Lowcountry Workforce Board – Meeting Minutes  
WEDNESDAY, July 28, 2021 - 9:30 A.M.  
Zoom Call

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Guests: Melissa Rodgers (DEW) Alison Kitler (SCVR) Cynthia Harned (SCCB) Brad Steele (Beaufort Literacy) Juanita Murrell (Bft Adult Ed) Chris Green (Job Corp) Debra Young (Telamon)

Staff: Mike Butler, Shelly Campbell, Tony Pollen,

1. **Call to Order:** Heather Simmons, Board Chair called the meeting to order at 9:30 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 Kevin Pak. All voted in favor with none oppose

New Business:

3. **Executive Committee Ross PY21 Contract Update:** Heather Simmons stated the following:
On 06/29/2021 the Lowcountry Workforce Board Executive Committee met and reviewed the PY21 Ross Contract Modification#2 and submit the following report for the record.

As hereby appointed Lowcountry Workforce Board members assigned to serve on the Executive Committee by board membership, we hereby offer our approval on behalf of the LWB for the PY21 Ross Modification # 2 contract effective 06/30/21 thru 06/30/2022.
Award Identification Number: WIOA 2020-01 ADY-OSO
Modification Number: 2

The approved contract is for $765,000. There is a stipulation that Ross is mandated to spend $84,894 of the recently modified Dislocated Worker Covid grant on or before 12/31/2021.

We thank Ross for their hard work in making our program successful, board staff for their commitment to excellence and to you our fellow board members for entrusting us to make important decisions for the Lowcountry Workforce Board.

4. **Draft Sector Policy*** Shelly Campbell (Board Staff)
The Sector Policy was sent to the board as a pre-read and briefly highlighted by Shelly Campbell to the board. Culinary Arts was recognized as the newest training sector. There were no questions and a motion was made by Barbara Entriken to accept the Sector Policy. Greg Gilbert seconded the motion. All voted in favor with non-opposed

5. **Supportive Services Policy Update*** Shelly Campbell
The Supportive Service Policy Update was sent to the board as a pre-read and briefly highlighted by Shelly Campbell to the board. Several supportive service items received increases for the benefit of the participating WIOA client. There were no questions and a motion was made by Sarah Marshall to accept the Supportive Services Policy updates. Melanie Gallion seconded the motion. All voted in favor with non-opposed

6. **Individual Training Account (ITA) Policy Update*** Shelly Campbell
The individual Training Account Policy Update was sent to the board as a pre-read and briefly highlighted by Shelly Campbell to the board. The Lifetime Cap for a WIOA participant increased to $6000 for the benefit of the participating WIOA client. Please visit lowcountrycog.org for additional details and all other policies listed under Workforce Development. There were no questions and a motion was made by Barbara Entriken to accept the ITA updates. Sarah Marshall seconded the motion. All voted in favor with non-opposed

7. **Dislocated Worker (DW) PY21 Transfer Approval*** Shelly Campbell
Shelly asked the board to approve staff completing up to 100% transfers of funds between both Adult and DW as it done each year for PY21. Staff will be required to inform board electronically when any transfers are planned and completed for Board transparency. There were no questions and a motion was made by Sarah Marshall to approve board staff to make funding transfers between the Adult and DW fund streams for PY21 as needed. Barbara Entriken seconded the motion. All voted in favor with non-opposed
8. Committee Reports
   a) Disability & Priority Populations Committee (DPPC): Chair, Greg Gilbert
      In lieu of a formal meeting the group decided to attend the August 18 Increasing Diversity in
      the Workplace employer training that is being offered by Christopher and Dana Reeves
      Foundation, Able SC, and Hire Me SC. This concludes the DPPC report.

   b) Youth Committee: Chair, Chris Horvath
      No report

   c) One Stop Committee Report: Chair, Barbara Entriken
      The One Stop Committee met and is reviewing the SC Works Center Standards for
      compliance and to determine if any updates need to be added. This will be an ongoing
      activity for the committee until all sections have been reviewed.
      The requirement of masking in the centers was reevaluated and will be left to the individual
      to determine if a mask is required.
      All Partner Agencies are fully operational.
      This concludes the One Stop Committee report.

9. Adult ED RFP Committee Report: Chair, Sarah Marshall
   The review team consist of three board members, Michelle Adams, Arlene Dunbar and myself
   (Sarah Marshall). We received a total of six Adult Education and Family Literacy Act applications
   that we have been charged to review, arrive at a consensus and submit one response per
   application and entered the aforesaid into a scoring rubric. Over all six applications received an
   adequate rating with some individual concerns that was readdressed by the applicant.

10. Budget Report: Mike Butler
    The year-end budget report was sent to the board as a pre-read. Mike Butler reviewed the efforts
    made in achieving close to 100% spending of the Adult/DW and Youth budgets along with LCOG.
    All three budgets were spent 96%, 97% and 95% respectively despite the challenges of COVID-19,
    which had a negative effect on One Stop Center traffic, partner agency training funding and most
    recent GEER funding to the Technical Colleges in SC for workforce training.

11. Director Notes: Mike Butler
    All PY21 Conflict of Interest statements have been turned in 100% by all board members.
    Local Area Subsequent Designation and Board Certification has been approved for the next two
    years by the SCDEW.
    LCOG Executive Director Sabrena Graham and I have been in detailed discussions with DEW’s
    Executive Director Dan Ellzey and Assistant Executive Director of Workforce Development
    Michelle Paczynski as it relates to our workforce program’s low allocated funded amounts for
    PY21. We have dropped over $600,000 in allocations the last 4 years with PY21 allocation coming
    in at $919,544 the lowest in over 12 years. Our workforce area is the only area in the state
operating with less than a million-dollar budget for PY21, the next lowest workforce area comes in at just under 1.3 million a difference of $378,000. SCDEW has been very supportive of our concerns and have offered various suggestions to increase funding for PY21 as well as suggestions to possibly reduce operational cost as well. We have accepted all advice and will look into each of them on a separate basis.

Our allocations concerns have been expressed as long term and not just for PY21. We have expressed the need to have a base-line allocated funding amount each year of 1.5 mil which will allow us to effectively run our program from cradle to the grave.

Sabrena Graham, Sherry Smith LCOG Finance Director, Shelly Campbell and myself will meet with SCDEW officials on August 11, 2021 at 10:am in Columbia to review the formula used to determined local area allocations. We have requested to see allocations by dollar amount highest to lowest for the past 10 years and relative unemployment numbers highest to lowest to help us determine if the formula is consistent every year or does it exemplify variances.

Our concern is the ability to effectively run our programs the way we have in the past, which includes at least 2 staff in every center, last year we operated anywhere from 4 to 3 staff due to trying to hit the FUR measure of 30% PCR.

PY20 we were able to meet all allocated Fund Utilization Rate goals 30% Participant Cost Rate (PCR) for Adult and DW and 70% expenditure rate for Adult, DW and Youth. We also met the 20% Work Base Learning (WBL) mandated DOL goals as well.

PY 20 we received some restoration funds for Adult/DW and Youth that had the same restrictions as the normal allocated funds in which we did not meet the FUR and PCR requirements. Looking back, these funds should have been expended by our program provider ROSS. Silver lining is what we did not spend we are able to carry into PY21, which will allow us to not hold back on training due to the lack of first quarter funding as we historically have to do because of the low amount of first quarter allocation and the lateness of receiving the second quarter allocations (normally mid November) and not October 1st as it should be received.

We also received the $30,000 Reallocation of Youth funds from Greenville, that you the board voted to accept without hesitation or reservation.

This concludes the Director Notes

12. Board Chair/Vice Chair nominations: Mike Butler

Mike Butler asked that both Heather Simmons current Board Chair and Kevin Pak Current Vice-Chair excuse themselves from the meeting as nominations or re-appointments will need to be made without any appearance of conflict of interest for both positions.

Mike shared with the remaining board members that both current Chair and Vice-Chair expressed interest in remaining in their positions of leadership for the Lowcountry Workforce Board (LWB). Mike also reminded the board that there was no interest from the eligible business members to seek either position for PY 21.
Mike asked for a motion to retain Heather Simmons as the LWB Board Chair for PY21. Barbara Entriken made a motion to accept and Heyward Horton seconded the motion, all voted in favor with non-opposed.

Mike asked for a motion to retain Kevin Pak as the LWB Board Vice-Chair for PY21. Barbara Entriken made a motion to accept and Lynn Bowers seconded the motion, all voted in favor with non-opposed.

13. **Next Meeting September 22, 2021 9:30 am In-person or Virtual, TBD by Board Vote**

14. **Meeting adjourned at 10:18am**

Denotes Voting item***