unchanged, adjustments were made to certain line items to better align available services with participant needs.

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

2. Proposal by Upper Savannah*

During the March 27, 2025, Executive Committee meeting, members voted to enter a closed Executive Session to review a proposal submitted by Upper Savannah. The proposal contained sensitive personnel and contractual information. Upon exiting the Executive Session, each attending member participated in a vote, and the proposal was unanimously denied.

The board was given the option to enter an Executive Session should anyone wish to discuss the details further, but there was no interest in further deliberation.

BOARD ACTION TAKEN: David Collins made a motion to ratify the actions taken by the Executive Committee, with a second by Pat Pruitt. The motion was carried with a unanimous voice vote.

B. Finance Committee*

1) PY2024 Budget Overview

a. In-house Budget

Ms. Campbell presented the PY2024 Board budget, as outlined on page 18. She provided an overview of the WIOA Formula Grants, the I.E.T. and P.A.D. grants issued by the State Workforce Development Board, and the Rapid Response Incumbent Worker Grant. The current board budget stands at \$2,065,589.00, with \$1,063,892 expended to date. This represents 51.5% of the budget spent in-house, positioning the Board to meet its 90% expenditure goal by June 30, 2025.

b. Incumbent Worker Training Grants

Ms. Campbell shared that there is currently only one Rapid Response grant active which is with Eugun Wexler. They have completed one training with several others planned.

c. One-Stop Operator (All Sources)

Mr. Billy Hunter with Eckerd Connects reported that the Adult Operator invoices, detailed on pages 20-21 of the packet, are both tracking on schedule.

d. Adult/DW Program (All Sources)

Mr. Jeff Snider with Eckerd Connects reported that, as of February 28, 2025, the Adult Program budget was 64.0% expended, while the Dislocated Worker Program budget was 64.2% expended. Additionally, the IET Program grant concluded on September 30, 2024, with 95% of the funding utilized. He also reported that \$62,780.00 in scholarships were successfully leveraged through a partnership with Tri-County Technical College.

e. Youth Program (All Sources)

Ms. Karen Craven with Eckerd Connects reported that, as of February 28, 2025, the Youth Program budget was 63.9% expended which is on track to meet the yearly goals. Six youth have been placed in Work Experience programs with three still actively engaged, while five others are participating in advanced training opportunities.

C. Youth Committee

1) PY24 PYC-New Enrollment Report-Information

Katie Brown shared there are currently 91 active youth enrollments.

2) Youth Program Extension 4th Year (PY25: July 1, 2025 – June 30, 2026) *

Ms. Brown shared that the Youth Committee has reviewed and approved the youth program extension for the fourth year, which is Program year 2025 running July 1, 2025 to June 30, 2026. This

will be the last extension allowed before going back out for bid. The Youth Committee is bringing this approval to the Board as a Motion to be approved.

ACTION TAKEN: A motion from the Youth Committee to approve Eckerd Connects / Palmetto Youth Connections as the WorkLink WIOA Youth Program Providers for the fourth year which is Program year 2025 running July 1, 2025 to June 30, 2026 as presented, seconded by Alex Vitou. The motion carried unanimously.

3) Next Youth Committee Meeting: May 6, 2025

D. ***SC Works Operations Committee***

1) Committee Update

Mr. David Bowers stated the PY2024 usage report is listed on pages 28-31 which reflects data current through February 2025.

Mr. Bowers highlighted the following information:

- individuals served in-person through the SC Works Centers
- 49 hiring events were hosted with 2,623 attendees.
- 66 individuals were enrolled in the Adult/Dislocated Worker program out of 72 planned, which equates to 92% achieved of planned enrollments.
- 71 individuals have been enrolled in training, of which 27 have completed a credential.
- \$62,780 was leveraged in scholarships in partnership with Tri-County Technical College.
- There are currently no open OJT contracts and 3 successfully closed.

The next One Stop Committee meeting will be held on May 21, 2025 at 3 pm.

E. ***Priority Populations Committee***

Ms. Lisa Gillespie reported that the Priority Populations Committee met on March 11, 2025. Lisa Long with SC DEW presented on Secon Chance initiatives to assist returning citizens with employment skills. Ms. Gillespie highlighted that the overall unemployment rate stands at 4.3%, with individuals with disabilities facing a notably higher rate of 8.5%. The next Priority Populations Committee meeting is scheduled for May 13, 2025.

VI. **Other Business**

A request for **THREE** Board members to review the AEFLA Grant. There is a virtual training to take place on April 11th. With no immediate volunteers, all board members were asked to please reach out to Jennifer Campbell if they are interested in participating in this important task.

A reminder was given that the next Board meeting will take place on **June 4, 2025, at 1:00 p.m.**

Chair Williams adjourned the meeting at 1:43 p.m.

Respectfully submitted by Jennifer Campbell.