



Upstate Workforce Board Meeting Minutes

May 16, 2022 - 8:30 a.m. - Thomas E. Hannah YMCA – Community Room

Board Members Present

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| Mr. Josh Cleapor | Mr. Jerome Kirkland |
| Ms. Betty Guzzo | Mr. Marion Littlejohn |
| Ms. Cathy Harter | Mr. Nathan Norris |
| Ms. Judy Horton | Ms. Jennie Thomas |
| Mr. Craig Jacobs | |

UWB Staff Present

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

Board Members Absent

- | | |
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| Mr. Wade Ballard | Mr. Jim Cook |
| Ms. Erin Black | Mr. Robbie Faucett |
| Mr. Bill Brasington | Ms. Cherie Pressley |
| Ms. Anne Brock-Trail | |
| Mr. Jay Coffey | |

Guests Present

- Ms. Al’Valon Allen
- Ms. Beatrice Allen
- Ms. Jocelyn Bell
- Ms. Nikki Burgess
- Ms. Anna Oswald
- Ms. Melissa Rodgers

Welcome

Mr. Craig Jacobs, Vice Chairman, called the meeting to order at 8:39 a.m.

Approval of Meeting Minutes

The minutes of the March 7, 2022, meeting were reviewed. *All were in favor of approving the minutes from March 7, 2022. There were no abstentions and the motion carried.*

SC Works Client Presentation

Mr. Jacobs opened the floor to Ms. Nikki Burgess, SC Works Project Manager, to introduce Ms. Al’Valon Allen, SC Works Client. Ms. Allen shared that she was a WIOA Client. She informed the group that she was attending Wofford as a biology major and realized that it was not a good fit for her. She shared that after speaking with her family she decided to apply to SCC for their nursing program. Ms. Allen noted that her success is largely due to the support she received from SC Works. She shared that she was accepted into the nursing program and graduated last year. She is working as a Cardiac Registered Nurse. Ms. Allen expressed appreciation for the aid she received from SC Works. It allowed her to finish school debt free. Ms. Ann Angermeier, UWB Executive Director, thanked Ms. Allen and shared that the goal is to put a face to the services we provide.

One Stop Committee Report

Mr. Craig Jacobs, Committee Vice- Chair, reported that the One Stop Committee met on May 4, 2022. He shared that Mr. Brent Bishop, UWB CFO, gave the One Stop budget report through March. He then reviewed a

proposed budget for PY22. He shared that it is based on the original budget from PY21. The Board reviewed the proposed budget. **All were in favor of approving the proposed budget as a cap and giving staff the ability to decrease, if necessary, based on allocations. There were no abstentions and the motion carried.**

Mr. Jacobs shared that Mr. Adam Lindsley, SC Works Operations Manager, provided the Just in Time and Dashboard reports. Mr. Jacobs reported that Ms. Johnnie-Lynn Crosby, SC Works Greater Upstate Director of Business Services, shared that two IWT applications needed approval: Wabtec has applied for \$5,495 to train two machinists to troubleshoot machines and Firestone requested \$25,000 to train 79 employees on high-performance teams for continuous improvement. **All were in favor of approving the two IWT applications as presented. There were no abstentions and the motion carried.** With both applications approved, \$4,640 remains for IWT through November 2022.

Mr. Jacobs reported that Ms. Dana Wood, UWB Associate Director, addressed the topic of allowing or excluding non-profits from being approved on the local level for IWT funding. He shared that Ms. Crosby was asked to create guidelines for non-profits. The discussion was tabled until the next meeting in which a draft will be presented. Mr. Jacobs discussed the One Stop Certification process with the committee.

Mr. Jacobs asked Ms. Wood to give a report on the upcoming move of the SC Works Center. She informed the board that the Letter of Intent was signed, but the document was not binding. He also reported that Ms. Wood shared that the mobile Career Coach has been reserved to ensure client services remain uninterrupted. Ms. Wood also informed the committee that the City of Spartanburg has agreed to honor free parking for center customers, but they will charge for staff to park in the Dunbar Garage. Mr. Jacobs noted that the cost of securing parking passes for staff was built into the MOU/IFA so that partners can cost share this expense. Ms. Wood shared that all is going well. IT work is almost complete, movers are scheduled, phone numbers are scheduled to be ported, etc.

He lastly reported that Ms. Crosby shared that the overall employer feedback shows that employers are pleased with the services they have received. With no questions, the report was concluded.

One Stop Certification

Mr. Jacobs asked Ms. Wood to inform the board on the three standards for One Stop Certification. Ms. Wood reviewed the evaluation process being utilized. Mr. Jacobs reminded the board they received an electronic link with the full documentation. He offered the board the opportunity to poll vote this item at a later time if they felt they needed additional time to review the items. **After discussion, the board felt the committee's work on the project was sufficient and proceeded to approve all standards as presented.**

Youth Committee Report

Mr. Jerome Kirkland, Committee Member, reported that the Youth Committee met on April 26, 2022. He shared that Ms. Wood reviewed the March Youth program budget report and noted that spending is tracking well. He shared that the committee discussed PY22 budgets and like the One Stop Committee, staff anticipates a cut. Mr. Kirkland shared that the committee approved a budget equal to last year's budget as a base with

the flexibility to make modifications as needed once final numbers are received. This came as a recommendation to the board. **All were in favor of approving the proposed budget and giving staff approval to decrease as necessary once final allocations are received. There were no abstentions and the motion carried.**

Mr. Kirkland reported that the committee reviewed March reports and noted that enrollments have increased over the third quarter. The committee also reviewed the moving schedule in preparation for the transitional move to the Business Technology Center (BTC) and noted that there would be virtual check-ins with students over their break period until the transitional space is ready. He shared that Ms. Angermeier updated the group on the progress of the Intentional Pilot. She noted that students toured Cooper Standard, Spartanburg Community College and Spartanburg Methodist College. Most of the students from the program now have a concrete plan after graduation. Ms. Nikoya Shaw, UWB Executive Assistant, shared with the board that the WorkRise grant, funded by the Bill and Melinda Gates Foundation, was submitted earlier this month. If funded, it would provide approximately \$350,000 for the Intentional Club. The committee plans to award a distinguished Youth of the Year award during PY22. With no questions, the report was concluded.

Executive Committee Report

Mr. Jacobs, Committee Vice- Chair, reported that the Executive Committee met on May 2, 2022. He stated that Mr. Bishop shared that a modification is needed to cushion a few line items to carry the office through the end of this program year. Mr. Jacobs shared that some of the items impacted included mileage, professional development, telephone and office supplies. He shared that this budget modification comes as a recommendation from the committee. **All were in favor of the modification. There were no abstentions and the motion carried.**

Mr. Jacobs reported that like the two previous committees, PY22 allocations have not arrived. He presented a budget with level funding for PY22 for the Upstate Workforce Board office as a recommendation to the full board. **All were in favor of approving the proposed budget as presented. There were no abstentions and the motion carried.**

Mr. Jacobs shared that Ms. Shaw consolidated tasks to streamline the policy regarding Meeting Minutes and Meetings. He noted that the changes updated the procedure for setting meetings and documenting meeting minutes and included the addition of guidance relating to virtual meetings after the pandemic. The committee presented that policy change as a recommendation to the full board. **All were in favor of approving changes to the Meeting Minutes Policy. There were no abstentions and the motion carried.**

Mr. Jacobs noted that Ms. Angermeier shared some issues regarding the local boards' right to approve training. Ms. Angermeier stated that one apprenticeship trainer had excessive fees and was in an area that does not pay a livable wage. The state was under the impression that local areas were obligated to approve all registered apprenticeship programs. The state reached out to the Department of Labor and the issue was resolved in favor of the local areas. DOL informed SCDEW that it was a local board decision. With no further questions, Mr. Jacobs concluded the report.

Executive Director Update

Ms. Angermeier shared that all the Workforce Board Executive Directors met in Charleston last week. She said that the SC Ports Authority hosted the group and they discussed best practices for the local areas. She noted that Ms. Johnnie-Lynn Crosby went to share best practices for business services. Boeing spoke to the group in Charleston. Ms. Angermeier shared a video from Boeing regarding their manufacturing process.

Rapid Response Approval

Ms. Wood asked for board approval to request up to \$150,000 in rapid response funding from the state. This is a direct result of the Belk Distribution closing in Union county. Over 200 individuals would be impacted by the closing. Several individuals have expressed interest in On-the-Job Training (OJT) to get them back into employment. The funds would include case management, training and supportive services. She shared that the layoffs would happen in phases throughout the coming months. Ms. Burgess noted that one client with Belk was receiving high wages without a high school diploma or GED. She said that SC Works was able to transition her to another local company, and they are keeping her at a similar wage and offered her the flexibility to go back to get her GED. ***All were in favor of approving the rapid response request. There were no abstentions and the motion carried.***

Nominating Committee

Ms. Ann Angermeier shared that the nominating committee met to nominate officers for Program Year 2022. The committee is nominating Mr. Craig Jacobs as Board Chair, Mr. Marion Littlejohn as Board Vice Chair and Mr. Nathan Norris as One Stop Committee Chair. Ms. Erin Black will continue to serve as Youth Committee Chair and Ms. Jennie Thomas will continue to serve as Disabilities Committee Chair. ***There were no nominations from the floor. All were in favor of accepting the nominations as presented. There were no abstentions and the motion carried.***

Other Business

Ms. Wood asked the committee to approve the nomination of Ms. Crosby as a nominee for a state award during Workforce Development Month (September). ***Ms. Betty Guzzo motioned to accept the nomination as presented. Ms. Jennie Thomas seconded the motion. With no abstentions, the motion carried.***

Adjournment

With no other business or discussion, the meeting was adjourned at 9:31 a.m.

Next meeting date: To Be Determined.