



QUARTERLY MEETING

February 2, 2021

6:00 p.m.

Pee Dee Regional Council of Governments

AGENDA

WELCOME/CALL TO ORDER

Mr. Les Echols, Chairperson

RECOGNITION OF GUESTS

RECOGNITION OF NEW BOARD MEMBERS

Ms. Erin Brown

Mr. Mac Matthews

APPROVAL OF MINUTES – November 10, 2020*

BOARD STRATEGIC PLANNING UPDATE/DISCUSSION

Ms. Brianna Dennis, Executive Director
Kelly Center for Economic Development
Francis Marion University

COMMITTEE REPORTS

- Executive Committee
- Youth Committee/Disabilities Committee
- Public Relations Committee

Mr. Les Echols, Chairperson

Mr. Darrell Jameson
Youth Committee Chairperson
Mr. Les Echols, Chairperson

DIRECTOR'S REPORT

- Program Year 2020 Funding Update
(including Special Projects)

Ms. Joette Dukes
Workforce Development Director

BOARD OPEN DISCUSSION

- Workforce Issues/Concerns
- Advocacy Activities
 - Chairperson & Other WDB Members
 - Staff

NEW BUSINESS

OLD BUSINESS

ADJOURN

**Denotes Voting Items*

**PEE DEE WORKFORCE DEVELOPMENT BOARD
MINUTES
February 2, 2021**

Zoom Conference

Members Present: Erin Brown, Pam Company, Jeffrey DeLung, Les Echols, Bernell Evans, Carol Hill, Billy Hogge, Lauren Holland, Darrell Jameson, Mac Matthews, James Roberts, Wayne Simon, Jeff Singletary, and Mel West

Members Excused: Rena McLain, John Nichols, and Vicky Tyner

Members Unexcused: Sam Bass, Terry Gainey, and Kyle Wagner

Staff Present: Bridgette Coates, Joette Dukes, Dianne Herrington, Mamie Legette, and Tammy Rowell

Guests Present: A.D.Jordan, Office of Senator Tim Scott
Michelle Carr, SC Department of Employment and Workforce
Amanda Wagner, Eckerd Youth Alternatives
Craig Butler, Blue Ribbon Management and Consulting
Brianna Dennis, Kelly Center of Economic Development, Francis Marion University
Scott Van Pelt, Northeastern Technical College
Robert Taylor, Northeastern Technical College
Connie Mason, Connie's Workforce Connections LLC

The Pee Dee Workforce Development Board met on February 2, 2021 at 6:00 p.m. via Zoom conference.

The meeting was called to order by Les Echols, Chairman. He recognized the Board's new members: Mac Matthews, W. Lee Flowers Company; Erin Brown, Dillon Insurance Agency; and Billy Hogge, Screwomatics. He also acknowledged the guests that were in attendance and thanked them for their support.

A motion was made by Wayne Simon and seconded by Bernell Evans to approve the minutes of the November 10, 2020 meeting. The motion carried.

Brianna Dennis presented a draft of the Board's strategic plan for feedback and comment. She stated that she would put the final touches on the plan in the coming weeks in preparation for the Board's adoption of the final plan at its May meeting. Individual committees of the Board will establish the appropriate

timelines for their goals. Committee chairpersons were encouraged to have individual conversations with Committee members. Ms. Dennis also commented that she was pleased to hear that some committees (Youth and Disabilities Committees) were already meeting jointly to tackle goals that are similar in scope. She concluded by expressing her appreciation to all those who participated in the process and for the opportunity to serve the Board. She will continue to be a resource if the Board needs support as the plan is implemented.

The Board then turned its attention to committee reports as follows:

Executive Committee (Les Echols)

The Executive Committee met on January 20, 2021. The following actions were taken by the Committee at its meeting:

1. Received an update on the status of regional and local plans to be submitted to the State. Both plans received conditional approval, with final approval contingent upon a few revisions being made.
2. Approved the local area's corrective action plan regarding its failure to meet the State-mandated fund utilization rate of 70% for the dislocated worker program and the participant cost rate of 30% for the adult/dislocated worker programs.
3. Received an overview of Program Year 2020 funding.
4. Received an update on the status of the local area's petition for redesignation as a workforce development area. The petition has been submitted to the State.
5. Approved the extension of contracts for existing service providers for Program Year 2021, based on performance and subject to funding availability.

Handouts supporting the Executive Committee's report were e-mailed to the members prior to the meeting and are included as attachment to the minutes.

Youth/Disabilities Committee (Darrell Jameson)

A joint meeting of the Board's Youth and Disabilities Committees was held on January 27, 2021. The following actions were taken by the committees at the meeting:

1. Received a presentation from the SC Vocational Rehabilitation Department about services available to individuals with disabilities and other barriers to employment
2. Received a presentation re: the Global Career Development Facilitator (GCDF) credential
3. Received an overview of each Committee's strategic plan goals
4. Received a WIOA youth contractor performance update

Public Relations Committee (Bridgette Coates)

The Board's Public Relations Committee met at 4:00 p.m. on February 2, 2021. The Committee received an update from staff as follows:

1. Additional branding, in the form of perforated displays on the windows of SC Works Florence has been completed and contains “Your Next Step” branding adopted by the State in 2019.
2. SC Works Center Staff has increased their utilization of social media to promote the career services of SC Works. A handout detailing the number of posts by center is included as an attachment to the minutes.
3. The number of completed customer service surveys has also increased. A handout detailing the number of completed surveys by month is included as an attachment to the minutes. 95% of the surveys are positive. All negative feedback is followed up and attempts to correct the issue take place, when feasible. Members of the Pee Dee team have been invited to provide input to the State regarding customer service options for the statewide system.
4. Local areas have been invited to submit requests (up to \$125,000) for a continuous improvement grant. The grant is designed to cover the costs for personal protective equipment, outreach, and technology. A preliminary list of items staff proposes to request in the application process was shared with the Committee, with emphasis on the items classified as outreach. The complete list is included as an attachment to the minutes.

With the committee reports complete, Joette Dukes provided an update regarding Program Year 2020 funding. Since there had been no significant changes to formula funding, she focused on the funding for special projects and provided the following updates regarding changes since the November 2020 Board meeting:

1. The Rapid Response Incumbent Worker Training (IWT) Grant for Screwmatics, as well as the two Traditional IWT Grants awarded by the State ended on December 31, 2020. Final closeout reports will be submitted for these grants.
2. A Rapid Response IWT Grant for Fiber Industries was approved by the State and now active.
3. A State Workforce Development Board Grant for security was awarded in the amount of \$61,535. The grant will allow the placement of a guard in every SC Works Center in the Pee Dee, except in those instances the host elected not to have a guard.
4. A Department of Labor H-1B Rural Healthcare Grant in the amount of \$2,271,023 was awarded. The Pee Dee Regional Council of Governments submitted the application in collaboration with Upper Savannah Regional Council of Governments. The Pee Dee area’s participating employer is McLeod Health.
5. CARES Act Funding in the amount of \$22,848 was received for security and PPE costs incurred in the spring and summer of 2020. Another grant in the amount of \$30,110, for costs incurred in the fall of 2020, is pending. The receipt of these funds will result in savings that will be passed along to all partners sharing those costs in the SC Works Centers.

Handouts supporting Ms. Dukes’ report are included as attachments to the minutes.

There was no open discussion by the Board re: workforce issues or advocacy activities. There being no further business, the meeting was adjourned.