

Waccamaw Workforce Development Board Meeting

November 16, 2021

Waccamaw Workforce Development Board Meeting



Waccamaw Regional Council of Governments
1230 Highmarket Street
Georgetown, SC 29440
Tuesday, November 16, 2021
9:30 a.m.

VIA Zoom:

<https://us02web.zoom.us/j/84222265672?pwd=L3Vky1FRU2kzMGhUdnhQeWFKemlndz09>

Meeting ID: 842 2226 5672
Passcode: 263580

A G E N D A

Call to Order	Henry Poston
•Welcome and Introduction of Guests	
•Determination of Quorum	
•**Approval of July 20, 2021 Minutes	
•**Approval of September 21, 2021 Minutes	
•**Approval of Calendar Year 2022 Meeting Dates	
CEDS Update	Rusty Gaskins
Finance Report	Cathy Archer
Performance Report	Amy Ross
Contractor Program Update	Clare Sapp
One Stop Operator Update	Todd Gurley
WIOA Update	Ayla Hemeon
Other Business	Henry Poston
Adjournment	Henry Poston

****Denotes Action Items**

WACCAMAW WDB

Board Minutes



Minutes
Waccamaw Workforce Development Board
Waccamaw Regional Council of Governments
July 20, 2021
9:30 AM

*Due to COVID-19, this Board meeting was conducted in-person and via Zoom.

Members Present

Members Absent

Abernethy	Allen	Battle	Christopher
Burke	Kim	Carter	Etta
Engelman	Bonita	Edwards	David
Evans	Wallace	Espinal	Frank
Greene	Jason	Geathers	Rochelle
Mitchell	Greg	Harper	Jan
Poston	Henry	Smith	Sherrel
Pressley	Wilhelmina		
Roberts	Andy		
Skalican	Peg		
Tucker	Brian		
Wulf	Verlon		

Waccamaw Regional COG Staff Present:

Cathy Archer, Temecca Belcher, Rusty Gaskins, Ayla Hemeon, Tomas Langley, Hannah Poston, Amy Ross, Sarah Smith.

Other Guests Present:

Michelle Carr, SCDEW
Sherell Robinson, Ross
Todd Gurley, Ross

- **Call to Order:**

Mr. Henry Poston, Chairman, called the meeting to order at 9:32 a.m.

- **Welcome and Introduction of Guests:**

Mr. Poston welcomed members, staff, and guests, then introduced Mr. Allen Abernethy as the new Board member, replacing Mr. David Edwards. Ms. Ayla Hemeon did a roll call for the Board members.

- **Determination of Quorum:**

Mr. Poston determined that there was a quorum.

- **Approval of May 18, 2021 Minutes:**

Mr. Poston moved on to the approval of the May 18, 2021 minutes.

Ms. Kim Burke motioned to approve the minutes from the May 18, 2021 meeting. Mr. Brian Tucker seconded the motion and it was passed unanimously by the Board.

- **Horry Georgetown Technical College ETPL Update:**

Mr. Tucker pointed out the increase of training requirements for the Eligible Training Provider List (ETPL) over the last few years. If a WIOA student is in a program, the training provider has to track all members of the program, regardless of the funding source. However, a waiver has been used in the past to bypass tracking all members. This year, the waiver was not given out. HGTC made a decision to no longer provide training. A few Board members met with HGTC to resolve the issue, and HGTC has agreed to continue the training program.

- **CEDS Update/Workforce Board Role:**

Mr. Rusty Gaskins explained that the Comprehensive Economic Development Strategy (CEDS) creates economic development for the Waccamaw Region, making the district eligible to apply for grants through the EDA. Mr. Gaskins asked for any input that the Board may have for the CEDS update.

- **Finance Report:**

Ms. Cathy Archer presented the funding status as of June 30, 2021. \$1,064,000 remaining in Adult, DW, and Youth funding. Most grants have been closed out. All finance performance measures for the program year have been met. Obligation rates are good. Participant cost rate went over by 7% (37%). Spending in June was up due to year end. 352 Adults, 61 DW, and 165 Youth have been served.

- **Board Approval of PY 21 Contract Budgets with Ross:**

Ms. Archer went over all the different budgets in place for the PY21 Contract Budgets with Ross. The budgets have been reviewed by a Ms. Archer and Ms. Hemeon, and will also be reviewed by Ms. Sarah Smith, Executive Director.

Mr. Tucker motioned to approve the PY21 Contract Budgets with Ross. Mr. Greg Mitchell seconded the motion and it was passed unanimously by the Board.

- **Adult and DW Transfer of Funds:**

Ms. Archer explained that this gives WRCOG's Executive Director, Sarah Smith, authority to transfer DW funds to Adult funds as necessary. Adult funds are spent quicker than DW funds and, in some cases, the transfer of funds need to be approved prior to a Board meeting.

Mr. Wallace Evans motioned to approve the Adult and DW Transfer of Funds. Mr. Tucker seconded the motion and it was passed unanimously by the Board.

- **Performance Report:**

Ms. Amy Ross presented the enrollments for this program year. Total enrollments: 352 Adults, 61 Dislocated Workers, and 165 Youth. Ms. Ross showed a monthly breakdown of enrollment. Total UI calls: 3,135 in Kingstree and 11,563 in Georgetown. 6,832 total visitors to the Conway center. 93 Youth and 207 Adult workshops. Ms. Ross pointed out that the percentage of people who received training is above average for the state. Ms. Ross then displayed the performance report of quarter 3 and explained why some performance goals were not reached.

- **Contractor Program Update:**

Ms. Sherell Robinson stated that she expected to see an increase in enrollment this year, with CDL having the most interest. This program year, one of the goals is to reach out to more people who may not know about the centers. Ms. Robinson mentioned some upcoming events and job fairs.

- **One Stop Operator Update:**

Mr. Todd Gurley updated the Board on what has been going on at the centers, including adjusted hours, client capacity, and more changes that has taken place. Mr. Gurley also reviewed the second quarter customer satisfaction report.

- **WIOA Update:**

Ms. Hemeon stated that the centers are on track to have a good year. Ms. Temecca Belcher will be acting as a liaison between WRCOG and the contractors. The end of the program year is the busiest, final numbers are still being gathered. Ms. Hemeon congratulated the staff on meeting the goals in the last program year despite going through a pandemic. Ms. Hemeon thanked Mr. Poston and Mr. Tucker for their assistance with the HGTC training program. She also thanked Mr. Gaskins for coordinating the job fairs. Lastly, Ms. Hemeon thanked the Board for their support.

- **Other Business:**

Mr. Poston confirmed that there was no other business to discuss.

- **Adjournment:**

Being no further business, the meeting was adjourned at 10:19 a.m.

Minutes
Waccamaw Workforce Development Board
Waccamaw Regional Council of Governments
September 21, 2021
9:30 AM

*Due to COVID-19, this Board meeting was conducted via Zoom.

Members Present

Members Absent

Abernethy	Allen	Battle	Christopher
Engelman	Bonita	Burke	Kim
Espinal	Frank	Carter	Etta
Evans	Wallace	Edwards	David
Poston	Henry	Geathers	Rochelle
Pressley	Wilhelmina	Greene	Jason
Skalican	Peg	Harper	Jan
Wulf	Verlon	Mitchell	Greg
		Roberts	Andy
		Smith	Sherrel
		Tucker	Brian

Waccamaw Regional COG Staff Present:

Cathy Archer, Temecca Belcher, Rusty Gaskins, Ayla Hemeon, Tomas Langley, Hannah Poston, Amy Ross, Sarah Smith.

Other Guests Present:

Wade Coffindaffer, Ross
Todd Gurley, Ross
Sherell Robinson Sherman, Ross
Melissa Rodgers, SCDEW
Dylan Visbaras, CCU Intern

- **Call to Order:**

Mr. Henry Poston, Chairman, called the meeting to order at 9:30 a.m.

- **Welcome and Introduction of Guests:**

Mr. Poston welcomed members, staff, and guests. Ms. Ayla Hemeon did a roll call for the Board members and announced all guests present.

- **Determination of Quorum:**

Mr. Poston determined that there was not yet a quorum.

- **Approval of July 20, 2021 Minutes:**

Mr. Poston stated that he would return to approve the minutes if a quorum was met later in the meeting.

- **Williamsburg Regional Hospital Update:**

Mr. Allen Abernethy, CEO of Williamsburg Regional Hospital, presented an update on the construction of the hospital, the impact that it will have, and the room for future growth.

- **Finance Report:**

Ms. Cathy Archer presented the funding status as of July 31, 2021. PY20 funds carried over. \$1.7 million obligated funds. Two rapid response grants were closed out. Target rates are being met. Work-based learning rate is good. First month of spending was low due to training in the first quarter, however, it will go up after paying the training bill. 52 Adults, 10 DW, and 19 Youth have been served.

- **Performance Report:**

Ms. Amy Ross presented the enrollments for this program year. Total enrollments: 52 Adults, 10 Dislocated Workers, and 19 Youth. Ms. Ross showed a monthly breakdown of enrollment and a comparison from the last program year. Total UI calls: 107 in Kingstree and 1,541 in Georgetown. 1,651 total visitors to the Conway center. 28 Youth and 82 Adult workshop attendance. PY20 youth credential rate was not met.

- **WIOA Success Story:**

Ms. Sherell Robinson presented a PowerPoint slide containing WIOA participant Ja'Reizz Grate's picture and story. She informed the Board of Ja'Reizz's positive experience and how he is now successfully employed due to the WIOA program.

- **WIOA Update:**

Ms. Hemeon informed the Board of the safety precautions the centers are taking with the surge of Covid cases. She noted that the foot traffic has increased. WIOA staff are taking flyers to local areas and recruiting new participants. Ms. Hemeon reminded the Board that they also serve as the CEDS Committee and that the annual update for the CEDS document is out and due by December. In the upcoming months, preparation for the annual DEW monitoring will take place, the monitoring will be on the week of January 9, 2022. Ms. Hemeon also pointed out that Mr. David Edwards was the chairman of the Disabilities committee and, since he retired, they are looking for a replacement.

Lastly, she announced an upcoming 2021 Workforce Symposium, a one day event held on October 19.

- **Other Business:**

Mr. Poston confirmed that there was no other business to discuss.

- **Adjournment:**

Being no further business, the meeting was adjourned at 10:18 a.m.



Waccamaw Workforce Development Area
Meeting Schedule for Calendar Year 2022
January – December 2022

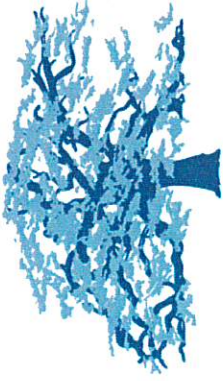
Workforce Development Board Meeting Dates 2022
January 18 th
March 15 th
May 17 th
July 19 th
September 20 th
November 15 th

All meetings will be held at 9:30 am in the WRCOG Conference Room unless otherwise notified.

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Board Reports





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Waccamaw Workforce Development

PY 2021 – Financial Report
November 16, 2021

Prepared by Cathy Archer
carcher@wrcog.org

Waccamaw Workforce Development Board
WIOA Program Year 2021
Funding Status as of October 1, 2021

Program Funds	PY 2020 Funds	PY 2021 Funds	Fund Transfers	Total Available	PY 2021 Funds Expended	Future Obligations	Unobligated Balance
Adult	\$117,892	\$947,344	\$399,084	\$1,464,320	\$56,246	\$1,055,242	\$352,832
Dislocated Worker	31,509	901,437	(399,084)	533,862	0	472,772	61,090
Youth	0	951,290	0	951,290	59,207	694,111	197,972
Total - Program Funds	\$149,401	\$2,800,071	\$0	\$2,949,472	\$115,453	\$2,222,125	\$611,894
Other Funds:							
20SEC11	91,728	0	0	91,728	72,747	18,981	0
Total - Other Funds	\$91,728	\$0	\$0	\$91,728	\$72,747	\$18,981	\$0

Fund	% Expended (PY 20/21)	% Obligated (PY 21)	Part Cost Rate	WBL %
Adult	13.8%	71.6%	20.8%	
DW	14.2%	86.2%		
Youth	12.3%	73.0%		22.5%
Target Rate	18.0%	20.0%	30.0%	20.0%

Program year for PY20 A/DW funds is 7/1/2020 – 6/30/2022
 Program year for PY21 A/DW funds is 7/1/2021 – 6/30/2023
 Program year for PY21 Youth funds is 4/1/2021 – 6/30/2023

**Waccamaw Workforce Development
Financial Dashboard – Adult & Dislocated Worker - Program Year 2021
For Period July 1, 2021 through September 30, 2021**

Cost Category	ADULT PROGRAM				DW PROGRAM			
	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
Program Delivery Staff Expenses	\$ 731,085.93	\$ 137,114.86	\$ 593,971.07	19%	\$ 315,317.34	\$ 61,156.60	\$ 254,160.74	19%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	61,073.63	2,901.95	58,171.68	5%	34,073.01	1,500.17	32,572.84	4%
Other Program Costs	25,431.72	-	25,431.72	0%	6,075.93	1,090.55	4,985.38	18%
Participant Training Costs	617,507.34	-	617,507.34	0%	253,575.75	1,904.33	251,671.42	1%
Participant Supportive Services	168,585.38	-	168,585.38	0%	40,276.97	5,047.35	35,229.62	13%
Other Participant Costs	-	-	-		-	-	-	
Totals	\$ 1,603,684.00	\$ 140,016.81	\$ 1,463,667.19	9%	\$ 649,319.00	\$ 70,699.00	\$ 578,620.00	11%

TOTAL ADULTS SERVED		
Carryover	New	Total
177	100	277

TOTAL DW SERVED		
Carryover	New	Total
28	11	39

**Waccamaw Workforce Development
Financial Dashboard – Youth - Program Year 2021
For Period July 1, 2021 through September 30, 2021**

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
OUT-OF-SCHOOL YOUTH:				
Program Delivery Staff Expenses	\$ 758,232.65	\$ 130,381.06	\$ 627,851.59	17%
Operating Expenses	92,186.73	3,331.29	88,855.44	4%
Other Program Costs (Contr Profit)	21,001.28	5,496.45	15,504.83	26%
Participant Training	85,800.00	2,604.70	83,195.30	3%
Work Experience / Internships / OJTs / Apprenticeships	195,522.34	11,297.24	184,225.10	6%
Youth Incentives	5,000.00	2,210.00	2,790.00	44%
Participant Supportive Services	44,705.00	16,478.26	28,226.74	37%
Program Totals - OSY	\$ 1,202,448.00	\$ 171,799.00	\$ 1,030,649.00	14%
Totals	\$ 1,202,448.00	\$ 171,799.00	\$ 1,030,649.00	14%

TOTAL OSY SERVED		
Carryover	New	Total
69	40	109

- BUDGET PY21 - 100% OSY; 0% ISY
- WIOA requirement = 75% OSY
- WBL Rate PY21 = 22.5%
- WIOA requirement = 20%

**Waccamaw Workforce Development
Financial Dashboard – SC Works - Program Year 2021
For Period July 1, 2021 through September 30, 2021**

SC Works Centers					
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	%	Expended
Program Delivery Staff Expenses	\$ 73,617.58	\$ 16,382.99	\$ 57,234.59	22%	
Professional Services	2,533.00	-	2,533.00	0%	
Professional Services - ROSS	312,837.00	73,591.52	239,245.48	24%	
Equipment Expenses	7,200.00	-	7,200.00	0%	
Advertising / Outreach Expense	400.00	265.00	135.00	66%	
Memberships & Subscriptions	1,598.42	60.00	1,538.42	4%	
Facilities Lease / Bldg Usage Fee	74,700.00	6,750.00	67,950.00	9%	
Premises Expenses	63,673.00	5,210.35	58,462.65	8%	
Office & Operating Supplies	15,750.00	2,662.20	13,087.80	17%	
Security Services	36,037.00	-	36,037.00	0%	
IT Services	52,021.00	17,538.35	34,482.65	34%	
Telephones & Data	7,468.00	1,048.59	6,419.41	14%	
Total	\$ 647,835.00	\$ 123,509.00	\$ 524,326.00	19%	
Local Services Income (Cost-Sharing Reimbursements)	\$ 220,106.00	\$ -	\$ 220,106.00	0%	
NET TOTAL EXPENDITURES	\$ 427,729.00	\$ 123,509.00	\$ 304,220.00	19%	



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Workforce Development Board WIOA Performance Report

November 16, 2021

Amy Ross
Performance & Compliance Manager

aross@wrcog.org

WIOA Enrollments PY 21

July 1, 2021 – October 31, 2021

Population	Carry-Over	New Enrollments	Total Served
Adult	177	100	277
Dislocated Worker	28	11	39
Youth	69	40	109

Enrollments by Month

PY 21 (Current)

ADULT				
	July	Aug	Sept	YTD Actual
Enrollments for PY21	34	28	10	100

DISLOCATED WORKERS				
	July	Aug	Sept	YTD Actual
Enrollments for PY21	5	5	1	11

YOUTH				
	July	Aug	Sept	YTD Actual
Enrollments for PY21	13	6	21	40

PY 20

ADULT				
	July	Aug	Sept	YTD Actual
Enrollments for PY20	7	12	11	30

DISLOCATED WORKERS				
	July	Aug	Sept	YTD Actual
Enrollments for PY20	1	4	7	12

YOUTH				
	July	Aug	Sept	YTD Actual
Enrollments for PY20	4	7	4	15

Walk-In Visitor Totals for PY 2021

Conway

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	277	65	0	382	179	827
August	269	64	0	329	237	824
September	225	52	0	256	171	650
October	278	55	0	230	201	712
TOTAL	1,049	236	0	1,197	788	3,013

Georgetown

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	149	27	0	142	88	373
August	54	21	0	166	111	324
September	63	8	0	92	65	215
October	48	9	0	132	76	255
TOTAL	314	65	0	532	340	1,167

Kingstree

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	130	20	0	207	113	420
August	64	8	0	153	115	329
September	84	21	0	128	115	326
October	76	14	0	125	75	273
TOTAL	354	63	0	613	418	1,348

Call Totals for PY 2021

Conway Incoming Calls

	WP (ES)	VETS	TAA	UI	WIOA	Total Calls
July	152	33	0	192	0	344
August	76	9	1	116	0	192
September	44	5	0	73	0	116
October	73	17	0	81	0	154
TOTAL	345	64	1	462	0	806

Georgetown Incoming Calls

	WP (ES)	VETS	TAA	UI	WIOA	Total Calls
July	2	0	0	562	183	747
August	0	0	0	519	249	768
September	0	0	0	432	188	620
October	0	1	0	440	317	758
TOTAL	2	1	0	1,953	937	2,893

Kingstree Incoming Calls

	WP (ES)	VETS	TAA	UI	WIOA	Total Calls
July	14	0	0	61	19	94
August	10	0	0	26	5	41
September	14	1	0	12	4	31
October	5	0	0	16	5	26
TOTAL	43	1	0	115	33	192

Youth Work Readiness	Adult Workshops
Number of Attendees:	
7	30
8	46
11	20
9	21
35	117

July

August

September

October

YTD TOTAL

