

Greenville County Workforce Development Board (GCWDB) Zoom Meeting

Wednesday, January 12, 2022, 11:30 a.m.

Join Zoom Meeting

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AGENDA

I. Welcome and Call to Order

Ms. Robyn Knox, Chair

II. Quorum Validation (9 or more)

Ms. Knox

III. Minutes Approval (September 8, 2021 and November 10, 2021)*

IV. Director's Report

Dean E. Jones, GCWDB Director

V. Contractor Status Reports

1. Eckerd Connects – Amanda Mason, Program Manager
2. Equus Workforce Solutions – Nikki Burgess, Project Director

VI. Recommendation to Amend the Bylaws, Article V, #3 – Terms of Office*

VII. Other Business

VIII. Adjourn

**Denotes an action item*

Amendment Recommendation.....

*Article V - 3. Terms of Office. The terms of office of the Chairperson, Vice-Chairperson shall run the course of two consecutive ~~program~~ **calendar** years from ~~July~~ **January** 1 to ~~June~~ **December** 30~~1~~. The Chairperson and Vice-Chairperson shall hold office until their successors shall have been duly appointed, or until their earlier resignation, removal of office, death or incapacity*

**Greenville County Workforce Development Board Meeting (GCWDB)
Wednesday, September 8, 2021
Zoom Meeting**

MINUTES

Members Present: Chandler Duggan, Robyn Knox (Chair), Patrick Michaels, Larry Miller, Michael Panasko, Larry Pitts, Charles Smith, Kathy Stanton, Michael Thorne, David Turnipseed, and Ben Waldrop

Members Absent: Kathy Edwards, Scott Sheinbaum, and Scott Stoller

GCWDB Staff and Contractor Staff Present: Eva Anagnostis, Shelia Harper, Dean Jones, Angela Smith, Doug Stephenson, Renee Alexander, Rochelle Brown, Nikki Burgess, Adam Lindsley, and Amanda Mason

Guest/Visitors: Melissa Rodgers (SCDEW) and Shannon Herman (Greenville County)

- I. **Welcome and Call to Order:** Chair Knox welcomed everyone to the meeting, and the meeting was called to order at 11:33 a.m.
- II. **Quorum Validation (8 or more):** A quorum was validated.
- III. **Minutes Approval (July 14, 2021)*:** Minutes were approved as submitted.
- IV. **Director's Report (Ms. Eva Anagnostis, GCWDB Assistant Director)**
 1. **PY21 WIOA Financial Status Report:** Ms. Anagnostis reviewed the Financial Status report, noting the P20 and PY21 expenditures. She also pointed out where each of the contractor grants are in expenditures and reminded the Board members that expenditures usually start out slow in the beginning of the year. Finally, she discussed the PY20 State IWT funds and the new process used this year to distribute the funds.
 2. **Equus Budget Increase*:** Ms. Anagnostis reminded the Board about the Request for Proposals that was done this year by Spartanburg County's Procurement Department for our joint GCWDB-UWB Operator and Adult/Dislocated Worker Service Provider contract. At that time, we moved forward with the proposed budget amount with the understanding we would revisit the contract budget once allocations were received and carryover was finalized. Our staff have determined that we have an extra \$200,000 to put towards the Equus contract in order to put more funding towards participant costs. Ms. Anagnostis presented a staff recommendation to increase the Equus budget by \$200,000 using unobligated funds. There was a motion and a second. The motion passed without opposition.
 3. **PY21 WIOA Program Status Report:** Ms. Anagnostis reviewed the Program Status Report and the Just-In-Time Report, making note of the carryover and new enrollments, unemployment

percentages, training numbers, and training industries. She also gave a brief overview of a Dislocated Worker Success Story at the end of the JIT Report.

4. **PY20 Q4 Performance Report:** Ms. Anagnostis shared the Q4 and Rolling 4 Performance Reports that were recently sent to the local areas. Greenville is passing all measures for both 4th Quarter and Rolling 4 Quarters. We are very appreciative to all of our contractor staff for their hard work in helping the participants meet metrics and making sure all the successes are recorded in SCWOS.
5. **Acceptance Letter Re: GCWDB's PY20 WIOA State Monitoring Response:** Ms. Anagnostis shared the final letter from SCDEW showing that we have completed our PY20 Monitoring and resolved all outstanding issues.
6. **EMS Customized Training Program:** Ms. Anagnostis informed the Board that the EMS customized training program, which began in early July, will have a small ceremony at County Square to celebrate the students who will successfully complete in the near future. We are looking at future opportunities for customized training programs.
7. **GCWDB Meeting Announcements:** Ms. Anagnostis made the Board aware of a few items related to Board meetings. First, we have decided to continue with virtual meetings for the near future, as the rise in COVID cases have caused us to reconsider returning to in-person meetings. Second, we have noticed a dip in attendance in some meetings lately, so we will start sending Outlook Calendar Invites with all the meeting information.
8. **GCWDB Membership:** We are in the process of recruiting additional Board members to fill open private business spots on the GCWDB.
9. **Website Redesigns:** The GCWDB and SC Works Greater Upstate websites were both recently redesigned. Ms. Anagnostis showed the Board members how each website looked and invited them to visit each website when they had some time.
10. **Equus Program Director Update:** Mr. Doug Stephenson has been our Equus Project Director since we first developed our contract with them back in 2016. He has announced his retirement, which is effective in mid-September. We have really appreciated all his hard work and dedication to the Greenville LWDA, and we will miss him. We wish him a happy retirement.

V. **Other Business:** None

VI. **Adjourn:** Being there was no other business, the meeting was adjourned at 12:07 p.m.

* Denotes an action item for GCWDB or Executive Committee Approval

**Denotes Executive Committee has authorized Director to Proceed

Greenville County Workforce Development Board Meeting (GCWDB)
Wednesday, November 10, 2021
Zoom Meeting

MINUTES

Members Present: Chandler Duggan, Robyn Knox (Chair), Patrick Michaels, Larry Miller, Kathy Stanton, Scott Stoller, and David Turnipseed

Members Absent: Kathy Edwards, Michael Panasko, Scott Sheinbaum, Charles Smith, Michael Thorne, and Ben Waldrop

GCWDB Staff and Contractor Staff Present: Eva Anagnostis, Shelia Harper, Dean Jones, Angela Smith, Renee Alexander, Rochelle Brown, Nikki Burgess, Johnnie-Lynn Crosby, and Amanda Mason

Guest/Visitors: Melissa Rodgers (SCDEW) and Robert Valenca (Bon Secours)

- I. **Welcome and Call to Order:** Chair Knox welcomed everyone to the meeting, and the meeting was called to order at 11:41 a.m.
- II. **Quorum Validation (8 or more):** A quorum was not validated.
- III. **Minutes Approval (September 8, 2021)*:** Minutes were not approved, as a quorum was not present.
- IV. **Director's Report (Mr. Dean E. Jones, GCWDB Director)**
 1. **Labor Market Update:** Mr. Jones shared some labor market information from the last year. He shared unemployment rates for the last few months, and mentioned that we are nearly back to pre-pandemic levels of unemployment. Our current unemployment rate in Greenville County is 2.8%. However, we are keeping a close eye on the impacts of the pandemic to mothers of young children. Those individuals are still lagging behind in returning to the workforce. That may be a group that we need to focus our attention on helping get back to work. Mr. Jones also shared industries/positions that we are seeing the most job postings from, and they are many of the same as pre-pandemic.
 2. **WIOA Program Status Reports (Financial, Program Activities):** Mr. Jones reviewed the Financial Reports. We have spent roughly 20% of our total available. We are required to spend 70% of our total available funds by the end of the year. Mr. Jones feels comfortable with where we are. The contractor section shows how the contractors are doing on spending their funds. Mr. Jones also reviewed the programmatic report, including enrollments, carryover participants, and individuals in training. We will receive a quarterly performance report soon, and we will provide the next one when it is available.
 3. **Local Area Voluntary Transfer to Lowcountry Workforce Development Area - \$20,000 of PY20 WIOA Youth Funds*:** Mr. Jones informed the Board that this was intended to be an action item, but since we do not have a quorum, we cannot vote on this item. Some of the Board members may remember that we transferred some funds to the Lowcountry LWDA last program year. They have sent an urgent request out to the rest of the state asking for Youth funds. We feel comfortable that we have sufficient funds this year, and we would like to help out a counterpart in the state that needs it. Mr. Jones will bring this to the Executive Committee when we meet next.
 4. **Tis the Season for Local Plan Updates, One-Stop Certification, Local Board Certification:** Mr. Jones shared the upcoming tasks that our staff will be working on. Many of these things occur every 1-2 years,

and it is time for us to review them and make necessary updates. One of the items we will be working on is One-Stop Certification. The standards have recently been updated, and we will need to make sure we are meeting all the necessary standards for certification. We will also need to certify Board membership and ensure we are meeting all the composition requirements. We've been working diligently to replace some business vacancies on the Board.

5. **Committee on Serving Individuals with Disabilities (CSID) Facilitation Services Memorandum of Understanding (MOU) with Noble Aim Consulting:** Mr. Jones shared updates from the CSID. This Committee is comprised of individuals from many different disability organizations, along with a business member and education representatives. The CSID is working on helping add to the labor force by connecting individuals with disabilities to organizations to help them find and keep a job that fits their skills. The Committee has also been working with businesses to see how their requirements may be hindering employment for individuals with disabilities that may be able to successfully complete the job tasks. Mr. Jones also shared information on the Ability ASCEND program, which allows users to input skills (not credentials) to be matched with open jobs.
6. **2022 GCWDB Meeting Calendar:** Mr. Jones informed the Board that we have created the 2022 Meeting Calendar, and we will be sending it out via email.

- V. **Promising Practice Highlight - GCEMS Academy:** Mr. Jones shared information about the GCEMS Academy that has now completed its first full class. We wanted to get 20 individuals to enroll in the program, which was WIOA sponsored. We started with 20 and ended with 12, which is common for individuals going into healthcare training. Greenville County put out a Promising Practice article in our Greenville County newsletter, which includes a link to a video created at the graduation ceremony. Mr. Jones invited Board members to view the video on our website so they can see how much of an impact this program had. We are now looking at other occupations with which we can replicate this program.
- VI. **Other Business:** Chair Knox informed the Board that we are planning to do an election of officers at the next Board meeting. She asked that individuals who are in the private business positions on our Board consider whether they want to be considered for Chair or Vice Chair positions.

Mr. Jones shared that the grant for SC Works Security is ending, but the SWDB has asked us to compile a list of all the different funding needs we have (including security). We hope that security will be funded so that partners do not have to split the cost at the local level.

- VII. **Adjourn:** Being there was no other business, the meeting was adjourned at 12:31 p.m.

*** Denotes an action item for GCWDB or Executive Committee Approval**

****Denotes Executive Committee has authorized Director to Proceed**