

WORKFORCE DEVELOPMENT BOARD
BOARD MEETING
September 16, 2020 Minutes
Clemson SC Works Center- Webinar/Conference Call

Members Present:

| | | | |
|-----------------------|-----------------|-------------------|-------------------|
| Danny Brothers, Chair | Jeromy Arnett | Daniel Brazinski | David Bowers |
| Edgar Brown | David Collins | Stephanie Collins | Allen Fain |
| Brooke Garren | Lisa Gillespie | 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 | Robert Halfacre | Kristi King-Brock | Jennifer Lannom |
|---------------|-----------------|-------------------|-----------------|

Staff Present:

| | | | |
|--------------|-----------------|----------------|--------------|
| Trent Acker | Meredith Durham | Jennifer Kelly | Windy Graham |
| Sharon Crite | | | |

Guests Present:

| | | | |
|-----------------|-------------|------------|-----------------|
| Renee Alexander | Matt Fields | JT Parnell | Melissa Rodgers |
| John Durst | | | |

I. Call to Order/Introductions

The meeting was called to order at 1:03 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. Chair Brothers welcomed Mr. Daniel Brazinski as a new Board member from Pickens County. Mr. Brazinski is the General Manager of the Cornell Dubilier facility in Liberty.

II. Comments from Mr. John Durst

Chair Brothers introduced Mr. John Durst. Mr. Durst is a new member of the State Workforce Development Board and is the President and CEO of the SC Restaurant and Lodging Association.

Mr. Durst thanked board members for an opportunity to speak and listen to WorkLink’s workforce development board meeting. Mr. Durst acknowledged the success of the WorkLink board and stated he looks forward to learning more from the group.

III. Approval of Minutes

The minutes from the June 3, 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: Ed Parris made a motion to approve the minutes as presented, seconded by Emily Hodge. 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 opened to the public on May 26, 2020. The Seneca SC Works Center reopened on June 17, and the Easley center reopened on June 29. Face masks and temperature checks are still required at all WorkLink SC Works centers.

B. Drive-thru Job Fairs

Mr. Acker stated that Anderson County hosted a drive-thru job fair at the Anderson Civic Center. This job fair was a partnership between SC Works and Anderson Economic Development. There were 300 jobseekers and 9 employers in attendance. Over 120 interviews were scheduled and 60 jobs were offered as a result of the event. The job fair was advertised through a news release, to partners, boosted Facebook posts, and alerts to Unemployment claimants from the Department of Employment and Workforce (DEW). Pickens County hosted a drive-thru job fair in partnership with SC Works, and was also well attended with 110 jobseekers and 9 employers. Each employer at the Pickens County job fair had at least 10 job openings. Additional drive-thru job fairs are in the process of being planned.

C. Local and Regional Plans*

Mr. Acker stated that there has been at least 2 occasions during which board members have been able to review the Local and Regional plans and provide feedback. Mr. Acker thanked the Board for the attention given to the review of both plans. Chair Brothers said that this vote will be a ratification of the Local and Regional plans by the board.

BOARD ACTION TAKEN: David Collins made a motion to ratify the Local and Regional Plans, seconded by David Bowers. The motion carried with a unanimous voice vote.

D. Quarterly Performance

Mr. Acker referred to page 7 to review the Quarterly Performance data for PY19 4th quarter, rolling 4. WorkLink is exceeding all performance measures. Mr. Acker stated that the state has taken this 4th quarter performance summary data and made that the goal moving forward. Mr. Acker stated

that WorkLink is in negotiations with DEW for performance goals, and he will keep the Board informed moving forward.

Chair Brothers thanked Vice Chair Melanie McLane for her willingness to serve in the role of Vice Chair for this upcoming year.

V. Committee Reports

A.) Executive Committee

1) Report of Actions*

Chair Brothers stated on 6/25/2020 the Executive Committee voted to revise the Youth Contract Budget with Eckerd to \$525,000 due to a larger than expected reduction in the annual allocation. Further explanation of the budget will be provided in the Finance section. Chair Brothers stated that a vote ratifying the Executive Committee's actions is customary.

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

B.) Finance Committee

1) *PY19 Final Review- Information Only*

Ms. Stephanie Collins referred to pages 8-11 of the meeting packet and stated the final PY19 invoices are listed. These invoices are for information only.

2) *PY20 Budget Overview*

a. *Restoration Grants*

Mr. Trent Acker referred to page 13 of the meeting packet which shows the Restoration Grants allocation comparison. Mr. Acker stated WorkLink became aware that a shortfall year-over-year in the local allocation was significant. In total, the loss was \$381,860 year-over-year in all 3 fund streams. The Youth program loss was \$139,204, Adult program loss was \$115,560, and the Dislocated Worker program loss was \$127,096. WorkLink applied for a Rapid Response grant, and was awarded \$77,000 for training dollars only, which will provide somewhat of a cushion for the Dislocated Worker fund stream. Mr. Acker stated that the State Workforce Board was petitioned to reallocate some of those funds back to local areas who saw shortfalls. The State Workforce Board agreed to reallocate the program portion (90%) back of losses. WorkLink did not have to request reallocation in the same amount that was lost. Mr. Acker pointed to page 10 in the packet and stated that WorkLink, in consultation with Eckerd, has requested a larger portion of Youth funds, so that the full Youth budget of \$600,000 can be restored. Additional funds were also requested for the Adult and DW fund streams.

b. *Adult/DW Program & Operator, Rapid Response*

Eckerd staff provided the following budget updates through August 2020:

- Ms. Renee Alexander stated that page 14 shows expenditures for the Adult Program budget expended at 18.6%.
- The Dislocated Worker Program budget as shown on page 15 is 11.4% expended.
- Page 16 shows the Rapid Response grant, which is expended at 12.7%. The Rapid Response grant is only being used for Training costs.
- Page 17 shows the Budget Disbursement Report, which is a reflection of budgets related to participant costs. Ms. Alexander reviewed the vouchers approved, vouchers paid, and ITA obligations.
- Mr. Matt Fields referred to page 18, which shows the Adult Operator budget expended at 8.2%.
- The DW Operator budget listed on page 19 is 7.5% expended.

c. Youth

Ms. Alexander stated that the Youth budget was expended at 15.0% as of August 2020.

d. In-House Budget

Mr. Acker presented the PY'20 in-house budget, provided on page 21 in the Board packet. Mr. Acker stated that all travel, majority of training, and the AOP Showcase line items have been cut. Facility costs are fixed, however cushions are built in to allow for unexpected repairs. This budget is a recommendation from the Finance Committee as the initial in-house budget for PY20.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the PY20 in-house budget as presented, seconded by Brooke Garren. The motion carried with a unanimous voice vote.

3) Ongoing Grants

a. PY18 IWT Grants

Listed on pages 22-23 are the PY18 Incumbent Worker Training grants. Mr. Acker stated that the 18IWT01 grant final expenditures are listed. Companies were unable to complete some trainings as planned due to an interruption in training since COVID-19. The 18IWT01-02 grant will be extended through December 31, 2020. WorkLink continues to work with companies to process reimbursement requests.

b. Re-entry Navigator Grant

Mr. Acker stated that the Re-entry Navigator grant is in the launching stage. Mr. Acker stated that Anderson County is diligently working to ensure the re-entry navigator grant is launching as anticipated.

c. DWG Grant

WorkLink applied for and received a disaster grant. These grants are typically for natural disasters for which a considerable amount of cleanup will be anticipated. In this case, this grant will allow WorkLink to use 4 Dislocated Worker participants to assist in COVID related duties in the SC Works centers. These positions will help relieve staff that has been tasked with additional job duties related to COVID.

C.) Youth Committee

1) PY19 PYC Final Enrollment Report – Information

Mr. Allen Fain, Chair of the Youth Committee, reviewed the PYC Final Enrollment Report on page 24. Mr. Fain noted that there were 152 total enrollments for PY19.

2) PY20 PYC New Enrollment Report—Information

Mr. Fain stated that PYC has enrolled 22 new students, and a total of 70 students in PY20 so far.

The next Youth Committee meeting date is October 13.

D.) One Stop Operations Committee

1) PY2020 SC Works Center Staff Training Closures

The proposed SC Works Center Staff training closures are listed on page 40. Centers will close at lunch for staff training on October 23, 2020, February 19, 2021, and April 16, 2021.

BOARD ACTION TAKEN: Motion made by the One Stop Operations Committee approve the SC Works Staff training closures as listed on page 40 in the meeting packet, seconded by Shonna Williams. The motion carried with a unanimous voice vote.

2) Committee Report

Mr. Ed Parris, Chair for the One Stop Operations Committee, gave the committee summary, and directed the members to pages 29-32. Highlights from the PY19 report included:

- 24,638 unique individuals interacted with SC Works systems in the WorkLink area in PY19.
- Over 1 million job searches were conducted in the WorkLink region in PY19.
- Over 15,000 individuals were served in WorkLink SC Works centers in PY19.
- There were 33 hiring events and 484 individuals attended.
- 417 individuals were served through Rapid Response.
- 225 individuals were enrolled.
- 191 individuals received training and \$200,000 in outside scholarship funding was leveraged.
- 265 individuals received a measurable skills gain.

Mr. Parris reviewed the SC Works usage reports on pages 33-36. Success stories were listed on pages 37-39.

b. ETPL Application

Mr. Parris stated that 5 applications were received for the Eligible Training Provider list. All 5 applications were tabled until the next OneStop Operations Committee meeting on October 13.

E.) Priority Populations Committee

Ms. Lisa Gillespie provided an update for the Priority Populations Committee. Mr. Matt Fields provided an update for the group on the SC Works Centers status at the August 4 meeting. Ms. Graham reviewed the Community Profile report and Unemployment statistics at the meeting on August 4.

The next Priority Populations meeting is planned for October 6, 2020.

VI. Other Business

Ms. Teri Gilstrap invited board members to the Anderson County Community Impact Awards on October 9 at the Anderson Civic Center.

Chair Brothers adjourned the meeting at 3:08 p.m.

Respectfully submitted by: Meredith Durham