

**Governor's State Workforce Development Board**  
**State Workforce Development Board Meeting Minutes**  
**June 27, 2018**

**Members Present**

Mr. Pat Michaels	Mr. James Holloway	Ms. Valerie Richardson
Mr. Charles Brave*	Ms. Felicia Johnson	Dr. Windsor Sherrill*
Mr. Fred (Trip) Dubard*	Ms. Michelle Kelley	Mr. Warren Snead*
Mr. Nick Foong*	Mr. Mike King	Ms. Cheryl Stanton
Mr. William Thomas Freeland*	Mr. Howard Metcalf	Mr. Gregory Tinnell*
Mr. Robert Friedman	Dr. Mike Mikota	Mr. John Uprichard*
Dr. Tim Hardee	Mr. Roger Nutt*	Mr. Eric Wages*

**Members Excused**

Representative Forrester	Mr. Archie Maddox	Dr. Joseph Patton, III
Mr. Clifford Bourke, Jr.	Mr. James T. McLawhorn, Jr.	Mr. Ed Sturken
Colonel Craig Currey	Mr. Michael Sexton	

\*Call In

**Welcome and Opening Remarks/Approval of Minutes**

Mr. Pat Michaels, Board Co Chair, called the meeting to order at 11:01 a.m. A quorum was present. Mr. Michaels introduced Ms. Felicia Johnson, the newly appointed Commissioner to the Department of Vocational Rehabilitation and a new member to the SWDB.

A motion to approve the February 28, 2018 meeting minutes was made by Mr. Howard Metcalf, seconded by Mr. Charles Brave and unanimously approved by the Board.

**Funding Overview**

Ms. Cheryl Stanton provided an overview of the federal workforce funding mechanism explaining the difference between the former Workforce Investment Act, the current Workforce Innovation and Opportunities Act (WIOA) and Unemployment Insurance. Ms. Stanton outlined how federal funds are issued from Congress through the Department of Labor (DOL) to each State Workforce Agency and then subsequently allocated to the Local Workforce Development Boards (LWDBs).

Mr. Zach Nickerson then provided an explanation of the Fund Utilization Rate and the methodology for calculating the rate. Mr. Nickerson explained that DOL and the State Workforce Development Board (SWDB) have an expectation that 70% of available WIOA funds are expended in the program year for each funding stream. By March, local areas should have a Fund Utilization Rate of 52.5% or higher to be on track to meet the 70% state requirement. Mr. Nickerson then proceeded to highlight that as of March 2018, six areas were below the expected Adult Fund Utilization Rate, eight areas were below the expected Dislocated Worker Fund Utilization Rate and one area was below the expected Youth Fund Utilization Rate.

Mr. Nickerson additionally provided an explanation of the Obligation Rate and the methodology for calculating the rate. Mr. Nickerson stated the State Workforce Development Board has an expectation that 80% of the program portion of the current year's allocation must be obligated by the end of the program year for each funding stream. He further explained that local areas that do not meet the 80% obligation rate in each fund stream by June 30<sup>th</sup> will have funds recaptured to be reallocated to those LWDBs that have met the expected rate. By March, the Local Workforce Development Areas should have a Fund Utilization Rate of 60% or higher to be on track to meet the 80% state requirement. Mr. Nickerson then highlighted that as of March 2018, one area was below the expected Adult obligation

rate, four areas were below the expected Dislocated Worker obligation rate and one area was below the expected Youth obligation rate.

Ms. Nina Staggers then provided an overview of SWDB Program Year 2016 and Program Year 2017 Funded Initiatives as outlined in the tables below:

**State Workforce Development Board PY 16 Funded Initiatives as of 3/31/18**

Initiative	Original Allocation	Revised Allocation	Amount Obligated	Obligation Rate	Expenditures	Expenditure Rate	End Date(s)
Apprenticeship Grants for Priority Populations	\$1,000,000	\$398,565	\$398,565	100%	\$184,666	46%	2 - 8/16/18 & 2 - 8/30/18
Incumbent Worker Training (IWT)	\$1,040,279	\$999,498	\$999,498	100%	\$776,227	78%	9/30/2017
Job Profiles	\$300,000	\$300,000	\$271,800	91%	\$271,800	91%	N/A
Consultant for Sector Strategies Phase II	\$300,000	\$249,501	\$249,501	100%	\$249,501	100%	6/30/2017
Regional Sector Strategies Implementation Grants	\$100,000	\$100,000	\$100,000	100%	\$24,755	25%	12/31/2018
Training and Development for SC Works Partners	\$100,000	\$200,000	\$15,874	8%	\$15,874	8%	12/31/2019
Re-entry Employment and Training Programs	\$1,500,000	\$420,420	\$420,420	100%	\$175,103	42%	11/1/2018
Business Engagement Incentives	\$120,000	\$90,000	\$90,000	100%	\$87,001	97%	12/31/2017
Talent Pipeline Scholarships	\$0	\$600,000	\$600,000	100%	\$551,398	92%	03/31/2018
Transportation Demo Grants	\$0	\$600,000	\$500,000	83%	\$183,324	37%	12/31/2018
WIOA Post-Secondary Evaluation	\$0	\$150,000	\$34,554	23%	\$34,554	100%	6/30/2018
Incumbent Worker Training (IWT) 2nd Round	\$0	\$600,000	\$600,001	100%	\$339,436	57%	4/1/2018
State Board Training	\$40,000	\$3,794	\$3,794	100%	\$3,794	100%	6/30/2017
SWDB Strategic Plan	\$2,500	\$2,500	\$2,500	100%	\$2,500	100%	6/30/2017
<b>Totals</b>	<b>\$4,502,779</b>	<b>\$4,714,278</b>	<b>\$4,286,507</b>	<b>91%</b>	<b>\$2,899,933</b>	<b>68%</b>	

**State Workforce Development Board PY 17 Funded Initiatives as of 3/31/2018**

Initiative	Funding Allocated	Revised Allocations	Amount Obligated	Obligation Rate	Expenditures	Expenditure Rate	End Date(s)
State IWT	\$1,500,000	\$1,411,850	\$1,411,850	94%	\$84,560	6%	10/31/2018
Career Pathways	\$250,000	\$250,000		0%		0%	
Unified Plan Revisions	\$150,000	\$89,000	\$89,000	59%	\$11,310	13%	6/30/2018
Out-of-School JAG Pilot Grants	\$400,000	\$400,000	\$400,000	100%		0%	2/28/2020
Digital (Computer) Literacy Demo Grants	\$200,000	\$200,000		0%		0%	
Talent Pipeline Phase III	\$100,000	\$100,000		0%		0%	
Innovation Grants	\$1,800,000	\$1,800,000		0%		0%	
ROI Evaluation	\$75,000	\$75,000		0%		0%	
SC Works Outreach	\$75,000	\$75,000		0%		0%	
Refining OJI	\$100,000	\$0					
SC Works Data System	\$1,214,364	\$1,214,364		0%		0%	
<b>Totals</b>	<b>\$5,864,364</b>	<b>\$5,615,214</b>	<b>\$1,900,850</b>	<b>34%</b>	<b>\$95,870</b>	<b>5%</b>	

## PY' 18 Funded Initiatives

Ms. Nithya Pramekumar provided an overview of the proposed PY'18 funded initiatives as outlined below:

Initiative	Initiative Description	Alignment with Strategic Objective(s)	Funding Allocated
Incumbent Worker Training	Grants to Local Workforce Development Boards to provide funding to eligible businesses for Incumbent Worker Training.	Objective 1, Strategy 1	\$1,500,000
Job Profiles	Funding for the development of job profiles and license fee for job profilers	Objective 1, Strategy 1 Objective 2, Strategy 2.2 Objective 3, Strategy 3.2	\$200,000
Talent Pipeline Implementation Grants	Grants to planning regions for the continued development and implementation of regional sector strategies. Funds can be used for a number of things including, but not limited to, staff salaries and fringe (Sector Strategies Coordinator), training and professional development, formation of sector partnerships, consulting services, etc.	Objective 1, 2, 3 and 4	\$300,000
Lean Manufacturing Curriculum Implementation Pilot	Grant to the SC Technical College System to provide funding for pilot implementation of the Lean Manufacturing Curriculum. Local Technical Colleges will be required to partner with Local Workforce Development Boards. Funding available for a period of 24 months.	Objective 1, Strategy 1.1	\$600,000
Priority Population Entrepreneurship Grants	Competitive grants to entities for funding to provide training and assistance to individuals with barriers to employment on the development and implementation of a self-employment business opportunity. Funds can be used for training, supportive services, and connection to community based resources that can assist with ongoing business success. Grants will be for a period of 18 to 24 months.	Objective 1, Strategy 1.2	\$300,000
Re-Entry Navigator Grant	Competitive grants to local Workforce Development Boards to provide funding for an SC Works Center staff position(s) that will coordinate access to services for returning citizens/offenders reentering the workforce. Grants will be for a period of 18 to 24 months. Funding can be used for staff salaries and fringe, travel, infrastructure funding, supplies, and admin	Objective 1, Strategy 1.2	\$750,000
Technology Enhancement Grants	Grants to Local Workforce Development Boards to provide funding for SC Works Center technology enhancements. Funds can be used for technology upgrades including, but not limited to, smart boards, computer assessments, software for resumes or other career services related activities, laptops for outreach events, kiosk, online orientation, etc. All technology upgrades must be ADA compliant. This is not a competitive grant but will require some for of application.	Objective 2, Strategy 2.4	\$1,150,000
SC Works Outreach	SWDB set-aside \$75,000 for this initiative in PY' 17. Additional funds will be needed to implement specific pieces of the outreach plan, such as digital and face-to-face community outreach as well as grants that local areas may apply for to conduct outreach	Objective 4, Strategy 4.1 Objective 2, Strategy 2.3	\$150,000
Adult Education Training Grant	Grants to state approved adult education providers to provide funding for the development of workplace literacy programs, which may include staff salaries, fringe benefits, travel, curriculum materials, and outreach materials. Training programs must align with state and regional high-growth, high demand industries. Adult education providers must partner with local Workforce Development Boards, area technical colleges, and a business or group of businesses. This is a competitive grant opportunity that would replicate an existing best practice and align with WIOA requirements for adult education programs.	Objective 3, Strategy 3.2 Objective 4, Strategy 4.2	\$200,000
<b>Totals</b>			<b>\$5,150,000</b>

After a brief discussion, the SWDB was asked to vote on the proposed funded initiatives for the upcoming program year. Mr. Michaels explained that there would be two votes: one on the entire proposal excluding the Lean Manufacturing Curriculum Implementation Grant recommendation and the Adult Education Training Grant recommendation, and one on the Lean Manufacturing Curriculum Implementation Grant and Adult Education Training Grant alone. Mr. Metcalf made a motion to approve the PY' 18 Funded Initiatives as presented, seconded by Mr. Eric Wages and Mr. Charles Brave and unanimously approved by the Board. Next, Mr. Brave made a motion to approve the Lean Manufacturing Curriculum Implementation Pilot and Adult Education Training Grant as presented, Seconded by Mr. Friedman and Mr. John Uprichard and unanimously approved by the Board. Dr. Mike Mikota, Dr. Tim Hardee, and Mr. Mike King recused themselves from this vote.

## **Committee Updates**

### **Board Governance Committee (BGC)**

Mr. Michaels presented the following update:

- The committees have been executing action items as identified through the strategic planning process and each Committee Chair/Co-Chair will be reporting on the progress of each of their Committee Action Plans.
- The BGC, with the intent of creating the necessary infrastructure for a high-impact board to function effectively through the implementation of best practices, which are two Strategies specific to the BGC). The committee has begun work on accomplishing three significant projects this quarter:
  - Creating a board member training and development process
  - Beginning a discussion centered on SWDB diversity and inclusion
  - Creating standard operating procedures for awarding SWDB Competitive Grants
- Additional guidance for the SWDB member evaluation process and defining diversity and inclusion is being sought.
- It is expected that the standard operating procedures for awarding competitive grants be implemented for all SWDB Competitive Grants moving forward.
- A satisfaction survey will be sent via email and all Board members are asked to provide feedback to encourage continuous development.

### **SC Works Management Committee**

Mr. Warren Snead presented the following update:

- The Business Engagement Workgroup met May 16, 2018 to identify workforce solutions to business problems. The goal of the Business Engagement Workgroup is to identify performance measures that reflect quality services.
- A workgroup for the SC Works Certification Standards was convened on May 18, 2018 and met again on June 14<sup>th</sup> to review and enhance the Certification Standards as implemented in Program Year 2016 and to extend certification standards to satellite centers.
- A group of workforce stakeholders including the Department of Vocational Rehabilitation, the Department of Social Services, the Commission for the Blind, as well as representation from a Local Workforce Development Area, and the SWDB (Mr. Greg Tinnell, and Mr. Ed Sturken) participated in reviewing project proposals for SC Works Frontline Staff Training and have identified a preferred vendor.

### **Collaboration and Partnership Committee**

Ms. Valerie Richardson presented the following update:

- A schedule was set for PY 2018 local MOU/IFA negotiations and meetings took place in all 12 local areas between February 20<sup>th</sup> and March 29<sup>th</sup>.
- All local areas were able to reach agreements. Final drafts were due to partners for signature by May 15<sup>th</sup> and it is expected that the agreements will be fully executed in all 12 areas by the end of the program year.
- A draft Phase II agreement for the State MOU was sent to the state partner groups in November of 2017 for review and comments. The SC Commission for the Blind, Adult Education, the Department of Social Services, and the Department of Vocational Rehabilitation have approved the draft with recommended revisions.
- At the February 28<sup>th</sup> SWDB meeting, Mr. Tony Waterson with Thomas P Miller and Associates delivered a presentation on the Unified State Plan modification. There was a unanimous vote to approve the modifications to the plan.
- The Unified State Plan was submitted to DOL on March 31 and received final approval.

- In PY 18, efforts will focus on developing career pathways for high-demand, high-growth occupations and providing guidance and technical assistance to the regions that are working with business and industry to develop and sustain a skilled talent pipeline through sector partnership.
- A consultant will be identified by the end of the program year to facilitate Phase III efforts.
- WIN Learning Career Readiness Assessments will go live on July 2<sup>nd</sup>.
- The WIN assessments include the following subjects:
  1. Applied Mathematics
  2. Reading for Information
  3. Locating Information
  4. Soft Skills
- Training for WIN testing sites took place across the state last week; make-up training dates are scheduled for the last of week of June.
- FAQs and communication to stakeholders have been going out weekly.
- WIN Career Readiness Courseware will be available to testing sites and individuals to provide support.
- Individuals successfully completing assessments will receive a ‘SC Ready to Work’ Certificate.

### **Priority Populations Committee**

Mr. Jay Holloway presented the following:

A main focus of this Committee is to better align resources and services for priority populations. As a result, a Priority Populations Advisory Council will convene subject matter experts to provide input on a Strengths, Weakness, Opportunities, and Threats Analysis and a Gap Analysis.

- It is expected that once these analyses are completed, the Priority Populations Committee (PPC) will be prepared to recommend policy development and funded initiatives that will drive increased engagement and services to priority populations by the workforce system.
- Members of the PPC participated in the review and final selection of grantees for both the Jobs for America’s Graduates (JAG) Out of School Pilot Grant and the Digital Literacy Demo Grant.
  - Digital Literacy Demo Grants were awarded to three entities: Greenville County Schools, Epworth Children’s Home, and the Medical University of South Carolina.
  - All 3 projects will provide training and digital literacy upskilling to priority populations.
  - Both grant opportunities represent efforts by the SWDB and the PPC to invest in and support the development of training programs for priority populations.
- The Committee is also very excited to see the emphasis on serving Priority Populations reflected in the Program Year 2018 funded initiatives, specifically the Reentry Navigator and the Priority Populations Entrepreneurship grants.

### **Other Business/Adjournment**

Ms. Nithya Pramekumar provided the Committee with a brief update on the status of the SC Works Outreach project and announced that the Outreach Workgroup will be meeting next on the 13<sup>th</sup> of July 2018.

Mr. Michaels thanked the Board for their efforts and adjourned the meeting at 12:44pm