

**Governor's State Workforce Development Board**  
**September 17, 2019 Executive Committee Meeting Minutes**

**Members Present:**

Mr. Don Tomlin  
Mr. Pat Michaels  
Mr. Thomas Freeland  
Mr. Charles Brave, Jr.  
Mr. Dan Ellzey  
Mr. Nick Foong  
Mr. Warren Snead  
Mr. Jay Holloway  
Dr. Mike Mikota  
Representative Mike Forrester

**DEW Staff Present:**

Ms. Elána Frazier  
Ms. Nina Staggers  
Ms. Abby Linden  
Ms. Dorothy Weaver  
Ms. Towanna Hicks  
Ms. Michelle Paczynski

**Excused:**

Ms. Val Richardson

**Welcome and Opening Remarks**

Mr. Don Tomlin, Board Chair, called the meeting to order at 10:00 a.m. A quorum was present.

**Approval of Minutes**

A motion to approve the *June 5, 2019* meeting minutes was made by Mr. Charles Brave, Jr., seconded by Mr. Dan Ellzey, and unanimously approved by the Committee.

**WIOA Title I Sanctions Policy and Local Workforce Development Board Composition Policy\***

Mr. Tomlin stated that on Friday, September 13th, he received a copy of the comments submitted on both the Workforce Innovation and Opportunity Act (WIOA) Title I Sanctions policy and the Local Workforce Development Board Composition policy. Because of the breadth of the comments, he recommended that DEW create an 11x17 chart that lists the comments received, DEW's responses to the comments, and the applicable revision(s) made to the draft policy based on the comments received. He also recommended that the chart be provided to the SC Works Management Committee for further consideration and that the policy be taken up at the next Executive Committee Meeting.

The following discussion occurred as a result of Mr. Tomlin's comments:

- Mr. Pat Michaels expressed his agreement with the decision to postpone discussion and a vote on the policies.
- Mr. Charles Brave requested clarification of the Chair's recommendation for next steps, to which Mr. Tomlin responded that the SC Works Management Committee, as the committee that introduced the policy, should refine and present a fully transparent policy at the next Executive Committee Meeting.
- Mr. Nick Foong expressed his agreement with the recommendation that DEW create an 11x17 clearly outlining the comments received and the revisions made to the policy.

**SWDB Bylaws\***

Mr. Pat Michaels presented the amended SWDB Bylaws to the Committee, stating that the SWDB Bylaws were last revised in 2016 to ensure compliance with WIOA and its implementing regulations. At that time, revisions included the addition of term limits and a formal appeals process.

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Mr. Michaels stated that more recently, the Board Governance Committee reviewed and approved revisions to the SWDB Bylaws in February. The SWDB Bylaws were approved by the Executive Committee in March and presented to the Board, but not enough members were present at the March meeting to call a vote on the revised bylaws. Since March, however, a few additional revisions have been made to the SWDB Bylaws:

**Section 2.4: Other Duties**

The appeals process was revised to align with WIOA regulations, which require resolution of an appeal within 60 days.

**Section 2.5: Board Engagement**

- This section was revised to ensure that the Executive Committee has a role in identifying the priorities of each committee and authority to revise committee charters, if necessary.

**Section 5.4: Attendance**

- This section was revised to remove the word “consecutive” in front of “unexcused absences.”

**Section 6.2: Conflict of Interest**

- This section was revised to more closely align with the language used in the Conflict of Interest Policy signed by each board member.

**Section 7.3: Executive Committee**

- This section was revised to clarify the role of the Executive Committee when taking action on behalf of the full board. The sentence starting with “When this occurs...” clarifies that action taken by the Executive Committee when acting on behalf of the board is final and does not require approval of the full board.

Mr. Michaels stated that the BGC has approved the revised bylaws and is bringing them to the Executive Committee for consideration and approval. A motion to approve the SWDB Bylaws was made by Mr. Charles Brave, Jr., seconded by Mr. Nick Foong, and unanimously approved by the Committee. There was no additional discussion on the SWDB Bylaws.

**PY'19 Funded Initiatives Proposal**

Ms. Michelle Paczynski presented the PY'19 SWDB Funded Initiatives Proposal to the Executive Committee starting with a brief recap of the methods used to distribute WIOA funds. She stated that the Department of Labor issues the funds to DEW which serves as the state administrative entity for WIOA. Generally, 85% of the funds are distributed to the local areas by formula and 10% of the funds are set aside for the SWDB to invest in workforce programs, models, and strategies.

Ms. Paczynski reported that SC had a decrease of almost \$3.3 million dollars this year compared to the funding we received last year, which shows that the economy is healthy and doing well. Additionally, the administration has given the cue that fewer federal dollar will be available moving forward. The Board has \$4.3 million dollars available to invest this year. That amount comes from the 10% set aside, as well as \$500,000 from PY'18 that is being repurposed.

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Ms. Paczynski stated that after studying national workforce trends and receiving input from state and local stakeholders, the following funding recommendations are being made:

<b>Initiative</b>	<b>Initiative Description</b>	<b>Funding Allocated</b>
Work-based Training Grants	Through a competitive grant process, provide local workforce development areas funding to increase work-based learning opportunities, to include On-the-Job training, Customized Training, and Incumbent Worker training.	\$1,500,000
Rural Workforce Development Grants	Funding will be used to strategically target workforce and training efforts in rural counties. Efforts may include the expansion or sustainment of industry specific training, supportive services, as well as access to services.	\$1,300,000
LWDA Continuous Improvement Grants	Funding will be used to support the continuous improvement of local workforce development areas and centers. Investments may include center signage, <i>Your Next Step</i> outreach activity, technology upgrades and other capital improvements.	\$315,000
Youth Grants	Through a competitive grant process, funds will be awarded to support evidence-based youth program models that include key elements. Examples may include the JAG Out of School program, youth apprenticeship programs or other youth employment models.	\$980,524
State and Local Workforce Plans and Functions	Funding will be used for state and local strategic planning and related professional development activity. A third-party facilitator will assist with the development of a South Carolina competitiveness plan that addresses workforce development and education competitiveness issues. The facilitated planning will continue with the 2020-2024 WIOA State Plan and the 2020-2024 SWDB strategic plan, as well as the LWDA local and regional plans. Funds will also be used to plan and execute a 1-day Workforce Development Symposium co-sponsored by the SC Chamber of Commerce, DEW, SWDB, SC DOE, and the SC Technical College System, where elements of the comprehensive plan will be incorporated and reinforced. The SWDB will also champion the South Eastern Training Association (SETA) conference March 8 -10, 2020, a training and professional development conference specifically for front-line staff and workforce development professionals to equip them with the skills and knowledge needed to expand their abilities and, more importantly, the service they provide to jobseekers, workers, and businesses.	\$200,000
Initiatives Total		\$4,295,524

Chairman Tomlin commented on the need for better signage in front of SC Works centers and stated that the LWDA Continuous Improvement grants could be used for that purpose. He also discussed alignment between workforce development and education and that the funds set aside for State and Local Workforce Plans and Functions can help with coordination and that maybe a small portion can be used toward data integration efforts. Lastly, he commented that all of the initiatives funded by the Board have to be results oriented and analyzed based on results and that without a coordinated data system, we cannot measure results very well.

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Mr. Michaels commented that participation in the March 2020 SETA Conference may be a good Board member development opportunity. Chairman Tomlin agreed and suggested that DEW also mail the National Governor's Association publication, Good Jobs for All Americans, to state and local board members. He requested that all board members review the publication.

The PY'19 funding proposal was unanimously approved by the Executive Committee.

**Committee Updates**

***Board Governance Committee***

Mr. Michaels provided the Board Governance Committee update, starting with PY'18 committee and board meeting attendance. He stated that PY'18 committee meeting attendance was strong with an average attendance rate of 68.2%, which exceeds the attendance goal of 55%. SWDB meeting attendance was even stronger with an average attendance rate of 72%. He referenced a two-page document, uploaded to the SWDB Portal that summarizes PY'18 committee and SWDB meeting attendance by quarter. Mr. Michaels made note of first quarter SWDB meeting attendance and reminded the committee that due to inclement weather, there was not a board meeting last September.

He continued with his update, stating that the BGC received a comprehensive update on the progress of SC Works Outreach efforts at the committee's August meeting. Mr. Michaels highlighted the following activities, which occurred in July:

- the new SC Works website was launched,
- the statewide media campaign was launched through the use of radio, print, and social media, and
- \$45,000 was awarded to Local Workforce Development Areas to assist with implementation of the Your Next Step campaign.

He shared that a summary of the SC Works Outreach Campaign and an example radio advertisement are available in the SWDB portal. In closing, Mr. Michaels stated that the BGC has asked DEW to share preliminary outcomes of the Your Next Step campaign at the committee's October meeting.

***Collaboration and Partnership Committee***

Rep. Mike Forrester provided the Collaboration and Partnership Committee update, starting with an update on industry-led sector partnerships. He reported that two new SC Sector Partnerships launched this summer, including the Central Region Manufacturing Partnership in June and the South Coast Region Healthcare Partnership in July. The Pee Dee Region will launch a healthcare partnership in October.

He also reported that the Upstate Region Manufacturing Partnership continues to progress at a healthy pace. The partnership held an education and business focus group this month to begin a targeted discussion about postsecondary education completion rates. The focus group was attended by Tri-County, Greenville and Piedmont Technical Colleges, Spartanburg Community College, Lander University, and USC Upstate. Rep. Forrester recognized the Upstate partnership for being invited to participate in the Advanced Next Gen Partnership Training, a national, invitation-only training opportunity for active sector partnership conveners and business leaders.

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Rep. Forrester mentioned that applications for Sector Partnership Implementation Grants are due by September 30. \$300,000 was set aside by the SWDB to support the coordination of sector partnership strategies and activities through the grants, and existing sector partnerships can apply for up to \$25,000. Multiple rounds of funding will be available as new partnerships are formed and existing partnerships evolve over the program year.

He concluded his update on sector partnerships by sharing that a fall SC Sector Partnership Academy is scheduled for November 12, 2019 and will be held at the Brookland Banquet and Conference Center. Rep. Forrester also updated the committee on the progress of implementing WIN, stating that since January of this year, 13,975 WIN Ready to Work certificates have been issued in SC.

***Priority Populations Committee***

Mr. Jay Holloway provided the Priority Populations Committee update, stating that the committee had a robust meeting in August that included updates on the progression of the Priority Populations Advisory Council (PPAC), the Jobs for America's Graduates (JAG) Out of School program, and outcomes from board investments.

He stated that the Priority Populations Advisory Council is focused on improving access to transportation, especially for individuals with barriers to employment. The Council has organized into two work groups: one focused on educating the public on available means of transportation, and the other on gathering and analyzing data to ensure that investments are aligned to the greatest areas of need. Subject matter experts have been engaged to participate on the workgroups, including two local Directors of Transportation involved in both rural and urban transportation planning and the CEO of a Regional Transportation Authority. Research is ongoing to identify national or statewide examples of innovative transportation efforts. The next combined meeting of the Advisory Council will occur in October, with workgroup efforts continuing in the interim.

Mr. Holloway explained that the SWDB invested in JAG Out of School pilot programs at SC Vocational Rehabilitation and the Trident Literacy Association. Both pilots are showing strong indicators of success with over 60 participants and nearly 75 percent earning a GED. Other indicators of performance are being measured, including whether an individual completing the program entered employment, entered the military, or continued with further education. The SCVRD program is currently exceeding the entered employment measure. The pilot grants will end in March 2020 but outcomes will continue to be assessed for one year after individuals complete the JAG program. Both programs, he stated, have indicated that the JAG Out of School program will continue to be offered beyond the grant period of performance.

He stated that the PPC also received outcome reports on the Apprenticeship and Reentry grants funded by the SWDB: between the two grants, more than 200 individuals had the opportunity to participate in education and training related activities, including classroom training, on-the job training and employment preparation activities. Around 60 percent of program participants entered employment upon program completion. Mr. Holloway shared that an executive summary of the outcomes was presented at the meeting and is available on the SWDB portal.

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***SC Works Management Committee***

Mr. Nick Foong provided the SC Works Management Committee Update, stating that the committee received an overview of PY'18 fiscal and programmatic performance at their August meeting.

Fiscal performance is measured by the obligation rate of new funds, the fund utilization rate of new and carry-in funds by programs, and the percentage of funds spent on participant costs.

- All 12 areas met the Adult, Youth, and Dislocated Worker Obligation Rate of 80 percent.
- All 12 areas met the Adult Fund Utilization Rate (FUR) of 70 percent.
- Midlands did not meet the Youth FUR and Upper Savannah, Lower Savannah, and Worklink did not meet the Dislocated Worker FUR.
- All but three areas met the PY'18 Participant Cost Rate of 30 percent; the three areas that did not meet the PCR are Upper Savannah, Catawba, and Trident.
- The areas that did not meet one or more of the fiscal performance measures will develop and present a corrective action plan to the SC Works Management Committee at the November committee meeting.

Programmatic performance is based on WIOA established performance measures: entered employment, median earnings, credential attainment, measurable skill gains, and effectiveness in serving employers.

- As a state, we exceeded all of the WIOA performance measures for PY'18.
- Because effectiveness in serving employers is reported annually, data for this measure was not available at the time of our meeting in August.
- PY'18 performance must be reported to DOL no later than October 1st.
- Additionally, the state is required to submit an annual performance narrative to DOL no later than December 2nd.

**Adjourn/Other**

No other business was discussed and the meeting adjourned at 10:39 a.m.