Lowcountry Workforce Board – Meeting Minutes  
WEDNESDAY, March 24, 2021 - 9:30 A.M.  
Zoom Call

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Guests: Mark Williams (Ross) Melissa Rodgers (DEW) Dr. Juanita Murrell (Bft AD Ed) Alison Kitler (SCVR) Karen Whitlock (Adult Ed)

Staff: Mike Butler, Shelly Campbell, Sabrena Graham,

1. **Call to Order:** Heather Simmons, Board Chair called the meeting to order at 9:32 a.m. Introduction of Guests. A quorum of board members was present on the call, and the meeting, having been duly convened, was ready to proceed with business.

2. **Minutes:** *** A motion was made by Barbara Entriken to accept the minutes as sent in the meeting pre-reads and seconded by Chris Horvath. All voted in favor with none oppose

New Business:
3. **Approval to Contract with Ross PY21*** - Shelly Campbell: Staff is requesting a decision on PY 21 contracting. Choices are to extend the existing Ross contract for services another year or to create an Request for Proposal (RFP) and seek a new contractor. Due to the timeframe needed to compete a new contract a decision is needed today. Staff recommendation is to extend the existing contract another year due to the time it takes to onboard and train a new contractor and Ross is finally at a point where staff have all a year or more of WIOA experience. In either case since the upcoming Program year local allocations have not been released the tentative budget would be based on the original budgets from PY 20.

Motion: Approve staff to move forward and begin negotiations with Ross based on PY 20 contract budgets to provide Adult, Dislocated Worker Youth and One Stop Operator through June 30, 2022.

A motion was made by Barbara Entriken to approve the extension of Ross Contract for PY21. The motion was seconded by Patrick. All voted in favor with non-oppose.

4. **PY20 Ross Contract Modification Update** - Shelly Campbell: The PY20 Ross contract was modified to increase funding for Dislocated Worker Training by $8,500.00. This modification was approved by the Executive Committee and is being provided for information.

5. **Executive Committee Report- Heather Simmons**: The Executive Committee convened on February 10th 2021 electronically to vote on the approval of Ross request for a modification of $8500.00 on its PY20 contract for Dislocated Worker (DW) participant cost spending for Occupational Skills Training on behalf of the board. The Executive Committee voted in favor of approval and the contract was modified to meet the request of Ross for additional DW participant spending.

6. **Operator Report SC Works** - Mark Williams: Number of days open to the public 2021: 53- days since January 4, 2021 not counting the weekends. Basic overall traffic counts for all three centers totals 2,691 patrons, post COVID-19. Beaufort SC Works- total of 2000, Colleton SC Works total 505 and Hampton SC Works 186. Peak Hours of operations over the last 53 days, are during hours 9am -11am over the last three months

Services being provided: Unemployment Claims filing, WIOA Certifications and general questions concerning SC Works, Typing Test, Job Readiness Class, Adult Education and DSS.

New Basic Computer Skills Workshop -SC Works Colleton Center. Wednesdays 2:30pm- 3:30pm Fridays 10am-11am, 2:30pm-3:30pm – computer terminology, keyboard and mouse commands, internet research and email basics.

Beaufort SC Works Hiring Events are still ongoing every week provided there are no cancellations from employers. Coastal Employment, Express Professional, GMI, Glass Works, McDonalds, Comfort Inn Suites and SCDOC are among the most active employers conducting hiring events during COVID-19 in the Beaufort and Colleton SC Works Centers. SC Works continues to hold Hiring events weekly, job posting on DEW Website, Facebook and office. There has been a total of 23 Hiring Events since January 2021 with 17 jobseekers finding employment at a success rate of 74%.

Events: Community Expo Wednesday April 21, 2021
7. Committee Reports

a) Disability/Accessibility- Greg Gilbert: February 2, 2021

Discussion of activities for this year and what other areas have done.
Option of re-scheduling the Walton Options training from last year. (Cancelled due to COVID-19).
Engage the Untapped Workforce for your Business. The training focuses on disability inclusion and is designed for employers to confidently recruit and hire top talent with disabilities.

Gregg to reach out to Ann Campbell-Kelly regarding conducting the training virtually.
Discussed how to market the training to employers.
Gregg will email the group with details if this is still an option.

March 2, 2021
Engage the Untapped Workforce for your Business Training Event: Virtual
March 25, 2021 from 9 to 10:30 AM and from 1 to 2:30 PM
Flyer with Eventbrite registration link has been sent out to all committee members.

Marketing: IBST Meeting on March 3, Partners Meeting on March 4th, share invite with Beaufort and Colleton Chamber of Commerce, Human Service Alliance, staff to share with all Business Partners.

b) Youth Committee March 16, 2021 Chris Horvath:

1. Partner coordination efforts.
We discussed the need to continue efforts to ensure partners are not duplicating services such as potentially providing multiple SCOIS surveys to one individual.

2. Communication.
Discussed the continued need to communicate with partners and providers to include Ross. Concluded ongoing verbal communication and use of SCWOS is required to work through the multiple plans required by individual partners and how this process relates to SCWOS.

3. Opportunities for improvement.

4. Determined the benefits to convening a select group of core partner representatives of within the next 60 days to determine individual needs and streamline the collective process. Discussed the benefits of ongoing weekly or bi-weekly partner to discuss referrals and individual’s progress.

c) One Stop Committee-Barbara Entriken: This report covers three One Stop Committee meetings. Those meetings were November 10, 2020, January 12, and March 9, 2021.
Customer traffic in the centers was flat for the last months of 2020 and has not picked up in the first couple of months in 2021.
The centers have maintained adequate PPE equipment at all centers.

Partner Agencies have been working from outside during 2020. A few have been on site but not consistently. They are now beginning to come back on site. Partner Agency quarterly meetings have continued to take place virtually with a high number of core and non-core partners attending. Information shared during these meetings has been invaluable and very informing for all partner attending.

8. Adult Education RFP Committee Selection- Mike Butler: Mike Butler informed the board of the upcoming Adult Education Proposal Review Process. Mike reminded the board of its requirement to submit three names by April 2, 2021 to State Level Adult Education Staff.

Mike shared stated that board members Sarah Marshall and Michelle Adams both agreed to serve on the committee once again and that a volunteer was needed to complete the mandated requirement of three board members. Mike stated that if no one volunteered that he would reach out individually to board members to assist.

9. Budget Report-Mike Butler: Mike reviewed the February 2021 budget report and pointed out the need for contractor Ross to increase participant cost expenditures in order to for the local workforce area to meet the PY20 Fund Utilization Rate requirements. Mike stated the challenges COVID-19 continues to have with SC Work Center traffic, and low enrollment numbers which has contributed the lack of spending. Mike also spoke about TCL and Palmetto Training Institute collaborating on manufacturing training which limits training opportunities from two entities down to one for our immediate area. This has and will continue to create a bottleneck for clients and creates a wait list that hinders Ross from expending funds.

Mike also spoke about the new free TCL scholarship program which is good for local students, but also the effect it will have on individuals not seeing a need to come thru the WIOA program as a result of less hurdles to become eligible for these training.

Mike also pointed out the fact the OJT expenditures are much lower than what’s normally expected due to the fact that strategically Business Service Coordinator Tony Pollen and I decided to write OJT contracts for lessor amounts on average of $1200 to be able to write more contacts for employers. There are several new OJT’s pending which should allow that budget to be met.

10. Directors Notes- Mike Butler: Mike shared the following notes with the board.

1. PY20 State Monitoring Update, CAP Pending Approval Shared with the LWB on 02/17/2021
2. 2020-2023 Local Plan Update, not 100% approved as of this meeting by DEW
3. PY19 FUR and Participant Cost CAP/ approved by DEW, shared with the LWB on 03/12/2021
4. PY18 Workbase Learning CAP/ approval by DEW, shared with the board 03/19/2021
5. Applied for a Local Area Continuous Improvement Grant for Technology, Outreach and PPE’S items for the SC Works Centers in the amount of $81,000.

6. PY21 MOU/IFA Negotiation meeting was successful amongst partners. The Result of Outcomes Report was submitted ahead of the deadline date of April 15, 2021 to DEW and was accepted as received by Polnpro division of SCDEW.

7. The State’s SC Works Centers security contract has been extended thru 12/31/2021. It was originally scheduled to conclude on 06/30/2021.

8. UI work searches to be required again as of 18, 2021. S.C. has a total of 125,000 UI CLAIMANTS with only 35,000 completing work searches with 85,000 open jobs in SC. The need to encourage folks to get back to work is crucial. Not completing the two required work searches could be cause for loss UI wages beginning on April 18, 2021.

9. Whole Foods groceries on Hilton Head reached to Business services for assistance as result of sending out 980 emails to individuals who signed up to be notified about job openings. Only two people out of the 980 responded, thus Whole Foods seeing the need for assistance in finding interested and dedicated workers for positions that pay no less than $15 an hour in their facility.

11. Meeting adjourned at 10:28 am
12. Next meeting May 26, 2021 9:30 am
13. *** Denotes Voting Item

Respectfully submitted
Michael V. Butler