

Governor's State Workforce Development Board
Executive Committee Meeting Minutes
June 6, 2018

Members Present:

Pat Michaels
Representative Forrester*
Valerie Richardson
Thomas Freeland
Warren Snead*
Jay Holloway*
Dr. Michael Mikota*
Nick Foong*
Cheryl Stanton
*Conference Call

DEW Staff:

Grey Parks
Nithya Pramekumar
Elána Frazier
Michelle Paczynski
Zach Nickerson
Nina Staggers
Shuana Davis
Kristin Coulter
Abby Linden

Guests:

Chris White*
Nicole Lawing*
Trent Acker*
Joette Dukes*
Dana Wood*
Esmonde Levy*

Excused Absence:

Mr. Charles Brave

Welcome and Opening Remarks, Approval of Minutes

Mr. Pat Michaels, Committee Co-Chair, called the meeting to order at 10:00 a.m. A quorum was present. A motion to approve the February 14, 2018 and May 4, 2018 minutes was made by Mr. Thomas Freeland, seconded by Mr. Jay Holloway and unanimously approved by the Executive Committee.

SC Works Outreach Project Proposal

Ms. Nithya Pramekumar provided a summary of the SC Works Outreach project. Ms. Pramekumar explained that two specific strategies were identified through the Board strategic planning sessions to address how SWDB members can increase public awareness of the workforce system.

1. Strategy 4.1- Increase engagement and develop awareness with business and industry, Job Seekers and Workforce Stakeholders.
2. Strategy 2.3 – Support the structure of a high profile governing body to communicate awareness on regulation and policy concerning workforce development.

Ms. Pramekumar explained that the SC Works Outreach project will be a hybrid of the two strategies, where multiple platforms are used to connect with the target audience. Committee members were asked to provide feedback on the plan.

PY'18 Funded Initiatives

Ms. Pramekumar provided an overview of the PY'18 proposed 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 form 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
Totals			\$5,150,000

After a brief discussion, the Committee was asked to vote on the proposed funded initiatives for the upcoming program year. Mr. Pat Michaels explained that there would be two votes: one on the entire proposal excluding the Lean Manufacturing Curriculum Implementation Grant recommendation and one on the Lean Manufacturing Curriculum Implementation Grant alone. The Committee voted unanimously to accept the first set of proposed initiatives with no objections. Mr. Michaels requested for the second vote, this time asking that Dr. Mike Mikota and Representative Mike Forrester recuse themselves from voting for the Lean Manufacturing Curriculum Implementation Grant to avoid any conflict of interest. The remaining members of the Executive Committee voted unanimously to accept the recommendation as presented by staff.

Committee Updates

Board Governance Committee (BGC)

- Mr. Pat Michaels announced that the Committees have been executing action items as identified during the strategic planning process and will provide a report on the progress of the Committee Action Plan. Mr. Pat Michaels then provided specific updates on the BGC's Action Plan:
- The BGC has established a draft Board evaluation process which will be submitted to the Governor's Office for review and approval.
- Mr. Michaels added that the BGC has started the development of the SWDB Diversity and Inclusion Agenda.
- Mr. Michaels reported that the BGC created Standard Operating Procedures to award competitive grants.
- Mr. Michaels concluded that the BGC is seeking additional guidance on best practices from other states and the National Governors Association (NGA) to learn how other boards are implementing successful workforce strategies.

SC Works Management Committee (SCWMC)

- Mr. Warren Snead provided the update for SCWMC and reported that the Business Engagement Workgroup reconvened May 16, 2018 to identify workforce solutions to business problems.
- Representatives from state and regional economic development entities and workforce development participated in an insightful discussion and will reconvene to analyze solutions and performance data in the upcoming program year.
- Mr. Snead added that a workgroup was convened on May 18, 2018 to review and amend the SC Works Certification Standards implemented in Program Year 2016.
- Additionally the workgroup has taken responsibility for drafting and implementing the updated SC Works Certification Standards in the comprehensive and satellite SC Works centers in the upcoming program year.
- Mr. Snead concluded that workforce stakeholders from the Vocational Rehabilitation Department, the Department of Social Services, the Commission for the Blind, and a representative from a Local Workforce Development Area and the SWDB participated in reviewing project proposals for SC Works Frontline Staff Training and have identified a preferred vendor.

Priority Populations Committee (PPC)

- Mr. Jay Holloway announced that the Priority Populations Committee's Action Plan is the framework for developing stronger collaborations with a focus on delivery of employment and training services to priority populations.
- Mr. Holloway explained that with that goal in mind, the recommendation is to convene a Priority Populations Advisory Council.
- Mr. Holloway added that the focus for the 1st quarter of the program year will be convening the Advisory Council, conducting a GAP and SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis and analyzing data.
- The expectation is that the Council will make recommendations on policy development and funded initiatives once the analyses are completed.
- Mr. Holloway reported that members of the PPC participated in the review and final selection of grantees for both the JAG Out of School Demo Grant and the Digital Literacy Grant
- He stated that the Digital Literacy Grants were awarded to three entities: Greenville County Schools, Epworth Children's Home, and MUSC.
- He added that all three projects will provide training and digital literacy upskilling to priority populations
- Mr. Holloway concluded that this and the JAG Out of School program represent efforts by the SWDB and this Committee to invest in and support the development of training programs for priority populations.
- He also stated that some of the funding initiatives discussed for PY 2018: particularly funds for a Reentry Navigator and Priority Populations Entrepreneurship Grants also align with the Committee's efforts.

Collaborations & Partnership Committee (C&P)

Representative Forrester reported that the Committee's focus on implementation efforts of the strategic plan is tied to two major initiatives: the Unified State Plan and the continued implementation of the State Talent Pipeline project:

Unified State Plan

- At the February 28th SWDB meeting, Tony Waterson with Thomas P Miller and Associates (TPM) delivered a presentation on the Unified State Plan modification, highlighting key revisions and alignment with the SWDB Strategic Plan.
- There was a unanimous vote to approve the modifications to the plan, understanding that staff would publish the plan for a public comment period and submit the plan by the required deadline.
- The plan was submitted to the DOL on March 31st with the anticipation of receiving final approval in early fall.
- Staff will continue to work with TPM this summer and early fall to introduce the vision, objectives, and strategies outlined in the plan to a greater number of partners.

- The goal of these efforts is to demonstrate alignment with their specific organizational goals, resulting in adoption of the vision, objectives, and strategies at a statewide-level.

Talent Pipeline

- Representative Forrester explained that in 2015, the state launched a talent pipeline initiative focused on building and sustaining a skilled pipeline of workers for South Carolina's in-demand industries
- He added that these efforts will continue in PY 18 and will focus on:
 - development of career pathways
 - data analysis
 - technical assistance and professional development
 - integrated business engagement
 - outreach and communication
- Representative Forrester concluded that a consultant will be identified by the end of the program year to facilitate phase III efforts.

Other Business

- Ms. Nithya Pramekumar announced that the PY'18 meeting schedule was released.
- Ms. Pramekumar added that the SWDB Satisfaction Survey will be deployed on June 20, 2018 immediately following the SWDB Meeting. Mr. Michaels stated that the survey is an important tool for feedback and urged Committee members to complete the survey.

The meeting was adjourned at 11:05 a.m.