

**Governor’s State Workforce Development Board
State Workforce Development Board Meeting Minutes
June 27, 2017**

Members Present:
*Via Conference Call**

DEW

Guests

Mikee Johnson	Gregory Tinnell*
Michelle Kelley	John D. Uprichard*
Thomas Freeland	Col. Craig Currey*
Robert Friedman	Rep. Forrester*
Jay Holloway	Dr. Tim Hardee*
Pat Michaels	Trip DuBard*
Dr. Mike Mikota	Roger Nutt*
Valerie Richardson	<i>Excused</i>
Cheryl Stanton	Neal Getsinger
Clifford Bourke*	Archie Maddox
David Dunn*	James McLawhorn Jr.
Nick Foong*	Howard Metcalf
Dr. Windsor Sherrill*	Michael Sexton
Glenda Page*	Ed Sturcken
James W. Snead*	Eric Wages
Charles Brave*	Mike King

Michelle Paczynski
Susan Boone
Pat Sherlock
Grey Parks
Mary jo Schmick
Towanna Hicks
Abby Linden
Nithya Pramekumar
Amanda Lucas
Sheshuana Davis
Marlin Bodison
Scott Ferguson
Kristin Coulter
Zach Nickerson

Eva Agnostsis, Greater Upstate Region
Patricia Ferguson, SouthCoast Region
André Anderson, Central Region
Rusty Gaskins, PeeDee Region
Felicia Johnson, South Carolina Vocational Rehabilitation Department
Margaret Aleweine, South Carolina Vocational Rehabilitation Department
Michelle Fehr, State Technical College System
Jeff Schilz, South Carolina Commission on Higher Education

Welcome and Opening Remarks, Approval of Minutes*

Mr. Mikee Johnson, Board Chair, called the meeting to order at 10:00 a.m. and welcomed Board members to the meeting. A quorum was present. A motion to approve the February 9, 2017 meeting minutes with amendments was made by Mr. Charles Brave, Jr. and seconded by Colonel Craig J. Currey.

Strategic Plan

Mr. Michaels provided an update on the SWDB’s Strategic planning activity initiated April 6, 2017. There was a completion of a SWOT analysis, a market and economic data presentation, overview of a vision, mission and guiding principles; and overview of priority objectives and key performance indicators.

The State Workforce Development Board Vision, Mission, Guiding Principles and Priority Objectives have been developed. Mr. Michaels' motion to accept the Board Vision, Mission, Guiding Principles and Priority Objectives was unanimously agreed upon by the Board.

PY'16 Fiscal Report

Ms. Pat Sherlock provided an update on the SWDB Funded Initiatives for PY'16 indicated in the report below:

State Workforce Development Board's PY 16 Funded Initiatives

Initiative	Funding Allocated	Amount Obligated	Obligation Rate	Expenditures	Expenditure Rate	End Date(s)
Apprenticeship Grants for Priority Populations	\$1,000,000	\$398,565	40%	\$27,476	7%	2 - 8/16/18 & 2 - 8/30/18
Incumbent Worker Training (IWT)	\$1,640,279	\$1,599,499	98%	\$203,625	13%	9/30/17 & 4/1/2018
Job Profiles	\$300,000	\$132,000	44%	\$132,000	100%	N/A
Consultant for Sector Strategies, Phase II	\$300,000	\$249,501	83%	\$103,543	42%	6/30/2017
Regional Sector Strategies Implementation Grants	\$100,000	\$0	0%			12/31/2018
Training and Development for SC Works Partners	\$100,000	\$14,240	14%	\$14,240	100%	12/31/2017
Re-entry Employment and Training Programs	\$1,500,000	\$409,170	27%		0%	11/1/2018
Talent Pipeline Scholarships	\$600,000	\$600,000	100%		0%	12/31/2017
Transportation Demo Grants	\$600,000	\$0	0%			
WIOA Post-Secondary Evaluation	\$150,000	\$14,847	10%	\$5,997	40%	6/30/2018
State Board Training	\$40,000	\$3,794	9%	\$3,794	100%	6/30/2017

State Workforce Development Board Strategic Plan	\$2,500					6/30/2017
Business Engagement Incentives	\$120,000	\$90,000	75%	\$16,850	19%	12/31/2017
	\$6,452,779	\$1,912,117	30%	\$507,525	27%	

Ms. Sherlock added that in February, the SWDB repurposed almost 2 million dollars for Incumbent Worker Training, Talent Pipeline Scholarships through the State Technical College System, Transportation Demo Grants, and a WIOA Post-Secondary Evaluation.

At the local level, areas receive approximately 80% of WIOA title I funds allotted to the State. WIOA statute and regulations require an 80% obligation rate of new funds received in each fund stream by the end of each year. To promote maximum investment of funds and increased levels of service to customers, the State Board set a fund utilization policy requiring local areas to expend 70% of total funds available each year

Talent Pipeline Updates

Ms. Michelle Paczynski provided a brief update on progress at the state level. Ms. Paczynski explained that three key areas of focus were identified for the talent pipeline at the state level: data analysis, inventorying the resources for employment & training services and business engagement. Each region then provided an overview of progress to date.

Greater Upstate Region

Ms. Eva Agnostis reported the Greater Upstate Region has created four workgroups: Data Workgroup, Career Pathways Workgroup, Sector Training Workgroup and Best Practices Workgroup to work on smaller projects. Ms. Agnostis explained the next goal is to form a diversified manufacturing sector network that would be co-chaired by a business and a non-business representative. The expectation is for about 25 people to be in this network. The SWDB funded Regional Implementation grant will help to fund meetings costs, printing & publications, staff time, and software to host webinars related to further developing and strengthening this initiative.

PeeDee Region

Mr. Rusty Gaskins stated that the group in the PeeDee region continues to meet on a monthly basis to discuss integrating business services, data sharing, financial mapping and the adoption of healthcare career ladders. Currently the region is focused on building the talent pipeline for a large healthcare partner who is expanding in three different workforce areas seeking to fill entry level positions. There will be coordinated classroom and on the job training as well as the possibility of apprenticeships with the healthcare organization. This program should allow for around 50 individuals to be trained potentially leading to full time employment opportunities.

Central Region

Mr. Andre Anderson reported that the Central Region has been meeting diligently over the course of the last year and a half. The meetings have been focused on getting local employers to provide feedback on hiring needs and challenges.

This region's priority sector is manufacturing. In speaking with employers, the group learned that employees had issues with soft skills, lack of required certifications and issues with job candidates passing drug testing. An employer survey was created by a team member from the Department of Commerce. Through feedback obtained from an employer focus group and from the survey, this group learned that employers need to be made aware of resources that are available to them and to understand the technical skills candidates who complete certification programs offered by the technical colleges possess. There is also a need to market SCWorks to employers as a resource.

SouthCoast Region

Ms. Patricia Ferguson reported that this group has identified five target sectors for their area which are Diversified Manufacturing, Healthcare, Information Technology, Construction Trade, Transportation Distribution & Logistics.

The SouthCoast team decided to focus on a human centered design on five key areas to become more employer focused. These areas are through research, synthesizing information, prototyping and testing their findings.

They have 5 goals for their area which are industry focus groups, rebranding, create the talent pipeline, career pathways/transportation gaps and staff training.

Committee Updates

Board Governance Committee

Mr. Pat Michaels thanked Committee members for contributing towards the multiple projects and initiatives the Board Governance Committee has accomplished over the program year to include:

- Transitioning business engagement planning to the SC Works Management Committee
- Developing and distributing a glossary of workforce acronyms
- Developing and deploying the SWDB information portal
- Developing and deploying the SWDB Member Overview document
- Initiating the framework for the SWDB strategic planning process
- Developing a board roster with term limits
- Developing a recognition process for departing board members

SC Works Management Committee

Committee Vice-Chair Mr. Warren Snead provided an update on Committee projects and initiatives for PY'16:

- Next Steps for Business Engagement Recommendations
The Business Engagement Workgroup reconvened June 20, 2017 and initiated discussions about the roles and responsibilities of each partner in the system towards defining a flexible universal framework for Business Services
- Training and Development for SC Works Staff
Initiated cross agency training opportunities
Leveraged partnerships and key stakeholders within the system to identify common training needs for frontline staff
Identified learning outcomes and contributed towards development of training sessions and panels at the Workforce Development Symposium to include Business Services Success Training

Deployed a training needs assessment for frontline staff

- Program Analysis Workgroup
Conducted Corrective Action Reviews with local areas that failed to meet Fund Utilization Rates
- Local Workforce Development Board Engagement
Collated a concise schedule of Local Workforce Development Board meetings to encourage SWDB members to attend
- Successfully finalized and implemented the SC Works Certification Standards

Mr. Snead expressed the Committee has also reviewed the draft Vision, Mission, Guiding Principles and the Committee Charter. Mr. Snead stated that the Committee is aligned with the Vision, Mission, and Guiding Principles and will continue to develop and invest in strategies and initiatives with the SWDB Strategic Plan as the blueprint.

Collaboration and Partnership Committee

Committee Vice-Chair Ms. Valerie Richardson provided an update on Committee activities for PY'16:

- Work Ready Communities
88 Job Profiles completed since July 1, 2016, expending a total of \$132,000.
SC is still the only state with all counties certified as work ready, and 5 counties have achieved their maintenance goals.
- Phase II MOU
A meeting was held with the core program partners and DSS, for SNAP and TANF programs, to ensure mutual understanding of the federal guidance received.
Each of the core program partners received the draft state guidance for review and comment, to include review by their legal staff.
Final state guidance will be issued this week.

Priority Populations Committee

Mr. Jay Holloway provided an update on Committee activities for PY'16:

- Identified target priority populations through labor market information

- Identified SC Works baseline engagement rate for target priority populations
- Developed an inventory of barriers to employment facing target priority populations
- Developed understanding of the partners and programs in the workforce development system providing services to target priority populations by visiting various entities:
 - Walgreens (National Model for inclusive hiring)
 - Disability Employment Coalition
 - Manning Work Release Center
 - Jobs for America's Graduates
 - Operation Palmetto Employment
- Forged inclusive relationships with key stakeholders and partners in the workforce development system through outreach.

Other Business/Adjournment

Ms. Cheryl Stanton made the recommendation for future State Workforce Development Board meetings to include additional time to review fiscal and performance measures. This is crucial for the Board to make informed decisions and develop constructive strategies that promote and enhance workforce development efforts. This was agreed upon unanimously by the Board

Meeting was adjourned at 11:40 a.m.