## Lowcountry Workforce Board – Meeting Minutes

**WEDNESDAY, September 23, 2020 - 9:30 A.M.**

Zoom Call

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**Guests:** Jody Buchholz (Ross) Mark Williams (Ross), Debra Young (Telamon) Michelle Rodgers (DEW) Melanie Gallion (TCL) Dr. Murrell (Bft AD Ed) Cynthia Harned (SCCB)

**Staff:** Mike Butler, Shelly Campbell, Tony Pollen

1. **Call to Order: Steve Palmer,** 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 Heather Simmons to accept the minutes as sent in the meeting pre-reads and seconded by Chris Horvath. All voted in favor to approve the minutes as presented, none opposed.

**New Business:**
3. **Budget Report:** Mike Butler reviewed the PY20 budget and informed the board that the allocation short fall for PY20 versus PY19 was made up via the $100,000 COVID-19 grant and the $171,000 State Workforce Board Restoration grant that was approved and received.

4. **Local 4-Year Plan update- Mike** thank several members of the board, partner agencies and board staff for their help and input into developing the 20-24 Local Plan. Mike mentioned that the plan was presented and introduced too all four local CEO’s and their councils. All councils received the plan for their review weeks before their scheduled board meetings. There were no public comments submitted to make changes to the plan.

5. **Local 4-Year Plan Approval- Steve Palmer asked for the board to make a motion to approve the plan as written. Kevin Pak offered a motion to approve and Greg Gilbert seconded the motion. All voted in favor to approve with non-opposed.**

6. **Ross Year End Review- Jody Buchholz,** Regional Director with Ross Innovative Employment Solutions provided the following report:
   - One Stop Operator with 6 dedicated staff working in 3 workforce centers
   - Since we began over a year ago, we have worked with over 280 participants and have successfully enrolled the over 70 of those in training programs.
   - Training programs include, CDL, CNC, Welding, IT and Patient Care Tech.
   - We have worked in coordination with the local Adult Ed programs to improve the literacy of many of our participants.

   A major focus is our work with the youth between the ages 18-24 to provide them with work experiences which match their interests and aptitudes. The goal is to provide them with the opportunity to learn new skills and to get on a sustainable career path.

   We are also working with the business services unit for outreach in the community with companies that are going out of business to encourage participation for workers who will be losing their jobs.

   It should be noted we have had some challenges during this time with the onset of the virus which shut down our centers and the training facilities for almost 5 weeks. Staff continued to work with customers on a virtual basis so that services were not impacted and participants on training waiting lists are now getting back into their training programs. Our goal going forward is to enlarge our footprint in the community.

7. **Committee Reports**
   a) **Disability/Priority -Greg Gilbert** provided the following report.: The disability committee met via phone and brainstormed on activities to do to increase awareness regarding services to underserved and individuals with disabilities. We decided that since October is National Disability Employment Awareness month and due to COVID 19 restrictions. We will have a virtual open house and invite employers to participate via zoom. The dates will be forthcoming and the board will be invited.
b) **Youth Committee- Chris Horvath** provided the following report:

- Discussed need for more robust Out of School Youth recruiting
- Discussed identifying Work Experience employers and agencies
  - Multiple adult education programs provide opportunities for work experience
  - Staff will email Committee Chair with employers who are interested in work experience

8. **Business Service Update- Tony Pollen** provided the following report:

Post-COVID IBST meeting held on 09/22/2020.

We discuss the importance of breaking from the norm and focusing on the type of services we offer small businesses.

I suggested that when it comes to servicing businesses, large or small, we should focus more on the service instead of the numbers cause when the business grows, the demand for talent increases. So, eventually, placements will come.

The South Coast Region will be launching a Manufacturing sector partnership on 09/24/2020 via zoom.

Executives representing manufacturing companies of varying sizes and types will come together to identify the common challenges and opportunities they face in the manufacturing industry.

Leaders from state and community organizations (including workforce development, economic development, higher education, chambers of commerce, and others) will be present in “listen-only mode” to better understand how we can help with support and resources.

9. **PY19 Performance Update- Shelly Campbell** provided the following report explaining performance measures and how they are identified along with the time frame for each measure and guidelines for pass or fail percentage rate.

**Program Year (PY) 2019**

<table>
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<th>Time Period</th>
<th>Employment Rate</th>
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<tr>
<td><strong>7/1/2019 – 6/30/2019</strong></td>
<td>2nd Quarter After Exit</td>
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<tr>
<td>For Youth only this includes Education or Training Placement</td>
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<tr>
<td><strong>1/1/2018 – 12/31/2018</strong></td>
<td>4th Quarter After Exit</td>
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<tr>
<td>For Youth only this includes Education or Training Placement</td>
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7/1/2018 – 6/30/2019  Median Earnings in the 2nd Quarter After Exit

1/1/2019 – 12/31/2019  Credential Attainment Rate
  GED and HS Diplomas must be accompanied by Employment/Placement

7/1/2019 – 6/30/2020  Measurable Skills Gains*

7/1/2019 – 6/30/2020  Effectiveness in Serving Employers*
  Statewide only and includes all core programs
  *Baseline: Reported for information only.
  • Measurable Skills Gains performance will be negotiated beginning with PY 20 (7/1/20-6/30/21)
  • At this time, Effectiveness in Serving Employers is Baseline and Statewide only. Reported as a single result for all core programs

Sanctions:


Program:
  Failure to
  achieve 50% of any individual measure: Met
  achieve 90% of all program measures: Met
  achieve 90% of any individual measure across all program: Met
  expend 20% of Youth Program allocation on Work Based Learning: Not Met (4.25%)
  expend 70% of all funds for each program:
    Adult: Met
    DW: Not Met (69.86% or $660.30 short)
    Youth: Met
  oblige 80% of Program Funds for the current year: Met
  expend 30% of Program allocation on participant costs *: Not Met (28.51%)

*Adult, Dislocated Worker, Rapid Response combined
Discretionary Grants (“Restoration” grant is evaluated “stand-alone”)

10. Operator Report- SC Works Operator Mark Williams provided the following report:

  Amount of days closed to the public: 53- Days as a result of COVID-19
  March 20th - June 3rd not counting the weekends. Re-opened to the public on June 3, 2020.

  Services provided while closed: Unemployment Claims filing, WIOA Certifications and general questions concerning SC Works.

July 13, 2020 thru July 28, 2020 Colleton SC Works Office closed due to Staff COVID-19

Steps taken to re-open for safety and Health:

1. Safety precautions taken prior to Centers opening: Had professional cleaner come into office to do a thorough disinfection of all spaces.
2. Continue daily wipe down of countertops, mice and computer keyboard, Also, social distancing.
3. Hand sanitizing posted at front counter for customers to use.
4. Had training with staff on proper sneezing and or coughing.
5. Provided Plexi Glass for all staff workstations and Front Desk to prevent any possible compromises to employees and partners.

Basic overall traffic counts all three center totals 2,965 patrons, Post COVID-19.

Upcoming Events: Beaufort SC Works Rapid Hiring Event Wednesday, September 30, 2020
Colleton Rapid Hiring Event Wednesday, October 7, 2020

11. Directors Notes - Mike Butler provide the following report:
   a) Thanked Ross workforce staff for their continued hard work and progress.
   b) Stated PY20 Programmatic and Financial Monitoring will be the week of the Nov, 15 2020
   c) Thank the Board for their continued support of all workforce staff
   d) Informed the board of the November meeting date changed from Nov 18, 2020 to Nov 4, 2020 due to the scheduled monitoring.

12. Meeting was call to adjournment, motion made by Heather Simmons and seconded by Barbara Entriken. Meeting concluded at 10:15.