

WORKFORCE DEVELOPMENT BOARD
OneStop Operations Committee Meeting Minutes
August 19, 2020 @ 3:00pm
via Zoom/ Conference Call

Members Present

Ed Parris, Chair David Bowers, Vice Chair Teri Gilstrap Shonna Williams

Members Absent:

Amanda Blanton Brooke Garren Allen Fain

Staff Present:

Jennifer Kelly Meredith Durham Trent Acker Windy Graham

Guests Present:

Renee Alexander JT Parnell Matt Fields

I. Welcome and Introductions

Chair Ed Parris officially called the meeting to order at 3:03 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes.

II. Consent Agenda

Vice Chair Bowers stated that the consent agenda was included in the meeting packet. The consent agenda included the following items:

- 5/20/2020 Meeting Minutes (pages 2-5)
- Employer Services Reports (pages 6-8)
- Programmatic and Financial Reports (pages 9-16)
- WIOA Program Success Stories (pages 17-19)
- PY 2019 & 2020 Eckerd WDS Financial Reports (pages 20-28)

ACTION TAKEN: Ed Parris made a motion to accept all consent agenda items as presented. The motion carried unanimously.

III. SC Works System Updates

i. Overall SC Works Status Update

Mr. Trent Acker reported that all SC Works centers have been reopened for almost 2 months. Hours of operation are normal with the exception of a 12-1 lunch closure so that extra sanitation can take place. Temperature screenings and face coverings are required to enter SC Works centers. Center traffic has been higher on Mondays and Tuesdays.

ii. Restoration of Funding/Pending PY2020 Budget Mod. 1

Mr. Acker provided an update on the restoration of Adult/DW funding for PY2020. Mr. Acker stated year-over-year WorkLink received a fairly substantial cut in funding across all 3 fund streams. Funding allocations are largely based on the previous year, so WorkLink received an 18-19% cut across the fund streams, which is approximately \$381,000 total. The State Workforce Board plans to restore the program portion, which is 90% of the \$381,000. WorkLink has requested \$343,000 in restoration funds. Mr. Acker stated that flexibility that was allowed in the grant was for an opportunity not to have to request a dollar amount in the same amount it was lost. For example, WorkLink could request less Adult funds than we lost year-over-year and request a greater Youth amount. WorkLink is working on Modification 1 for Eckerd once the funds are received to restore the grants.

iii. COVID-19 DWG

Mr. Acker stated WorkLink applied for the COVID-19 Dislocated Worker grant to allow a long term solution for the current strain on staff for temperature monitoring, sanitizing, preparing PPE, and other center operations. WorkLink and Eckerd are working on a job description for the position. Once the Dislocated Worker's contract is complete, they will enter employment in some capacity.

IV. WIOA Adult/DW Program Updates

i. ETPL Renewal Notices

Mr. Acker stated that the ETPL renewals must happen every year. Each training provider is required to submit data for participants and courses in general. This is the first year that training providers will be required to submit this information for renewal.

ii. ETPL Applications

Ms. Windy Graham reported that three training providers have applied for the Eligible Training Provider List, listed on pages 30-34.

Career Step—CareerStep is an online training program based in Utah. Career Step has applied for Computer Technician, EKG Technician, Healthcare Information Technician, Medical Administrative Assistant, Medical Assistant, Medical Transcription Editor, Pharmacy Technician, and Professional Medical Coding and Billing. The cost is comparable to those available in our area.

ACTION TAKEN: The ETPL application review were tabled for an electronic vote at a later time.

V. Other Business

Vice Chair Bowers stated the next OneStop Operations Committee meeting will be held on August 19, 2020 at 3 p.m.

VI. Adjourn

With no further business, the meeting was adjourned at 3:35 p.m.

Respectfully submitted by: Meredith Durham