Guests: Melissa Rodgers (SC DEW), Allison Kitter (SCVRD), Gail Murray (B-J EOC), and Karen Whitlock (JAHA Adult Ed)

Staff: Mike Butler, Shelly Campbell, Tony Pollen, and Shirley Youmans

1. **Call to Order**: Steve Palmer, Board Chair called the meeting to order at 9:31 a.m. Introduction of Guests. A quorum of board members was present, and the meeting, having been duly convened, was ready to proceed with business.

2. **Minutes**: A motion was made by Gregg Gilbert to accept the minutes as sent in the meeting pre-reads and seconded by Melanie Gallion. All voted in favor to approve the minutes as presented, none opposed.
New Business:

3. Committee Reports
   a. Disability Committee - Chair Gregg Gilbert stated”
      - The Disability & Accessibility Committee met on December 3, 2019 and it was decided to have a Lunch & Learn event in April 2020 in partnership with Walton Options at the SCVR Office in Beaufort.
      - The committee debated whether they would try and engage employers prior to the March 24, 2020 Job Fair event in Beaufort, but decided to invite the Job Fair attendees and other business partners to attend sometime in April to discuss the advantages of hiring individuals with disabilities. Walton Options representatives will facilitate the Lunch & Learn Event.
      - The committee will have a confirmed date by their next meeting February 4, 2020 to share with the board.
    b. Youth Committee - Chair Chris Horvath stated”
       - Their last Youth Committee meeting was on November 26, 2019 here at the LCOG:
       - They reviewed the Ross First Quarter Review.
       - Jackie Taylor, Priority Populations of SC Dept. of Employment and Workforce shared Recipes for Success, A Youth Committee Guide under WIOA.
       - Information was shared about the opening of the Technical College of the Lowcountry Culinary Institute.
       - Determined that they have a goal of having a Youth Summit during April 2020
       - other topics discussed:
          o How can we ask employers what they need from the partners.
          o How can we ask employers what they need from youth employees between 18-24 years.
          o Determine gaps between service providers/partners
          o Next meeting scheduled for January 27, 2020 to survey to determine what is needed for employers from partners as far as youth employees – to identify any gaps in services.

4. Culinary Update - Melanie Gallion (TCL)
   - Discussed new updates of culinary plans for the future and handed out some new literature on Culinary, based on latest survey/report from the U.S. Bureau of Labor Statistics regarding pay scale and job titles.
   - Steve Palmer commented that culinary is the largest cluster in the Hilton Head & Bluffton areas and employees will get paid good money with an Associate Degree.
   - Focus is on Restaurants and Hotels in/around the Hilton Head and Bluffton areas due to the high demand.
   - Chris Horvath also indicated there is a critical need in this area for Culinary and Hospitality.
   - Mike Butler asked Melanie Gallion about short term programs that would allow pathways to a higher level – she stated a certificate program and a 2-year Associate Degree program is available for this industry in Culinary and Hospitality.
   - A motion was made by Chris Horvath to add Culinary to the Lowcountry Workforce Area WIOA training clusters; the motion was seconded by Heather Simmons. The motion was passed by the board with Heyward Horton opposing.

5. DW Transfer to Adult - Mike Butler informed the board that there will be a need to transfer funds from DW to Adult funding stream in order to serve more Adults in the 3rd and 4th Qtr.’s of PY19. The transfer amount will be determined by staff and communicated with the board via email and at the next scheduled board meeting on March 25, 2020.
6. **Individual Training Account Policy*** Mike Butler asked the board to approve the draft ITA policy increase from $5,000 to $5,500 as a result of higher Occupational Skills Training Cost with several Eligible Training Providers. By approving the cost increase it would eliminate the need to provide overrides for select trainings that are over $5,000. A motion was made to accept the draft policy increase from $5,000 to $5,500 by Kimberly Alexander, seconded by Kevin Pak. All voted yes with non-opposed.

7. **PY19 Incumbent Worker Grants Update (IWT)** - Tony Pollen and Mike Butler
   Stated the following:
   - Employer Fire and Pine of Jasper County is scheduled to begin and complete Lean Manufacturing Training for PY18 in April of 2020. Training is expected to be completed on 04/16/2020.
   - IWT grant request for PY19 will be $30,000 compared to $40,000 from PY18. Additional funding will be requested from the state, if needed or available.

8. **FY18 Monitoring Update** - Shelly Campbell
   - Stated that the LWA has not yet received the monitoring report from DEW that was completed on November 19-20, 2019.
   - LWA will conduct monitoring on Ross, February 11-14, 2020.

9. **Budget Report** - Mike Butler reviewed the budget report as of December 31, 2019. He stated that expenditures are running lower than normal and that with the current trend; the LWA will not meet the Fund Utilization Requirements for PY19

   **Additional Director Notes**
   - PY20 MOU/IFA negotiations meeting is scheduled for March 24, 2020 at 11am at the LCOG.
   - SETA Conference Attendees will be staff: Shelly Campbell, Tony Pollen and Mike Butler.
     Core partners/Board members: Michelle Adams DEW and Greg Gilbert SCVR.
     Board Members: Heather Simmons and Miaaka Johnson. The LWA will apply for the SETA Conference Scholarships to help offset conference cost.
   - Workforce Board Composition Draft State Instruction Letter 14-03 Change 1 discussed briefly with the board.
   - Ross and Innovative Workforce Solutions to partner to provide training and technical assistance for Ross staff for remainder of the performance year thru 06/30/2020. February is the planned month for services to begin.
   - Melanie Gallion of TCL will be replaced on the board by Dr. Sophia Alston, Director of Continuing ED for TCL. Melanie Gallion was thanked for her time served on the Workforce Board.

10. **Next Meeting:** March 25, 2020

11. **Questions and Comments:** Steve Palmer
    Asked for any other questions or comments, being none

    Meeting adjourned 10:32 am.

    Submitted by Shirley Youmans

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