

**Governor’s State Workforce Development Board
June 14, 2022 Executive Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Thomas Freeland
Mr. Pat Michael
Mr. Charles Brave, Jr.
Mr. John Uprichard
Mr. Dan Ellzey
Mr. Warren Snead
Ms. Valerie Richardson

MEMBERS ABSENT:

Mr. Jay Holloway

Welcome and Opening Remarks..... Mr. Thomas Freeland, SWDB Chair
Mr. Thomas Freeland, SWDB Chair, called the meeting to order at 11:00 am. A quorum was present.

Approval of Minutes from March 3, 2022*.....Mr. Freeland
Mr. Warren Snead motioned to approve the March 3, 2022, meeting minutes. Mr. Charles Brave, Jr. seconded the motion. The meeting minutes were unanimously approved.

Revised SWDB Bylaws*.....Mr. Pat Michaels
The SWDB Bylaws are reviewed every 2-3 years. The last revisions were completed in September 2019. The suggested revisions remove duplication, bring the bylaws into alignment with the Board's current operations, and give the SWDB Chair the ability to appoint committees as needed. Mr. Pat Michaels reviewed the following changes:

- **Article IV** – name changed from Officers to Organization; Article IV now combines sections from Officers (original Article V) and Committees (original Article VII) to provide a more holistic overview of the leadership and structure of the SWDB.
- **Article V** – name changed from Meetings and Attendance to Meetings; this revised Article combines sections related to SWDB meeting (original Article V) and committee meetings (original Article VII) to remove duplication.
 - o The current version of the bylaws does not require a specific number of committee meetings as is required for SWDB meetings. Because the practice is to meet quarterly, that language was added in 5.1(B)
- **Article VI** –Attendance is currently included in Article V – Meetings, but now has a separate article, which addresses the expectation of regular attendance as well as the Alternative Designee Process.
- **Article VII** – Voting, voting and conflict of interest are currently included in Article V – Meetings, but are now combined in Article VII.
- **Article VIII** – Transparency, combines requirements of the Freedom of Information Act and WIOA Sunshine Provisions, which are currently under Article V, Meetings.

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Mr. Michaels made the recommendation to approve the revised SWDB Bylaws. Mr. Freeland made a request for discussion; hearing none, he motioned to approve the revised SWDB Bylaws. The bylaws were unanimously approved.

Legislative Update.....Ms. Ellen Andrews-Morgan

Ms. Ellen Andrews-Morgan, Director of Governmental Affairs, provided a legislative update highlighting relevant workforce, education, and economic development activity. She shared two general observations from the legislative session:

1. The interest of the legislature in identifying alternative pathways to careers from the traditional 4-year college model.
2. The House Oversight Committee’s exploration of the state’s workforce development ecosystem.

Ms. Andrews-Morgan mentioned several bills that passed during the session and a few that remain in conference:

- Bills passes during session:
 - Act No. 204/H.3144 – South Carolina Workforce Industry Needs Scholarship
 - H. 4766 - Coordinating Council for Workforce Development Bill
 - Act No. 209/S. 533-Subminimal Wages/ H. 3244 Employment First Initiative Act
 - Act No. 179/S. 1059 - Medical Technician Certification Program
- Bills in conference:
 - S. 901 / H. 3348 - Solar, Job Development, and other Tax Bills
 - H. 4831 - Economic Development Study for Offshore Wind Energy Supply Chain Industries
 - H. 3588 - Life Scholarship Bill

Committee Activity Reports..... Committee Chairs

Board Development Committee

The Board Development Committee completed the following priorities in PY’21.

- Delivery of ethics training
- Deployment of SWDB survey
- Compiling SWDB development practices from other states
- Revising the SWDB bylaws

Two priorities will carry over into PY’22:

- Review/revise SWDB policies
- Diversity, Equity, and Inclusion Training (DEI)

Mr. Michaels shared recommended action items resulting from responses to the SWDB Survey and practices used by other state workforce boards:

1. Support use of task forces and workgroups as a method of completing the Board’s work, and engaging additional state and local stakeholders.
2. Allow Board members to revisit committee assignments that align with their skills and interests.
3. Issue notice of committee and SWDB meetings 7 days in advance.

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4. Use the SWDB portal for pre-meeting materials.
5. Provide quarterly progress reports to the Board.
6. Ensure onboarding and orientation material includes a comprehensive overview of the role and responsibility of the SWDB.
7. Convert in-person orientation to video orientation to improve access to orientation materials.
8. Include Legislative Affairs updates in board meetings, as applicable.
9. Coordinate Diversity, Equity and Inclusion training in the new program year.
10. Solicit board member accomplishments for recognition routinely.

Collaboration and Partnership Committee

Ms. Richardson offered an update on the Collaboration and Partnership Committee's efforts to increase the utilization of work-based learning and support stackable credentials and career pathways.

- Increase utilization of Work-based Learning
 - In PY 2020, the preliminary Title I analysis was conducted, and Work-based learning was added to the Productivity Dashboard.
 - A cross-agency Work-based Learning workgroup was formed to identify strategies for expanding the utilization of WBL. Agencies on the WBL workgroup include the Commission for the Blind, Vocational Rehabilitation and Department of Social Services. The workgroup had its inaugural meeting on Tuesday, June 7, 2022, and several opportunities were identified, including:
 1. Strategic collaboration among partners to avoid duplication of efforts
 2. Universal terminology and cross-program guidance to facilitate work-based learning outreach.
 3. A flowchart showing how funding can be used to support work-based learning is being created.
 - As a next step, the work group will evaluate a "one knock" approach currently used in Oregon.
- Support creation of stackable credentials and career pathways
 - Department of Education has contacted several members for feedback. DEW has participated in stakeholder discussions to inform the development of stackable credentials and pathways. Credentials and pathways have been developed for the five high-growth, high-demand sectors.

The Collaboration and Partnership Committee is reviewing its charter to assess the ongoing relevancy of committee functions to make a recommendation to the SWDB Chair on sunsetting the committee.

Ms. Richardson is a member of the US Department of Labor Advisory Committee on Apprenticeship (ACA). She summarized the 6-month interim committee report presented to Secretary Walsh. Subcommittee presentations included Industry Engagement in New and Emerging Sectors, Apprenticeship Modernization, Apprenticeship Pathways: Pre-Apprenticeship,

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Youth Apprenticeship, and Degree Apprenticeship, and Increasing Diversity, Equity, Inclusion and Accessibility in Apprenticeship (DEIA).

Committee on Workforce Innovation

In Mr. Holloway's absence, Ms. Nina Stagers shared the Innovation Committee progress report.

Priorities completed in PY'21:

- Distribute publications relevant to the SWDB

Priorities that will carry over into PY'22:

- Completion of the economic and workforce analysis
- Creation of LMI training for board members

The Innovation Committee began a discussion about the use of virtual reality in workforce development. States such as Alabama and Arkansas have been using virtual reality to familiarize potential workers with entry-level skills. In Oregon, local workforce development areas have used virtual reality training for healthcare workers on the proper use of PPE related to COVID-19. In South Carolina, the SWDB has supported the utilization of virtual reality through discretionary funding opportunities, the most recent being the LWDA Resiliency Grant. The Upstate Workforce Area is among the local areas with virtual reality capabilities and is currently using the technology for career exploration. The Committee looks forward to hearing from the Upstate area and supporting the execution of a statewide inventory to fully understand the scope of virtual reality utilization across the state.

SC Works Management Committee

Mr. Snead reviewed the status of SC Works Management Committee priorities for PY'21.

Priorities completed in PY'21:

- Oversee certification of the SC Works centers
- Champion SC Works Secret Shopper Initiative

The following priorities will carry over into PY'22:

- Development of a virtual SC Works Center
- Oversee implementation of the SC Works LMS

PY'21 Performance Update:

- Federal program measures include Entered Employment 2nd and 4th Quarter After Exit, Median Earnings, Measurable Skills Gain, and Credential Attainment.
 - Eleven of the twelve LWDAS are meeting PY'21 negotiated levels of performance.
 - The three local areas that did not meet the negotiated federal program measures last program year are now meeting the negotiated program measures.
- The State identified fiscal measures require LWDAs to meet a 70% Fund Utilization Rate (FUR) and 30% Participant Cost Rate (PCR) by June 30, 2022.

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- Seven (7) local areas are trending below the expected Fund Utilization Rate (FUR).
- Six (6) areas are trending below the expected level for Participant Cost Rate.
- The two (2) local areas that did not meet fiscal performance measures in PY’20 continue to trend below the expected rate this year.
- Fund utilization typically peaks in the last quarter of the program year, and it is anticipated that most areas will meet the required fiscal measures.
- Key indicators of productivity, current through March 31, 2022
 - There are 5,111 participants enrolled in Adult, Dislocated Worker, and Youth programs; 46% of participants are in training; 12% of participants have received at least one soft skills activity.
 - The number of participants provided soft skills training has increased, with 140 more participants having been provided instruction through 3rd quarter, compared to the total number of participants provided instruction last year.
 - Statewide expenditures indicate a reasonable average cost per participant of \$3,626.

Strategic Planning SessionMr. Freeland

The Strategic Planning Session will take place after the June 28, 2022, SWDB meeting. The planning session is an opportunity to review existing priorities and agree on current challenges, such as the continuing decline in WIOA funds and workers lacking the skills and certification that businesses need, and new priorities the SWDB can adopt to address these challenges. Mr. Freeland asked members to come prepared to share system challenges and recommended actions the SWDB could take.

Other Business/AdjournMr. Freeland

Director Ellzey advised the committee that May 2022 jobs data will be available on June 18, 2022. While there is an uptick in initial claims, the trends are continuing in a good direction, with record job postings continuing.

The Committee did not address any other business. The meeting was adjourned at 11:47am.

*Denotes voting item