



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

**August 2, 2022 - 8:30 a.m.**

**SC Works- Training Room**

### **Present:**

Mr. Nathan Norris, Committee Chair  
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, Board Member  
Mr. Craig Jacobs, Board Member  
Mr. Adam Lindsley, SC Works

### **Absent:**

Mr. Jim Cook, Committee Member  
Ms. Betty Guzzo, Committee Member  
Ms. Judy Horton, Committee Member

Ms. Cathy Harter, Committee Member  
Mr. Marion Littlejohn, Committee Member

### **Welcome**

The meeting was called to order by Mr. Nathan Norris, Committee Chair, at 8:34 a.m. He welcomed everyone in attendance.

### **Financial Report**

Mr. Brent Bishop, UWB Finance Director, gave a One Stop budget update for the end of Program Year 2021. He shared that spending on training and supportive services was strong, and all items tracked well at the close of the year. Mr. Bishop noted that salaries made up most of the remaining funds. Ms. Ann Angermeier, UWB Executive Director, shared that it is always good when funds are spent on participants. Ms. Nikki Burgess, SC Works Greater Upstate Project Director, shared that funds are already obligated for the coming program year.

Mr. Bishop highlighted special grants and noted that Rapid Response spending is down, but there is time left to spend those funds. Ms. Wood, UWB Associate Director, shared that the Rapid Response funds are primarily for the Belk closure in Jonesville, SC. Ms. Wood expressed concern about spending related to the Dislocated Worker Grant (DWG).

### **SC Works Update**

Mr. Adam Lindsley, SC Works Operations Manager, gave the *Just in Time* and *Dashboard* reports. Mr. Lindsley shared that a recent outage in the SC Works Online Services (SCWOS) system caused a gap in a few areas of the report, but he has final numbers. Ms. Wood stated that this outage affected offices all over the country due to a cyber-attack. Mr. Lindsley shared that center traffic did not change much from May. He noted that there were 19 new Adult enrollments and 1 new Dislocated Worker (DW) enrollment for June. The total for the year was 196 enrollments. He shared that there were 5 new Adults and 1 Dislocated Worker that started training in June for a total of 88 Adults and 15 Dislocated Workers in training for the year.

Mr. Lindsley shared center data and highlighted that there were 29 customer surveys. He noted this number was down because of the recent relocation of the center. Mr. Lindsley also shared feedback from the business surveys showing a high percentage of respondents were satisfied or very satisfied, while one or two shared they were not. Ms. Wood noted that the report of those dissatisfied was sent for follow-up to Ms. Johnnie-Lynn Crosby, SC Works Greater Upstate Regional Director of Business Solutions. Ms. Ann Brock-Trail stated that she had received the information from the surveys. Mr. Lindsley shared training percentages and highlighted manufacturing and logistics as the highest percentage of training. Mr. Lindsley concluded the report with a breakdown of social media engagements and client success stories.

### **PY21 Summary Presentation**

Ms. Burgess shared a summary of PY21. She noted that most of the funding was spent on logistics for both Adult and DW. Ms. Burgess shared that 35 Adults and 5 DW participants were enrolled in truck driver training (CDL). After some discussion it was also suggested that we do an early transfer of funds from DW to Adult. Ms. Burgess shared a reentry investment showing 18 individuals employed through On-the-job Training (OJT) with Spartanburg Steel. Ms. Wood shared that Spartanburg Steel would be recognized as Employer of the Year for their efforts working with this population.

Ms. Burgess highlighted SC Works clients that completed the program and where they are now. She shared there that were 36 OJT contracts, 3 Work Experience contracts and a transitional job for an individual between employment. Ms. Burgess noted that 4 new IWT contracts were awarded over the year totaling \$68,500.

Ms. Burgess highlighted Career Readiness Workshops provided during PY21. She applauded Mr. Kenneth Taylor, SC Works Facilitator Outreach Coordinator, for his in-person as well as virtual sessions. She highlighted a few new initiatives SC Works plans to focus on during PY22. She shared that those initiatives include: increasing supportive services to participants attending local colleges, increasing Work-based

Learning activities and building partnerships with faith-based organizations that serve marginalized populations. Ms. Burgess concluded her presentation by sharing planned events surrounding Workforce Development Month to be celebrated in September.

### **Review of IWT Draft Policy**

Ms. Wood shared that the detailed regional policy is issued jointly with the Greenville Workforce Board. She noted that the draft proposes additional language to add to the current policy. She shared that the purpose is to set limits to the amount of funds awarded to non-profit entities as it relates to Incumbent Worker Training (IWT) applications. Ms. Wood shared language for the proposed update. It states that, *Should IWT funds be used to support non-profit entities, no more than 15% of the annual IWT budget (to include all funding streams combined) should be used for non-profit support, unless approved through a waiver from the appropriate workforce board.* The committee discussed the IWT process and how the addition would affect that process. **Mr. Nathan Norris, motioned to present the policy for approval at the upcoming board meeting on August 8, 2022.**

### **BST Surveys**

Ms. Wood shared that Ms. CJ Jackson is still conducting business surveys and is doing a great job. She noted that the SCWOS outage caused an issue with pulling reports during the month of June. We expect the June surveys to be less in quantity compared to previous months.

### **Participant of the Year**

Ms. Wood shared the desire to recognize a Participant of the Year. She felt it would be nice to recognize the hard work of program participants. Ms. Wood shared that one participant could be selected from each county, but criteria can be discussed at the next meeting. She noted that this initiative would tie a unique component to the data we see reflected in reports. Ms. Burgess shared that there is a process like that for staff, and Mr. Lindsley was the One Stop Staff of the Year for PY21. She also expressed appreciation for his and Mr. Kenneth Taylor's efforts to coordinate a smooth move to the new location.

### **Other Business**

Ms. Wood shared that the monitoring report was received and was good. She stated that there were no financial findings or disallowed costs, but there were a few programmatic findings. Ms. Wood shared they were not harmful to performance or a surprise as some were discussed during the exit conference with the monitors. Ms. Wood noted that the staff has 30 days to submit a response.

### **Adjournment**

With there being no additional business, the meeting was adjourned at 9:20 a.m.

**The next meeting is September 30, 2022.**