



Upstate Workforce Board Meeting Minutes

August 8, 2022 - 8:30 a.m. - Thomas E. Hannah YMCA – Community Room

Board Members Present

Mr. Wade Ballard
Ms. Erin Black
Mr. Bill Brasington
Ms. Anne Brock-Trail
Mr. Josh Cleapor
Mr. Jim Cook
Mr. Jay Coffey
Mr. Robbie Faucett
Ms. Cathy Harter

Ms. Robyn Hill
Ms. Judy Horton
Mr. Craig Jacobs
Mr. Jerome Kirkland
Mr. Marion Littlejohn
Mr. Nathan Norris
Ms. Cherie Pressley
Ms. Jennie Thomas

UWB Staff Present

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

Guests Present

Ms. Nikki Burgess
Ms. Anna Oswald
Ms. Melissa Rodgers

Board Members Absent

Ms. Betty Guzzo

Welcome

Mr. Wade Ballard, PY21 Board Chair, passed the gavel to Mr. Craig Jacobs, PY22 Board Chair. Mr. Jacobs called the meeting to order at 8:32 a.m. and recognized and presented a plaque to Mr. Ballard to thank him for his service as Board Chair. Mr. Jacobs opened the floor for board members to introduce themselves and share how long they have served on the board.

Approval of Meeting Minutes

The minutes of the May 16, 2022, meeting were reviewed. ***Mr. Nathan Norris made a motion to accept the minutes as presented. Mr. Jim Cook 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 August 2, 2022. He shared that Mr. Brent Bishop, UWB Finance Manager, gave a One Stop budget update for the end of Program Year 2021. Mr. Norris reported that Mr. Adam Lindsley, SC Works Operations Manager, gave the *Just in Time* and *Dashboard* reports, and shared that a recent outage in the SC Works Online Services (SCWOS) system caused a gap in a few areas of the report.

Mr. Norris reported that Ms. Nikki Burgess, SC Works Greater Upstate Project Director, shared a summary of PY21.

He also reported that Ms. Wood proposed some changes to the IWT policy regarding serving non-profits with IWT funds. He explained that the proposed draft provides additional language to allow no more than 15% of funds be spent on non-profits interested in IWT training. ***Mr. Norris stated the proposed changes come in the form of a recommendation from the committee. With no discussion and no abstentions, the motion carried.***

Mr. Norris reported that Ms. CJ Jackson, UWB Consultant, is still conducting business surveys. Ms. Wood clarified that there may be a lapse in data due to the SCWOS outage. We expect the June surveys to be less in quantity compared to previous months.

Mr. Norris reported that the committee will be working towards recognizing a Participant of the Year in each county. The criteria will be discussed at the next several meetings.

He also reported that the state monitoring report was received and was good. There were no financial findings or disallowed costs, but there were a few programmatic findings. These were not harmful to performance or a surprise as some were discussed during the exit conference with the monitors. Staff has 30 days to submit a response.

SC Works PY21 Summary Presentation

Ms. Burgess gave an overview of PY21. She noted that SC Works concluded the year by exceeding its goal of 155 enrollments for the year with 196 total enrollments. She shared the end-of-program year investment amounts spent on training and supportive services. She highlighted PY22 outreach initiatives including an update on Workforce Development Month (in September).

Mr. Jacobs asked Ms. Burgess for a brief update on the transition to the temporary space. Ms. Burgess gave a recap of the move and shared that they have fully transitioned to the temporary space. Ms. Wood highlighted the partnership with Spartanburg County and the financial support they provided for the move.

Executive Committee Report

Mr. Jacobs, Committee Chair, reported that the Executive Committee met on July 25, 2022. He reported that the committee reviewed the PY21 UWB office end of year budget report. Ninety-six percent of the budget was spent during PY21. He reported that Ms. Ann Angermeier, UWB Executive Director, shared that some carryover funding is good and helps until the new funds are received. He informed the board that the PY22 UWB budget was funded at the level approved by the board. A financial report for this program year was not available as the first month of spending is not complete.

Mr. Jacobs shared the committee held a brief discussion around including board training at the first meeting.

He reported that Ms. Nikoya Shaw, UWB Community Impact Director, shared that there was an update to the UWB Internal Instruction Letter Policy. The proposed changes come in the form of a recommendation from the committee. ***Mr. Jay Coffey made a motion to accept changes to the Instruction Letter Policy. Mr. Robbie Faucett seconded the motion. With no abstentions, the motion carried.***

Mr. Jacobs reported that the STEM Summer Camp was a success and noted that this year's group was representative of the workforce with a diverse student population. Ms. Angermeier told a story about a former STEM student who shared information about the program with his twin sisters and they participated in the program this year.

He asked Ms. Angermeier to update the board on the local request for wage data. Ms. Angermeier shared that before the law changed from the Workforce Investment Act (WIA) to the current Workforce Innovation and Opportunity Act (WIOA), local boards had access to wage data to verify that numbers matched those from the state. A recent meeting was held to request the data (again). She noted that she is hopeful the state is moving further in the process than in the past.

Mr. Jacobs reported that the local areas have been asked to negotiate performance. He shared that the staff is working to put together draft numbers and justifications. He also reported that Ms. Wood gave a brief update on ACHIEVE's van procurement.

Mr. Jacobs reported that Ms. Wood requested that staff be granted permission to make transfers through the program year as needed between Adult and Dislocated Worker funding. Mr. Jacobs gave the floor to Ms. Wood to give more details. Ms. Wood shared that each year this request is made so that staff can make requests without having to poll the board multiple times through the year. Ms. Angermeier shared that funds can be transferred back if needed. ***All were in favor of allowing staff to make transfers between Adult and Dislocated Worker funding as needed for PY22. With no abstentions, the motion carried.***

Mr. Jacobs shared that Ms. Wood requested that staff be allowed to request Rapid Response (RR) funds as needed during the program year. ***All were in favor of allowing Rapid Response requests to be made for PY22 as needed. With no abstentions, the motion carried.***

Mr. Jay Coffey asked if staff could notify the board of transfers and rapid response requests for informational purposes. Ms. Wood affirmed that she would send an email.

Ms. Wood shared that she sent off the responses to negotiations as mentioned earlier, but she has not heard back from the state yet. Ms. Angermeier shared that CDL wages are high and that is a concern since we are doing so much CDL training. If the state moves up our wages, we'll be hard pressed to find trainings that are high enough to meet performance. Since we don't get wage data, it is impossible to see how much of an individual's wage is overtime.

Executive Director Update

Ms. Shaw gave a recap of the 2022 STEM Camp and shared that she would send the video presentation that was shown at the graduation to board members via email. Ms. Angermeier noted they are looking to host a STEM Camp in Cherokee County for 2023. She also shared information about a past STEM student who needed assistance and asked board members if they had a bike they could donate.

Ms. Angermeier reviewed the new board member orientation presentation as a refresher for the group. She noted that the non-profit's information was not on the presentation but provided details about its impact.

David Wall Recognition

Ms. Angermeier shared that Mr. David Wall's term had ended and that she met with him to give a recognition gift for his service on behalf of the board since he could not attend to receive it. She shared the photo of it and a farewell message from Mr. Wall.

Other Business

Ms. Wood requested that Work Experience wages, currently at \$12, be increased to \$14 to match the self-sufficiency wage. ***Mr. Jim Cook motioned to accept the Work Experience wage as requested. Mr. Josh Cleapor seconded the motion. With no abstentions, the motion carried.***

Adjournment

With no other business or discussion, the meeting was adjourned at 9:47 a.m.

Next meeting date: October 17, 2022