

**Governor’s State Workforce Development Board
February 9, 2023 SC Works Management Committee Meeting Minutes**

Members Present:	Members Absent:
Mr. Warren Snead*	Mr. Perry Shuping
Mr. Dan Ellzey*	Mr. John Uprichard*
Mr. Gregory Cannon Clark	
Ms. Darline Graham	
Mr. Mike King	
Mr. Gregory Tinnell	

Welcome and Opening Remarks Mr. Warren Snead, Committee Chair

Mr. Warren Snead, Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of Minutes from November 10, 2022, Committee Meeting*Mr. Snead

Mr. Gregory Clark motioned to approve the November 10, 2022, meeting minutes. Mr. Gregory Tinnell seconded the motion, and the Committee unanimously approved the minutes.

Committee Priorities..... Ms. Nina Staggers

Ms. Nina Staggers provided an update on the Committee’s Program Year (PY) 2022 priorities.

- *Soft Skills Instruction*
 - The SC Soft Skills Certificate Initiative was developed as a strategy to prepare the workforce and support the needs of employers. An analysis conducted during PY’20 determined the six essential soft skills are Communication, Digital Literacy, Problem Solving, Professionalism, Teamwork, and Time Management.
 - The SC Soft Skills Certificate will be awarded to individuals who take and pass the WIN Essential Soft Skills and Digital Literacy assessments.
 - The initiative was placed on hold in December 2021; with the selection of WIN as the state’s career readiness vendor, the Soft Skills Certificate initiative is ready to restart at the end of the PY’22.
- *Regionalism*
 - With the continued reduction in WIOA funds and enhanced capacities through technology, local areas are exploring cost-sharing opportunities to serve both job seekers and employers effectively and efficiently. Staff will develop and distribute a memo to the workforce system, summarizing the concept of regionalism and providing examples cost-sharing strategies.
- *Virtual Engagement Center (VEC)*
 - The Virtual Engagement Center was created to offer a virtual solution for job seekers and employers who cannot access a brick-and-mortar SC Works Center in person. The VEC will be open five days a week for hours equivalent to SC Works Comprehensive Centers.

*Denotes voting item

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- Funding to staff the VEC was recently approved by the Executive Committee. Staff will provide online communication with customers through a “live chat” function to answer questions and send information requested in real-time.
- The VEC is in the final stages of testing and will launch in Spring 2023.
- *SC Works/Staff Training – Learning Management System*
 - The Learning Management System (LMS) will provide a centralized location for training content and a way for staff and managers to track the completion of required training. The current system does not offer this function.
 - The Executive Committee approved funding to procure a learning management system. Procurement will occur during the current program year, with the implementation of the system occurring in PY’23.

Local Area Performance Ms. Melissa Rodgers

Ms. Melissa Rodgers, Workforce Services Coordinator, provided an update on the status of the notices sent on December 31, 2022, to the six LWDAs that did not meet fiscal or programmatic performance measures in PY’21. Corrective Action Plan (CAP) submissions are due on February 13, 2023. At the time of the meeting, three of the six areas had submitted CAPs.

Ms. Stagers explained that, although specific to each area, the overarching reason for failure to meet performance standards is a decline in the number of individuals served. A decrease in participants makes it more challenging to utilize funding specifically for participant costs, preventing the 70% fund utilization rate from being met. The availability of alternative funding sources for the local workforce may also affect the ability of the area to meet performance objectives.

Other Business/Adjourn Mr. Snead

Mr. Snead reminded members to contact staff via SWDB@dew.sc.gov concerning any issues accessing the Board portal. The next full board meeting is scheduled for March 29, 2023, at 11:00 a.m.

Mr. Dan Ellzey, Executive Director of the Department of Employment and Workforce provided concluding remarks. As the state with the fourth lowest labor force participation rate, South Carolina will need to focus on workforce development, labor force monitoring, and coming up with new ways to add to its workforce. Mr. Ellzey officially retired on February 28, 2023.

The meeting adjourned at 11:30 a.m.

*Denotes voting item