Greenville County Workforce Development Board (GCWDB) 225 S. Pleasantburg Drive, Suite C11, Greenville, SC 29607 Tel 864-467-3620 Fax 864-467-3601 <u>WIOAinfo@greenvillecounty.org</u> greenville.scworks.org



Preparing the workforce, growing our economy

#### Greenville County Workforce Development Board (GCWDB) Executive Committee Zoom Meeting Tuesday, April 5, 2022 11:30 A.M.

#### Join Zoom Meeting

https://us02web.zoom.us/j/85233341684?pwd=WHZnMFZnQXVYY1Q4Z3gxSzlKSlVnUT09

Meeting ID: 852 3334 1684 Passcode: 205758 One tap mobile +13126266799,,85233341684#,,,,\*205758# US (Chicago) +16468769923,,85233341684#,,,,\*205758# US (New York)

Committee Members (5): Chandler Duggan, Robyn Knox, Larry Miller, Kathy Stanton, David Turnipseed

#### <u>Agenda</u>

I. Welcome and Call to Order

- II. Quorum Validation (3 or more)
- III. Minutes Approval (February 1, 2022)\*
- IV. Director's Report
- V. Other Business
- VI. Adjourn

Ms. Robyn Knox, Chair

Mr. Dean E. Jones, GCWDB Director

\*Denotes an action item





#### Greenville County Workforce Development Board (GCWDB) Executive Committee Meeting Tuesday, February 1, 2022 Meeting held via Zoom Call

#### Minutes

Members Present: Robyn Knox, Kathy Stanton, and David Turnipseed

Members Absent: None

Staff Present: Dean Jones and Eva Anagnostis

- I. Call to Order: The meeting was called to order at 11:31 a.m.
- II. Quorum Validation (2 or more): A quorum was present.
- III. Minutes Approval (December 7, 2021)\*: Minutes were approved as submitted.
- IV. Director's Report (Mr. Dean E. Jones, GCWDB Director)
  - Election of Officers Report: Mr. Jones gave a short update on the Election of Officers that has been taking place. There were a total of 19 ballots issued, and 11 were returned with votes. Based on the unofficial results, Robyn Knox is elected Chair and Larry Miller is elected Vice Chair. Mr. Jones said he is having staff review the results and check everything before the official tally will go out.
  - 2. GCWDB Membership Update (Ms. Eva Anagnostis, GCWDB Assistant Director): Ms. Anagnostis reviewed current members in each of the Local Board membership categories, along with all the appropriate calculations. We discussed the Apprenticeship vacancy in the Not Less Than 20% Category, along with what kind of individual needs to fill the vacancy. We also discussed options for replacing the Youth Committee Chair.
  - **3.** Fund Utilization Rates and Proposed Corrective Action Plan: Mr. Jones shared charts displaying WIOA Fund Utilization Rate information. We are currently exceeding expenditure goals in the Adult program and the Youth program, but we are behind on expenditure goals in the DW program. We are working on strategies to improve our expenditure rates in the DW program, including increasing obligations to invest more in Incumbent Worker Training and Work-Based Learning programs (On-the-Job Training and Work Experience). Staff is projecting that we may be able to increase the Equus contract by approximately \$100,000. We will reach back out or follow up at a future meeting when we need approval for a budget increase.
  - 4. DEW Updates: Mr. Jones shared some updates that have come from SCDEW recently.
    - **a.** Eligible Training Provider List (ETPL) Program Performance Update: We are reviewing the new performance information regarding ETPL programs. Mr. Jones





#### Greenville County Workforce Development Board (GCWDB)

**PREPARING THE WORKFORCE** In permership with the County of Greenville, the Greenville Cou Board (GCV ) provides planning oversight of Workforce In WIOA) Program and the local County of Career System (SO

# EXECUTIVE COMMITTEE ZOOM MEETING

April 5, 2022 11:30 a.m.

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# **DIRECTOR'S REPORT**

- A. Improving Efficiencies:
  - PY 2022 WIOA Budget Strategy Adult (A) & Dislocated Worker (DW) Programs
  - PY 2023 WIOA Budget Strategy Youth (Y) Program
  - o Internal Activity (Projects) Calendar
  - o Board/Committee Meeting Reports, Executive Committee Approvals

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- B. Board Retreat Update
- C. Resiliency Grant Update
- D. Regional and Local Plan Update
- E. SC Works Certification
- F. Stevens Amendment

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G. WIOA Quarterly Update

#### • PY22 WIOA Budget Strategy – Adult (A) & Dislocated Worker (DW) Programs

- Increases amount of Planned Program Transfer from DW to A at start of contract year;
- Minimizes need for staff to make multiple approval requests to transfer additional funds from DW program to A program;
- Minimizes need for staff to make multiple approval requests to increase A & DW service provider contract budgets.
- Increasing supportive services. Lots of folks are hurting financially due to inflation and pandemic-related job disruptions. WIOA will make modify supportive services policy to enable more adult customers to quality for child care and transportation assistance, which are the major hurdles to being on the path to self-sufficiency.
- Results in serving more Adults and fewer DWs. Will have to keep watch on DW performance to ensure we have exited DW participants to populate Quarterly Performance Measures.

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### PY23 WIOA Budget Strategy – Youth (Y) Program

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- By start of PY23, the WIOA Youth Budget will move to an April June, a 15-month budget year, which coincides with the dates that USDOL approved for making available the annual WIOA Youth Program allocations (i.e., for PY23, WIOA Youth budget year will begin April 1, 2023 – June 2024)
- The program year will not change and will remain on a July June schedule;
- Expanding the Y budget year allows for summer employment programs, more planning and time to operate activities and to expend funds.

# o Internal Activity (Projects) Calendar

- Updated monthly calendars will be shared with the Executive Committee.
- Lists Key Activities & Projects anticipated to require Executive Committee approval. Executive Committee approvals will be shared subsequently at the full board meetings.
- **Improves ability to appropriately** time the starting/completion of activities and projects.
- Allow viewers to see consolidated view of all planned/forecasted schedule of board/committee meetings, staff projects, and key action items at one glance.

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# o Internal Activity (Projects) Calendar

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- Will not be all-inclusive as unplanned needs will arise, and electronic voting is required.

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 Provides organized preview on board staff duties being planned (sequentially) for Executive Committee approvals.

 Board & Committee Meeting Reports, Executive Committee Approvals

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- All reports, board and committee, will be shared with the Executive Committee
- **Reports provided by the Committee Chairs** at full board meetings. The reports will include any matters taken up by electronic voting.
- The Executive Committee is authorized to make key decisions on behalf of the Board in order to ensure that time-sensitive projects are completed (approved) prior to established deadlines.

### **o** Board Retreat Update

- The latest Board Retreat Doodle poll closed on March 28, 2022. Seven
  (7) optional dates were presented as being possible for holding the retreat: June 6, 8, 10, 13, 17, 24, and 27. The highest availability was a tie of 6 attendees on any given date, out of 30 members (20%).
- Staff is recommending that we to attempt schedule the retreat to be held on one of the following regularly scheduled meeting dates for the reminder of 2022 calendar year:
- July 13, 2022

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- September 14, 2022
- November 9, 2022
- If any of these dates do not work for GTC, we may have to go with the number of members who are available to attend.

### Resiliency Grant Update

- Using funds for participant training costs, incumbent worker training (IWT), SC Works Center Supplies, SC Works Center Security Services, Committee on Serving Individuals with Disabilities (CSID) Meeting Facilitation, enhancing the Ability ASCEND program, Facilitating CSID's Business Development Advisory Group (BDAG), and TRANSFR Virtual Career Exploration for Secondary School Youth.
- Making progress on all of the Resiliency Grant activities. Will provide updates at least once per quarter (as it coincides with the report schedule established by DEW).

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#### **o** Regional and Local Planning Update

 WIOA State Instruction 15-16 requires the LWDA Executive Directors to submit a Regional and Local Plan outlining a four-year strategy for the local workforce development system and coordination with other Local Workforce Development Boards within the Link Upstate WIOA Region. The plans must be approved by the GCWDB, the area's signatory official and county council chairman before submission to the state. The draft plans must meet public review and commenting requirements. The anticipated due date is October 2022, which will cover the 4-year planning period Program Years (PY) 2023 – 2026.

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### Regional and Local Planning Update

- DEW has 90 days from the date the plan is submitted to approve the plan.
- I am also recommending that we monitor the WIOA of 2022 Reauthorization as it currently contains draft recommendations that may be impactful to some of the planning strategies if the language makes it into the final version. A copy of the WIOA of 2022 Reauthorization can be found by clicking <u>here</u> or by visiting:

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### **o** SC Works Certification

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LWDBs are required to develop objective policies and procedures for the assessment process that include utilization of the criteria outlined in the attached Management, Job Seeker Services, and Business Services Standards.

Each LWDB must submit the following to Workforce Support at <u>WorkforceSupport@dew.sc.gov</u> no later than June 30, 2022:

- o Summary of the assessment process
- Documentation of LWDB certification approval {e.g., meeting minutes, electronic votes)

All SC Works centers must be certified in order to be eligible to use infrastructure funds in the State funding mechanism.

#### Stevens Amendment

- Federal Funding Disclosure. The Stevens Amendment is a federal law found in H. R. 6157 that requires funding information to be included on all projects or programs using federal funds.
- The intent is to provide transparency for taxpayers and ensure federally funded research and work are properly credited. Statements, press releases, publications, requests for proposals, bid solicitations, and other documents such as tool-kits, resource guides, websites, and presentations (such as this one) (hereinafter "statements") describing the projects or programs funded in whole or in part with the federal funds. A) % and \$ amount of total costs of the program or project funded with federal money; and b) % and \$ amount of the total costs of the project or program funded by non-governmental sources.

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- Below are highlights on performance for Q2 of PY21. A copy of the full report is being/will be provided for your information.
- Fund Utilization Rate (FUR): Below expectation in DW program, should be at 35% but we are at 24%. Several transfers from the DW program to the A program will significantly improve the DW FUR.
- Obligation Rate: Above expectations for all fund streams A, DW, and Y.
  Should be at 40% obligation rate for all fund streams and Greenville is averaging 68%.
- **Participant Cost Rate (PCR):** Above expectations for A & DW programs. Should be at 30% and Greenville is at 41.45%.

- The following performance requirements apply to the **WIOA Y program**:
- Youth Spending: Must spend at least 75% on out-of-school youth (OSY).
  Greenville reported 84.85% for PY20. Greenville's Q2 of PY21 youth spending is reported to be at 77.92%
- Youth Work-Based Learning (WBL): Not less than 20% of the youth program funds (over lifetime) shall be used to provide ISY and OSY with work-based learning opportunities. Greenville reported a 35.91% WBL expenditures for PY20. YTD for Q2 of PY21, Greenville reported a 52.60% WBL rate, which is on track to meet the expenditure requirement.

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- Performance: A report on Greenville's performance on the five (5) measures across programs and indicators. The local area must meet performance in all three (3) ways identified below:
- 1. Having **Overall Program Score** of at least 90% for A, DW, and Y programs;
- 2. Having **Overall Indicator Score** (across A, DW, and Y) of at least 90% for each one of the negotiated indicators;
- 3. Having Individual Indicator Percentage of at least 50%. It is possible to pass the Individual Indicator with 50% but fail both the Overall Indicator Score and Overall Program Score and the Overall Indicator Score. It is recommended that local areas strive for greater than 90% of the negotiated goal per individual indicator.

- **4. Greenville met** performance in all three (3) ways identified above for PY21 through December;
- 5. Quarterly Reporting Analysis(QRA): Intent is to improve data quality and provide consistent aggregate views of the state's data to identify performance areas in need of improvement.
- State Adult Priority of Service. Adult priority of service requires that 75% of all enrolled adult participants must be low-income or basic skills deficient. Greenville's PY21 priority of service rate is at 72.7. Internal reports reflect that we are closer to 75% and should be on track to meet this performance requirement.

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- Participation: Participation numbers include carryover and new enrollments. PY21 A – 154, PY21 DW – 29, PY21 Y – 92.
- Youth Five Percent Exception: 5% of newly enrolled Y are not required to meet low-income eligibility in any given year. Through December of PY21, Greenville did not enroll any youth with an exception to the lowincome requirement.
- Youth Five Percent In-school Youth Limitation: Not more than 5% of ISY may be eligible under the youth requires additional assistance to complete an educational program or to secure or hold employment. Through December, Greenville did not enroll any ISY, thus not participating in the measure.

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also shared that the technical college systems have removed many of their programs from the ETPL because of the reporting burden.

- b. Program Year (PY) 2021 ETPL All-Student Data Submission and Request Date: Notification will be sent out Thursday January 13, 2022, reminding providers of the all-student data reporting requirement and a requested submission date of August 15, 2022 for PY21 data.
- **c.** Voluntary Reallocation Guidance: DEW is drafting guidance that moves the last date to make local area transfers from June 30<sup>th</sup> to May 31<sup>st</sup>. This could make it more difficult to meet our Fund Utilization Rates because we monitor those figures so closely at the end of the year. Mr. Jones expressed his concerns about this new deadline.
- d. SC Works Certification Standards: All SC Works Centers must be certified by the LWDB in the areas of Management, Job Seeker Services, and Business Services. Each Local Board must submit a summary of the assessment process and documentation of the certification approval by June 30<sup>th</sup>, 2022.
- V. Other Business: Mr. Jones announced that we just received notification about our Resiliency Grant. It appears that we received everything that we requested through the grant process, but we need to submit more information before everything is finalized. Mr. Jones shared that the SC Works security officer would be funded for an additional 18 months. Chair Knox asked about active shooter training. Mr. Jones said we completed a training with staff several years ago, but we will look into holding another training in the near future.
- VI. Adjourn: The meeting was adjourned at 12:12 p.m.

#### \*Denotes an action item for GCWDB or Executive Committee approval