

**WORKFORCE DEVELOPMENT BOARD
BOARD MEETING**

November 4, 2020 Minutes

Clemson SC Works Comprehensive Center/ Teleconference via Zoom

Members Present:

Danny Brothers, Chair	Jeromy Arnett	David Bowers	Daniel Brazinski
Edgar Brown	David Collins	Stephanie Collins	Allen Fain
Brooke Garren	Billy Gibson	Teri Gilstrap	Robert Halfacre
Emily Hodge	Grayson Kelly	Kristi King-Brock	Melanie McLane
Ed Parris	Patrick Pruitt	Mike Wallace	Shonna Williams

Members Absent:

Cheryl Allmon	Lisa Gillespie	Jennifer Lannom
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Staff Present:

Trent Acker	Jennifer Kelly	Meredith Durham	Windy Graham
Sharon Crite			

Guest Present:

Renee Alexander	Karen Craven	JT Parnell	Karen Hamrick
Melissa Rodgers			

I. Call to Order/Introductions

The meeting was called to order at 1:02 p.m. Chair Danny Brothers 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.

II. Approval of Minutes

The minutes from the September 16, 2020 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: David Collins made a motion to approve the minutes as presented, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

III. Director's Report

A. Employment Situation

Mr. Trent Acker, Executive Director for WorkLink, referred to page 7, which showed a slide on unemployment trends. Mr. Acker presented to the Appalachian Council of Governments board to provide updates on the employment situation during COVID-19. Mr. Acker stated that the peak period of unemployment claims was at the end of March 2020, with 87,686 initial claims reported. Claims were significantly down to only 3,619 in mid October. During the peak week, there were 3,100 initial claims in Anderson county, 2,000 claims in Pickens county, and 1,194 claims in Oconee county. Since then, there has been a dramatic downward shift in claims in the WorkLink area, but the claim numbers are still higher than pre-COVID data. The total payout in unemployment benefits since March is over \$4,000,000,000, which includes the regular UI program, FPUC, LWA, PEUC, EB, and PUA programs. The September 2020 unemployment data showed Anderson's unemployment rate at 4.1%, Pickens' at 3.5%, and Oconee's at 3.4%. Mr. Acker stated there was a decrease in the workforce from August-September. Ms. Emily Hodge noted that Oconee county saw an increase in labor force during the pandemic, which is now decreasing.

B. Youth Pilot Program

Mr. Acker stated WorkLink has been in conversation with the Department of Employment and Workforce on a Youth Experience Pilot program. WorkLink and the Lower Savannah region will have the opportunity to serve 25 2020 high school graduates that are not employed and are not in school. The participants will be placed in a worksite to complete the work experience opportunity. Outcomes could include education, employment, military, or apprenticeship. The participants will be paid wages for up to 240 hours, with a minimum of 160 hours. The individuals must complete a soft skills curriculum and a resume in SC Works. Eckerd will be contracted to perform some services to participants in this grant.

C. Anderson County Award Winners

Mr. Acker stated that Anderson County recognized a Youth and Dislocated Worker participant at their annual event. The participants were nominated by their career coaches. The video links will be sent to board members after the meeting.

D. Annual Performance

Mr. Acker referred to page 13 in the packet, which showed a summary of annual performance for PY2019. WorkLink was successful in meeting all performance goals across 3 fund streams in PY2019.

IV. Committee Reports

A.) Executive Committee

i.) Report of Actions

Chair Brothers stated that the following items need to be ratified. During a virtual meeting on October 1, 2020, Integrity Staffing Solutions was approved for the COVID-19 DWG grant.

A budget modification was also approved for the Eckerd Youth budget. On October 14, 2020, the Executive Committee approved an extension of IWT funds that could not be initially expended. Chair Brothers reminded board members that the ratification of these items requires a motion, second, and vote.

BOARD ACTION TAKEN: David Collins made a motion to ratify the Executive committee actions, seconded by Edgar Brown. The motion carried with a unanimous voice vote.

B.) Finance Committee

1) Budget Overview

a. WorkLink Grants

i) *PY20 Grant Overview*

Mr. Acker stated page 14 shows the 2020 grant summary for allocation amounts for each grants. The amounts for Adult, Dislocated Worker, Adult/DW Restoration, Covid RR, Youth, and Youth Restoration are listed.

Mr. Renee Alexander, Program Director for Eckerd, referred to the following as of September 2020:

- Page 15: Adult Program budget— 26.5% of the Adult Program budget has been expended out of a goal of 25% through September.
- Page 16: Dislocated Worker (DW) Program budget – 14% of the DW Program budget has been expended through September.
- Page 17: Rapid Response grant—47.7% was expended through September. This grant offsets Dislocated Worker training.
- Page 18: The Obligations report is listed. Ms. Alexander reviewed vouchers and ITA's.
- Page 19: Adult Operator budget – 16.1% of the Adult Operator budget has been expended through September. There are no training or supportive services associated with the Operator budgets.
- Page 20: DW Operator budget—15.3% of the DW Operator budget has been expended through September.

ii.) *Adult/DW Program Modification 1*

Ms. Alexander referred to page 21, which showed the Adult/DW Program Modification 1. Eckerd is requesting a modification to the current contract to include Restoration Grant funds provided by DEW. Overall, they are reducing the original contract from \$842,000 to \$733,608 and adding the DEW Restoration Funds in the amount of \$118,392 for a new total budget of \$852,000 a \$10,000 increase overall. Most of the funds from the tuition line item will be transferred. Budget forms were listed on page 22-28.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the Adult/DW Program Budget Modification 1, seconded by Edgar Brown. The motion carried with a unanimous voice vote.

iii.) PY19 Youth Budget

Ms. Karen Craven, Program Manager for Palmetto Youth Connections (PYC), referred to page 29 and stated that 23.1% of the Youth budget has been expended through September 2020. Ms. Craven pointed to the Work Experience line item and stated that 52% of Work Experience stipends were expended through September 2020. Ms. Craven stated that no WIOA dollars have been spent on student training so far due to other scholarships students have received. Eleven participants have completed a High School Diploma/GED, 4 are in iBest training, and 7 have entered postsecondary education.

b. In-House Budget

i.) PY20 In-house Budget

Mr. Acker presented the PY20 in-house budget, provided on page 33 of the packet. The Restoration grant, IWT grants, and DWG grants have been added to the in-house budget summary sheet. The additional grants will take away time that otherwise would have been charged to the traditional grants.

c. Ongoing Grants

i.) Incumbent Worker Training Grants

Mr. Acker directed committee members to the IWT reports in the packet. 18IWT01-02 has been extended through December 2020. Several companies with existing contracts were unable to complete their trainings on time, due to COVID. The remaining companies will be granted an extension to expend funds. The IWT ad-hoc committee has approved 9 new IWT agreements that will be added to 18IWT01-02. There is currently 1 Rapid Response IWT agreement with Champion Aerospace, with no expenditures so far.

C.) Youth Committee

a. PY19 PYC New Enrollment Report - Information

Mr. Allen Fain, Chair of the Youth Committee, reviewed the PYC New Enrollment Report on page 36. Mr. Fain noted that there were a total of 49 new enrollments and an overall total of 104 enrollments in PY2020 so far. The committee's next meeting is on January 19.

b. Youth Committee 2021 Meeting Dates

The 2021 Youth Committee meeting dates proposed are January 19, March 2, May 4, August 3, and October 5.

D.) One Stop Operations Committee

a. Committee Report

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Mr. Ed Parris, Chair for the One Stop Operations Committee, gave the committee summary, and directed the members to pages 37-46. Highlights from the report included:

- 2,372 people have visited the SCWorks Centers so far this year.
- 165 have attended Orientation for SC Works and the WIOA Program.
- 3 hiring events were held and served 505 job seekers across Anderson, Oconee, and Pickens Counties.
- 53 individuals have enrolled into the WIOA program out of Eckerd's goal of 40 thru September.
- 65 individuals are currently in training as of Sept 30, and another 37 have received training this program year.
- A breakdown of the types of trainings and credentials that have been reported can be seen on page 42.

Mr. Parris stated that there are a couple of WIOA Desk Aids included in the packet that SC DEW developed for Board members, partners, and SC Works Center staff. They include frequently used acronyms (page 43-44) and an overview of the WIOA program (page 45-46). The reasons for denying an Eligible Training Provider application acceptance on to the Eligible Training Provider List is still under review by the Committee. This discussion will continue at the next meeting and the committee will bring any recommended changes to the Board for approval. The full Committee Report can be found on pages 37-38 of the packet. There are no voting items this time.

The next meeting will be January 20, 2021 at 3pm via zoom conference call.

E.) Priority Populations Committee

Mr. Pat Pruitt, Vice Chair of the Priority Populations Committee, referred the committee to page 47. Mr. Pruitt stated that Ms. Valeska Gioia with SC Vocational Rehabilitation provided a presentation on assistive technology and tools available for Vocational Rehabilitation clients.

The next Priority Populations meeting is planned for January 6, 2021.

F.) Other Business

Mr. Acker pointed to page 48 in the packet, which showed the proposed 2021 Board and Committee meeting dates.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the 2021 meeting dates as presented, seconded by Ed Parris. The motion carried with a unanimous voice vote.

Chair Brothers adjourned the meeting at 2:01 p.m.

Respectfully submitted by: Meredith Durham