Lowcountry Workforce Board – Meeting Minutes
WEDNESDAY, July 27, 2022 - 9:30 A.M.
Zoom Call

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**Guests:** Alison Kitler (SCVR) Emily Mitchell (LCCA) Mark Williams (Ross)  
Debra Young (Telamon) Dawanna Doctor (Hampton First Steps) Dr. Juanita Murrell, Stephanie Ferguson

**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 9:35 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 Roy Dupont to accept the July 27, 2022 minutes as sent in the meeting pre-reads and seconded by Michelle Adams. All voted in favor with none oppose.

New Business:

3. **Policy Update** Shelly Campbell: Draft Monitoring Policy
Shelly Campbell reviewed the policy sent in pre-reads and at the conclusion asked for any questions or comments, none were voiced. Kevin called for motion and second, Roy Dupont motioned for approval and Andy Thorson seconded the motion. Kevin Pak called for vote, all voted in favor none opposed.

4. **PY22 Business Service Lead Appointment***
   Michelle Adams provide the following report;
   State Instruction Letter 21-06 SC Works Certification Standards states that the LWDB selects a Business Service Team Lead from among the business service staff of all participating workforce programs, based on experience, qualifications and ability to perform the role. The LWDB reviews and appoints/re-appoints the Business Services Team lead role annually.

   Core partners of Adult Ed, Wagner-Peyser, SCVR and WIOA make the following recommendation to the full board, that Tony Pollen be re-appointed to the role of Business Service Lead for PY22. Tony has led the team since PY17 and has done a great job in elevating business services to higher heights and production each year.

   Kevin Pak asked for a motion to accept the recommendation from the core partners of SC Works. Andy Thorson made a motion to accept and Kesia Brown seconded the motion. All voted in favor with non-oppose. Tony Pollen was named Business Service lead for PY22.

5. **LWB State Staff Nomination Approval***
   Mike Butler shared with the LWB the State Workforce Board Initiative to have each local workforce area to submit one local staffer to be selected as nominee to be selected state staffer of the year. Each LWB was tasked with deciding what criteria would be used to select the individual. The LWB chose professionalism, customer focus, teamwork, commitment and display of soft skills as the criteria for their choice. Tony Pollen Business Service Lead was chosen as the nominee. The board recognized that there were multiple candidates who was also I the running for consideration which speaks highly of the workforce staff in the Lowcountry.

   Kevin Pak asked for a motion to accept the nomination of the full board of Tony Pollen’s nomination. Roy Dupont made a motion to accept and Michelle Adams seconded the motion. All approved with non-appose.

6. **PY22 Fund Transfer Approval Adult/DW***
   Shelly Campbell reminded the LWB that each year board staff ask for approval to conduct funding transfers from Adult/DW fund streams throughout the year when needed without having to convene the LWB for approval. All transfers information is made available to the LWB immediately when needed.

   Kevin Pak asked for a motion to approve board staff conducting transfers as needed. Chris Horvath made a motion to accept and Roy Dupont seconded the motion. All voted in favor with non-oppose.

7. **SC Works Operator Report.** Mark Williams provided the following report:
Services being provided: Unemployment Claims filing, WIOA Certifications and general questions concerning SC Works, Federal Bonding, Typing Test, Job Readiness Class, Adult Education and DSS.

Number of Hiring Events Since May 2022: 32

Total of employers: 42

Total Resource agencies: 3

Total of Participants: 69

Total Placements: 41

Basic overall traffic counts for all three centers Beaufort, Colleton and Hampton totals 1933

Upcoming Events:
- Community Resource Fair 8/13/22
- Lowcountry Career Fair Tour
  Jasper County 9/7/22
  1st Responder Hampton County 9/12/22
  Colleton County 9/20/22
  North Beaufort County 9/28/22
  South Beaufort County 9/29/22

SC Works continues to hold hiring events weekly, job posting on DEW website, Facebook and office hiring board.

8. Youth Committee Report - Chris Horvath provided the following report
   The Youth Committee members discussed preparation for a Youth Committee Summit. This summit will consist of three initial steps: 1. Compile an initial list of participants. 2. Hold a meeting for professional/organizational participants. 3. Hold a Youth Summit where vendors, organizations and youth are introduced.

   I agreed to provide Mike Butler with a list of professional individuals, organizations and agencies interested in participating. Mr. Butler will cross check the list with other published lists to assist in determining participants to solicit. I will provide the list that the Youth Committee assembled to Mike NLT the first week in August 2022. Mr. Butler suggested that we include agencies and organization that assist youth outside the definition of WIOA and the present members concurred.

   Committee members proposed to hold a partner style meeting on September 13, 2022 beginning at 1:30 pm at the COG. Each participant will be provided with 5 minutes or less to provide an introduction of services provided to youth in the Lowcountry. Mr. Kevin Pak suggested that we include Job Corps from Bamberg and similar providers. The presentation is suggested to use PowerPoint as a presentation tool.
Mr. Butler suggested that we provide opportunities for youth to participate in the actual Youth Summit(s) in multiple counties on separate dates. Members of the committee agreed with his sound advice.

9. **Disability/Priority Populations Committee Report**: Greg Gilbert submitted the following report to be read in his absence.

   **Opening Remarks**: Gregg Gilbert
   - Discussion of event with Beaufort County Disability Coalition

   **Next Event:**
   - Second Change Resource Fair
   - Location: Beaufort SCVRD Office
   - Date: Wednesday, October 5th from 5:00 PM to 7:00 PM (set up starting at 4:00 PM)
   - Planning Committee: Stephanie Greene, Melissa Weber, Michelle Stockman, Stephon Wright, and Julie Wright. (Invite to next meeting in Aug)
   - Will need flyers and list of agencies/vendors

10. **Business Service Report**: Sheree Grant provided the following report:

    On July 20th and 21, the Business Services Team travelled to Charleston, South Carolina to attend training with TAD Grants.

    There were 30 attendees including WIOA representatives from across the state, members from South Carolina Commerce, as well as individuals from other states. The training combined individual coursework and assignments with group activities and discussions. Each attendee learned the four-step process and best practices for engaging the business community.

    Upon completion of the training, participants have the opportunity to complete a field study to become a Certified Business Services Consultant.

    Overall, the training was successful. It was great to meet with business services representatives from other regions. We are looking forward to using the knowledge we learned in training to engage with more businesses in our region.

11. **One Stop Committee Report**: Roy Dupont stated there was no report from the One Stop Committee but will certainly provide a report at the September meeting.

12. **Budget Report**: Mike Butler informed the board that the June budget report was incomplete and that it will be sent to the board once fully updated for their review.
13. **Director Notes**: Mike Butler provided the following report

All the signed signature pages for the PY 22 MOU/IFA agreements have been received by all active partners agencies. The agreement is now considered fully executed and will be sent out to all partners for their records.

Staff completed a transfer of $175,000 from DW to Adult to be able to continue to serve the adult population in the Lowcountry. The DW population has been limited due to abundance of service job opportunities and manufacturing growth in our area. There have been no major layoffs in several years in the Lowcountry.

Regionalism has and will continue to be the hot topic in SC as it relates to local workforce areas working together to share staffing resources, operational cost in efforts to save money and pass on via participants spending due to multiple years of reduce state level allocations from DOL which are then reduced at the local level.

The Lowcountry and Trident area has taken the first step in regionalism by utilizing SC Work Center Manager Mark Williams as the new Regional SC Work Center Manager. Mark’s salary will be split 50/50 thus creating savings for both areas. Congratulations to Mark as he has embraced this opportunity to make a difference in both workforce areas.

September has been designated as Workforce Development month in the state of SC. All 12 workforce areas will be participating in providing services or conducting events throughout the entire month. Our SC Works team headed up by board member Michelle Adams have done an outstanding job of planning events during the month. Our partners are also planning events and the LCOG Business Service staff is planning and employer summit at the Don Ryan Center in Bluffton on September 27.

Our Business Service staff and select Ross’s staff will be attending the SETA conference in Louisville Kentucky August 28-31 2022. Tony Pollen and Charles Meyers were selected to conduct a workshop on Job Readiness that already has over 70 attendees signed up.

Both the Lowcountry and Trident collaborated together to bring TAD Grants a nationally known staff training provider to Charleston to conduct the two-day Certified Business Consultant training event. As mentioned over thirty Workforce Development Professionals from SC and across the nation attended. This was the first time this event has been to SC and we are now focus on a Career Specialist training event in the future.

14. **PY22 Executive Committee Volunteers**: Kevin Pak asked for volunteers to serve on the Executive Committee who would convene on behalf of the full board when decisions are actions are needed to be made on behalf of the full board in an expeditiously manner. Roy Dupont, Michelle Adams, Melanie Gallion and Arlene Dunbar agreed to serve with Board Chair Kevin Pak for PY 22.
15. Questions and Final Remarks
16. Meeting Adjourned by Kevin Pak at 10:20am

Next Meeting September 28, 2022 In-person LCOG

***Denotes Voting Item