

**WORKFORCE DEVELOPMENT BOARD**  
**BOARD MEETING**  
**June 3, 2020 Minutes**  
**Clemson SC Works Center- Webinar/Conference Call**

**Members Present:**

Jeromy Arnett	David Bowers	Danny Brothers	David Collins
Allen Fain	Brooke Garren	Billy Gibson	Teri Gilstrap
Robert Halfacre	Emily Hodge	Grayson Kelly	Kristi King-Brock
Jennifer Lannom	Melanie McLane	Ed Parris	Patrick Pruitt
Mike Wallace	Shonna Williams		

**Members Absent:**

Cheryl Allmon	Edgar Brown	Stephanie Collins	Lisa Gillespie
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**Staff Present:**

Trent Acker	Meredith Durham	Jennifer Kelly	Windy Graham
Sharon Crite			

**Guests Present:**

Renee Alexander	Karen Craven	Matt Fields	JT Parnell
Melissa Rodgers			

**I. Call to Order/Introductions**

The meeting was called to order at 1:02 p.m. Mr. Mike Wallace 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.

**II. Board Officers**

Chair Wallace called for nominations for the 2020-21 Board Officer positions. The decision was made for this item to be tabled until an electronic vote can be sent to Board members.

**III. Approval of Minutes**

The minutes from the February 5, 2020 meeting were emailed with the meeting notice and included in the meeting packet. Chair Wallace called for any corrections or amendments to the minutes.

**BOARD ACTION TAKEN: Jeromy Arnett made a motion to approve the minutes as presented, seconded by David Bowers. The motion carried with a unanimous voice vote.**

#### **IV. Director's Report**

##### *A. SC Works Centers*

Mr. Trent Acker, Executive Director for WorkLink, stated that the SC Works Centers in Clemson and Anderson are open to the public for limited services at this time. Mr. Acker referenced page 11 in the packet, and said that limitations have been put in place to protect staff and jobseekers. This includes temperature checks, additional PPE, and daily thorough cleaning. The Anderson SC Works Center is temporarily located in Tri County Technical College's Anderson campus. Mr. Acker noted that before the centers closed in March, traffic and phone calls into the centers were high. A recommendation to reopen the Seneca office in the next week to two weeks will be forthcoming.

##### *B. Rapid Response Events*

Mr. Acker stated that when a company plans a layoff or temporary closure, Department of Employment and Workforce (DEW) staff can provide a Rapid Response event for the company. Since the pandemic has begun, layoffs and closures have been temporary. SC Works WorkLink continues to provide resources remotely to companies. Approximately 80% of UI claimants have a return date to their jobs.

##### *B. PY 2020 Allocations*

WorkLink has not received PY 2020 allocations yet. Mr. Acker said that hopefully WorkLink will have them in the next week. South Carolina received just shy of a 9% cut in Adult and Youth funding and a 5% cut in Dislocated Worker funding year-over-year. Allocation formulas will be based on information from last year. WorkLink anticipates a cut in funding locally, but the amount is unsure at this time.

##### *C. Quarterly Performance*

Mr. Acker referred to pages 12-20, which showed the 3<sup>rd</sup> quarter performance report and rolling-4 report for WorkLink and other areas in the state. The goal has been exceeded by a wide margin for the WorkLink area. Page 16 showed the rolling 4<sup>th</sup> quarter average of the same performance metrics.

#### **V. Committee Reports**

##### **A.) Executive Committee**

- i.) Chair Wallace referred to pages 21-26 of the packet, which showed the Executive Committee's report of actions. Chair Wallace noted that most of the actions taken were involving center closures and public relations.

**BOARD ACTION TAKEN: David Collins made a motion to ratify the actions of the Executive Committee as presented, seconded by Brooke Garren. The motion carried with a unanimous voice vote.**

## B.) Finance Committee

### 1) Budget Overview

#### a. WorkLink Grants

##### i) *PY19 Adult, DW, Operator Budgets*

Ms. Renee Alexander, Program Director for Eckerd, and Mr. Matt Fields, One Stop Operations Director for Eckerd, reviewed the Adult/Dislocated Worker Program, Adult/Dislocated Operator, and ITA Obligation reports listed on pages 27-31 in the packet. Ms. Alexander stated that the ITA Obligation report gives a snapshot of real time data on where Eckerd stands on expenses for Participant related items. Ms. Alexander reviewed the ITA Obligation report that is detailed on page 29. Mr. Fields stated the Adult/DW Operator budget should be expended as expected.

##### ii.) *PY19 Youth Budget*

Ms. Karen Craven, Program Manager for Palmetto Youth Connections (PYC), referred to page 32 for the Youth budget. Ms. Craven noted that because of the Covid-19 pandemic, 9 students were displaced from worksites; however they are beginning to return.

#### b. In-House Budget

##### i.) *PY19 In-house Budget*

Mr. Acker presented the PY'19 in-house budget, provided on page 33 in the Board packet. Mr. Acker noted four line items for the Board's attention.

- Outreach and Membership Dues are right at or just under being 100% expended, but there will be no additional expenditures for those line items.
- Insurance line item – The SC Appalachian Council of Government (ACOG) tort insurance has gone up slightly due to increases in premiums by approximately \$200/month. Every program/department at the ACOG will be impacted.
- Webhosting line item – Necessary updates to the WorkLink website are being made. The line item is listed in red as a reminder.
- Accounting services – This line is slightly above the goal for this time period at 91%. This is the financial consultant that WorkLink retains. The Board line item needs to be adjusted to reflect the PY19 contract amount.

Mr. Acker stated that the PY 2020 in-house budget will be proposed to the Executive Committee when the local allocations are received. While it will be largely the same as the PY 2019 in-house budget, the Executive Committee will review and approve the budget after allocations are received. Mr. Acker noted that additional allocations may be required throughout the remainder of the year due to social distancing.

c. PY 20 Proposed Budgets

i.) Adult/DW Program

Ms. Renee Alexander reviewed the PY 20 proposed Adult/DW Program budget listed on pages 34-40. Ms. Alexander stated that the Budget Comparison shown on page 39 is the comparison between Modification 2 (which is the current budget for PY19) and what the start of the PY20 budget would be. Ms. Alexander highlighted several items within the proposed budget, including:

- The proposed budget amount is \$842,000.
- Staff salaries are slated at \$253,786.36. The increase in this line item is due to a vacancy in staff at the Seneca SC Works Center for 2 months in PY19, and an additional workday in PY20.
- Since staff salaries are increasing, there will also be an increase in fringe benefits.
- Some operating costs will be scaled back and others will be increased. Details can be found in the budget comparison. The total for operating costs is \$24,031.00.
- The total budget for the participant category is \$365,435.20. Additional funds will be added to the training line item when received.
- The proposed budget plans for 155 participants in occupational training.
- Supportive services costs total is \$50,700 and includes childcare, transportation, and emergency assistance.
- The indirect rate is approved at 14.77%, but the modified total direct cost methodology will be used, so the rate will not be applied against the entire grant. General liability is planned at .06%.

**BOARD ACTION TAKEN: Motion made by the Finance Committee to approve the proposed PY 2020 Adult/DW Program budget, seconded by Kristi King-Brock. The motion carried with a unanimous voice vote.**

ii.) Adult/DW Operator

Mr. Matt Fields reviewed the PY 20 proposed Adult/DW Operator budget listed on pages 41-44 of the packet. Mr. Fields stated that the PY20 proposed budget asks for time to be taken away from VP of Operations, which affected the fringe benefits category. The operating costs stayed approximately the same year over year. The total budget is \$95,000.

**BOARD ACTION TAKEN: Motion made by the Finance Committee to approve the proposed PY 2020 Adult/DW Operator budget, seconded by Danny Brothers. The motion carried with a unanimous voice vote.**

iii.) Youth

Ms. Renee Alexander pointed to pages 45-53 in the packet and reviewed the PY20 proposed Youth budget. Staff salaries will be reduced a small amount. A savings in fringe benefits occurred because a few staff do not take the Eckerd health insurance benefits. Ms. Alexander noted that the Operating costs for the proposed Youth budget increased because staff computers are outdated and need to be replaced. The Participant category total is \$83,838.17, and the majority of funds will be used for work experience stipends. Childcare, transportation, and incentives for Youth participants will be included in the Supportive Services category. The indirect rate of 14.77% is not applied to the entire grant, so once the modified direct methodology is applied, the rate equates to 9.8%. The general liability rate is .06%. The total budget amount for the PY 20 proposed Youth budget is \$600,000.

**BOARD ACTION TAKEN: Motion made by the Finance Committee to approve the proposed PY 2020 Youth budget, seconded by Shonna Williams. The motion carried with a unanimous voice vote.**

d. Ongoing Grants

i.) *Incumbent Worker Training Grants*

Listed on pages 54-55 are the PY18 Incumbent Worker Training grants. Mr. Acker stated that there are currently 2 active IWT grants. Mr. Acker noted that companies have seen an interruption in training since the COVID-19 pandemic. WorkLink continues to work with companies to process reimbursement requests.

ii.) *OJT*

Mr. Acker referred to page 56 for the on-the Job (OJT) Contract summary. OJT has been a challenge to facilitate during the COVID-19 pandemic, due to a decrease in job opportunities from employers. OJT is used as a tool for employers to hire candidates that could use an additional incentive to gain employment.

C.) **Youth Committee**

a. *PY19 PYC New Enrollment Report - Information*

Ms. Kristi King-Brock, Chair of the Youth Committee, reviewed the PYC New Enrollment Report on page 57. Ms. King-Brock noted that there have been 124 new enrollments and 27 carryover, which brings total enrollments to 151.

d. *2020 YC Scheduled Meeting Dates*

The Youth Committee meeting dates for the remainder of the year will be August 4 and October 13.

**D.) One Stop Operations Committee**

*a. Committee Report*

Mr. David Bowers, Vice Chair for the One Stop Operations Committee gave the committee summary, and directed the members to pages 58-64. Highlights from the report included:

- SC Works Centers saw a traffic increase from February-March. April center traffic was zero (0) due to centers being closed.
- Mr. Bowers stated that there was one success story in the Board packet on pages 65 for Board members to review.

*b. ETPL Application*

Mr. Bowers reviewed the applications from ChartPros Market Education Services, Joshua Career Institute, and Penn Foster for inclusion on the Eligible Training Provider list, found on pages 67-70. He stated that the applications were denied because they were only online-based.

**BOARD ACTION TAKEN: Motion made by the One Stop Operations Committee to deny ChartPros Market Education Services, Joshua Career Institute, and Penn Foster's applications for inclusion on the Eligible Training Provider List, seconded by David Collins. The motion carried with a unanimous voice vote.**

**E.) Priority Populations Committee**

Mr. Patrick Pruitt provided an update for the Priority Populations Committee. Mr. Pruitt stated that during the last meeting, he presented an update on Unemployment Insurance and the COVID-19 pandemic to the committee.

The next Priority Populations meeting is planned for August 4, 2020.

Chair Wallace adjourned the meeting at 2:55 p.m.

*Respectfully submitted by: Meredith Durham*