

# SC WORKS

## UPPER SAVANNAH

### Upper Savannah Workforce Development Board Meeting

Held at 430 Helix Road, Greenwood, SC or via Zoom

Monday, April 1, 2024

Meeting: 3:30 p.m.

Members Present: Candi Lalonde, Theresa Stover, Taiese Kidd, Amanda Munyan, Dale Cullum, Stephen Taylor, Darron Wilson, Roy C Lowe Jr, Chad Ulmer

Members Absent: John Calhoun, John Scott Coleman (excused), Debbie Walling, Julie K. Bagwell, Jeannie McCallum (excused), Betty Jones, Mashanda Ashton, Roberta Kinard, Cartina Ross, Keli Fewox (excused), Shelby Reed

Staff Present: Kal Kunkel, Willie Matthews, Amber Bearden, Sam Leaman, Ashley Guy, Tommy Goode, Renee Alexander

Guest: None

#### **Welcome, Call to Order and Roll Call**

Darron Wilson (acting chair) welcomed members and guests. The meeting was called to order. Darron introduced two new board members. Lauren Munyan, President and CEO of Laurens County Chamber of Commerce, and Jean McCallum, HR Manager for Fibertex Nonwovens, Inc.

The meeting roll call was conducted by Kal Kunkel.

#### **Approval of Minutes for**

Minutes are emailed along with the meeting agenda. They are also archived online. There was a motion by Candi Lalonde and seconded by Taiese Kidd, to approve the minutes from the February 5<sup>th</sup> meeting. The minutes were adopted unanimously as submitted.

### **SC Works System Update (Kal Kunkel)**

He met on March 26th to discuss SCWorks matters which included the MOU, budget, and infrastructure with all of the Workforce partners. Discussions garnished agreement on all topics although some new changes could be coming soon, such as location changes for some centers. These decisions are anticipated to be finalized soon with the MOU signed by June. Finances have been accessed with Eckerd and the facts and figures seem to be nailed down with those final reports coming down by April 19<sup>th</sup>. State monitoring is June 9<sup>th</sup> so preparations have been started in anticipation of this. Regional plans will start after July 1 with those updates coming in the fall.

Kal provided packets that were handed out. The gold and white document included explained new information coming out concerning the Workforce Innovation Act. Kal stated these would be sent out to attendees on ZOOM.

### **Approval to transfer Dislocated Worker funds to Adult ACTION**

It is being requested to transfer \$200,000 in funding from the Dislocated Worker fund to Adult. Kal explained this has occurred over the last several years due to Dislocated Worker receiving more funds than Adult and Adult being primarily where the bulk of services are needed. He explained up to 100% is allowed to be transferred. A motion was made by Stephen Taylor and second by Theresa Stover. Darron asked for further discussion and there was none. The motion was approved unanimously.

### **Approval to transfer Youth funds to Worklink Region ACTION**

Workforce is seeking approval for \$100,000 of youth funds to be transferred to a neighboring region (Worklink in the Clemson area) to ensure fund utilization requirements are met. Kal explained we are very underspent on this. He continued to explain the decision to have these discussions with Worklink were previously approved. These discussions are completed and Worklink has agreed with the possible transfer. He stated Upper Savannah will be fine without these funds moving forward for the remainder of the year. A motion was made by Candi Lalonde and seconded by Taiese Kidd. No further discussion. The motion approved unanimously.

### **Discussion of Revised Board By-Laws ACTION**

Kal explained that the Board By-Laws have not been updated since 2016. He stated there are several things he recommended to be updated. One suggestion is the board does not have approval for an electronic vote which he would like to be considered for change. He explained he will send out a draft of all recommendations for these changes and send them to all board members for their review prior to the next board meeting on June 3, 2024. Darron open discussion for any further questions. No questions asked. This will be voted on at the next board meeting.

### **Discussion of nomination and appointment of a Vice Chair ACTION**

Darron announced the topic and turned discussion over to Kal. Kal explained the board does not have a Vice Chair presently. Kal suggests if anyone is interested in filling the seat, decisions could be made today. He added this could be self-nominated or nominated by serving board members. Kal opened the floor for anyone to come forward. No comments or discussions were made. Instruction was given to make contact with Kal if an individual is interested in nominating themselves or another member.

Kal will also send out the information concerning the nomination process as a recommendation to the board prior to the next board meeting, June 3, 2024.

### **Discuss process to nominate or appoint committee members ACTION**

Darron presented the topic and turned over the floor to Kal for further explanation. Kal explained that the board does not actively have any of the following commitments: Executive, Operations (OneStop), Disabilities, and Youth. These need to be put into place for the Board to comply with the by-laws. He explained that the Chair can appoint to fulfill these committees, or the board can discuss how they would like to possibly get volunteers. He added that Youth and Disabilities committees could have ad-hoc members. This needs to go to vote by the next Board Meeting, June 3, 2024. He opened the floor for discussion. No further questions or comments.

Kal will send out the nomination process as a recommendation to the Board prior to the next meeting, June 3, 2024.

### **Operations Reports – Willie Matthews, Deputy Workforce Director**

Willie explained a job fair for Ascend was completed in March. Ascend had about 52 layoffs. However, many did find employment prior to job fair, with no more than 20 showing up for the event. Piedmont Technical College and Workforce completed their Spring Job Fair also in March. He stated there were 383 people in attendance. He explained Workforce has met with PTC regarding providing more training opportunities for the community and possibly having workforce employees placed on campus. He expressed traffic counts in Centers have increased stating that Saluda had 28 people, Greenwood 587, Newberry 245, Laurens 163, Abbeville 6, Edgefield 16, and McCormick 6, for a overall total 1051.

### **Operations Reports- Amber Bearden, H1B Rural Healthcare Project Coordinator & CAREERS**

Amber stated that H1B Level UP grant is less than 1 year from closeout. At this time, the enrollment goal for the grant has been reached and the focus has been shifted to case management with the primary focus being collecting employment information on participants to document any advancements in job titles or wages as a result of their provided training. She explained they do have 2 students actively enrolled in courses but expect to be completed by the summer.

She explained she was recently appointed as the project manager over the CAREERS Dislocated Worker grant that Pat Crawford formally was over. She stated that at this time a formal in-house monitoring was being conducted on the project while simultaneously preparing for closeout as it is coming soon. Closeout is June 20, 2024.

### **Service Provider Reports – Renee Alexander**

Renee explained that Eckerd goals for enrollment PY 23 was 100 and they are currently at 84 percent of that goal. She added to mimic what Kal spoke about earlier regarding Youth, enrollment has been slower. With a goal of 33 enrolments, they are at 10. They are working hard on outreach to try to increase youth numbers. She explained they are redeploying staff in different ways and areas to reintroduce our WIOA services. Renee then gave the floor to Tommy Goode for further updates.

Thomasenia (Tommy) Goode came onto the agency in February of this year. Last month staff went under intensive training with onsite training to revamp the WIOA program. Staff assignments were accessed in Newberry, Edgefield, Saluda, Greenwood, and Laurens and all showed traction has picked up drastically with ongoing applications. Staff met and spoke with a variety of people at the PTC Spring job fair which resulted

in people coming into the centers. She continued to say 18 people signed up on their list present at that event which enabled them to make contact via text, calls, or email. As their information is received, templates are being made, to allow for Staff to be reaching out on same day; allowing for engagement quickly

Centers are conducting Orientation sessions and these have been growing in attendance consistently. Staff are giving physical handouts with links to information with updated PowerPoint. Also, a pseudo email was created that allows for participants to respond directly there as another form of reaching out should things such as cell service for become a barrier for participants. Staff are also creating SCWorks online participant accounts with individuals, while they are physically in person with them, and spending time with them to get everything completed in one visit. She explains these customer service steps have resulted in clients referring relatives and friends to the centers. She also believes the new marketing material being readily available for the community has increased outreach.

Kal Kunkel reiterated that the elevated customer service experience had been evident and he believes it will continue to show positive results.

### **ADJOURN for Business-Related Topics**

Darron Wilson called to adjourn for business matters. He advised there will be a presentation following concerning board members roles and responsibilities but members did not need to stay if they could not, but it was greatly encouraged. A motion to close business matters of the meeting by Stephen Taylor. Motion seconded by Amanda Munyan. Unanimously approved. The next board meeting is June 1, 2024.

### **WIOA Board Member Orientation (Kal Kunkel)**

Kal presented a PowerPoint that involved an overview of WIOA, SC Works System, Upper Savannah, and Board Roles and Responsibilities. This was provided in an email before the board meeting and can be reviewed online via email. This can also be requested from Kal Kunkel. Kal explains that if anyone has any questions regarding this, to reach out.

### **FINAL ADJOURN**

Darron Wilson called the meeting to a final conclusion. Next scheduled Workforce Board meeting will be held June 1, 2024. There was no further business, the meeting was adjourned.