

**WORKFORCE DEVELOPMENT BOARD**  
**OneStop Operations Committee Meeting Minutes**  
**January 20, 2021 @ 3:00pm**  
**via Zoom/ Conference Call**

**Members Present**

Ed Parris, Chair	David Bowers, Vice Chair	Daniel Brazinski	Allen Fain
Brooke Garren	Shonna Williams	Teri Gilstrap	

**Members Absent:**

Allen Fain

**Staff Present:**

Jennifer Kelly	Meredith Durham	Trent Acker	Windy Graham
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**Guests Present:**

Renee Alexander	JT Parnell	Matt Fields	Karen Hamrick
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**I. Welcome and Introductions**

Chair Ed Parris officially called the meeting to order at 3:00 pm welcoming everyone in attendance and announced the meeting being recorded for processing of minutes. Chair Parris noted that Amanda Blanton resigned from the One-Stop Operations Committee due to schedule conflicts.

**II. Consent Agenda**

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

- 10/21/2020 Meeting Minutes
- Employer Services Reports
- SC Works Center & WIOA Financial Reports
- Eckerd WDS Financial Reports

**ACTION TAKEN: David Bowers made a motion to accept the 10/21/20 meeting minutes as presented, seconded by Brooke Garren. The motion carried unanimously.**

**ACTION TAKEN: Shonna Williams made a motion to accept the consent agenda as presented, seconded by David Bowers. The motion carried unanimously.**

**III. SC Works System Updates**

i. Dashboard Advisory Committee

Mr. Trent Acker stated that Jennifer Kelly is working on a dashboard format for presenting reports to the committee. Ms. Kelly is forming a Dashboard Advisory Committee to gather

opinions and provide feedback on what the committee would like to see presented on the dashboard. Chair Parris stated he would serve on the committee.

ii. Fund Utilization Rate

Mr. Acker stated there are spending benchmarks with the 3 fund streams (Adult, Dislocated Worker, and Youth). WorkLink has to provide an explanation if the goal of 70% is not met. In PY2020, WorkLink was short of the Dislocated Worker fund stream goal. Mr. Acker stated the final corrective action plan will be presented at the next Board meeting.

iii. Overall SC Works Status Update

Mr. Trent Acker reported that WorkLink SC Works Centers said a temporary closure of the SC Works Center in Seneca took place over the week of Christmas, but reopened the week after. DEW has provided 6 months of security to each of the SC Works centers. Face coverings and temperature checks are required upon entry to all of the SC Works centers. Hours of operation are currently normal in each of the centers.

**IV. COVID-19 DWG Grant**

Ms. Jennifer Kelly stated that this grant allowed WorkLink to hire 4 individuals to serve in centers and provide light janitorial, checking in customers, and assisting in the resource room. The grant is up and running as of late November 2020. There are currently 3 individuals who've been hired. Two are in Seneca and 1 individual is in Anderson. Individuals must be dislocated from their last job through no fault of their own, and they have to enroll in the WIOA program. The financial update can be seen on page 18 in the packet.

**V. Re-Entry Grant**

Ms. Teri Gilstrap provided an update on the Re-Entry Grant. Ashley Swift has been employed as the Re-Entry Navigator for approximately 2 months. She is currently working with 4 individuals. She has been spending time at the Anderson SC Works Center, Vocational Rehabilitation, Bridge Center, Mercy Center, and CJCC. Ms. Swift is coordinating with the Mercy Center and the Ride to Work program in Anderson to help individuals who have transportation barriers. Ms. Swift's goal is to serve 40 individuals. The Re-Entry Grant financials can be seen on page 19 in the meeting packet.

**VI. WIOA Adult/DW Program Updates**

**VII.**

i. ETPL Reasons for Denial

Mr. Acker reviewed the current reasons for denial to the ETPL listed on page 20 in the packet. Mr. Acker noted that the current reasons for denial focuses on the priority of classroom based training. Since COVID-19, online training being more suitable has been discussed. Mr. JT Parnell stated that online options should be available, because in turn, it creates more options and potentially less wait time for participants. The online trainings would still need to meet all of the other criteria to be approved for the ETPL. The criteria and policy will be updated to ensure there are no barriers for online training.

**ACTION TAKEN: David Bowers made a motion to eliminate the restriction of online based training being a reason for denial, seconded by Shonna Williams. The motion carried unanimously.**

Mr. Acker stated that typically ETPL applications are brought to the committee for approval to be on the ETPL. Mr. Acker stated that one option would be for staff to approve applications based on the ETPL criteria and policy, and only bring exceptions or appeals to committee members for discussion. Committee members agreed that staff should approve or deny applications and only bring forth those that are exceptions.

**V. Adjourn**

With no further business, the meeting was adjourned at 3:48 p.m.

*Respectfully submitted by: Meredith Durham*