

WORKFORCE DEVELOPMENT BOARD
Youth Committee Meeting Summary
January 21, 2025 @ 10:00am
Webinar/Conference Call

Members Present

Katie Brown, Chair	Amy Bradshaw	Elaine Bailey	Dana Grant
Robert Halfacre	Tyler James	Jeromy Arnett	Melissa Rosier
Jennifer Woody			

Members Absent:

Ashley Teal	Crystal Noble	Kristi King-Brock	Jeff Martin
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Staff Present:

Sharon Crite	Jennifer Kelly	Jennifer Campbell
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Guests Present:

Karen Craven

I. Welcome and Introductions

Chair Brown called the meeting to order at 10:01 am welcoming everyone in attendance with introductions and announced the meeting was being recorded for processing of minutes.

II. Approval of 5-07-2024 Meeting Minutes

The minutes from the 5/7/24 meeting was emailed with the meeting notice and included in the meeting Packet. Chair Brown called for corrections/amendments to the minutes.

ACTION TAKEN: Elaine Bailey made a motion to approve the May 07, 2024 meeting minutes as presented, seconded by Melissa Rosier. The motion carried unanimously.

III. Palmetto Youth Connections Report

Karen Craven, Program Manager, reviewed the Palmetto Youth Connections WorkLink Dashboard and the Monthly Update Report included in the meeting packet. Karen Craven provided a summary of PY 23 which ended June 30, 2024 for Youth Services, then on to the Dashboard:

- 11 carryovers from PY22 and 109 new participants have been enrolled for a total of 120 participants to meet the WDB Board goal for PY 23.
- 81 participants are still active.
- 25 participants in Work Experience (WEX). Karen shared WEX work sites.
- As of 3rd Quarter, PYC was meeting or exceeding all performance measures.
- 40 Anderson County participants, 40 Oconee County participants, and 40 Pickens County participants enrolled.

Karen Craven provided the **current year report PY 24:**

- 29 carryovers from PY23 and 46 new participants have been enrolled towards the WDB Board goal of 100 participants, with 25 available slots.
- 74 participants are still active.
- 74 total Follow-up.
- 4 participants in Work Experience (WEX). Karen shared WEX work sites.
- As of 1st Quarter, PYC was meeting or exceeding all performance measures.
- 46 Anderson County participants, 49 Oconee County participants, and 53 Pickens County participants enrolled.
- Of those enrolled, 46% were male, 54% were female.
- 57% were younger youth, 43% were older youth, ages 18 and up.
- 100% were High School dropouts; 100% were Basic Skills Deficient; 59% were unemployed.
- 31 Measurable Skills Gains; 20 GED/ 5 HS earned, 9 TABE Gains, and 2 Training Milestones total = 62 total; 152 positive Placements in 148- employment, military or 4- post-secondary.
- Work Ready Certificates (WIN) – 1 Gold/4 Silver/1 Bronze
- 29 Resumes and 174 Career Smart classes have been provided.
- Supplemental Information Occupational Training: 3 (Health Care) and 1 Mechanical Engineering.

IV. **New Business:**

a. PY 23 & PY 24 Grant Expenditures

Karen Craven, PYC Program Manager reviewed PY 23 & 24 youth program grant expenditures. The PY 23 Final Youth Formula Grant Budget 1058 was 97.6% expended and line item 6507 (Work Experience) was 87.5% expended and 25 youth placed.

PY 24 Youth Formula Grant (**current budget**) 1058 was 48.6% expended through December 2024 and line item 6507 (Work Experience) was 58.6% expended, less funded, and 4 youth placed.

b. PYC PY 23 Enrollment Report

Chair Brown stated that as of December 30, 2024, there were 29 PY23 carryovers, 46 new enrollments, and 25 available slots to meet the Board goal of 100 enrollments.

c. PY 23 Final/Current year 24 Youth Performance

Jennifer Campbell, Assistance Director reviewed the Rolling 4 Final PY 23 and PY 24 1st quarter Youth performance with committee members as information. WorkLink is exceeding or meeting all performance measures in all programs.

d. PY 23 Final WEX Update

Page 13 is a summary for work experience for program year 23, 20% work-based learning mandate, PYC exceeded 27.51% expended. Results - 7 participants employable and 14 would not be hired at this time, and the goal is to achieve a score of 3.0 or above. PYC is working with a younger demographic. Karen Craven shared the three (3) biggest barriers are attendance, punctuality, and communication. Karen reminded the committee that a seed has been planted for these 14 youth that would not be hired as to what it is like to gain and maintain a job, and what to do or not to do on a job in the future.

e. PY 25 WL Draft Strategic Plan Strategies

Jennifer Kelly, Executive Director shared meeting with the WDB Board on November 18-19, 2024 to come up with four (4) overarching goals, invited ad hoc and youth committee on the second day. The strategic plan is in review and has not been approved by the board yet. I would like the youth committee to review and send feedback no later than January 31, 2025. The feedback will provide any final edits to take back to the WDB Board.

Jennifer went over and summarized each of the four strategic plan goals with the youth committee.

f. PY 23 SCDEW (State) Monitoring Report

Jennifer Kelly shared with the committee to look at page 18 (overview of executive summary) of the monitoring report. Overall, a good monitoring report, considering one issue they identified which was addressed before the report came out. Looking for a couple of board members (one labor representative needed) we did find one individual with the fraternal order of police (Lt. Ashley Anderson serves the city of Easley, SC- New WDB Board Member). Also, we went back to work with our economic development offices, county council, and county staff to ensure all the other board members that were needed to be appointed were appointed in a timely manner. Welcome to Katie as one of the individuals appointed as a new board member, her willingness to serve and take a leadership role.

EO monitoring observations: (1) staff lack knowledge regarding EO procedures and related documents: how to assess limited English Proficiency Plan and navigate that, how to use JAWS used for those with visual disability to see a documents clearer by magnifying, and similar types of equipment. This will be addressed in training during the quarterly staff meeting. (2) EO Coordinator should be able to bridge demographic data and analysis, they came out with a new tool in July and did the training shortly afterwards. Windy was able to submit the first quarterly report using the new required data analysis tool. Monitored April/May 2024 and then got the report and training after that. We have implemented, we responded as such, should be fine for clearance, and will work to improve data analysis and reporting. Overall good report and issues resolved.

V. Other Business

- Fill out and complete “Conflict of Interest Form” end of packet return to WorkLink no later than close of business Friday, January 24, 2025.
- Reminder to review PY 25 WL Strategic Plan Strategies (in YC committer packet). Send your input or edits to Jennifer Kelly, WorkLink Executive Director (jkelly@worklinkweb.com) no later than Friday, January 31, 2025.

VI. Adjourn

Chair Brown thanked everyone for attending and adjourn the meeting at 10:30 a.m.

ACTION TAKEN: Elaine Bailey made a motion to adjourn the meeting. Seconded by Amy Bradshaw.

Respectfully submitted by: Sharon E. G.-Crite