



UPSTATE WORKFORCE BOARD ONE STOP COMMITTEE MEETING MINUTES

September 29, 2021

12:00 p.m.

SC Works- Room 114

Present:

Mr. Robbie Faucett, Committee Chair

Mr. Craig Jacobs, Committee Member

Ms. Betty Guzzo, Committee Member

Ms. Kathy Jo Lancaster, 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

Mr. Adam Lindsley, SC Works

Ms. Anne Brock-Trail, SCDEW

Welcome

The meeting was called to order by Mr. Robbie Faucett, Chair, at 12:06 p.m. He welcomed everyone and allowed a moment for introductions.

Financial Report

Mr. Brent Bishop, UWB CFO, gave a snapshot of the One Stop budget through August. He explained the budget formulation for the benefit of new members on the committee. Mr. Bishop highlighted that the professional development line item was utilized heavily early in the program year. He also noted that training funds can be transferred within that category as necessary to meet the demand for services. Ms. Ann Angermeier, UWB Executive Director, shared the purpose of work experience for the benefit of new members.

Mr. Bishop gave an overview of the special grants and noted that the restoration funds will be exhausted in September, closing out that grant. He shared that the grant funding from the state to provide security for SC Works will also be fully utilized in the coming weeks.

Ms. Dana Wood, UWB Associate Director, shared that the last program year ended with limited information relating to carryover and new funding allocations leading to a level PY21 budget. She noted that the SC Works budget has been evaluated to ensure the participant cost rate (PCR) is met for PY21.

It is necessary to allocate additional funding and shift staff positions to help meet the rate. She shared that the participant cost rate does not include staff salary for those that provide direct client services. Ms. Wood informed the committee that SC Works proposed the following staff changes: dissolve the Talent Development Specialist (TDS) Supervisor position (currently vacant); do not fill a current Spartanburg TDS position (that is also vacant); create a new shared (50% Upstate/50% Greenville) position to assist with work-based learning; promote 2 existing staff to TDS Leads to help cover losing the TDS Supervisor; and finally increase the Assistant Accountant (shared position) to full time status to cover quality.

Ms. Wood proposed an increase of \$90,503.61 in Adult from unobligated funds and an increase of \$142,312.25 in Dislocated Worker from unobligated funds for a total of \$232,815.86. This will increase the grant from \$940,316.05 to \$1,173,131.91. The committee discussed if SC Works should focus on serving clients properly or trying to hit a rate and not having proper staffing to do so. The committee discussed their concern with state funding for security expiring in 2 weeks. If our local area has to start covering the cost, we WILL fail the PCR as that will be counted as an overhead/operating expense. The committee also discussed that the lease agreement for SC Works is expiring this program year. Ms. Angermeier noted that if our local area is going to fail for funding the security guard, then we need to hire the Spartanburg TDS since we will have already failed. It will allow for a better quality of service to the client. The committee agreed to regroup once the state makes a decision regarding the security guard. **Mr. Nathan Norris, Committee Member, made a motion to accept the budget modifications presented and to reconvene on whether to fill the case manager (TDS) position or extend the use of security. Ms. Betty Guzzo, 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 reported that center traffic has decreased since July. He noted that workshops will be held for Adult Education and new workshops are being created and geared towards individuals with disabilities. Mr. Lindsley noted that On-the-Job Trainings (OJTs) are tracking well. He informed the committee that 8 OJTs have been set up out of the 40 required for the year.

Mr. Lindsley highlighted that there were 37 orientations and 62 WIN tests completed during August. He noted that there was an increase in the number of surveys completed by center visitors. Mr. Lindsley shared that phone surveys will be completed soon.

Living Wage /Self-Sufficiency

Ms. Wood shared that it has been a while since the Living Wage/Self-Sufficiency for the area has been adjusted. Ms. Wood shared that based on a single adult with no dependents, the self-sufficient wage

amount was \$14.39. She noted that the wage for Union and Cherokee is lower than Spartanburg but proposed to up the wage from \$12.00 to \$14.00 for self-sufficiency for all three counties. Ms. Wood informed the group that waivers could be issued for individuals with special circumstances. **Mr. Craig Jacobs, Committee Member, motioned to accept the recommendation. Mr. Nathan Norris, Committee Member, seconded the motion. With no abstentions, the motion carried.**

Survey Updates

Mr. Bishop informed the committee that he has replaced Ms. C. J. Jackson in conducting business surveys. He shared with the committee that July was closed out, and he is working on closing out August. Mr. Bishop will provide information to the committee on the progress with the surveys.

Updates

Ms. Wood gave an update on 2 Russian speaking individuals that recently completed Commercial Driver License (CDL) training. They were able to pass the CDL exam (in English). She shared that World Relief has expressed interest in sending more candidates for training.

Ms. Nikoya Shaw, UWB Community Impact Director, informed the group that there is a Workforce Symposium on October 19, 2021, and asked that any board members interested in attending contact her for registration.

Adjournment

With there being no additional business, the meeting was adjourned at 1:13 p.m.

The next meeting is to be held on January 5, 2022.