



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

**May 4, 2022**

**12:00 p.m.**

**SC Works- Room 114**

### **Present:**

Mr. Craig Jacobs, Committee Vice-Chair

Ms. Betty Guzzo, Committee Member

Ms. Judy Horton, Committee Member

Ms. Cathy Harter, Committee Member

Ms. Kathy Jo Lancaster, Committee Member

Mr. Marion Littlejohn, Committee Member

Mr. Nathan Norris, Committee Member

Ms. Ann Angermeier, UWB

Mr. Brent Bishop, UWB

Ms. Nikoya Shaw, UWB

Ms. Dana Wood, UWB

Ms. Nikki Burgess, SC Works

Ms. Anne Brock-Trail, SCDEW

Ms. Johnnie-Lynn Crosby, SC Works

Mr. Adam Lindsley, SC Works

### **Welcome**

The meeting was called to order by Mr. Craig Jacobs, Vice-Chair, at 12:00 p.m. He welcomed everyone in attendance.

### **Financial Report**

Mr. Brent Bishop, UWB CFO, gave a snapshot of the One Stop budget through March. He shared that the Miscellaneous and Facilities Costs line item is running slightly over budget because this report does not reflect the most recently approved budget modification. Mr. Bishop noted that it should balance out on the report in April, but the other line items are tracking well overall.

He highlighted special grants and noted that the expenditure rate of one of the State Rapid Response Incumbent Worker Training (RR IWT) grants, which will be closing soon, was going to come out at about 99%. Ms. Ann Angermeier, UWB Executive Director, encouraged committee members to share information about the RR IWT grants with companies needing this service. Ms. Dana Wood, UWB Associate Director, shared that the Dislocated Worker Grant (DWG) expires in 2023, and that the committee should start seeing expenditures on that grant soon since Belk in Union is closing. She stated that they are working to help around 200 workers connect with other companies for employment, but

it will be a phased impact since the layoffs will be in stages. Ms. Nikki Burgess, SC Works Greater Upstate Project Manager, shared that the goal is to keep these individuals engaged as Dislocated Workers.

Ms. Wood gave a background on allocations for the benefit of new committee members. She shared that state allocations for PY22 have not been received. Ms. Angermeier shared that the state decides the formula to determine allocations, and the board staff cannot duplicate that formula to come up with an estimated figure. With this being the last committee meeting of the year, Mr. Bishop proposed a budget for PY22. It is based on the original budget from PY21. **Mr. Nathan Norris, Committee Member, made a motion to approve the proposed budget as a cap and give staff the ability to decrease if necessary based on allocations. Ms. Judy Horton, Committee Member, seconded the motion. With no abstentions, the motion carried.**

### **SC Works Update**

Mr. Adam Lindsley, SC Works Operations Manager, gave the *Just in Time* and *Dashboard* reports. Mr. Lindsley stated that center traffic has increased. He shared that there were 20 WIOA orientations, 61 workshops attended and 11 adult enrollments. He noted that they are at 153 enrollments, with their goal being 155. Ms. Burgess shared that they are tracking spending closely to ensure funding is fully utilized. Mr. Lindsley highlighted the progress towards training sectors and social media goals. He concluded the report with a summary of monthly activities and success stories.

### **IWT Discussion**

Ms. Johnnie-Lynn Crosby, SC Works Greater Upstate Director of Business Services, shared that two IWT applications needed approval. Ms. Crosby noted that Firestone and Wabtec were the two applications needing approval. She said that if both applicants are approved, \$4,640 would remain for IWT through November 2022. Ms. Crosby shared that Wabtec has applied for service training with Philips Education being the trainer. She noted that the funds would be used to train two machinists to troubleshoot machines. Ms. Crosby shared that Firestone requested \$25,000 to train 79 employees on high performance teams for continuous improvement. She said that SC MEP will provide the training. Ms. Crosby recommended the approval of both applications. Ms. Wood shared that IWT grants are a great way to build stronger partnerships with new companies in our area. **Mr. Nathan Norris, Committee Member motioned to approve the two IWT applications as presented. Ms. Judy Horton seconded the motion. With no abstentions, the motion carried.**

Ms. Wood addressed the topic of allowing or excluding non-profits from being approved on the local level for IWT training. Ms. Angermeier shared that there are a lot of non-profits in the local area, but the IWT funding is limited. She also noted that the current policy states that it is allowable. Ms. Crosby shared the scoring sheet for selecting applicants for approval and the requirements applicants must meet. The committee discussed continuing to allow non-profits to apply but with a separate guideline. Ms. Crosby

shared that she would create guidelines for non-profits. The discussion was tabled until the next meeting in which a draft will be presented.

### **One Stop Certification**

Ms. Wood shared there are three standards for One Stop Certification. She stated that virtual meetings will be scheduled to review standards with One Stop Committee members. Ms. Wood shared that a vote for approval will happen at the May 16, 2022, board meeting. Ms. Angermeier shared that it would be best to assign members to a specific standard to make the process efficient and that a list will be provided with instructions.

### **Relocation**

Ms. Wood shared that all is going well with the upcoming move, and IT work has been finalized. She noted that the current center is being purged. Ms. Wood reviewed the floor plan of the new permanent space with the committee. She shared that wasted space was eliminated and the proposed layout meets the needs of the current staff and partners. Ms. Wood stated that customer parking is being covered by the City of Spartanburg, but staff will be responsible for their parking. This cost will be included in the center's shared costs. She noted that the Career Coach will be set up to service clients during the transition. June 21st is the official re-opening date.

### **BST Surveys**

Ms. Crosby shared that the overall employer feedback shows that employers are pleased with the services they have received. She said that the business survey was created to understand the quality of candidate screening and services provided outside of job postings. Ms. Crosby shared that the survey questions will be updated so that more pointed responses can be asked. She noted that the goal is to make sure any staff communicating with a company ask targeted questions to gauge whether companies are aware of the services offered. Ms. Angermeier shared that Mr. Dan Ellzey, SC Department of Employment and Workforce (SCDEW) Executive Director, met with her, the board chair and center staff. Ms. Crosby shared that based on the frequency of the requests, a better experience is provided to employers and helps the staff members identify areas of need when communicating with employers. The updated survey will be ready in June.

### **DOL Apprenticeship**

Ms. Angermeier shared that DEW staff approached the Department of Labor (DOL), and written guidance was received regarding the expectation of funding approved apprenticeships. Local boards can use their policies to govern which programs are approved and appropriate.

**Other Business**

Ms. Angermeier shared brief success stories of a past SC Works client and a current ACHIEVE student to show the committee members the impact of our work.

**Adjournment**

With there being no additional business, the meeting was adjourned at 1:12 p.m.

**The next meeting is to be determined.**