

**Governor’s State Workforce Development Board
November 25, 2024, SC Works Management Committee Meeting Minutes**

Members Present:	Members Absent:
Mr. Warren Snead*	Ms. Darline Graham
Mr. John Uprichard*	
Mr. William Floyd	
Mr. Gregory C. Clark	
Mr. Mike King	
Mr. Gregory L. Tinnell	

Welcome and Opening Remarks Mr. Warren Snead, Committee Chair

Mr. Warren Snead, Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of May 16, 2024, Meeting Minutes* Mr. Snead

Mr. Gregory L. Tinnell motioned to approve the May 16, 2024, meeting minutes. Mr. Mike King seconded the motion. The Committee unanimously approved the minutes.

MOU/IFA Update Ms. Sheleena Rios

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

The Executive Committee will vote to approve the updated State Instruction during the 2nd quarter meeting. Upon approval by the Executive Committee, the proposal will advance to the full board for final approval.

Learning Management System Mr. Eric Yount

Funding was allocated 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, provided a demo of the LMS and reviewed the system’s ability to help meet training needs addressed by the 2024 Technical Assistance Survey.

The LMS is expected to be fully functional and operational by January 2025.

PY’23 Performance Overview Mr. Zach Nickerson

Mr. Zach Nickerson, Director of Workforce Programs, reviewed Program Year (PY) 2023 local area WIOA programmatic and fiscal performance measures. As a state, SC met or exceeded all WIOA programmatic performance measures; however, INSERT local areas did not meet programmatic performance measures. State-specific fiscal measures require LWDBs to meet an

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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 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 .

Three (3) local areas that did not meet performance measures for PY’23 have triggered progressive-sanction measures. For the three local areas, for which 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. Upon acceptance of the CAP, the LWDB will submit progress reports to DEW on a mutually agreed-upon schedule.

SWDB Strategic Plan.....Mrs. Pamela H. Jones

During the first quarter, State Workforce Development Board (SWDB) members continued the 2024-2027 SWDB strategic planning process. Mrs. Pamela Jones reviewed 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 partners trainings and information sessions.
- 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.
 - Host a SC Works partner forum around the Supply Gap Analysis/Priority Occupation.
 - Develop a Memo providing guidance for utilizing the Priority Occupations tool; (distribute after forum).
 - Develop Eligible Training Provider List (ETPL) performance measures [PY’25].
 - Evaluate how employers and jobseekers access Registered Apprenticeship programs.
 - Fund expansion of the Palmetto Business Barometer Survey.
 - Develop guidance on the delivery of local business services.
- 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.

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The finalized 2024-2027 SWDB Strategic Plan will be voted on during the Executive Committee meeting on December 5, 2024. Upon approval by the Executive Committee, the plan will advance to the full board for final approval.

Other Business/Adjourn.....Mr. Snead

Mr. Snead reminded everyone that the next full board meeting is scheduled for December 19, 2024, at 11:00 a.m., and he encouraged everyone to attend in-person.

Mr. Snead adjourned the meeting at 12:06 p.m.

APPROVED