

**Governor's State Workforce Development Board
December 5, 2024, Executive Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Thomas Freeland*
Mr. Warren Snead*
Mr. Charles Brave, Jr.
Mr. William Floyd
Mr. Pat Michaels
Dr. Windsor Sherrill
Mr. John Uprichard

MEMBERS ABSENT:

Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair

Mr. Thomas Freeland, State Workforce Development Board (SWDB) Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of September 5, 2024, Meeting Minutes* Mr. Freeland

Mr. Charles Brave, Jr. motioned to approve the September 5, 2024, meeting minutes. Mr. Warren Snead seconded the motion. The Committee unanimously approved the meeting minutes.

MOU/IFA State Instruction Letter Revision* Ms. Sheleena Rios

To provide seamless delivery of workforce services and share costs associated with SC Works centers, local workforce development areas and workforce system partners execute Memorandums of Understanding (MOU) and negotiate Infrastructure Funding Agreements (IFAs). Ms. Sheleena Rios, Workforce Policy Manager, spoke about the MOU/IFA process and reviewed the proposed updates to State Instruction Letter 16-19, Change 2, which provides guidance to the local areas for developing MOUs/IFAs.

Mr. Charles Brave, Jr. motioned to approve the updates to State Instruction Letter 16-19, Change 2. Mr. Warren Snead seconded the motion. The Committee unanimously approved the updated State Instruction Letter as presented, advancing it to the full board for final approval.

SWDB Strategic Plan* Mrs. Pamela Jones

During the first and second quarters, SWDB members continued the 2024-2027 strategic planning process with discussions facilitated by the National Governors Association. Priorities discussed included the SWDB's role in implementing the Workforce Innovation and Opportunity Act (WIOA) State Plan Goals based on the committee's charter. Ms. Pamela Jones reviewed the priorities developed from the strategic planning workshop discussions and the SWDB/Local Workforce Development Board (LWDB) Survey responses.

- Objective 1: Develop and create an effective customer-driven workforce system through alignment of programs and policies, the use of leading-edge technology, and high-quality staff.
 - Host SC Works partner trainings and information sessions.
 - Explore SC Works Partner Conference bi-annually [PY'25].
 - Host SWDB and LWDB joint training, meetings, and information sessions.
 - Encourage SWDB members to engage with their LWDBs.

*Denotes voting item

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- Objective 2: Prepare jobseekers for high wage, high growth, high demand, high mobility/retention (4H) occupations* through relevant training and skills acquisition, and match job seekers to open employer positions. (*Priority Occupations)
 - Host a SC Works partner forum around the Supply Gap Analysis/Priority Occupation.
 - Develop Memo providing guidance for utilizing the Priority Occupations tool; - distribute memo after forum.
 - Develop Eligible Training Provider List performance measures.
 - Evaluate how employers and job seekers access apprenticeships.
 - Promote SC Professional Skills Credential and develop attainment goals.
 - Fund expansion of the Palmetto Business Barometer Survey.
 - Develop guidance on the delivery of local business services.
 - Explore how to maximize youth employment resources.
- Objective 3: Improve education and workforce infrastructure network to decrease barriers to work in order to increase attraction “recruitment” and retention necessary to maintain economic development competitiveness critical to the growth of high wage, growth, demand, mobility/retention jobs.
 - Host SC Works partners trainings and information sessions.
 - Collect and distribute a catalog of promising practices and models for removing obstacles, primarily related to transportation, childcare, and housing.
 - Funding to implement models for removing barriers.
- Objective 4: Create alignment between the workforce development system and the state agencies and organizations directing implementation of the IIJA, IRA, and CHIPS and Science Act funding.
 - Inventory federal investments flowing to the state through the IIJA, IRA, and CHIPS and Science Act.
 - Host SC Works partners trainings and information sessions.
 - Evaluate the need and feasibility of a statewide electric vehicle workforce collaborative.

Mr. Pat Michaels motioned to approve the 2024-2027 SWDB Strategic Plan. Mr. John Uprichard seconded the motion. The Committee unanimously approved the 2024-2027 Strategic Plan, advancing it to the full board for final approval.

Committee Updates..... Committee Chairs
During the 2nd quarter all standing committees:

- Continued the 2024-2027 SWDB Strategic Planning process with discussions on the priorities for SWDB’s role in implementing the WIOA State Plan goals, focusing on the priorities that align with each committee’s charter. Ms. Jones reviewed the priorities, with the committee voting on the draft plan. Therefore, no additional committee updates were given on this agenda item.

*Denotes voting item

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SC Works Management Committee – Mr. Warren Snead

During the 2nd quarter SC Works Management Committee meeting:

- SWDB allocated funding for the development of a Learning Management System (LMS) to provide a centralized location for training content and a way for staff and managers to track the completion of required training. Mr. Eric Yount, Learning Management Manager, reviewed the system's ability to help meet training needs addressed by the 2024 Technical Assistance Survey, providing a demo of the LMS system.
- Mr. Zach Nickerson, reviewed Program Year (PY) 2023 WIOA programmatic and State fiscal performance measures. State-specific fiscal measures require LWDBs to meet an 80% obligation rate, 70% Fund Utilization Rate (FUR), and 30% Participant Cost Rate (PCR) by June 30, 2024. All 12 LWDBAs met or exceeded the obligation rate for each of the WIOA Title I funding streams (Adult, Dislocated Worker, and Youth), the FUR for Adult program funding streams, and the 30% PCR.

The board voted in June of 2023 to change the PCR calculation to include salaries, fringe benefits, and indirect costs of staff working with participants, with the understanding that staff would evaluate the need to change the rate in the upcoming program year. Due to decreases in formula funding and potential WIOA reauthorization changes, staff do not recommend adjusting the 30% rate.

As a state, SC met or exceeded all WIOA programmatic performance measures. Three (3) local areas that did not meet performance measures for PY'23, triggering progressive-sanction measures. For the three local areas, this is the first year they have failed the measure(s). The LWDB will be required to submit a Corrective Action Plan within 45 days of the formal notice, describing how it will improve and meet performance.

Other Business/Adjourn.....Mr. Freeland

Mr. Freeland reminded everyone that the next full board meeting is scheduled for December 19, 2024, at 11 a.m. in the C. Lem Harper Building.

He also reminded members that the Annual Ethics Training is scheduled for Wednesday, January 22, 2025.

The meeting was adjourned at 11:51 a.m.