**Lowcountry Workforce Board – Meeting Minutes**  
**WEDNESDAY, May 24, 2023 - 9:30 A.M.**

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**Guests:** Mark Williams (Ross) Andray Holmes (BJEOC) Joyce Steane Pringle (SCVR) Tamara Lewis (SCDEW)

Staff: Shelly Campbell, Tony Pollen, Angela Jenkins and Michael Butler

1. **Call to Order:** Kevin Pak, Board Chair called the meeting to order at 9:31 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 Kimberly Alexander to accept the January 25, 2023 minutes as sent in the meeting pre-reads and seconded by Heyward Horton. All voted in favor with none opposed.

**New Business:**
4. **RFP Review Committee Report:**

   The Review Committee met on May 17, 2023, at 10:00 am at Lowcountry Council of Governments to review responses received regarding the Solicitation for One Stop Operator, and Adult, Dislocated Worker, and Youth services (WIOA 2022-01 ADY-OSO).

   Shelly Campbell went over the Review and Selection Process document, Evaluation Panel Briefing document, Lowcountry Workforce Board Standards of Conduct document and the Conflict-of-Interest Certification document that were previously emailed to the review panel members and asked if anyone had any questions. Conflict of Interest Certification form was completed. The solicitation was issued on March 29, 2023 and was distributed directly to 8 known potential contractors (Two Hawk Workforce Services, Equus, Light Blue Works, Ross Innovative Employment Solutions Corp., KRA, Innovative Workforce Solutions, and EDSI). The solicitation was advertised in the South Carolina Business Opportunities (SCBO) newsletter and published on the LCOG website. One additional request for the RFP was received and the RFP was sent to Allied Solutions.

   In response, the Lowcountry received 1 offer from Ross Innovative Employment Solutions Corp. ("Ross") for $774,500.

   Each member acknowledged they were prepared to conduct Independent Scoring of Proposal(s). The offer from Ross was reviewed and independently scored by each member of the panel. A minimum score of 70 is required to be considered for funding. The scores ranged from 85 to 96, with an average score of 88.75.

   The group selected Chris Horvath to present their recommendation to the Lowcountry Workforce Board at its next meeting, May 24, 2023. The Review Committee recommends:

   *The Lowcountry Workforce Board fund the Ross Innovative Employment Solutions Corp. (Ross) proposal for One Stop Operator, Adult, Dislocated Worker, and Youth Services June 30, 2023-June 30, 2024. Lowcountry Council of Governments (LCOG) is directed to specifically negotiate and reconcile the budget, staffing of the contract, service delivery, the number of individuals to be served, and number of individuals to receive funded services (Youth Work Experience, Training, Support Services) to increase the cost to value (participant cost rate) of the proposal received through the number of positive outcomes. In addition, LCOG is to be given the full authority to negotiate all aspects of the contract and to execute a contract with Ross to ensure compliance, with a budget to be determined by LCOG based on availability of funds.*

   A motion was made by Heyward Horton to accept the Review Committee recommendation as reported. Greg Gilbert seconded the motion, all voted in favor and non opposed.

5. **3rd Quarter Performance Update Shelly Campbell:** Shelly apologized to the board that the SCWOS system was down and that she was not able to run the reports for the board. Shelly stated that she would share the information once the system is back up and running.

6. **Business Service Update Tony Pollen:** Tony shared the following:

   The newly formed team has completed the initial phase and is engaged in advanced, role-specific training.
The training regimen emphasizes continuous learning, customer-centricity, and teamwork to improve service delivery efficiency and quality. On-the-Job Training (OJT) contracts continue to remain steady. Existing contracts are being successfully completed, with new contracts being actively sought. Notable business participation in our OJT program forms a solid foundation for future growth. Plans include continuously nurturing existing relationships, exploring opportunities for new partnerships, and expanding the scope of our services. Being able to respond to the changing demands of the business environment swiftly.

7. **SC Works Operator Report Mark Williams**: Mark shared 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. Job Corps – Orientation’s 1st Tuesday of every Month: Shontell Snoddy.

**Walterboro Career Skills Center recent activity**: 3 Hiring Events to include: Great Clips, Gallman Personnel Services and South Carolina Department of Corrections. Three hires resulted from those events. Going forward we have SCDC planned in June for that facility.

**Hampton County**: Since last month we have held 1 event in Hampton: Great Clips.

**New Business Activity:**

We are working closely with three new partners in Colleton County: Pomega, Ironline and BAR Marine.

- Pomega, a battery company planning on hiring nearly 500 employees, will begin hiring in August, and we held our first ‘sit down’ meeting with their VP yesterday in Walterboro. They are now connected with SC Works and LCOG for OJT assistance.
- Ironline, a metal fab company, will begin hiring in August, also. They will be moving from their Walterboro location and into a new site on 100 acres in Yemassee. Plans are to hire 40 people in the area. They are also set with LCOG for OJT.
- BAR Marine, this is an older client that reached out for help. Located in Jacksonboro, they are expanding and need hiring assistance. Met with them Monday and have made plans for an event and OJT assistance. They have someone now in mind for a Reverse Referral OJT, and Tony has reached out to get that started.

All of the above represent teamwork between SC Works and LCOG.

**The Beaufort Center.**

Upcoming Events:
1. July 11, 2023 Beaufort Veteran Hiring Event NG Armory or TCL 10am – 2pm
2. July 25, 2023 Paris Island Protective Services 11am-2pm
3. MCAS Officer Club Beaufort Career Fair 10am-2pm (flyers coming)

Special Collaborated Events: Sept 19, 2023 Border Bash 10am-2pm Hardeeville SC, Rec-center GA/SC
SC Works continues to hold Hiring Events weekly, job posting on DEW Website, Hardeeville television interviews, Facebook and office hiring Board.

8. **Youth Committee Report Chris Horvath:** Chris stated there was no youth report.

9. **One Stop Committee Report Roy Dupont:** Roy stated no report and stated the committee is scheduled to meet next week.

10. **Priority Populations /Disability Committee Report Greg Gilbert:** Greg stated the following... On April 27th from 5-7pm we held a Disabilities Resource Fair at Vocational Rehabilitation that was done in conjunction with the Beaufort County Disabilities Coalition and the Beaufort County School District. We had 15 resource tables available and about 35 total visitors. This was about ⅔ of what we had from the prior year. Some of the reduction in numbers is probably attributes to the easing of COVID restrictions and people getting out see each other more.

11. **Budget Report Mike Butler:** Mike reviewed the budget in detail. There were no questions from the board concerning the budget. Mike explained the importance of securing discretionary grants for program efficiency but also shared how it makes meeting formula funds requirements more difficult due to having to meet spending and participant cost standards across all additional grants.

12. **Directors Notes Mike Butler:** Mike shared the following notes with board members and guest.

   1. Board expiration emails were sent out to the board members whose term expires on 06/30/2023. If you haven’t already, please advise me on your plans to be re-appointed or no longer serve.

   2. Local Workforce Development Area Subsequent Designation Petition has been submitted to SCDEW for State Workforce Board Approval.

   3. Final Edits to the Regional and Local Plans have been resubmitted to SCDEW for their final approval.

   4. The Combined Center and Business Engagement Plans have yet to approved or accepted by SCDEW as of this date.

   5. The State Workforce Board SC Works Management Committee has recently approved modifying the 30% Participant Cost Rate (PCR) to include staff salaries, fringe and Indirect. It will be sent to the Executive Committee and then to the Full board to approve or disapprove for PY23. The 30% PCR was recommended stay in place for one year and reevaluated for adjustments for PY24.

   6. PY 23 MOU/IFA documents with signatory signature sheets have been sent out to all partners with a positive return rate thus far.

   7. Workforce Board Staff (Shelly Campbell along with Kevin Kunkel (Innovative Workforce Solutions IWS) will be conducting both financial and programmatic monitoring on the sub-recipient Ross as required by DOL. Business Service monitoring will be conducted 100% by IWS
8. I would like to welcome both Kimberly Alexander and Sarah Marshall back to the Workforce Board representing Colleton County and Beaufort County respectively.

9. Yearly Conflict of Interest Statements will be emailed out to each board member first week in June, please sign and return as soon as possible.

10. Special thanks to Shelly Campbell for working tirelessly on the RFP document and also working with the RFP Review Committee in getting the proposal scored properly during their meeting. A special thanks to board members James Williams, Darwin Cleveland, Chris Horvath, Arlene Dunbar and Quandara Grant for volunteering to serve on the RFP Review Committee on behalf of the board.

13. Board Chair Kevin Pak stated next meeting was July 26, 2023 in person at the Lowcountry Council of Governments 634 Campground Rd Yemassee SC 29945 at 9:30am. The meeting was adjourned at 10:25am

*** Denotes Voting Item