

**Governor's State Workforce Development Board**  
**State Workforce Development Board Meeting Minutes**  
**December 13, 2017**

**Members Present**

Pat Micheals  
Jay Holloway  
Dr. Tim Hardee  
Mike King  
Representative Forrester\*  
John Uprichard  
Cheryl Stanton  
Glenda Page\*  
Warren Snead\*

Robert Friedman  
Archie Maddox  
Dr. Mike Mikota  
Valerie Richardson  
Colonel Craig Currey  
Nick Foong\*  
Howard Metcalf  
Trip DuBard\*

**Excused Absence**

Clifford Bourke  
Charles Brave  
David Dunn  
Thomas Freeland  
Michelle Kelley  
J.T. McLawhorn  
Roger Nutt  
Dr. Joseph Patton  
Greg Tinnell  
Michael Sexton  
Eric Wages  
Ed Sturcken  
Dr. Windsor Sherrill

\*Conference call

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

Mr. Pat Michaels, Board Vice Chair, called the meeting to order at 10:00 a.m. A motion to approve the September 28, 2017 meeting minutes was made by Mr. Archie Maddox, seconded by Mr. Howard Metcalf and approved by the Board.

**Committee Updates**

**Board Governance Committee (BGC)**

**Board Policies:** Mr. Pat Michaels, Committee Chair, announced that the Committee has updated SWDB Conflict of Interest, Travel, and Attendance policies. The BGC presented the policies to the Executive Committee for approval and asked that the State Workforce Development Board (SWDB) approve the policies as amended. Mr. Michaels concluded that changes were made to the policies to ensure alignment with the Board's Bylaws. The SWDB unanimously voted to accept the SWDB policies as amended. Mr. Michaels asked Board members to read and sign the newly amended policies.

**SWDB Satisfaction Survey:** Mr. Michaels provided a summary of the responses to the Board Satisfaction Survey, stating that there was a reduction in the number of respondents from the previous program year (with the number of respondents changing from 20 to 14). However, he noted that more Board members expressed that they contributed to SWDB related activities compared to the previous program year.

**Committee Action Plan:** Mr. Pat Michaels announced that the Board Strategic Plan has been published. He further explained that in the Board Strategic Plan, each Committee has unique strategies which have been developed into Committee Action Plans (CAP). Mr. Michaels stated that all Committees must decide how they are going to determine whether the Committee specific strategies are being effectively implemented. The first step, he explained, is to define the objective measures for the Committee-specific key performance indicators tied to each corresponding strategy. The Board Governance Committee will then review its sample objective measures for their strategies in a scheduled follow-up meeting on December 19, 2017, at which time they will finalize the objective measures. The expectation is that all Committees will finalize their objective measures in the next quarter using the same or a similar approach.

### **SC Works Management Committee**

**Corrective Action Reviews:** Mr. Nick Foong, Committee Chair, stated that per the Board's policy on fund utilization rates, the five areas that did not meet the 70% utilization rate (of carry-in and new funds) by the end of the program year presented their Corrective Action Plans to the Committee. These local areas were: Lowcountry, Midlands, Trident, Upper Savannah, and Lower Savannah. These areas ranged from being 1.8% short of the goal to not meeting expectations for the third year in a row. Each area stated their reasons for the shortfall, answered questions from the Committee members, and discussed their plans to ensure that they will meet the fund utilization rate moving forward. The Committee is developing sanctions for future repeat offenders and working with staff to ensure assistance is provided to those areas that are struggling before it becomes a reoccurring issue.

**Committee Action Plan:** Mr. Foong announced that the SC Works Management Committee is defining their objective measures for the Committee-specific key performance indicators. He further explained that the objective measures for the SC Works Management Committee will result in action items that can be developed, implemented, and achieved through various projects such as the SC Works Frontline Staff Training Project, Business Engagement, Program Analysis, and other initiatives that support their goals. The development of their objective measures will also lead to action items that can be further refined into project plans. The SC Works Management Committee has identified champions (or board members who will take the lead on specific strategies) for each strategy and will be looking to develop project plans from the objective measures.

### **Collaboration and Partnership Committee**

**Committee Action Plan:** Representative Forrester, Committee Chair, reported that the Collaboration and Partnership Committee is defining their objective measures for the Committee-specific key performance indicators. He further explained that the objective measures will include utilizing data and information from Phases I and II of the Talent Pipeline Project. Representative Forrester added that the objective measures for the Collaboration and Partnership Committee will result in action items that will be developed, implemented, and achieved through various projects such as Phase III of the Talent Pipeline.

**Unified Plan Modification:** Representative Forrester reported that Thomas P. Miller and Associates was identified as the consultant for the Unified Plan Modification process. TPMA has previously worked in South Carolina and most recently facilitated the development of the State Workforce Development Board's Strategic Plan. On November 30, 2017, TPMA hosted a project kick-off meeting with each of the core partners, to include Vocational Rehabilitation, Department of Social Services, Commission for the Blind, and Adult Education.

**Talent Pipeline Phase III:** Representative Forrester provided an update on the areas of priority for Phase III of the Talent Pipeline Project, which include:

- Sustaining regular gap-analyses of the State and regional workforce system
- Supporting regional operational needs
- Developing Career Pathways in partnership with the appropriate stakeholders

### **Priority Populations Committee**

**SWDB Funded Opportunities for Priority Populations:** Ms. Jordan Weeg provided an update on several funding awards from the Priority Populations Committee, including the Apprenticeship for Priority Populations Grant, the Re-entry, Employment and Training Grant, and the Jobs for America's Graduates Out-of-School Pilot Grant.

**Apprenticeship for Priority Populations Grant:** The Apprenticeship for Priority Populations Grant was awarded in two stages: Round 1, which ended on October 31<sup>st</sup>, 2017, and Round 2, which are still active and will end in August of 2018. During Round 1, released in Program Year 2015, the Board awarded a combined \$267,200 to Tri-County Technical College and Charleston Metro Chamber.. As of December 8<sup>th</sup>, approximately \$245,181, or \$1,816 per participant, of the total funding amount was used for the development of innovative employment and training opportunities for individuals with barriers to employment using the apprenticeship model. The Second Round of Apprenticeship for Priority Populations, released in Program Year 2016, is currently on-going, with an end date of August 2018.

**Re-Entry Employment and Training Grant:** Ms. Weeg additionally reported on the status of the Re-entry Employment, and Training Grant, awarded in in Program Year 2016. Overall, the SWDB awarded two grants totaling more than \$420,000 to develop and implement employment and training programs for incarcerated individuals in order to improve employment outcomes upon release. As of October, around \$80,000 has been expended. This program began in May 2017 and will end in November 2018.

**Jobs for America’s Graduates Out-of-School Pilot Grant:** Ms. Weeg added that in Program Year 2017, the SWDB set-aside \$400,000 to pilot the JAG Out-of-School Model. She further explained that this program targets out-of-school youth, ages 16-24, who have multiple barriers to success. The solicitation for this funding opportunity was released on November 20<sup>th</sup> to a distribution list that included faith-based and community-based organizations, education, workforce, and economic development partners, county libraries, literacy associations, and many other organizations. An online information session was held on Friday, December 8<sup>th</sup> and applications are due Wednesday, January 10<sup>th</sup>.

**Committee Action Plan:** Mr. Holloway stated that the Priority Populations Committee will define their objective measures for the Committee-specific key performance indicators. Similar to other Committees, the development of these objective measures will lead to action items that can be further refined into project plans, allowing this Committee to continue existing efforts.

### **Other Business/Adjournment**

Board Members took the opportunity to share individual workforce development and SWDB related highlights for the year. No other business was discussed. The meeting adjourned at 11.15 a.m.