



**Executive Committee Meeting
Tuesday, September 13, 2022 at 11:00 a.m.**

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AGENDA

- I. Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
- II. Approval of Minutes from June 14, 2022 and August 2, 2022*Mr. Freeland
- III. Committee Activity Reports Committee Chairs
- IV. Other Business/Adjourn.....Mr. Freeland

*Denotes voting item

**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 and conflict of interest are currently included in Article V – Meetings, but are now combined in Article VII.
- **Article VIII** – 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 the 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 to distribute 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 SWDB's 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 Employment Rate 2nd and 4th Quarter After Exit, Median Earnings, Measurable Skill Gains, 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
 - 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.

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MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mr. John Uprichard

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 announced that in accordance with the SWDB Bylaws, Board members will receive emailed reminders of all committee meetings moving forward, regardless of committee membership. State Board members may attend any committee meeting. However, voting is restricted to committee members only.

He also shared that the Governor has appointed two new members to the State Workforce Development Board:

- Ms. Darline Graham, Commissioner for the SC Commission for the Blind, a WIOA Core Partner.
- Ms. Susan Cohen, President and CEO of the SC Hospitality, Restaurant, and Lodging Association.

Mr. Freeland acknowledged Ms. Val Richardson’s participation in the National Skills Coalition Fireside Chat on July 14, 2022, along with the CEO of Walmart. She was a panel participant and shared talent development efforts underway in South Carolina in a national forum.

Mr. Dan Ellzey, Executive Director, SC Department of Employment and Workforce, provided an update on Unemployment Insurance claims and South Carolina employment levels. He covered the following points:

- For the week ending July 30, 2022, initial claim filings averaged 2,000 per week, consistent with pre-pandemic levels. The UI Trust Fund has a balance of more than \$1.43B. The Bureau of Labor Statistics shows that 78,000 are unemployed; however, only 8,000 receive unemployment payments. The preliminary Unemployment Rate for July 2022 is 3.2% in SC, compared to the national rate of 3.6%.
- South Carolina’s Labor Force Participation Rate is increasing at a rate of 0.1% each month. The current LPR is 57.5%, still behind the national rate of 62.2%. The agency has awarded contracts to vendors on behalf of the South Carolina Labor Force Participation (LFP) Taskforce, to research the state’s labor force participation.
- Workforce Development Month is planned for September 2022, with many activities scheduled for both job seekers and businesses.

Request for Funding* Ms. Nina Staggers

Ms. Nina Staggers presented a \$4.2M funding recommendation to the Committee, which included funding for statewide activities that support outreach, employer engagement, increased utilization of work-based learning, and data collection and reporting.

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- *Engage, Build and Serve (EBS) Funding - \$4,000,000:* DEW will provide funding to Local Workforce Development Areas to support business engagement, including the development or expansion of sector partnerships with demand industries and high-quality employers; community and participant outreach with an emphasis on equity and access to workforce services; and the delivery of comprehensive career and training services, prioritizing work-based learning (WBL) strategies. The agency will distribute funding to local areas through discretionary grants.
- *SC Works Online Services - \$227,000:* funding will be used to cover the WIOA portion of the SC Works Online Services System (SCWOS) costs for one program year. SCWOS is the state’s database that tracks participant outcomes for multiple programs, including WIOA. The WIOA portion of the costs includes maintenance hosting, document imaging, and reporting capabilities.

Mr. Pat Michaels asked if local areas requested the funds. Ms. Stagers responded that DEW conferred with local areas on the amount and scope of funding. Local areas will submit an application or formal request for funds. Funds that are not used by the area are returned to DEW at the end of the grant period.

Recognizing a potential conflict of interest, Director Ellzey 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.

Planning Session RecommendationsMs. Jackie Taylor

Ms. Jackie Taylor summarized the challenges and actions offered from the June 28, 2022, Board planning session. Board members shared what they see as the biggest challenges facing employers, job seekers, and the workforce system overall in its ability to provide high-quality services and achieve performance expectations while offering suggested actions that the board can take.

The concepts discussed were placed in a matrix (attached), organized into the major themes and overarching goals associated with those themes, corresponding initiatives, and deliverables to work towards in Program Year 2022. Project plans for the deliverables will be presented to committees in Quarter 1.

In discussion about the status of current priorities, Ms. Michelle Paczynski shared that a draft of the Rural Analysis is under review and anticipates release of the final report in Quarter 1. Additionally, Ms. Ann Angermeier and Mr. Dean Jones offered progress of their regionalism efforts to share costs across areas. The Upstate and Greenville Local Areas are currently sharing approximately nine employees and issue regional instruction letters. Regular management meetings allow the areas to review processes and evaluate opportunities for expanding cost sharing efforts.

Other Business/AdjournMr. Freeland

Chairman Freeland reminded members that September is the start of Workforce Development Month, a month dedicated to highlighting ongoing workforce development activities in South Carolina. DEW will share opportunities for Board members to attend local or state-level activities.

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Mr. Freeland also asked members to anticipate communication about the Board portal. The communication will include new resources that staff have added to the portal and instructions for using the portal to access meeting materials.

The next Executive Committee meeting is Wednesday, September 7, at 11:00 a.m.

The meeting adjourned at 11:27 a.m.

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Challenges	Goals	Initiatives	PY'22 Potential Deliverables
Employee Attraction and Retention	Increase Businesses and Job Seekers Use of SC Works	Outreach to employers	Implement outreach to employers around strategies and resources for creating a talent pipeline
		Outreach to Veterans*	Develop an Employer Services Dashboard
		Rural Engagement	Explore ways to retain Veteran talent in SC
		Staff Training - Learning Management System	Research underway by Darla Moore School of Business will determine whether the SWDB should include job seekers in rural areas as a priority population.
		SC Works Customer Experience	Deployment of Learning Management System
			Deployment of Secret Shopper Initiative
Declining WIOA Funds	Improve SC Works Cost Efficiencies	Virtual Services	Virtual Engagement Center will be stood up for statewide access without brick-and-mortar costs
		Regionalism*	SWDB support and incentivize local workforce development areas (LWDAs) with resources as cost-sharing practices are implemented
		Shared Case Management System to Support Intake, Referral and Co-enrollment*	Research and development across programs
Workers lack the skills and certifications businesses need	Improve Alignment of Training with Employer Needs	Soft Skills Instruction	State Soft Skills Certificate
		Investments for in-demand training*	Initiate Supply Gap Analysis
			Support a State Cybersecurity Strategy by targeting training for high-demand cybersecurity occupations
		Career exploration and training through virtual reality	Statewide scan of virtual reality use in Workforce Development
Work-based Learning (Registered Apprenticeships, On-the-Job Training, Incumbent Worker Training)	Increase rates of Work-based Learning (WBL) SWDB investment towards WBL costs, including summer youth employment programs Deployment of Career Pathways		

***New initiatives of the Board**

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