
WORKLINK WORKFORCE DEVELOPMENT BOARD

YOUTH COMMITTEE MEETING MINUTES

August 11, 2026 | 10:00 a.m. | Microsoft Teams

Members Present Katie Brown*, Jeromy Arnett*, Robert Halfacre*, Shonna Williams*

Staff Present Victoria Britton, Keith Keller, Windy Graham, Annmarie Baker

Members Absent Caitlin Brazell, David Bowers II*, Elizabeth LeCroy*

1. Welcome and Introductions | Katie Brown, Chair

Chair Katie Brown called the meeting to order and welcomed committee members and staff. Attendees introduced themselves. Victoria Britton introduced Keith Keller, WorkLink's new Business and Fiscal Services Manager.

2. Approval of May 5, 2026 Meeting Minutes* | Katie Brown

The committee reviewed the May 5, 2026 meeting minutes. Robert Halfacre moved to approve the minutes as submitted, and Shonna Williams seconded the motion.

Action: The motion carried unanimously.

3. PY25 Palmetto Youth Connections Report and Dashboard | Annmarie Baker

Annmarie Baker presented the final Program Year 2025 Palmetto Youth Connections report and dashboard. The program enrolled 82 new participants and served 132 youth through active participation and follow-up services. Six participants were engaged in Work Experience activities at the close of the program year.

Reported outcomes included an 81% Measurable Skills Gain rate, an 81% second-quarter employment and education placement rate, an 85% fourth-quarter employment and education placement rate, a 57% credential attainment rate, and median earnings of \$4,530.

Ms. Baker also reported that 49 youth earned a GED or high school credential and 63 occupational credentials were attained. The program documented 102 accomplishments against an annual goal of 84.

4. PY26 Enrollment Report | Annmarie Baker

Ms. Baker reported that Program Year 2026 began with 22 carryover participants. Recruitment was underway across Anderson, Oconee, and Pickens counties in support of the 100-participant enrollment goal.

5. Youth Local Monitoring Report | Annmarie Baker

Ms. Baker reviewed the PY25 monitoring results. The annual review conducted by WorkLink and the State identified the Eckerd Connects youth program as one of the strongest youth service providers in South Carolina. Monitoring staff commended participant engagement, service quality, and program outcomes.

The review also identified opportunities to strengthen documentation, data validation, and staff training related to data-entry procedures. Credential attainment remained an area of focus, and staff were exploring expanded training opportunities and entry-level credential pathways.

6. PY25 Grant Expenditures | *Annmarie Baker*

Ms. Baker reviewed final Program Year 2025 expenditures. Staff costs were expended at 100.1%, operational costs at 79%, training costs at 98.7%, Work Experience costs at 99.9%, tuition at 95%, and credential exam fees at 100.5%. Overall contract expenditures were 97.9% at year-end. The committee noted the utilization of available youth funds.

7. Community Impact Award Nomination* | *Annmarie Baker*

Ms. Baker presented Abi Morrison and Matthew Burgess as nominees for the 2026 Anderson County Community Impact Awards. Both nominees completed GED requirements and participated in workforce development and career-readiness activities through Palmetto Youth Connections.

The committee reviewed the nominations and discussed the nominees' educational and employment achievements. Members were advised that voting would be completed electronically after the meeting.

8. WIOA Youth Strategic Plan Update | *Victoria Britton*

Victoria Britton presented an overview of the WIOA Youth Strategic Plan for Program Years 2025-2027. The discussion addressed youth needs and barriers, training and support systems, outreach to underserved youth populations, and alignment of workforce training with regional labor-market demand.

Ms. Britton emphasized youth and employer focus groups, flexible training opportunities, community partnerships, and career pathways that support sustainable wages and advancement. Committee members discussed strategies to strengthen engagement and support services for young adults across the region.

9. Other Business | *Katie Brown*

Committee members were reminded to complete and submit annual Conflict of Interest forms for Program Year 2026. Members were also advised that the Community Impact Award voting link would be distributed electronically after the meeting.

Chair Brown announced that the next WorkLink Board meeting would be held September 9, 2026, at the Clemson Visitor Center. The next Youth Committee meeting was scheduled for October 6, 2026.

10. Adjournment

With no further business before the committee, a motion to adjourn was made, seconded, and approved. The meeting adjourned.

** Denotes voting item*

Respectfully submitted,

Windy Graham

Board Staff