



**WORKFORCE DEVELOPMENT BOARD**  
**SC Works Operations Committee**  
**November 4, 2015 at 3:00pm**  
**SC Works Clemson Comprehensive Center, Large Conference Room**

**AGENDA**

- I. Call to Order/Introductions** Richard Blackwell, Chair
- II. Approval of Minutes\*** (August 19, 2015) Richard Blackwell
- III. Strategic Planning** Roundtable Discussion  
a. WorkKeys Update Trent Acker, Executive Director
- IV. SC Works Operations**  
a. Outreach Jennifer Kelly, Staff  
b. SC Works Centers Report Matt Fields, Operator  
c. Partnerships
- V. Adult/DW Program**  
a. Funding Re-allocation/Re-capture Trent Acker  
b. Financial Update Matt Fields  
c. Program Overview  
d. Performance Measures Update Windy Graham, Staff  
e. Eligible Training Provider List\*
  - i. Norris Mechanical
  - ii. Solar Energy International
- f. Priority of Service Policy\* Jennifer Kelly
- VI. Employer Services**  
a. Business Engagement Trent Acker  
b. Covidien Layoff/Job Fair Jennifer Kelly  
c. Incumbent Worker Training Grants  
d. On-the-Job Training Coordination Update  
e. Work-Based Learning Policy\*
- VII. Other Business** Richard Blackwell  
a. 2016 Committee Meeting Dates\*  
*January 20, 2016; March 16, 2016; May 18, 2016; August 17, 2016; October 19, 2016*  
b. Ad Hoc Committee Members\*
- VIII. Adjourn**

**Operations Committee**

TBD

**Location: WorkLink SC Works Conference Room**