



QUARTERLY MEETING
May 3, 2022
6:00 p.m.

AGENDA

WELCOME/CALL TO ORDER

Ms. Rena McLain, Chairperson

RECOGNITION OF GUESTS

APPROVAL OF MINUTES – February 1, 2022

STRATEGIC PLANNING RETREAT DEBRIEFING

Ms. Bridgette Coates
Workforce Program Developer

COMMITTEE REPORTS

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

Ms. Rena McLain, Chairperson
Ms. Carol Hill, Chairperson
Mr. Darrell Jameson, Chairperson
Mr. Les Echols, Chairperson

DIRECTOR'S REPORT

- Program Year 2021 Funding Update
Incumbent Worker Training Funding*
- Overview of Programmatic and Fiscal Performance
- Program Year 2022 Recommendations
 - Contract Awards/Funding Levels
 - Integrated Business Services
Team Lead*
 - Recommendation re: Board's Bylaws/Committee
Structure*

Ms. Joette Dukes
Workforce Development Director

BOARD OPEN DISCUSSION

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

ELECTION OF OFFICERS*

SPECIAL RECOGNITIONS

Outgoing Board Member – Mr. Jeff Singletary

NEW BUSINESS

OLD BUSINESS

ADJOURN

**Denotes Voting Items*

**PEE DEE WORKFORCE DEVELOPMENT BOARD
MINUTES
May 3, 2022**

Members Present: Pam Company, Jeffrey DeLung, Les Echols, Carol Hill, Billy Hogge, Darrell Jameson, Rena McLain, James Roberts, Shawn Troy, and Mel West

Members Excused: Lauren Holland, Mac Matthews, Wayne Simon, Jeff Singletary, and Vicky Tyner

Members Unexcused: Sam Bass, Erin Brown, Bernell Evans, Terry Gainey, and Kyle Wagner

Staff Present: Bridgette Coates, Joette Dukes, April Gaskins, Dianne Herrington, and Mamie Legette

Guests Present: Joe Bittle, CareSouth Carolina
Marquel Jackson, Eckerd Connects
Melissa Rodgers, SC Department of Employment & Workforce
Nortorius Jones, Eckerd Connects

The Pee Dee Workforce Development Board met on May 3, 2022 at 6:00 p.m. The meeting was held in person at Pee Dee Regional Council of Governments and virtually via the Zoom conference platform.

The meeting was called to order by Rena McLain, Chairperson. Joette Dukes acknowledged the guests and thanked them for their support.

A motion was made by James Roberts and seconded by Darrell Jameson to approve the minutes of the February 1, 2022 meeting. The motion carried.

Bridgette Coates provided an overview of the Board's strategic planning retreat outcomes, to include a summary report prepared by Brianna Dennis, Executive Director of the Kelley Center for Economic Development and facilitator for the retreat. The document was shared with Board members prior to the meeting and is included as an attachment to the minutes.

The Board received committee reports as follows:

Executive Committee – Rena McLain, Chairperson

Ms. McLain reported that the Pee Dee Workforce Development Board's Executive Committee met on March 17, 2022.

The primary purpose of the meeting was to review and evaluate applications received in response to the Request for Proposals released for Comprehensive Workforce Services and NextGen Services for Program Year 2022. Comprehensive Workforce Services include Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker Funding for operations and career/training services, the CAREER National Dislocated Worker Grant, and the H-1B Rural Healthcare Grant. NextGen Services are WIOA Title I Youth Services.

In addition, the Executive Committee also authorized the staff via electronic poll to increase the earmark of dislocated worker funding for adult participants from up to \$250,000 to up to \$425,000. This action was necessary, based on the relatively lower participation levels for dislocated workers versus the higher participation levels for adults this program year.

All of the Committees' actions were provided to Board members in a handout prior to the meeting and included as an attachment to the minutes.

Disabilities Committee – Carol Hill, Chairperson

Dr. Hill reported that the Disabilities Committee successfully coordinated a Job Fair at McClenaghan Adult Education Center on March 23, 2022 and provided an overview of the day's activities, which included a presentation by Vocational Rehabilitation to support the successful employment of individuals with disabilities. Another job fair is tentatively scheduled for the fall, with the Vocational Rehabilitation Department leading the planning for the upcoming job fair.

Youth Committee – Darrell Jameson, Chairperson

In addition to reviewing its strategic planning goals at its April 27 meeting, Mr. Jameson reported that the Youth Committee received a presentation regarding the services available to customers visiting the SC Works Centers, to include customized assessments and the development of individual employment plans to address career goals and any identified barriers to education and employment. The Eckerd Connects Team's efforts to expose youth to the services available through our public workforce system were also shared.

In addition, the Committee received a presentation from Bridgette Coates regarding the youth mental health crisis, a performance update from April Gaskins, and a slide show

of Pee Dee area youth success stories. The slide show of the success stories was played at the Board meeting and included as an attachment to the minutes.

Other than for strategic planning as discussed by Bridgette Coates earlier on the agenda, the SC Works, Business & Industry, Membership, and Public Relations Committees did not meet since the February Board meeting and no reports were made.

Joette Dukes provided the Director's Report, beginning with an update on Program Year 2021 funding. She reported that, other than the increase in the earmark of dislocated worker funds for adult participants as reported in the Executive Committee's report, there has been no change regarding Program Year 2021 adult, dislocated worker, or youth funding. However, a few employers awarded incumbent worker training (IWT) funds have elected not to use the awarded funds. **In order to maximize the local area's use of the funds, staff released a solicitation for a third round of applications. The staff's recommendations to award the funds were presented to the Board and is included as an attachment to the minutes. A motion was made by James Roberts and seconded by Les Echols to approve the staff's recommendation. The motion carried.**

Ms. Dukes provided an overview of the local area's programmatic and fiscal performance as of March 31, 2022, stating that the Pee Dee is on track to achieve all of its goals except the fund utilization rate (FUR) for the adult program and the participant cost rate for the adult/dislocated worker program. She stated that, although the local area is not presently on track to meet the adult FUR, it is largely because dislocated worker funds earmarked to serve adults have been heavily used during the reporting period. She anticipates that will be corrected in the last quarter of the program year. Regarding the participant cost rate, the State has provided local areas the flexibility to request a waiver of this State requirement in furtherance of innovative projects that have been undertaken. Though Board approval is not required, Ms. Dukes requested ratification of the staff's decision to move ahead with a waiver request. She will ensure that the six county councils in the Pee Dee Local Workforce Development Area are notified, in accordance with the waiver requirements. **A motion was made by Mel West and seconded by James Roberts to support the staff's plans to request a waiver of the State's participant cost rate requirement. The motion carried.**

Ms. Dukes proceeded with the staff's recommendations regarding Program Year 2022 activities. She reported that, in accordance with the Executive Committee's approval, the staff has entered negotiations with Eckerd Connects/Youth Alternatives as the single provider of WIOA Title I adult, dislocated worker, and youth services for the Pee Dee. Since the local area has not yet received official notice regarding its Program Year 2022 funding levels, it is her recommendation that the Executive Committee vote on award levels when that information becomes available.

Ms. Dukes also reminded the Board that, each year in accordance with one stop certification standards, the Board is required to designate an individual to serve as Integrated Business Services Team Lead. An email was sent to all active business services team members inviting them to serve in this capacity and no one indicated an interest in serving in the role. **As a result, it is the staff's recommendation that Dianne Herrington to redesignated to serve as the IBST Lead for the 2022-2023 program year. A motion was made by Mel West and seconded by James Roberts to accept the staff's recommendation. The motion carried.**

Finally, Ms. Dukes reported that, in accordance with the goals and objectives of the strategic plan and in support of robust participation by Board members in their assigned committees, the staff has evaluated the Board's Committee structure and is recommending that the Public Relations and Membership committees be eliminated. These committee's responsibilities can be reassigned to other committees. She is further recommending that the strategic plan goals for the Executive Committee be reassigned to other Committees, freeing the Executive Committee up to provide oversight to the remaining committees' achievement of their strategic goals and to handling the administrative business of the Board between meetings. Ms. Dukes provided a chart detailing the present and future duties of the Executive, SC Works, Youth, Disabilities, and Business & Industry Committees and it is included as an attachment to the minutes. **A motion was made by James Roberts and seconded by Jeffrey DeLung to accept the staff's recommendations regarding the Board's bylaws. The motion carried.**

The floor was opened for Board members to share advocacy activities or workforce issues about which they are concerned. After a brief time of sharing, the floor was opened for the election of officers. Ms. Dukes reported that, other than the existing Chairperson (Rena McLain) and Vice Chairperson (Mel West), no other Board member was nominated for office. **It is, therefore, the staff's recommendation that the current slate of officers be retained for Program Year 2022. A motion was made by Billy Hogge and seconded by Jeffrey DeLung to accept the staff's recommendation. The motion carried.**

Mr. Jeff Singletary elected not to be reappointed to the Board for another term. He was unable to attend the Board meeting, so formal recognition of his service was tabled until the August 2022 meeting.

There being no further business, the meeting was adjourned.