Guests: Juanita Murrell (Bft Adult Ed), Allison Kitler (SCVRD), Mark Williams (Ross), Robert Sewell (Palmetto Goodwill) Debra Young (Telamon) Jenny Fields (DSS) Cynthia Harned (SCCB) and Karen Whitlock (JAHA Adult Ed)

Staff: Mike Butler, Shelly Campbell, Tony Pollen, and Sabrena Graham

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 were 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 Chris Horvath. All voted in favor to approve the minutes as presented, none opposed.

**New Business:**

3. **COVID-19 Business Service Report-** Tony Pollen stated the following:
   1. Sending out surveys/ Bi-weekly calls and emails
   2. Guiding the employers to resources if they need them
3. Sending out and posting all documentation sent from the state
4. Trying to find unique ways to serve the employers so that they maintain interest;
   i.e., virtual hiring events via the event calendar in the system

4. Committee Reports
   a. Disability Committee - Chair Gregg Gilbert stated the following:
      The initial Breakfast and Learn event for employers and HR Managers that was scheduled for April 7th
      2020 has been rescheduled for May 6, 2020 from 10:00am – 11:00am. The training will now be a virtual
      instead of in person due to COVID-19. Walton Options will be the training provider for this event, 40
      employers and HR Managers have been invited to attend.

   b. Youth Committee - Chair Chris Horvath stated the following:
      The PY19 Spring Youth Symposium is on hold due to COVID-19.
      DRC the publisher of the Tests of Adult Basic Education (TABE) provided adult education
      programs throughout the country the ability to administer the TABE Locator tests remotely, or
      virtually using Zoom last week. The TABE Locator does not provide the required information for
      Youth to be accepted into our Youth programs. We require the Tests of Adult Basic Education
      for Mathematics and Reading.
      On April 28th DRC, with guidance from the US Dept. of Education, Office of Occupational,
      Technical, and Adult Education, provided guidance to all states and territories for remote, or
      virtual TABE testing. Currently, the SC Office of Adult Education (OAE) is processing this guidance
      to ensure it is aligned to the OAE Assessment Policy and will soon release information for remote,
      or virtual testing.
      Are there any preparations needed for Ross and additional workforce partners to begin to
      process new candidates for Youth services funded by WIOA? If so, what will the time frame be
      once TABE pre-testing and TABE post-testing begins?
      Official General Education Development (GED) testing is not scheduled to resume until the
      governor reopens the K-12 school system.
      South Carolinians are currently able to take the GED Ready, or practice tests remotely at this
      time.
      c. One Stop Committee
         No Report

5. Ross Program Update – Shelly Campbell stated the following:
   Lack of on sight management and high staff turnover presents challenges to staff skill
   acquisition, experience and oversight.
   Ross will not meet the 20% expenditure for Youth Work Based Learning requirement.
   ($11,137.50 spent out of $52,000 minimum as of 3/31/20)
Ross has continued to enroll new customers and provide services to existing customers (132 virtual services provided in the last 30 days) even with physical office closures.

Ross has increased expenditures in the most recent quarter including increase in direct participant expenditures (Training and Support Service). Expectation is that as Ross gains experience, they will improve.

6. Budget Report - Mike Butler reviewed the budget report in detail by explaining the allocation percent of each funding stream as it related to the where the finances should be at the end of the third quarter.

7. DW Transfer – Mike Butler thanked the board for their timely electronic vote on the matter of transferring $60,000 from DW funding stream to the Adult funding stream. The transfer was a result of low DW spending and Adult spending being over budget with more new Adults waiting to be served.

8. Ross Contract Budget Modification *** – Mike Butler asked the board to approve a modification Request of the current PY19 Ross Contract. The original modified requested amount was $70,000. Mike explained the LCOG Workforce budget would not be able to support Ross original requests due to very little room in the LCOG budget. A motion was made by Barbara Enriken to allow board staff the flexibility to modify the current PY 19 contract where funding is available. Kevin Pak seconded the motion. All voted in favor with non-opposed.

9. Ross Contract Renewal PY20*** - Mike Butler ask the Board to approve for board staff to proceed with contract renewals with Ross for PY20 to Operate the SC Work Centers and provide Programmatic WIOA Services. Patrick Harris so moved and Sarah Marshall seconded. All voted in favor of board staff renewing the Ross contract for PY 20 with non-opposed.

10. SETA Spring Scholarship Recipients. The board listened to presentations from Karen Gilbert Adult Ed Director for Jasper & Hampton Counties, Greg Gilbert Director for SCVR Beaufort and Jasper Counties, Jenny Fields, Workforce Consultant DSS and new board member Mia Johnson Post Master select Lowcountry region. All talked about their experience at the SETA Conference in Myrtle Beach SC March 8-11, 2020 and what they learned and how they would apply it to their everyday work. Each felt it was an educational and networking experience and they would recommend it for other board members and partners who haven’t attended.

11. Operator Report- Mark Williams stated the following:
   1. SC Works Centers Closing Dates to the Public
      Beaufort closure March 20,2020
      Colleton closure March 20,2020
      Hampton Closure March 20,2020
   2. Services that are still provided to the public via phones, social media, email, face time.
      U/I Claims
      WIOA follow-ups
      General question
   3. Currently Operation Status of Centers.
      Beaufort Center is operating Daily-Staff only
      Colleton Center is operating Mon – Thurs- Staff only
      Hampton Closed no staffing
Beaufort/Colleton centers are taking U/I Claims and general questions

4. **What precautions were taken prior to the centers closing**
   Safety precautions taken prior to Centers closing:
   - Spraying down office with Lysol, wiping down countertops, mice and computer keyboard. Also, social distancing.
   - Hand sanitizer posted at front counter for customers to use.
   - Training with staff on proper sneezing and or coughing.

5. **How are the centers being managed remotely?**
   The Centers are currently being managed remotely with the Regional Manager Michelle Adams (DEW) & Center Operator (Mark Williams Ross) coming into the Center opposite days during the week. This schedule ensures at least one member of management is in the building during operating hours.

12. **Additional Director Notes**
   1. Successful MOU/IFA Negotiation meeting, 4 additional partner staff that will help reduce center expenses in the Beaufort Center. Three DSS staff and 1 Telamon staff for Beaufort and Colleton.
   2. Thanks to Shelly, Tony, Jenny, and Karen for volunteering for assigned roles at the SETA Conference.
   3. Vote on Board Chair/Vice for PY20, during the May 27, 2020 board meeting.
   4. PY20 Business Service Coordinator will need to be voted on and approved by LWB Core partners
   5. Board seats in the following counties need to be filled: Hampton 2 Business, Jasper 1 Business and Colleton 1 Business
   6. 6 members term expires on 06/30/2020
   7. We will be asking the Board to approve the Ross Contract for PY20 at the May 27th meeting.
   8. PY19 Monitoring Report reply to DEW was accepted and monitoring officially closed for PY19
   9. ROSS and Kevin Kunkel IWS have partnered to work with local Workforce staff for additional training and guidance beginning in March 2020.
   10. Year-end FUR goals and requirements most likely will not be met due to COVID-19 and it will also have an effect on enrollment and meeting performance measures as well. Not sure how sanctions will be handled not only locally but nationally
   11. DEW UI Updates with numbers as of April 18th 2020

13. **Next Meeting:** May 27 2020 9:30am
14. **Questions and Comments:** Steve Palmer
   Asked for any other questions or comments, being none
   Meeting adjourned 10:38 am.
   Submitted by Mike Butler

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