



Upstate Workforce Board Meeting Minutes

January 9, 2023 - 8:30 a.m. - Thomas E. Hannah YMCA – Community Room

Board Members Present

Mr. Wade Ballard	Ms. Judy Horton
Ms. Erin Black	Mr. Craig Jacobs
Mr. Bill Brasington	Mr. Jerome Kirkland
Ms. Anne Brock-Trail	Mr. Marion Littlejohn
Mr. Josh Cleapor	Mr. Nathan Norris
Ms. Betty Guzzo	Ms. Jennie Thomas

UWB Staff Present

Ms. Ann Angermeier
Mr. Brent Bishop
Ms. Nikoya Shaw
Ms. Dana Wood

Guests Present

Ms. Nikki Burgess
Mr. Ryan Collins
Ms. Johnnie-Lynn Crosby
Ms. Anna Oswald

Board Members Absent

Mr. Jim Cook	Ms. Cathy Harter
Mr. Jay Coffey	Ms. Robyn Hill
Mr. Robbie Faucett	Ms. Cherie Pressley

Welcome

Mr. Craig Jacobs, Board Chair, welcomed everyone in attendance and called the meeting to order at 8:32 a.m.

Approval of Meeting Minutes

The minutes of the October 17, 2022, meeting were reviewed. *Mr. Nathan Norris made a motion to accept the minutes as presented. Mr. Josh Cleapor seconded the motion. With no abstentions, the motion carried.*

One Stop Committee Report

Mr. Nathan Norris, Committee Chair, reported that the One Stop Committee met on January 6, 2023. He stated that Mr. Brent Bishop, UWB Finance Manager, gave an SC Works budget update for October and shared that there were no concerns. Everything is tracking well at a third of the way through the year.

Mr. Norris reported that Mr. Adam Lindsley, SC Works Operations Manager, gave the *Just in Time* and *Dashboard reports* for November. He reported that the total traffic increased some, and there were around 119 WIOA enrollments for the year with 12 individuals starting training during November. Mr. Norris reported that in November there were 24 work-based learning opportunities and 4 hiring events offered.

Mr. Norris reported that a discussion was held at the last meeting to form an ad hoc committee to research and develop a policy for managing Eligible Training Providers (ETP) performance. He reported that the ad hoc committee met and filtered the ETP list by providers offered in the area and highlighted providers performing less than 50% in each of the 4 measures. Mr. Norris informed the board that the ad hoc committee would

continue to investigate to make a policy recommendation and that this would be one of the big projects for this program year.

Mr. Norris reminded board members that surveys are sent to employers with closed job orders. He reported that of the 21 surveys completed in November, only 2 were dissatisfied. One employer was dissatisfied with the quality of candidates (they were likely self-referrals), and the other did not list a reason. Staff followed up with both employers.

Mr. Norris shared that changes were made to the youth's version of the Participant of the Year document. The One Stop Committee will use the same forms for the Adult Participant of the Year. The process will include a staff nomination rubric and a One Stop Committee nomination rubric. After the rubric review, there will be an interview with the individual either virtually or in-person. It is the desire to recognize the individual(s) at the final board meeting.

Mr. Norris shared that SC Works was invited to participate in a research study. He noted that we were one of 3 areas in the country. The goal of the project is to see if marketing financial programs increases earnings or successfulness in the WIOA program. Mr. Norris informed the group of an incident at the center involving a disgruntled customer. He reported that staff did a great job de-escalating the issue and that staff members are continuing the discussion to ensure the center is safe and that staff are trained. With no questions, the report concluded.

Board Presentations

Mr. Ryan Collins, SC Works Partnership Facilitator/Convener, gave a presentation on the Upstate Manufacturing Network (UMN), the premier SC Sector Partnership initiative.

Ms. Nikki Burgess, SC Works Project Director, gave a presentation on the PY22 Interim Report for SC Works.

Youth Committee Report

Ms. Erin Black, Committee Chair, reported that the Youth Committee met on December 6, 2022. She reported that Mr. Bishop reviewed the October Youth program budget report with the committee. She noted that ACHIEVE is requesting a modification to transfer the recently allocated \$10,000 from CellBotics and driver education to work-based learning. Ms. Black shared that the committee was informed that Cherokee County has fully exhausted the funds for Work Experience. She also noted that the program was advised to lower their spending cap for Work Experience participants to help stretch the funding. She shared that there was roughly \$62,000 in unobligated program funds, but after analysis, it was best to reserve those funds for PY23 since allocations are unknown. ***Ms. Black presented this as a recommendation from the committee to the board to approve the modification. All board members were in favor of approving the recommendation.***

Ms. Black shared that a new budget modification has been brought to her attention that has not received committee approval. She explained that USC Upstate (ACHIEVE's Fiscal Agent) has increased the wage for van drivers by \$2 per hour. The program is working to hire a new van driver and his starting wage will now be \$14/hour. This request is to increase the wage of the current van driver as well as the new hire. Ms. Black shared that she believes it will take about \$2,000 to cover the program through the remainder of the program

year for drivers. It is proposed to allocate the funds from unobligated youth program funds. ***Mr. Jacobs asked for a motion to approve this increase. Mr. Marion Littlejohn made a motion to approve the increase. Ms. Judy Horton seconded the motion. With no abstentions, the motion carried.***

Ms. Black reported that Ms. Ann Angermeier, UWB Executive Director, shared updates on the local plan and the modification process with the committee. Ms. Black stated that Ms. Anna Oswald, ACHIEVE Director, shared the October Dashboard and Just in Time reports, and reported an influx in enrollment due to co-enrollments with Adult Education.

Ms. Black reported that Ms. Oswald shared that all recently purchased vehicles are in the possession of USC Upstate. The program hopes to take possession as soon as all the paperwork to add them to the fleet is complete. She reported that the draft criteria to determine the Participant of the Year selection process for both staff and committee members was discussed. Lastly, Ms. Black reported that the Intentional Program may take place at Boiling Springs High School this year and shared that the Upstate Workforce Futures Corporation is hosting a Summer STEM Club in Gaffney this coming year. With no questions, the report concluded.

Disabilities Committee Report

Ms. Jennie Thomas, Committee Chair, reported that the Disabilities Committee met on December 13, 2022. She shared a recap of the most recent event of the committee held in partnership with the Bryant Center and the Middle Tyger Area Council of OneSpartanburg on September 29, 2022. She noted that there were approximately 75 attendees. The purpose of the event was to increase awareness of available resources regarding disability employment. The committee then reviewed a list of individuals that pre-registered for the event as well as one sign-in sheet that captured a few signatures. The purpose of the review was to assign members with obtaining email addresses for a survey. Ms. Thomas reported that the committee held a discussion that ultimately resulted in everyone agreeing on a few topics of interest for the survey.

The focus of the Spring 2023 event will be to discuss the basics of the selected topic for general awareness and introduce available resources that employers can utilize to support employees that may deal with these disabilities in the workplace. It was agreed that best practices for hiring individuals with disabilities and accommodations would also be covered. The committee plans to use the survey results to finalize an event in April or May 2023.

Ms. Thomas reported that Spartanburg County has awarded \$52 million of the \$62 million in Cares Act funds. No decision has been made regarding the request for a driving simulator. She informed the committee that County Council is still reviewing recommendations. With no questions, the report was concluded.

Executive Committee Report

Mr. Jacobs, Committee Chair, reported that the Executive Committee met on December 12, 2022. He reported that we are a third of the way through the program year and there were no concerns with the budget.

Mr. Jacobs reported that the Stevens Amendment came before the committee and board recently. Since that approval, the state has issued some changes that require another modification. He noted that additional language had been added to address verbal communications such as radio interviews, promotional videos, and podcasts to name a few. Mr. Jacobs presented this as a recommendation from the committee to the

board to accept the updates to this policy. *All board members were in favor of approving the recommendation to accept the updated internal policy.* With no questions, the report concluded.

Executive Director Update

Ms. Angermeier shared that the 4-year plan is complete. She informed the board that there were 4 virtual meetings as well as a public hearing in each county to capture comments. Ms. Angermeier shared that she needs board approval to submit the plan to the state. *Mr. Nathan Norris made a motion to approve the submission of the 4-year local plan. Mr. Josh Cleapor seconded the motion. With no abstentions, the motion carried.*

Ms. Angermeier shared that she, Ms. Wood and Mr. Collins met with Director Ellzey about Sector Strategies. Director Ellzey will be visiting the Upstate SC Works Center later this month.

Other Business

Ms. Wood gave a more in-depth overview of the financial research study. Ms. Wood shared that she is excited about the opportunity for our area to participate and the new partnership with the Financial Empowerment Center.

Adjournment

With no other business or discussion, the meeting was adjourned at 9:22 a.m.

Next meeting date: March 6, 2023