

**Governor's State Workforce Development Board
State Workforce Development Board Meeting Minutes
February 28, 2018**

Members Present

Pat Michaels
Jay Holloway
Dr. Tim Hardee
Mike King
Charles Brave*
John Uprichard
Cheryl Stanton
Dr. Joseph Patton*
Michael Sexton*
Clifford Bourke*
Thomas Freeland
Archie Maddox
Warren Snead*

Robert Friedman
Dr. Mike Mikota
Valerie Richardson*
Colonel Craig Currey
Nick Foong*
Trip DuBard*
Eric Wages
Ed Sturcken*
J.T. McLawhorn
David Dunn*
Greg Tinnell*

Excused Absence

David Dunn
Glenda Page
Michelle Kelley
Roger Nutt
Dr. Joseph Patton
Representative Forrester
Michael Sexton
Dr. Windsor Sherrill
Howard Metcalf

*Conference call

Welcome and Opening Remarks/Approval of Minutes

Mr. Pat Michaels, Board Co Chair, called the meeting to order at 10:00 a.m. A motion to approve the December 13, 2017 meeting minutes was made by Mr. Jay Holloway, seconded by Dr. Tim Hardee and approved by the Board.

PY'17 Funded Initiatives Update

Ms. Jordan Weeg provided the following updates on SWDB funded initiatives for Program Year 2017:

State Incumbent Worker Training

- \$1.5 million in funding was allocated for state Incumbent Worker Training and a little over \$1.4 million in funding was awarded in October of 2017 to 11 local areas
- These grants will end on 10/31/18

Career Pathways

- \$250,000 was allocated for further development of Career Pathways
- Staff are currently in the process of developing the project plan, which will include the involvement of education partners
- Similar to Phase II of the talent pipeline, a consultant will be procured to assist with this initiative

Unified Plan Revisions

- \$150,000 was allocated to engage a consultant to assist the core partners with modification of the Unified State Plan
- \$89,270 was awarded to Thomas P Miller and Associates

JAG Out-of-School Pilot Grants

- \$400,000 was allocated for the development and implementation of Jobs for America's Graduates Out-of-School Pilot Grants
- The solicitation for this funding opportunity was released in November and the application period ended in January
- 18 applications were received and two programs were selected for funding with representation and assistance from members of the Priority Populations Committee and JAG South Carolina
- The full amount of the \$400,000 will be obligated to these two programs

Digital Literacy Demo Grant

- \$200,000 was set aside for Digital Literacy Demo Grants
- This funding will be used to provide up to \$100,000 for two organizations to support, or establish, a digital literacy program, for up to 18 months
- The solicitation for this funding opportunity was released in January and applications are due March 2nd
- The anticipated date of award is March 30, 2018

Talent Pipeline Phase III:

- \$100,000 has been allocated to Phase III of the Talent Pipeline
- Phase III supports the integration of sector strategies and career pathways at the operational level
- The goal is to develop a request for proposals (RFP) by March 31, 2018

Innovation Grants

- \$1.8 million has been set aside for Innovation Grants
- The solicitation is in development and is expected to be released in March

ROI Evaluation

- \$75,000 has been allocated to conduct a Return on Investment Evaluation
- Staff is currently working on defining the project plan for the ROI Evaluation.

Refining OJT

- The board initially set aside \$100,000 to refine the current on-the-job training framework; however, the SC Works Management Committee has asked for these funds to be repurposed towards SC Works Frontline Staff training

SC Works Data System

- Around \$1.2 million has been allocated for SC Works Data System updates
- The RFP process is underway for this initiative and funds will be obligated once a contract is awarded

Adult Priority of Service Status

Mr. Scott Ferguson reported that the board approved the Adult Priority of Service Policy that went into effect July 1, 2016. The policy requires that annually, seventy percent (70%) of individuals served in the adult program in each local area are either low income or basic skills deficient. He shared that all of the local areas met the 70% requirement for Program Year 2016.

Committee Updates

Board Governance Committee

Mr. Michaels stated that the committee will execute its finalized objective measures and that committee members have aligned themselves with each initiative to contribute subject matter expertise as needed.

SC Works Management Committee

- **Conflict of Interest Policy-** Mr. Nick Foong explained that the SC Works Management Committee reviewed the Conflict of Interest policy in January 2018 and at the time the policy was tabled for further review and discussion. The Committee reconvened in February and after careful review of the feedback received on the proposed policy and further discussion, approved the policy. Mr. Foong recommended that the Conflict of Interest Policy be approved by the SWDB. Before the board proceeded to discuss the proposed policy, Mr. Pat Michaels recused himself from voting. After a brief discussion, the SWDB voted unanimously to approve the policy.
- **Repurposing of Funds for SC Works Frontline Staff Training-** Mr. Foong shared that the Board initially set aside \$100,000 in PY'16 for Frontline Staff Training. Because of the need for additional funding to develop and implement a high quality training program for frontline staff, Mr. Foong recommended that \$100,000 be repurposed to develop and implement a training program for frontline staff. The SWDB voted unanimously to approve the recommendation.

Collaboration and Partnership Committee

Ms. Valerie Richardson shared that the Committee's efforts to implement the Board Strategic Plan in the upcoming quarter will focus on continued development of the State Talent Pipeline Initiative with an emphasis on convening sector partnerships and the Unified State Plan modification.

- **Unified Plan Modification-**Ms. Richardson reported that the Workforce Innovation and Opportunity Act (WIOA) requires the Governor of each state to submit either a Unified or Combined State Plan outlining a four-year strategy for the state's workforce development system. She further explained that at a minimum, states are required to modify their state plan every two years to reflect changes in labor market and economic conditions; state negotiated levels of performance, the state's vision, goals and workforce priorities, or any other factors affecting implementation of the state plan. Ms. Richardson elaborated that South Carolina submitted a Unified State Plan in April of 2016 and the plan received final approval from the US Department of Labor (USDOL) in September 2016. Understanding that a plan modification would be required in 2018, efforts were initiated in August 2017 to review the existing state plan and identify opportunities for revision. Ms. Richardson introduced Tony Waterson from Thomas P. Miller and Associates to provide an update on the Unified State Plan Modification process.

Mr. Waterson stated that the Economic Analysis section of the plan is being updated to reflect current data and economic conditions. He then conducted a side by side comparison of the State Workforce Development Board Strategic Plan and the Unified State Plan. He pointed out that the focus is to make the Unified State Plan a system-wide plan that is aligned with the SWDB Strategic Plan. Mr. Waterson highlighted the following changes made in key areas

- Reorganizing the flow of the Workforce, Education and Training Activities Analysis section to align with objectives and strategies outlined in the SWDB strategic plan

- Revising the State Vision and Goals and Strategies for Alignment and Coordination of Services for Individuals sections to align with the vision, objectives and strategies outlined in the SWDB Strategic Plan

Upon conclusion of the presentation, Ms. Richardson asked that the SWDB vote to delegate authority to the Department of Employment and Workforce (DEW) and partner staff to post the plan for comment, make appropriate revisions, and submit the plan to DOL by the deadline of March 15, 2018. The SWDB voted unanimously to approve the recommendation.

- **State MOU Phase II Update**-Ms. Richardson stated Phase I of the State Memorandum of Understanding (MOU) was executed in 2015 and primarily focused on the coordination of services among SC Works partners. Phase II of the State MOU will outline requirements and overall responsibilities related to resource sharing for SC Works partners. Ms. Richardson reported that a draft Phase II agreement was sent to the state partner group which includes Adult Education, Commission for the Blind, Vocational Rehabilitation Department, Department of Social Services and the Department of Employment and Workforce on November 8, 2017 for review and comments. Ms. Richardson explained that the Phase II document contains language pulled directly from MOU guidance and a template issued by the state partner group in June of 2017. The Phase II document outlines the annual negotiation process that began in PY 2017 for local MOU agreements. Once the document is finalized, the plan is to present the agreement at an upcoming SC Works state partner meeting. Program Year 2018 local MOU/IFA negotiations have been scheduled to take place between February 20th and March 29th, with the requirement that all local agreements are fully executed by June 30th.

Priority Populations Committee

Mr. Jay Holloway reported that the committee voted to convene an advisory council to provide insight, subject matter expertise, and information on data and resources needed to execute the Priority Populations Committee Action Plan. Mr. Holloway stated that the goal is to convene subject matter experts who work with and/or represent the interests of priority populations in the state and to make recommendations on best practices and offer solutions on how to overcome barriers to employment. Mr. Holloway added that the upcoming South Carolina Jobs for America's Graduate (JAG) conference will be held in April, and encouraged SWDB members to participate in the event.

Other Business/Adjournment

The meeting was adjourned at 11:30 a.m.

