



---

**Executive Committee Meeting  
Wednesday, March 8, 2023 at 11:00 a.m.**

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

**Or call in (audio only)**  
+1 803-400-6195  
Phone Conference ID: 701 112 948#

**AGENDA**

- I. Welcome and Opening Remarks ..... Mr. Thomas Freeland, SWDB Chair
- II. Approval of Minutes from November 16, 2022 and January 27, 2023\* .....Mr. Freeland
- III. Committee Activity Reports ..... Committee Chairs
- IV. Other Business/Adjourn.....Mr. Freeland

\*Denotes voting item

**Governor’s State Workforce Development Board  
November 16, 2022 Executive Committee Meeting Minutes**

**MEMBERS PRESENT:**

Mr. Thomas Freeland  
Ms. Valerie Richardson  
Mr. Dan Ellzey  
Mr. Jay Holloway  
Mr. Pat Michaels

**MEMBERS ABSENT:**

Mr. John Uprichard  
Mr. Warren Snead  
Mr. Charles Brave, Jr.

**Welcome and Opening Remarks ..... Mr. Thomas Freeland, SWDB Chair**

Mr. Thomas Freeland, SWDB Chair, called the meeting to order at 11:00 a.m. A quorum was present.

**Approval of Minutes from September 13, 2022\* ..... Mr. Freeland**

Mr. Pat Michaels motioned to approve the meeting minutes for September 13, 2022. Mr. Jay Holloway seconded the motion. The Committee unanimously approved the meeting minutes.

**Availability of Statewide Program Funds..... Ms. Nina Stagers**

Ms. Nina Stagers provided an overview of the total amount of WIOA Statewide Program funds available for allocation, a summary of prior investments, and potential investments for the Committee’s consideration.

Since Program Year 2020, the SWDB has invested approximately \$14M in grants awarded to the local areas, such as the Restoration, Resiliency, and Engage, Build and Serve Grants. The SWDB also invested in providing security for the SC Works Centers, enhancing the SC Works online services system, and SC Works Outreach.

The SWDB currently has \$1.8M in statewide program funds to invest in opportunities that align with PY’22 priorities. Ms. Stagers reviewed potential investments for the Committee’s consideration:

- Regionalism Incentive Grants to encourage local areas to implement cost-sharing strategies.
- Employer Training Fund to provide funding for employer training programs with emphasis on high growth, high demand sectors, small employers, employers and rural areas, and training for frontline staff.
- Funding to procure an SC Works Staff Learning Management System to support delivery of statewide, cross-partner, SC Works staff training.
- Conducting a feasibility study of implementing a Shared Case Management System to support common intake, participant referrals, and co-enrollment across partner programs.
- Funding to equip correctional facilities with virtual reality capabilities to ensure that inmates have access to career exploration opportunities.

\*Denotes voting item

**Governor’s State Workforce Development Board  
November 16, 2022 Executive Committee Meeting Minutes**

Mr. Freeland facilitated discussion on the investment opportunities. Committee members offered support for regionalism, employer training, virtual reality, and researching options for a shared case management system. Staff will prepare a formal funding recommendation based on the discussion to be presented in a future Executive Committee meeting.

**Committee Activity Reports..... Committee Chairs**  
*Board Development Committee – Pat Michaels*

Mr. Pat Michaels provided an update on PY’22 Board Development Committee (BDC) priorities:

- Allow board members to revisit committee assignments that align with their skills and interests.
  - Board members were emailed the Committee Interest form, along with the Committee Charters, with a request to complete the form by October 6, 2022. Eight members expressed interest, broken down as follows:
    - i. Two new members choosing their first committee,
    - ii. Five existing member were choosing committees as a result of the Collaboration and Partnership sunset, and
    - iii. One existing member who expressed interest in simply serving on a different committee.
  - As a result of this effort, BDC has four members, SC Works Management has eight members, and the Committee on Workforce Innovation has seven members.
- Development of a Board Roster Page on the SC Works website
  - The newly developed board roster page offers an overview of the composition of the board, the bylaws, membership of the executive committee, and a membership roster.
- Coordinate Diversity, Equity, and Inclusion training in the new program year. Staff will present a proposal to the Committee during the February meeting.
- Annual Ethics Training will be held Friday, January 27, 2023, at 9:30 a.m. via Zoom.

*Committee on Workforce Innovation – Jay Holloway*

Ms. Pamela Jones gave the Committee on Workforce Innovation report. The Innovation Committee reviewed research on virtual reality (VR) use in workforce development and the results of a statewide VR survey. The survey results indicate there is interest in implementing or expanding the use of VR; however, apprehension stems from budget restrictions, accessibility concerns, and a general lack of knowledge surrounding VR.

*SC Works Management Committee*

Ms. Jones provided the SC Works Management Committee PY’22 priorities update report. During the 2<sup>nd</sup> quarter, the Committee set the following priorities for PY’22.

- Assessing outreach to employers through an Employer Services Dashboard.

\*Denotes voting item

**Governor’s State Workforce Development Board  
November 16, 2022 Executive Committee Meeting Minutes**

- Enhanced system efficiency through Regionalism.
- Assessment of the SC Works Customer Experience through the Secret Shopper Initiative.
- Expansion of virtual SC Works services through the Virtual Engagement Center.

PY’21 Annual Performance Update:

Federal program measures include Entered Employment 2<sup>nd</sup> and 4<sup>th</sup> Quarter After Exit, Median Earnings, Measurable Skills Gain, and Credential Attainment. One (1) local area did not meet the negotiated program measures for Program Year 2021.

The State identified fiscal measures require LWDA’s to meet an 80% Obligation Rate, 70% Fund Utilization Rate (FUR), and 30% Participant Cost Rate (PCR). Twelve LWDA’s met the obligation rate, two (2) local areas did not meet the Youth FUR, and three (3) local areas did not meet the PCR.

The six (6) local areas that did not meet performance have triggered progressive-sanction measures. LWDB’s will be required to submit a Corrective Action Plan (CAP) within 45 days of the notice, describing how it will improve and meet performance. Upon acceptance of the CAP, the LWDB will submit progress reports to DEW on a mutually agreed upon schedule. Report submission will continue until the end of the program year.

In support of the Committee’s ‘outreach to employers’ priority, the Committee received a presentation on how business services are delivered through the workforce system, the use of Employer Service codes to track service delivery, and the Effectiveness in Serving Employers performance measure that is reported to the US Department of Labor annually.

**Other Business/Adjourn.....Mr. Freeland**

The next full board meeting is scheduled for December 14, 2022, at 11:00 a.m., and will be fully virtual.

The meeting adjourned at 11:39 a.m.

\*Denotes voting item

**Governor's State Workforce Development Board  
January 27, 2023 Executive Committee Meeting Minutes**

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:**

Mr. John Uprichard  
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 a.m. A quorum was present. Mr. Freeland reminded everyone that this is a public meeting, open to all State Workforce Development Board members and guests; however, voting is restricted to Executive Committee members only.

**Request for Funding\* ..... Ms. Nina Stagers**

Ms. Nina Stagers presented a \$1.8M funding recommendation to the Committee, which included funding for statewide activities that expand employment training options and strengthen the one-stop service model.

- *Individual and Employer Training - \$1,000,000:* DEW currently funds Incumbent Worker Training (IWT). The training is limited to incumbent workers, individuals who have been employed with an employer for six months or more. This funding request allows Local Workforce Development Areas to expand the utilization of SWDB-funded training to include occupational skills training, on-the-job training, and customized training strategies. Local areas could request funding to continue training incumbent workers or provide training to employed or unemployed individuals looking for employment.
- *SC Works Shared Case Management System - \$250,000:* WIOA envisions a customer-centered workforce system using a one-stop model. A shared case management system will help to ensure that individuals and employers have a seamless customer experience and receive the full range of services available through SC Works. The funding will be used to procure a consultant to work with DEW's partner group, gathering and compiling the programmatic system requirements for a duration of 12 months. At the end of the exploration phase, the consultant will provide recommendations and options for achieving a more integrated system to the partners.
- *SC Works Learning Management System - \$200,000:* A learning management system will provide a centralized location for training content accessible across the workforce system, including the partner's frontline staff. The learning management system would provide a way to track the completion of required training, which is currently unavailable. Relevant and timely training will improve the SC Works customer experience and ensure that all customers receive high-quality service that leads to positive outcomes. Funding will be used to cover the initial implementation and three years of maintenance of a learning management system.

\*Denotes voting item

**Governor’s State Workforce Development Board**  
**January 27, 2023 Executive Committee Meeting Minutes**

- *Virtual Engagement Center Staffing - \$360,000*: The VEC Center will offer a virtual solution for the job seeker and employer who cannot physically come to a brick-and-mortar SC Works Center. The SC Works virtual staff will communicate online with jobseekers and employers seeking services. The virtual staff would also make appropriate referrals to the SC Works Center and other partners. Funding will cover salary and fringe benefits for staff for up to three years.

Recognizing a potential conflict of interest, Mr. Dan Ellzey, DEW Executive Director, abstained from discussion and did not vote on the funding recommendation. Mr. Charles Brave, Jr. motioned to accept the funding recommendation, Mr. James Snead seconded the motion, and the Committee unanimously approved the funding recommendation.

**Other Business/Adjourn.....Mr. Freeland**  
Chairman Freeland reminded members that the third quarter Executive Committee meeting is Wednesday, March 8, at 11:00 a.m. and the SWDB meeting will be held Wednesday, March 29, at 11:00 a.m.

Mr. Ellzey briefly discussed H. 3726, introduced by the Speaker of the House, which would move the Coordinating Council for Workforce Development (CCWD) and the Regional Workforce Advisors from the Department of Commerce to DEW.

Mr. Freeland acknowledged Mr. Ellzey’s retirement in February 2023, thanking him for his leadership as the Executive Director of DEW.

The meeting adjourned at 11:27 a.m.

\*Denotes voting item