



## **UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING MINUTES**

**January 6, 2021**

**12:00 PM**

**Conference Call**

### **Present:**

Mr. Robbie Faucett, Committee Chair

Ms. Betty Guzzo, Committee Member

Mr. Craig Jacobs, Committee Member

Mr. Marion Littlejohn, Committee Member

Mr. Carter Smith, Committee Member

Mr. Deivis Henao, SC Works

Mr. Doug Stephenson, SC Works

Ms. Ann Angermeier, UWB

Mr. Brent Bishop, UWB

Ms. Nikoya Shaw, UWB

Ms. Dana Wood, UWB

Ms. Anne Brock-Trail, UWB Board Member

Ms. Pam Morris, Guest

### **Welcome**

The meeting was called to order by Mr. Robbie Faucett at 12:04 p.m. He welcomed new committee member, Mr. Marion Littlejohn.

### **Financial Report**

Mr. Brent Bishop, UWB CFO, presented and reviewed the Equus budget report through October 2020. He noted that cost sharing reimbursements have not yet been received by partners for the first quarter, causing several lines to run high. Ms. Ann Angermeier, UWB Executive Director, provided more detail regarding cost sharing for the new committee member and guests. Mr. Bishop shared the status of two additional grants, one showing Rapid Response spending and the other showing restoration funds from the State Workforce Board.

Mr. Bishop presented the formula budget modification for the Adult/Dislocated Worker grant and highlighted the reflected changes. He made the committee aware that a portion of the funds from the salary and fringe line items reserved for Talent Development Specialists (TDSs) was moved to the Restoration Grant allowing for an increase in available funds for training in the formula grant. He noted the increase to the rent line item to cover the extra IFA portion that Workforce Innovation and Opportunity Act (WIOA) must cover due to the delay of the Department of Social Services Temporary

Assistance for Needy Families (DSS TANF) moving into the center. He also highlighted additions to supportive service funds. Mr. Bishop informed the committee that there was no increase to the overall grant amount on the Upstate side, only shifts between line items and grants. Ms. Dana Wood, UWB Associate Director, clarified that the grant budget increased from about \$2.1 million to \$2.3 million after the Greenville Workforce Development Board (GWDB) added funds on their side. ***Ms. Betty Guzzo made a motion to recommend the formula modification as presented to the full board, Mr. Marion Littlejohn seconded the motion. There were no abstentions, and the motion carried.***

Mr. Bishop presented the Restoration Grant modification to the committee. He explained that the purpose of this state grant was to restore funds from the budget cuts at the beginning of the program year. Roughly \$19,000, or a month of TDS salaries, is being transferred to this grant. He mentioned that there were line item shifts to balance this transfer, and there was no overall increase to the grant. Funds are being shifted from One-the-Job (OJT) and classroom training to Incumbent Worker Training (IWT). Ms. Wood shared that local IWT grants can be offered using local funds if approved by the board. She also shared that there were no IWT grants issued by the state this year or last, but businesses have expressed interest in those funds. She noted that the goal is to make available \$41,351 by backing off on On-The-Job Training (OJT) money. These shifts are normal for this time in the program year and will place funds where they are currently needed most. ***Mr. Marion Littlejohn made a motion to approve the use of \$41,351 for IWT along with other line item shifts within the grant as presented. Mr. Craig Jacobs seconded the motion. There were no abstentions, and the motion carried.***

Mr. Bishop presented another modification for the Rapid Response Additional Assistance Grant to transfer OJT funds to instructional training. ***Mr. Marion Littlejohn motioned to approve taking the split between OJT and classroom training and converting it all to classroom training. Ms. Betty Guzzo seconded the motion. There were no abstentions, and the motion carried.***

### **SC Works Update**

Mr. Doug Stephenson, SC Works Project Director, reviewed the Dashboard Report for November 2020. He shared that staffing is at 100 percent. He also shared the targeted training sector percentages with the committee. Mr. Stephenson highlighted that manufacturing is at 21 percent of the 20 percent training goal. The logistics goal is at 15 percent, and they are currently at 52 percent of that goal. Construction and trade has a 15 percent goal and they are at 4 percent of that goal. He mentioned that there are currently 49 individuals in training this program year. He noted that the Upstate enrollment goal is 185, and they have 129 individuals enrolled or 70 percent of the total for the year. Mr. Stephenson informed the committee of the new soft skills and financial literacy trainings being developed. Once completed, Ms. Angermeier and Ms. Wood will review them. He shared that on January 14, 2021, he and Mr. Devis Henao, SC Works Operations Manager, will meet with the Equus One Stop Director of the National Programs to look at corporate support to develop a short video of the soft skills training. Mr.

Stephenson informed the committee that Ms. Johnnie- Lynn Crosby, SC Works Regional Director of Business Solutions, updated him on the finalization of an agreement between Equus and Easy Virtual Job Fair. He stated that Ms. Crosby will have the financial numbers soon. He also informed the committee that he is not certain that the state will provide a virtual fair platform as there have been no recent updates. This service has been critical during COVID. Mr. Stephenson shared that the OJT goal is 20, and there are currently 8 enrolled. He updated the committee that they are working on securing the SC Works Career Coach, a mobile One Stop unit provided by the state. This unit will be used for outreach in rural areas that are the furthest from our local centers. He mentioned that this unit could also be used at partner events to increase outreach.

Mr. Henao updated the committee on the center traffic. He noted that center traffic has increased, and the staff is doing a great job getting clients connected to services and resources. SC Works is fully staffed, and precautions are still in place to keep safety a priority. There are plenty of supplies on hand to continue to maintain a safe environment in the centers for clients and employees. Mr. Henao reported that all staff completed the SC Works 101 training. Ms. Angermeier asked if it would be beneficial for Board and One Stop Committee members to attend the SC Works 101 training. He confirmed that the SC Works 101 training could be beneficial. The committee held further discussions on tools to help committee members understand the services offered by SC Works.

#### **Amended Supportive Services Policy**

Ms. Wood shared the changes to the Support Services Policy and asked for suggestions from the committee. The committee discussed the transportation portion of the policy. They decided that the \$15.00 a day rate for transportation was sufficient. Ms. Angermeier suggested adopting the same rate for individuals carpooling. Ms. Wood shared that Ms. Angermeier can approve or provide a waiver for a higher rate as needed for clients using a transportation service such as Uber or Lyft. Ms. Wood highlighted the changes regarding Work-Related Needs and providing aid to job seekers needing professional attire. She noted changes to the child/dependent care section, which increased the maximum amount of childcare payments to child-care providers. Ms. Wood reviewed a new proposed section that allows for additional services to be provided for online training participants. It suggests that we cover internet costs up to \$50.00/month and provide computers with necessary software for online training clients that have access to computers as a barrier. Mr. Craig Jacobs suggested a stipulation be added to the policy that should a client dropout or not complete training, they must return their computer. ***Mr. Marion Littlejohn motioned to approve the changes to the Supportive Services Policy as presented and with the suggested changes by the committee members. Ms. Betty Guzzo seconded the motion. There were no abstentions, and the motion carried.***

### **Deficient areas of One Stop Performance**

Ms. Wood shared the first-quarter performance and highlighted the areas of concern. She highlighted the measurable skills gain, which is a real time measure. She noted that we have until June 30th to improve and she expects to meet that measure in the Adult and Dislocated Worker areas by that time. We are concerned with this measure for youth. Ms. Wood informed the committee that she plans to track it closely at the board and state level. Ms. Angermeier shared that COVID has had a significant impact on performance. Ms. Wood asked the committee to allow flexibility on the sector percentages previously set in policy 17-01. **Mr. Carter Smith motioned to approve the changes to sector percentages. Mr. Craig Jacobs seconded the motion. There were no abstentions, and the motion carried.**

### **BST Survey Update**

Ms. Wood highlighted that Ms. CJ Jackson, UWB Consultant, received 24 survey responses in October, 9 in November and 5 so far in December. She is still working on gathering responses for December. Ms. Angermeier mentioned that hiring Ms. Jackson has been beneficial in getting quality feedback. Ms. Wood recommended that the committee review the Business Services Team (BST) Survey information, in full, outside of the meeting. She noted that the results were included in the committee packet and that committee members can email her if they have questions regarding the survey results.

### **IWT Policy**

Ms. Wood shared the suggested changes to the IWT Policy. The main change is to have an open application through the current program year. She shared that as a result of COVID, applications can be submitted electronically in addition to mail-in and in-person submissions. She stated that applications will still go before the committee and board for review and approval as a part of the awarding process. **Ms. Betty Guzzo motioned to approve changes as presented to the IWT Policy, Mr. Marion Littlejohn seconded the motion. There were no abstentions, and the motion carried.**

### **Adjournment**

With there being no additional business, the meeting was adjourned at 1:13 p.m.

**The next meeting will be held February 24, 2021.**