Lowcountry Workforce Board – Meeting Minutes  
WEDNESDAY, May 25, 2022 - 9:30 A.M.  
Zoom Call

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Guests: Melissa Rodgers (DEW) Alison Kitler (SCVR) Emily Mitchell (LCCA) Mark Williams (Ross) Debra Young (Telamon) Dawanna Doctor (Hampton First Steps)  
Staff: Shelly Campbell, Tony Pollen, Sabrena Graham, Charles Myers, and Sheree Grant

1. Call to Order: Kevin Pak, 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 Josie Anderson to accept the March 23, 2022 minutes as sent in the meeting pre-reads and seconded by Melanie Gallion. All voted in favor with none oppose.

New Business:

3. Policy Update Shelly Campbell: Draft WEX Policy
Draft WEX policy, sent in pre-reads Shelly asked for any questions or comments, none were voiced Kevin called for motion and second, initially there was no response Ms. Graham noted the policy
was necessary and it could be brought before the board at the next meeting, Shelly noted if the board had any questions or if the board had suggestions for change they could be addressed, Kevin made motion to accept Arlene 2nd, no response to a call for questions, called for vote, all in favor none opposed

4. **PY22 Ross Contract Extension**
   Ross Contract Extension PY22. Staff recommended extending the contract for another year (PY22) and for the board to authorize staff to negotiate an overall budget similar to the current year $765,000. Staff noted the Lowcountry recently received the information from the state regarding PY 22 Allocation and we were fortunate to not receive any reduction in funding compared to last year and will see a very slight increase. Staff informed the Board the contract will need to be competed for the next Program Year (PY22) July 1, 2022 – June 30, 2023.

5. **SC Works Certification Report: Melanie Gallion**
   The Lowcountry Workforce Board (LWB) SC Works Center Certification Committee met on March 2, 2022 to begin looking at the three sets of standards that needed to be certified, which consisted of SC Works Management, Job Seeker and Business Service. Attendees of this meeting were LWB SC Works Certification Committee members, Arlene Dunbar, Roy Dupont and Melanie Gallion. Mark Williams SC Works Center Manager and Mike Butler also were in attendance. The committee set May 2 (Beaufort) and May 3rd (Colleton/Hampton) as the days the committee would visit the centers for certification.

   The committee performed its task of certification by the following methods, a combination of visual, verbal and written documentation. The committee spoke directly with staff and partners where needed and with the SC Works Manager to ensure each standard was being met on a consistent daily basis.

   All three offices were found to be in compliance with the standards and have met the LWB Certification Committee standards for recommendation to the full workforce board. The committee will draft a full summarization for the state to review and will submit in early June, far ahead of the deadline, just in case more information is needed by the state.

   We the LWB SC Works Certification Standards Committee hereby make the recommendation to the full board to accept our findings as such and approve the certifications of the Beaufort, Colleton and Hampton SC Works offices.

6. **SC Works Certification Approval: Josie Anderson**
   Josie Anderson made a motion to accept the SC Works Certification Committee recommendation of full certification of the Beaufort, Colleton and Hampton Workforce Centers as listed in State Instruction Letter 21-06 SC Works Certification Standards issued January 28, 2022. Heyward Horton seconded the motion, all voted in favor with non-opposed.

7. **SC Works Operator Report: Mark Williams**
   The SC Works Centers continue to provide the following services on a daily basis for its customers, Unemployment Claims filing, WIOA Certifications, Hiring Events and providing information on SC Works, Federal Bonding, Typing Test, Job Readiness Workshops, Adult Education and DSS services.
On April 26, 2022 Veteran Stand-down event and Job Fair was held at the Bull Durham Center in Estill SC. A total of 25 employers and 13 Resource agencies were in attendance. Only a total of 23 job seekers attended the well planned and promoted event.

In the SC Work Centers there have been a total of 30 hiring events since March 2022. 30 Job seekers gained employment from these events.

Basic overall traffic counts for all three SC Works Center dating back to March 2022 is 1,195. Beaufort 735, Colleton 333 and Hampton 127.

Upcoming Events: Friends of Carolina Hospice of Port Royal Free Coffee and Conversation for Veterans and Civilians. From 9am-10:30am.

Stephaine Wright Local Veteran Employment Rep for SCDEW is working on various locations in the Lowcountry trying to coordinate a Veteran Job Fair event. Options are the National Guard Armory Facility in Beaufort or The Beaufort SC Works Center.

8. Youth Committee Report- Tony Pollen via Chris Horvath

Dear Colleagues:

I am requesting your assistance on behalf of the Lowcountry Workforce Board, Youth Committee. We are compiling a list of agencies and organizations that provide assistance to young adults who are not enrolled in school within the Lowcountry to include Beaufort, Colleton, Hampton and Jasper counties. Please submit a list of organizations or agencies that provide direct assistance to me through the following link, Chris J Horvath. Please use "Youth Resource" for the subject line in your email to me. Please submit the following:

- Name of organization
- Address
- Website
- Email of point of contact
- Telephone number
- Brief description or listing of services no greater than 50 words in length

Feel free to pass this email along to other agencies and organizations that you are familiar with and have success in assisting young adults as defined above. Please email all information to me no later than June 8, 2022. Our objective is to produce a document listing resources for the targeted population along with agencies and organizations that are willing to collaborate when serving youth in the Lowcountry.

Thank you,


Reiterated participation in Estill Job Fair and Resource Services Event at the Bull Durham Center, April 25. Joined by 35 employers and service providers.
Working with EMT Council in Lowcountry to create ‘earn while you learn’ training in Jasper, Colleton, Hampton and Beaufort counties, plans are to support with OJT Funding. Participated in the Career and Education Exposition at Penn Center, St Helena Island on April 23. LCOG Business Service Team is continuing to seek out OJT opportunities throughout our region.

11. National DW Career Grant Update: Shelly Campbell
Staff updated the board on the Lowcountry’s progress in the national competitive grant as part of a 5-area consortium, the Lowcountry was awarded $629,338 out of the consortium award of $2,836,669.

The Lowcountry grant is to provide for 50 On-the-Job Training contracts, support services and staff. The grant ends August 19, 2023. So far Lowcountry has 8 OJTs, and is leading the consortium along with Lower Savannah for enrollments. The board had no questions for staff.

Staff reviewed the budget reports from the pre-reads. Staff noted overall as of April 30, 2022 the year is 83% complete for the program year which begins each year on July 1 and ends on June 30. The overall budget is running slightly under at 73% and then reviewed the various fund budgets and percent of budget spent. The board had no questions for staff.

13. Director Notes: Tony Pollen via Mike Butler
PY 21 Monitoring Corrective Action Plan was approved by SCDEW on April 27, 2022. PY21 monitoring has been officially closed. This information was a part of your pre-reads sent out to you on the date received 04/27/2022.

I attended a two-day Workforce Administrator retreat held at the Charleston Port. During the retreat many topics was discussed such as Program Performance, Regionalism, Best Practices, Success Stories, Business Services, Social Media, Virtual Services, Miscellaneous topics and a last day tour of the SC Port Facility. Frank Hatten Program Manager for Boeing made a presentation on Boeing and their need for career minded job seekers due to their continued growth, not only in Charleston but globally.

The Entire LCOG Business Service Staff will attend TAD Grant Certified Business Consultant Training along with other Business Service staff from nine other Workforce areas in SC on July 20 &21, 2022 in North Charleston. This will be two-days of high- level training and participation workshop for all involved.

Tony Pollen attended this training in 2018 and spoke to my fellow Administrators on the value of the training. Tony’s testimony was deciding factor that will have at least 20 WIOA Business Service staff attending from across the state. The training is now open for the last 15-20 slots to be filled by nationwide interest. All partner agency business service team members were encouraged to sign up, as of this date none have. The cutoff date will be sometime in July.

Tony Pollen submitted a workshop proposal to the South Eastern Training Association for the fall SETA Conference in Louisville Kentucky August 28-31, 2022 and it was approved. Tony and Charles
Myers will be presenters of a high energy and fun business service workshop at the conference, congratulations to Tony & Charles.

Lower Savannah and LCOG partnered together and received Rapid Response funding from the State Workforce Board to support the pilot project named Rural Initiative. This will be a two-year pilot program that will focus on working directly with Economic Development, K-12, Post-Secondary, In-House Trainers, Employer serving organizations such as Chambers of Commerce, Rotary Clubs etc.

A Regional Training Coordinator (RTC) will be hired to implement this program in Allendale, Bamberg, Barnwell, Colleton, Hampton and Jasper counties. Lower Savannah is the lead fiscal entity and will be responsible for all reporting that is required from this grant. The RTC will work closely with the Business Service teams of both Workforce Areas.

PY22 MOU/IFA agreement documents have been sent out to all partners for signatures. The fully executed agreement is to be in place by June 30, 2022.

A special thanks to each board member whose term expires on June 30th 2022 and for your willingness to serve again on the board. This makes the second year in a row all expiring board members have stayed on to serve. Low turnover will continue to make the board stronger and stronger as more knowledge is gained by continuing to serve.

In my closing, I am happy to announce that for the first time in several years the Lowcountry did not receive a reduction in allocation for the upcoming new Performance Year which starts 07/01/2022. Although our increase in allocation was minimal at +$11,568, it was certainly a well-deserved win for us not to lose any additional funding from an allocation that still leaves us at #12 at the bottom of all workforce areas $232,578 less than #11 Santee Lynches. We count all wins as big, here in the Lowcountry.

14. Questions: None
15. Meeting Adjourned 10:08am by Kevin Pak

Next Meeting July 27, 2022 In-person LCOG

***Denotes Voting Item