

**Governor's State Workforce Development Board**  
**SC Works Management Committee Meeting Minutes**

August 9, 2018 at 10:00 a.m.

**Members:**

Warren Snead\*  
Ed Sturcken\*  
Nick Foong\*  
Michelle Kelley\*  
Roger Nutt\*  
John Uprichard\*

**DEW Staff:**

Elána Frazier  
Mary Jo Schmick  
Kristin Coulter  
Destiny Douglas  
Brian Alston

**Guests:**

Devan Davis	Areatha Clark*
Michelle Paczynski	Dean Jones*
Nithya Pramekumar	Chris White*
Grey Parks	Mike Butler*

**Excused Absence:**

Greg Tinnell

*\*Conference Call-In*

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

Mr. Nick Foong, Committee Chair, called the meeting to order at 10:00 a.m. A quorum was present. A motion to approve the May 24, 2018 meeting minutes was made by Mr. Ed Sturcken, seconded by Mr. Warren Snead and unanimously approved by the Committee.

**SC Works Certification Standards**

Mr. Brian Alston reported that the SC Works Certification Standards Workgroup met on June 14, 2018 to discuss and review the existing SC Works Certification Standards that were implemented in PY'16. The workgroup has collectively made relevant revisions to the existing standards for all SC Works Comprehensive and Satellite Centers. Mr. Alston reported that the updated SC Works Certification Standards is scheduled to be implemented by July 2019.

**SC Works Frontline Staff Training**

Ms. Nithya Pramekumar reported that Midlands Technical College (MTC) was selected to develop and implement training for SC Works staff, because MTC responded to the scope of work, demonstrated familiarity of the SC Works system, and is experienced with developing training for statewide purposes. Ms. Pramekumar added that representatives from MTC have met with staff and partners to begin content development of the staff training curriculum. The expectation is to launch the core curriculum as a part of the training to prepare center staff to serve the influx of customers due to the outreach efforts. Staff will be trained to work with partners in the SC Works system to provide customers seamless services.

**Committee Action Plan Progress**

Ms. Pramekumar discussed the progress of the Committee's Action Plan and summarized that based on the project updates provided, the committee is on target with most if not all the goals identified. Ms. Pramekumar did articulate that the staff training project is going to require an extension on the project timeline.

### **SC Works Outreach**

Ms. Nithya Pramekumar reported that two specific strategies were identified through the Board Strategic Planning sessions to address outreach and how SWDB members can increase awareness of the workforce system. Ms. Pramekumar explained that the project would be a hybrid of the two strategies. Ms. Pramekumar provided an overview of the outreach plan and requested the committee to provide feedback to the plan.

### **2018 Workforce Development Symposium**

Ms. Nithya Pramekumar updated the Committee of this year's symposium. Ms. Pramekumar announced that the Workforce Development Symposium is co-hosted by the SWDB, the Chamber of Commerce, the Technical College System and DEW. The symposium will be held at the Columbia Metropolitan Convention Center on the 12<sup>th</sup> and 13<sup>th</sup> of September\*. Committee members were urged to RSVP as soon as possible if they have not already done so.

### **Other Business/Adjournment**

The meeting was adjourned at 10:20am

\*the Workforce Development Symposium originally scheduled for the 12<sup>th</sup> and 13<sup>th</sup> of September, 2018 has since been rescheduled to the 29<sup>th</sup> and 30<sup>th</sup> of October, 2018 due to inclement weather.