



**Executive Committee Meeting
Thursday, February 27, 2024, at 11:00 a.m.**

Join on your computer or mobile app
[Join the meeting now](#)

Meeting ID: 226 622 684 712
Passcode: vHcnQA

Or call in (audio only)
+1 803-400-6195
Phone Conference ID: 156 945 460#

AGENDA

- I. Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
- II. Approval of December 5, 2024, Meeting Minutes*Mr. Freeland
- III. Case Management/Labor Exchange ProjectMs. Nina Staggers
- IV. Committee Updates..... Committee Chairs
- V. Other Business/Adjourn.....Mr. Freeland

*Denotes Voting Item

**Governor’s State Workforce Development Board
December 5, 2024, Executive Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Thomas Freeland*
Mr. Warren Snead*
Mr. Charles Brave, Jr.
Mr. William Floyd
Mr. Pat Michaels
Dr. Windsor Sherrill
Mr. John Uprichard

MEMBERS ABSENT:

Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair

Mr. Thomas Freeland, State Workforce Development Board (SWDB) Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of September 5, 2024, Meeting Minutes* Mr. Freeland

Mr. Charles Brave, Jr. motioned to approve the September 5, 2024, meeting minutes. Mr. Warren Snead seconded the motion. The Committee unanimously approved the meeting minutes.

MOU/IFA State Instruction Letter Revision* Ms. Sheleena Rios

To provide seamless delivery of workforce services and share costs associated with SC Works centers, local workforce development areas and workforce system partners execute Memorandums of Understanding (MOU) and negotiate Infrastructure Funding Agreements (IFAs). Ms. Sheleena Rios, Workforce Policy Manager, spoke about the MOU/IFA process and reviewed the proposed updates to State Instruction Letter 16-19, Change 2, which provides guidance to the local areas for developing MOUs/IFAs.

Mr. Charles Brave, Jr. motioned to approve the updates to State Instruction Letter 16-19, Change 2. Mr. Warren Snead seconded the motion. The Committee unanimously approved the updated State Instruction Letter as presented, advancing it to the full board for final approval.

SWDB Strategic Plan* Mrs. Pamela Jones

During the first and second quarters, SWDB members continued the 2024-2027 strategic planning process with discussions facilitated by the National Governors Association. Priorities discussed included the SWDB’s role in implementing the Workforce Innovation and Opportunity Act (WIOA) State Plan Goals based on the committee’s charter. Ms. Pamela Jones reviewed the priorities developed from the strategic planning workshop discussions and the SWDB/Local Workforce Development Board (LWDB) Survey responses.

- Objective 1: Develop and create an effective customer-driven workforce system through alignment of programs and policies, the use of leading-edge technology, and high-quality staff.
 - Host SC Works partner trainings and information sessions.
 - Explore SC Works Partner Conference bi-annually [PY’25].
 - Host SWDB and LWDB joint training, meetings, and information sessions.
 - Encourage SWDB members to engage with their LWDBs.

*Denotes voting item

**Governor’s State Workforce Development Board
December 5, 2024, Executive Committee Meeting Minutes**

- Objective 2: Prepare jobseekers for high wage, high growth, high demand, high mobility/retention (4H) occupations* through relevant training and skills acquisition, and match job seekers to open employer positions. (*Priority Occupations)
 - Host a SC Works partner forum around the Supply Gap Analysis/Priority Occupation.
 - Develop Memo providing guidance for utilizing the Priority Occupations tool; - distribute memo after forum.
 - Develop Eligible Training Provider List performance measures.
 - Evaluate how employers and job seekers access apprenticeships.
 - Promote SC Professional Skills Credential and develop attainment goals.
 - Fund expansion of the Palmetto Business Barometer Survey.
 - Develop guidance on the delivery of local business services.
 - Explore how to maximize youth employment resources.

- Objective 3: Improve education and workforce infrastructure network to decrease barriers to work in order to increase attraction “recruitment” and retention necessary to maintain economic development competitiveness critical to the growth of high wage, growth, demand, mobility/retention jobs.
 - Host SC Works partners trainings and information sessions.
 - Collect and distribute a catalog of promising practices and models for removing obstacles, primarily related to transportation, childcare, and housing.
 - Funding to implement models for removing barriers.

- Objective 4: Create alignment between the workforce development system and the state agencies and organizations directing implementation of the IIJA, IRA, and CHIPS and Science Act funding.
 - Inventory federal investments flowing to the state through the IIJA, IRA, and CHIPS and Science Act.
 - Host SC Works partners trainings and information sessions.
 - Evaluate the need and feasibility of a statewide electric vehicle workforce collaborative.

Mr. Pat Michaels motioned to approve the 2024-2027 SWDB Strategic Plan. Mr. John Uprichard seconded the motion. The Committee unanimously approved the 2024-2027 Strategic Plan, advancing it to the full board for final approval.

Committee Updates..... Committee Chairs

During the 2nd quarter all standing committees:

- Continued the 2024-2027 SWDB Strategic Planning process with discussions on the priorities for SWDB’s role in implementing the WIOA State Plan goals, focusing on the priorities that align with each committee’s charter. Ms. Jones reviewed the priorities, with the committee voting on the draft plan. Therefore, no additional committee updates were given on this agenda item.

*Denotes voting item

**Governor’s State Workforce Development Board
December 5, 2024, Executive Committee Meeting Minutes**

SC Works Management Committee – Mr. Warren Snead

During the 2nd quarter SC Works Management Committee meeting:

- SWDB allocated funding for the development of a Learning Management System (LMS) to provide a centralized location for training content and a way for staff and managers to track the completion of required training. Mr. Eric Yount, Learning Management Manager, reviewed the system’s ability to help meet training needs addressed by the 2024 Technical Assistance Survey, providing a demo of the LMS system.
- Mr. Zach Nickerson, reviewed Program Year (PY) 2023 WIOA programmatic and State fiscal performance measures. State-specific fiscal measures require LWDBs to meet an 80% obligation rate, 70% Fund Utilization Rate (FUR), and 30% Participant Cost Rate (PCR) by June 30, 2024. All 12 LWDBAs met or exceeded the obligation rate for each of the WIOA Title I funding streams (Adult, Dislocated Worker, and Youth), the FUR for Adult program funding streams, and the 30% PCR.

The board voted in June of 2023 to change the PCR calculation to include salaries, fringe benefits, and indirect costs of staff working with participants, with the understanding that staff would evaluate the need to change the rate in the upcoming program year. Due to decreases in formula funding and potential WIOA reauthorization changes, staff do not recommend adjusting the 30% rate.

As a state, SC met or exceeded all WIOA programmatic performance measures. Three (3) local areas that did not meet performance measures for PY’23, triggering progressive-sanction measures. For the three local areas, this is the first year they have failed the measure(s). The LWDB will be required to submit a Corrective Action Plan within 45 days of the formal notice, describing how it will improve and meet performance.

Other Business/Adjourn.....Mr. Freeland

Mr. Freeland reminded everyone that the next full board meeting is scheduled for December 19, 2024, at 11 a.m. in the C. Lem Harper Building.

He also reminded members that the Annual Ethics Training is scheduled for Wednesday, January 22, 2025.

The meeting was adjourned at 11:51 a.m.

*Denotes voting item



Executive Committee

PY'24 Q

Thursday, February 27, 2025

Executive Committee Meeting Agenda

- I. WELCOME AND OPENING REMARKS
- II. APPROVAL OF December 5, 2024, MEETING MINUTES*
- III. Case Management and Labor Exchange Project (CM/LX)
- IV. COMMITTEE UPDATES
- V. OTHER BUSINESS/ADJOURN

APPROVAL OF December 5, 2024 MEETING MINUTES*

MEMBERS PRESENT:

Mr. Thomas Freeland*
Mr. Warren Snead*
Mr. Charles Brave, Jr.
Mr. William Floyd
Mr. Pat Michaels
Dr. Windsor Sherrill
Mr. John Uprichard

MEMBERS ABSENT:

Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
Mr. Thomas Freeland, State Workforce Development Board (SWDB) Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of September 5, 2024, Meeting Minutes* Mr. Freeland
Mr. Charles Brave, Jr. motioned to approve the September 5, 2024, meeting minutes. Mr. Warren Snead seconded the motion. The Committee unanimously approved the meeting minutes.

MOU/IFA State Instruction Letter Revision* Ms. Sheleena Rios
To provide seamless delivery of workforce services and share costs associated with SC Works centers, local workforce development areas and workforce system partners execute Memorandums of Understanding (MOU) and negotiate Infrastructure Funding Agreements (IFAs). Ms. Sheleena Rios, Workforce Policy Manager, spoke about the MOU/IFA process and reviewed the proposed updates to State Instruction Letter 16-19, Change 2, which provides guidance to the local areas for developing MOUs/IFAs.

Mr. Charles Brave, Jr. motioned to approve the updates to State Instruction Letter 16-19, Change 2. Mr. Warren Snead seconded the motion. The Committee unanimously approved the updated State Instruction Letter as presented, advancing it to the full board for final approval.

SWDB Strategic Plan* Mrs. Pamela Jones
During the first and second quarters, SWDB members continued the 2024-2027 strategic planning process with discussions facilitated by the National Governors Association. Priorities discussed included the SWDB's role in implementing the Workforce Innovation and Opportunity Act (WIOA) State Plan Goals based on the committee's charter. Ms. Pamela Jones reviewed the priorities developed from the strategic planning workshop discussions and the SWDB/Local Workforce Development Board (LWDB) Survey responses.

- Objective 1: Develop and create an effective customer-driven workforce system through alignment of programs and policies, the use of leading-edge technology, and high-quality staff.
 - Host SC Works partner trainings and information sessions.
 - Explore SC Works Partner Conference bi-annually [PY'25].
 - Host SWDB and LWDB joint training, meetings, and information sessions.
 - Encourage SWDB members to engage with their LWDBs.

*Denotes voting item

T (CM) NGE (LX) STONES

Procurement
s/Posts the RFP

WE ARE HERE!

tion

Furnish Organizational
Change Management Plan

5

Scoring

6

Selection of Case
Management + Labor
Exchange Vendor

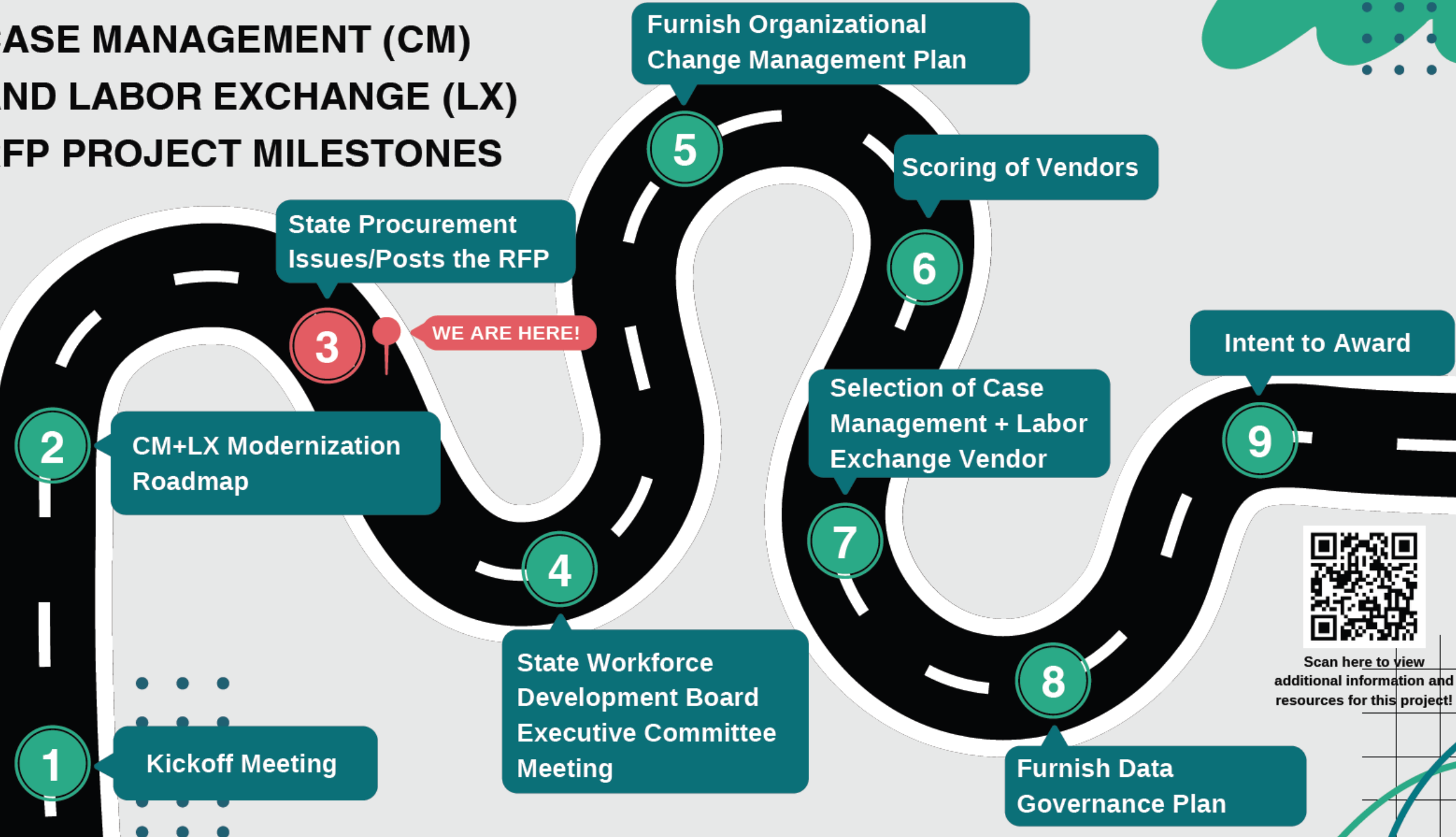
7

State Workforce
Development Board
Executive Committee
Meeting



CASE MANAGEMENT and LABOR EXCHANGE PROJECT

CASE MANAGEMENT (CM) AND LABOR EXCHANGE (LX) RFP PROJECT MILESTONES



Scan here to view additional information and resources for this project!



Committee Updates*

Board Development Committee

PY'24 - 27

Priorities	Description	Progress
Review/Revise SWDB Bylaws and Policies	Review SWDB Bylaws and existing policies identifying necessary revisions to ensure alignment with current and actual board operation.	Staff is reviewing and tracked recommended revisions to SWDB bylaws for discussion in the 4 th QTR committee meeting.
Explore SC Works Partner Conference	Hosting in-person SC Works Partner Conference that includes WIOA programs, SC Works staff and leaders.	Tentative date for 1 st conference is Q3/Q4 of PY'25. DEW Staff will begin reviewing framework of event including the length.
Host SWDB and LWDB joint trainings, meetings, and information sessions	Develop joint trainings and meetings for SWDB and LWDB members.	LWDB members were invited to the annual ethics training provided by SC Ethics Commission (113 local members RSVP). [Rescheduled for April 15, 2025] Staff need to identify resources for a successful board training series (PY'25).
Encourage SWDB members to engage with their Local Workforce Development Board	To increase engagement between the state and local members, state board members are asked to attend and participate in local board meetings/activities.	Staff will provide SWDB members with a calendar of LWDB meetings and events for their area. Encourage LWDB attendance at the quarterly SWDB meeting. Accept invites to speak at LWDB, all members not just chair are encouraged to present.
Inventory federal investments flowing to the state through the IIJA, IRA, and CHIPS and Science Act	Create a list of federal investments SC has/will receive from IIJA, IRA, and Chips and Science Act.	Staff has identified some of the funding and is creating an internal spreadsheet to track.
Host SC Works Partners trainings and information sessions	Hosting information sessions to ensure the workforce system is aware of the funding opportunities identified.	The Office of Regulatory Staff presented grant opportunities on February 18, 2025. Additional sessions will be planned

Workforce Innovation Committee

PY'24 - 27

Priorities	Description	Progress
<p>Promote SC Professional Skills Credential, developing attainment goal.</p>	<p>Promote the SC Professional Skills Credential across the workforce system, increasing the number of credentials obtained, while increasing the number of employers that recognize the credential as a value add when evaluating employment applicants.</p>	<ul style="list-style-type: none"> - Staff is communicating with partners to identify additional locations where the assessment can be provided. - Communicating with ORS on how they can utilize the WIN Digital Literacy Assessment in future Digital Navigator locations.
<p>Explore how to maximize youth employment resources.</p>	<p>Increase awareness of resources for career pathways for K-12 students and parents.</p>	<ul style="list-style-type: none"> - Staff is communicating with the Regional Workforce Advisors and community leaders about programs and resources available. - Scheduling with the RWAs and advocates to present to the SWDB on career pathways and youth employment resources. - Staff will be communicating with CCWD on how maximize their online tool for resources and career pathways information.
<p>Collect and distribute a catalog of promising practice and models for removing obstacles, primarily related to transportation, childcare, and housing.</p>	<p>Collect promising practices, models, and resources to increase awareness of resources to mitigate obstacles to employment, distributing a resource catalog to the SC Works system.</p>	<ul style="list-style-type: none"> - Staff is currently researching promising practices and resources. - Identifying potential models for removing barriers that can be duplicated by other areas.
<p>Funding to implement models for removing barriers.</p>	<p>Provide funding to implement a model identified in the catalog process.</p>	<ul style="list-style-type: none"> - Staff is still conducting research, speaking with community leaders and SMEs.
<p>Evaluate the need and feasibility of a statewide electric vehicle workforce collaborative.</p>	<p>Conduct a feasibility study to determine if a statewide electric vehicle workforce collaborative is needed to ensure that the skills and credentials employers need for EV related jobs is understood, and SC's workforce system has qualified job seekers.</p>	<ul style="list-style-type: none"> - Staff participates on the SE Region EV Collaborative where they receive updates that can be shared with the SC system. - Collaborating with state agencies and employers to learn more about the training needed in the infrastructure, energy, and advance manufacturing sectors.

SC Works Management Committee
PY'24 - 27

Priorities	Description	Progress
<p>Host SC Works partner trainings and information sessions (ongoing).</p>	<p>Host cross-partner and staff trainings and information sessions to create an effective workforce system.</p>	<ul style="list-style-type: none"> - Staff had an exploratory discussion with Communications to brand the SC Works Partner and Information Sessions. - The digital literacy series began on January 28 with the Clean Energy and Transportation Webinar, on February 18, the Digital Office Dept. of will discuss the workforce needed to support the state’s Digital Equity Plan. The last session is a virtual discussion about AI and Quantum in the workforce on February 25. - Additional information sessions being scheduled include a Forum for Priority Occupations with the CCWD. - Staff is identifying panelists and presenters for a partner and information session(s) on mitigating barriers to employment.
<p>Develop memo providing guidance for utilizing the Priority Occupations tool; - distribute memo after forum. [PY'24]</p>	<p>Provide guidance and best practices on how to utilize the priority occupations tool.</p>	<ul style="list-style-type: none"> - Staff is researching other states’ examples of best practices and Coordinating with Policy Department to develop guidance to the workforce system. - Forum for Priority Occupations is being coordinated with the CCWD.
<p>Develop Eligible Training Provider List performance measures [PY'25].</p>	<p>Develop baseline performance measured for Eligible Training Provider continuing eligibility.</p>	<ul style="list-style-type: none"> - Staff will review current performance measures and DOL requirements for developing the performance measures.

SC Works Management Committee

PY'24 - 27

Priorities	Description	Progress
<p>Evaluate how employers and job seekers access apprenticeships.</p>	<p>Identify how employers and job seekers can access apprenticeships to expand the network of training providers to increase the number of high-value credentials obtained by increasing the network of training providers. Develop guidance to the SC Works System on findings.</p>	<p>Staff has gathered information from local workforce areas on current processes for utilizing registered apprenticeship as a workforce strategy.</p> <p>Next steps include working with Apprenticeship Carolina to identify opportunities for leveraging funding to support registered apprenticeship activity and to develop referral processes between SC Works and Apprenticeship Carolina.</p>
<p>Fund the expansion of the Palmetto Business Barometer Survey.</p>	<p>Utilize a statewide employer survey to glean information from employers to improve service delivery to employers, effectively matching job seekers with employers.</p>	<p>Staff is communicating with LMI to understand the details and funding needed to expand the Palmetto Business Barometer survey currently deployed by the Chamber and DEW. (PY'25)</p>
<p>Develop guidance on the delivery of local business services.</p>	<p>Develop and distribute guidance to the SC Works system on the delivery of local business services, including the Integrated Business Services Team and sector Partnerships.</p>	<p>Staff has scheduled a meeting with Employment Services to develop the scope of the guidance in Q3 of PY'24.</p> <p>Distribution PY'25.</p>



Thank You!

Next Meeting:
PY'24 Q4 – Executive Committee Meeting
Thursday, May 29, 2025