Lowcountry Workforce Board – Meeting Minutes  
WEDNESDAY, November 9, 2023 - 9:30 A.M.

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**Guests:** Stephanie Ferguson (Ross) Andray Holmes (BJEOC) Jeremey Dunbar (DSS) Shelby Broomfield (LCOG) Brian Warner (SCA) Emily Mitchell (LCCA)  
**Staff:** Tony Pollen, Angela Jenkins, Shelly Campbell, Oscar Dobson and Michael Butler

1. **Call to Order:** Kevin Pak, 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. Introduction of guest was initiated by Board Chair Kevin Pak.

3. **Minutes:** A motion was made by James Williams to accept the July 26, 2023 minutes as sent in the meeting pre-reads and seconded by Chris Horvath. All voted in favor with none oppose.

**New Business:**

4. **Youth Work Experience Policy Revision:**
Shelly Campbell reviewed the draft revision of the Youth Work Experience Policy outlining the revised addition of Supportive Services for Work Experience in TEGL 09-22. A motion was made by Chris Horvath to approve the revised policy and it was properly seconded by James Williams. All voted in favor with non opposed.

5. Assessment and Basic Skills Definition Update

Shelly Campbell reviewed the draft definition update. The highlight of the draft update is that Basic Skills determination for Youth will still require a formal assessment prior to enrollment. Adult and DW it is preferred but not required, but 75% priority must still be met for Adult participants. James Williams made a motion to approve the policy update and Greg Gilbert seconded the motion. All voted in favor with non opposed

6. One Stop Committee Report: Roy Dupont

Job Fairs:
- Successful Job Fairs held on September 13th and 19th.
- 132 attendees, positive feedback from both job seekers and companies.

Upcoming Job Fair - Thankful for Veterans:
- Date: November 16th, 1pm to 4pm.
- Lunch provided for veterans.
- 10-12 tables offering Veteran Resources.

Work Centers:
- Foot Traffic: Averaging 15 to 25 visitors daily, sporadic throughout the week.
- Referrals sent weekly, some return after 30 days (exception for adult ed).
- Certain orientations attract significant numbers, otherwise consistently low attendance.

Security Updates:
- Started 2-step authentication for computers since September 6th.
- Incident: Robbery at Latin restaurant behind SC Works; used cameras for investigation, reported to the police.

Beaufort Center:
- Currently short a business consultant.

Beaufort County Detention Center:
- Short-staffed, in need of a correctional officer.

Updates from Partners:
- Next Partners meeting on September 19th at 10am (Mark Williams).
- Tony Pollen: Conducted a think tank session; new intern interested in podcast involvement.
- Mark Williams: Ross will conduct state monitoring from 23rd to 26th.
- Julie Washington: Implemented QR code-based feedback surveys, automatically uploaded to a spreadsheet.

Announcements:
- Numerous job openings at Amazon in Savannah.
- Next meeting scheduled for December 14th.

7. Youth Committee Report - Quandra Grant

The Youth Committee met on September 26 and October 31, 2024. The following topics were discussed at length. These are the immediate short term focus areas of the committee. Long term goals will be established as the committee strengthens its core foundation.

1. Purpose of the Youth Committee

Our meetings are being held on the first Tuesday of the month. We are in the planning stages for a resource fair being held on January 23rd from 1-4 at the Beaufort Vocational Rehabilitation Department Office. Our next meeting is on December 6th to iron out the final details.

9. Business Services Report - Dr. Tony Pollen

1. OJT Contract Progress:
   - We recognize that the progress of OJT contracts has been slower than anticipated. We're taking active measures to understand the root causes.

2. Business Services Team Engagement:
   - Despite the challenges, our Business Services Team remains highly engaged with local employers and partners. Their commitment to providing quality service and support is commendable, and I'm continuously working to optimize our strategies to support them better.

3. Value of OJT:
   - On-the-job training remains a critical component of our workforce development strategy. OJT ensures that businesses get workers and can train them according to their specific needs.

4. Strengthening Employer Partnerships:
   - As part of our continuous improvement process, we're reaching out to our employer partners to gather feedback on the OJT process and any other workforce services they utilize. We believe in fostering strong, two-way relationships to ensure that our region's employers have the workforce they need to succeed.

5. Future Outlook & Strategy:
   - Looking ahead, we're exploring innovative strategies and tools to streamline our services and ensure that businesses and job seekers in our region benefit the most. This includes integrating new technologies and bolstering our outreach efforts.

We remain committed to addressing challenges proactively and ensuring that our region's workforce system is efficient, responsive, and beneficial for all stakeholders involved.
10. SC Works Operator Report- Mark Williams

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. Job Corps – Orientation’s 1st Monday of every Month: Shontell Snoddy.

Old Business Activity:

1. Parris Island Protective Services Fair July 25, 2023 11am-2pm  
   Notes: 38 Vendors 109 patrons attended 
2. MCAS Career Fair the Officer’s Club September 13, 2023 11am-2pm 
   Notes: 45 Vendors 117 patrons attended 
3. SC/GA Coastal Career Fair Hardeeville Recreation Center September 19, 2023 1pm-5pm 
   Notes: 40 Vendors attended. 20 SC/ 20 GA & 120 patrons combine from both states.

The Beaufort Center, New Business Activity:

Thankful for our Veterans Luncheon 
Thursday November 16, 2023 1pm-4pm Location VFW Post 8760. 37 Castle Rock Rd, Beaufort SC,

Center foot traffic: 
Beaufort: 1,471 
Colleton: 765 
Hampton: 241 
Total 2477

SC Works Beaufort, Colleton & Hampton Customer survey QR code.
All of the above represent teamwork between SC Works and LCOG.
SC Works continues to hold Hiring Events weekly, job posting on DEW Website, Hardeeville television interviews, Facebook and office hiring board
11. Workforce Round Table – Shelby Broomfield

Shelby Broomfield shared the following with the Board.
**Purpose:** The purpose of the Lowcountry Workforce Development Community Partners Roundtable Discussion is to engage with all community partners to lessen systemic obstacles to employment success with a focus on economic development, training providers, and employer serving organizations. At the conclusion of the roundtable discussion, an action plan will be created to carry forward collaboration and agreed upon Workforce Development next steps.

**Outcomes:**
**Lowcountry region:** In the conclusion of the Lowcountry Workforce Development Community Partners Roundtable Discussion, Shelby Broomfield (Regional Training Coordinator) and Shelby Simmons (Lowcountry Regional Workforce Advisor) both hosts of the event, discussed Facilitating referrals that attendees asked for through the survey that was given at the end of the Event.

Survey results concluded that:
- 19 individuals were interested in working with SC Works programs to develop potential candidates
- 13 individuals were interested in student and educator tours
- 19 individuals were interested in internships and apprenticeships
- 12 individuals were interested in being a guest speaker
  - 12 individuals were interested in being a subject matter expert for curriculum in my field/industry
- 10 individuals were interested in helping evaluate industry credentials to be recognized by the Department of Education
- 15 individuals were interested in becoming a member of an existing board.

Of the survey responses regarding the event:
- 51% of attendees enjoyed our keynote speaker and felt that the presentation provided good information
- 66% of attendees enjoyed our expert panel and felt that the panel provided good information
- 73% of attendees found the work group activity useful and interesting
- 76% of attendees felt that the questions asked during the activity were relevant

Ms. Broomfield and Ms. Simmons are also planning another Roundtable Discussion in the spring with the Multigenerational Workforce in mind, but with a focus on “Multigeneration Workforce Success Stories”. They are planning to locate individuals who have success stories from programs such as apprenticeships, internships, technical colleges, WIOA, a training provider, etc. to showcase the power of utilizing workforce development resources.

**Number of Attendees:**
Lowcountry: 50
12. Budget Report- Mike Butler

Mike Butler reviewed the budget report ending 09/30/2023. There were no questions asked.

13. Directors Report- Mike Butler

I would like to thank our Regional Training Coordinator Shelby Broomfield and our SCDEW Regional Workforce Advisor Shelby Simmons along with the LCOG Business Service Team and SCDEW partners for their efforts in putting together the Lowcountry Workforce Roundtable Forum.

Purpose: The purpose for both Workforce Development Community Partners Roundtable Discussion was to engage with all community partners to lessen systemic obstacles to employment success with a focus on economic development, training providers, and employer serving organizations. At the conclusion of each roundtable discussion, an action plan will be created to carry forward collaboration and agreed upon Workforce Development next steps.

Outcomes: Direct Customized Training to match employer needs, Tech schools and private training providers will need to adjust curriculum to match employer needs as much as possible. Educating employers on the importance of apprenticeships programs that will shape the future workforce of tomorrow for continued growth. Understanding the need to cross-pollinate the 5 generations that are currently working together for better workplace synergy. How to effectively marinate years of knowledge with today’s new technology.

Audience: Local K-12 school districts, Adult Education, Employers (industry, small business owners, HVAC, home health care agencies, staffing agencies), Community Partnering Agencies (DSS, SC DEW, Community Action), Ready SC, universities and technical colleges (Denmark Technical College, USC Salkehatchie, and the Technical College of the Lowcountry), Career and Technical Education (CATE) Programs, private training providers, economic development organizations, Chambers of Commerce, and non-profit organizations

Guest speaker for the roundtable was Allan Davis Workforce Information Manager for SCDEW LMI department. Guest panelist include six dedicated workforce professionals who answered multiple questions from the moderator of the event. Plans are in place to conduct a spring Lowcountry Roundtable Event.
I am pleased to say that LCOG/Ross passed all 5 performance measures for PY22. I will also point out for the first time in multiple years we did not meet Fund utilization requirements in Youth spending and Participant Cost Rates.

As a result of not meeting these measures, LCOG and Ross will submit a Corrective Action Plan highlighting the reason(s) these measures were not met and map out plans and strategies to prevent it from happening two years in a row.

I would like to formally welcome Oscar Dobson to our Business Service Team. Oscar has hit the ground running and has been a tremendous asset to the LCOG Business Service team.

Our PY23 monitoring was completed the week of October 24-27, 2023. All preliminary indicators leaned to another successful monitoring. We should get the actual report with requested corrections to be made in about 30 days.

14. Kevin Pak Board Chair adjourned the meeting at 10:25am

15. Next meeting January 24, 2023