

**Governor's State Workforce Development Board
June 7, 2023, Executive Committee Meeting Minutes**

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Ms. Valerie Richardson
Mr. Jay Holloway

Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair

Mr. Thomas Freeland, SWDB Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of Minutes from March 8, 2023* Mr. Freeland

Mr. Charles Brave, Jr. motioned to approve the meeting minutes for March 8, 2023. Mr. John Uprichard seconded the motion. The Committee unanimously approved the meeting minutes.

Participant Cost Rate (PCR) Recommendation* Mr. Zach Nickerson

Mr. Zach Nickerson, Director of Workforce Services, presented a recommendation to the Committee to revise the Participant Cost Rate (PCR) calculation to include salaries, fringe benefits, and indirect costs of staff working directly with participants. Staff working directly with participants is defined as staff providing or conducting eligibility certification, case management, workshops, or assessments. The current calculation evaluates program expenditures, including training and supportive services, but excludes staff salaries and operating expenses. If approved, the revised PCR calculation will include staff salaries, fringe benefits, and indirect costs, and is expected to ensure sufficient staffing to serve customers, improve partner collaboration, and encourage local areas to seek non-WIOA formula funds to support innovation.

Mr. Freeland facilitated the discussion on the PCR recommendation. Mr. Warren Snead, SC Works Management Committee (SCWMC) Chair, noted that the Committee voted unanimously to advance this to the Executive Committee on May 11, 2023. Mr. Thomas Freeland motioned to advance the recommendation to revise the PCR calculation to include staff working directly with participants to the full Board for a final vote. Mr. Snead seconded the motion. The Committee unanimously approved the PCR recommendation, advancing it to the full Board for a final vote.

Waiver of State Specific Requirements Authority* Ms. Sheleena Rios

Ms. Sheleena Rios, Workforce Policy and Research Manager, presented the Waiver of State Specific Requirements Authority request for Program Years 2022 and 2023. In accordance with State Instruction Letter (SIL) 21-05, DEW must obtain approval authority from the SWDB annually before approving or denying any waiver requests submitted by LWDA's. She reminded the board that failure to grant the authority would require each waiver request to be brought before the entire SWDB for approval.

Mr. Freeland facilitated a discussion on the waiver authority request. Ms. Rios explained that waivers are approved for upcoming performance requirements and are not retroactive. Mr. Nickerson provided the Pee Dee waiver request as an example of the types of waivers DEW has received, reminding the Committee that the appropriate sub-committee is also informed of any

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action taken, denial, or approval, with explanations as to why. Mr. Brave motioned that DEW be granted authority to approve or deny waiver requests. Mr. Michaels seconded the motion. The Committee unanimously approved the waiver request, advancing it to the full State Workforce Development Board for a final vote.

LWDA Subsequent Designation & LWDB Certification* Ms. Melissa Rodgers
Ms. Melissa Rodgers, Workforce Support Manager, presented on the subsequent designation of local workforce development areas and certification of local workforce development boards. She explained that WIOA requires the Governor in each state to designate local areas and certify local boards every two years. All 12 local areas submitted timely petitions. All local boards are compliant except one, but they have already submitted a corrective action plan and will be compliant by June 30, 2023. Ms. Rodgers recommended the approval of the LWDA Subsequent Designation and the LWDB Subsequent Certification for all 12 areas for PYs 2022 and 2023. Mr. Brave motioned to approve the subsequent designation and certification for all areas and boards. Mr. Uprichard seconded, and the item passed unanimously, moving it to the full Board for a final vote.

Committee Activity Reports..... Committee Chairs
Board Development Committee – Pat Michaels, Chair

Mr. Pat Michaels reviewed Board Development Committee priorities for PY'22, noting which priorities were completed:

- *Review/Revise SWDB policies*
 - The SWDB revised its Bylaws to ensure alignment with current board operations and state requirements. No revisions were made to SWDB policies. The next review will take place during PY'24.
- *Provide Ethics and Diversity, Equity, and Inclusion Training to SWDB members.*
 - Annual Ethics Training will be held January 23, 2024
 - Staff presented the Diversity, Equity, and Inclusion (DE&I) training framework during the February 2023 Committee meeting. Feedback received from members will be used to create the training. Coordination of Diversity, Equity, and Inclusion training will carry over into PY'23.
- *Solicit Board member accomplishments for recognition.*
 - SWDB member accomplishments are recognized during Board meetings. Board members are encouraged to continue to share updates about themselves and others when they become aware of information.
- *Onboarding and Orientation Videos/Convert in-person orientation to video orientation to improve access to orientation materials.*
 - Video Orientation was created to improve access to training materials and ease of onboarding new members. Training materials will be updated as needed.

New Priorities for PY'23:

- *High-Performance LWDB Initiative*
 - To encourage local board engagement, the development of an initiative to reward Local Workforce Development Boards (LWDBs) for achieving high-performance levels and innovative practices that align with State Board priorities. Additional discussion on ways to recognize innovative LWDBs and the structure of incentives

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will continue during PY'23.

- *Workforce Development Month/Symposium*
 - The Committee reviewed a summary of the 2022 Workforce Development Month activities and received a framework for the 2023 Workforce Symposium on September 19, 2023, at the William's Brice Stadium. Encourage Board member participation in activities planned in their local areas during Workforce Development Month and attendance at the Workforce Symposium.
- *SWDB Survey Distribution*
 - The SWDB Survey will be promulgated during the 4th quarter of PY'23 and completed during PY'24.

SC Works Management Committee – Warren Snead, Chair

During the 4th quarter SC Works Management Committee, Mr. Zach Nickerson provided an update on the PY'22 WIOA program performance through the 2nd quarter (July 1 through December 31, 2022). The State Specific Fiscal Performance Measures require LWDA's to meet an 80% Obligation Rate, 70% Fund Utilization Rate (FUR), and 30% Participant Cost Rate (PCR). Twelve LWDA's were meeting the obligation rate at the end of the second quarter of PY'22. LWDA's have through the end of the third and fourth quarters of PY'22 to meet the State Specific Fiscal Performance Measures.

The Committee also received an update from EvalGroup, the vendor selected to complete the SC Works Secret Shopper Initiative. This is an active initiative, limiting the data they were able to present. The full findings will be provided in PY'23.

Workforce Committee on Innovation

Ms. Pamela Jones presented the Workforce Committee on Innovation activity report. During the 4th quarter, Ms. Sara Pincelli, Project Coordinator at the SC Department of Administration and the newly formed Digital Equity Office, shared about her travel across the state, speaking to residents and organizations about how the lack of high-speed internet affects their daily lives. Ms. Pincelli shared how the information gathered will be used to create the SC Five-Year Broadband Plan. Ms. Pincelli noted that as the broadband industry expands, workforce training programs will be needed to support this new job market, resulting in additional job opportunities. During Ms. Pincelli's presentation, committee members and attendees discussed opportunities and shared how the lack of access affects the areas where they work and live.

Ms. Diana Goldwire, Assistant Executive Director of Employment Services, spoke about DEW's SC @Work: Road Trips. These Road trips are part of DEW's ongoing rural initiative to make DEW and SC Works services available to all job seekers.

The Innovation Committee reviewed the status of PY'22 priorities:

- *Labor Marketing Information (LMI) Training for SWDB Members*
 - Links to LMI webinars and the Insights web series are available in the SWDB Member Portal for members to review. Quick access links to LMI resources are also available. This priority is considered complete.
- *Priorities that will carry over into PY'23:*
 - *Rural Engagement: Economic and Workforce Analysis*

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- *Shared Case Management System*
- *Investment for In-Demand Training*
- *Career Exploration through Virtual Reality*

Mr. Holloway will resign from his position as Committee Chair at the end of the program year. Dr. Windsor Sherrill has been appointed and accepted to the Workforce Committee on Innovation Chair position beginning PY'23.

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

Mr. Freeland reminded members that the next full board meeting is scheduled for June 28, 2023, at 11:00 a.m. He noted that the save-the-date for the 2023 Workforce Symposium, September 19, 2023, at Williams Brice Stadium, was sent. Reminding members, in lieu of a 1st quarter Board meeting, they are encouraged to attend the Symposium.

Mr. Freeland recognized Mr. Phillip Frye, Greater Blythewood Chamber of Commerce. Mr. Frye invited members to attend the Blythewood Townhall meeting on June 7, 2023, at 3 p.m.

The meeting was adjourned at 11:47 a.m.

*Denotes voting item