



Waccamaw Workforce Development Board Meeting

November 14, 2023

Waccamaw Workforce Development Board Meeting



Tuesday, November 14, 2023
9:30 a.m.

VIA Zoom:

Join Zoom Meeting

<https://us02web.zoom.us/j/81021024796?pwd=RFMxNGxNQXhscHJaYTZFUktxQzdxUT09>

Meeting ID: 810 2102 4796
Passcode: 090938

A G E N D A

- Call to Order Henry Poston
- Welcome and Introduction of Guests Henry Poston
 - ◊ Determination of Quorum
 - ◊** Approval of July 18, 2023 Minutes
 - ◊** Approval of Calendar Year 2023 Meeting Dates
- Finance Report Cathy Archer
 - ◊** Approval of Sponsorship for P2P 2024
- Performance Report Amy Ross
- Contractor Program Update Sherell Sherman
- One Stop Operator Update Todd Gurley
- CEDS Update Tomas Langley
- WIOA Update Ayla Dyer
- Other Business Henry Poston
- Adjournment Henry Poston

****Denotes Action Items**

WACCAMAW WDB

Board Minutes



Draft Minutes
Waccamaw Workforce Development Board
Waccamaw Regional Council of Governments
July 18, 2023
9:30 AM

Members Present

Members Absent

Abernethy	Allen		Battle	Christopher
Burke	Kim		Espinal	Frank
Engelman	Bonita		Geathers	Rochelle
Evans	Wallace		Greene	Jason
Green	Etta		Harrison	Tiffany
Kimball	Busy		Smith	Sherrill
Poston	Henry		Mitchell	Greg
Roberts	Andy		Pressley	Wilhelmina
Skalican	Peg		Robinson	Eric
Troiani	Tony			

Waccamaw Regional COG Staff Present:

Ayla Dyer, Cathy Archer, Temeca Belcher, Stacy Martell, Amy Ross and Sarah Smith.

Other Guests Present:

Tamara Lewis – DEW

Jared Denz – DEW

Todd Gurley, Ross

- **Call to Order:**

Mr. Henry Poston, Chairman, called the meeting to order at 9:31 a.m.

- **Welcome and Introduction of Guests:**

Chairman Poston welcomed members, staff, and guests. Ms. Ayla Dyer did roll call for the Board members.

- **Determination of Quorum:** A quorum was not met at the start of the meeting.

- **Finance Report:**

Ms. Cathy Archer presented the Program Year financial report. Ms. Archer began by saying that year end procedures have begun for Program Year 2022 and that Program Year 2023 began on July 1, 2023. She continued her report stating that Youth funding for the new program year has been authorized, however, funding for the Dislocated Worker program is still waiting authorization. Ms. Archer stated that Adult and Dislocated Worker and Youth resiliency grants are now closed, and they ended on May 31st. Ms. Archer informed the board that there are 2 grants still available. EBS Grant funds, which applies to Adult and DW, will be available until March 2024 and a Sector partnership grant that will be available until March 2025. The Sector partnership grant provides sector strategies for Business Services Representatives, and they are working in conjunction with Pee Dee local area as well as the Santee Lynches local area. In the Adult and Dislocated worker program, Ms. Archer explained that expenditure obligations, participant cost rate and work-based learning rates have met and exceeded state requirements. Ms. Archer stated that most of the Youth resiliency grant has been expended, this funding was used for training and tuition for new and returning participants. Ms. Archer stated that she will be invoicing partners for their portions of Cost Sharing, thus increasing funding for the Center's costs.

- **Action Item 1**

Ms. Archer explained that Board approval is needed for the new budget. She stated that the numbers she is presenting are preliminary numbers as the funding for the Dislocated Worker Program has not been authorized at this time. Ms. Archer stated that the projected funding amount for the Program Year 2023 will be around \$2.2 Million. This amount is for all three programs. Ms. Archer also explained to the board that there is funding from Program Year 22 that will be carried over to Program Year 2023 and that some funding from the Dislocated Worker Program will be transferred to the Adult Program. This is due to lower enrollment numbers in the Dislocated Worker Program. With the carry-over funds, Ms. Archer states that the estimated total funding available for Program Year 2023 will be around \$2.769 Million. Ms. Archer continued by stating that money for the three center's operating costs must come from program funding. She estimates that contract amounts for Ross are around \$363,000.00 and is asking for board approval for payment to Ross. A quorum was not met, so a vote was not taken on this action.

Mr. Abernathy asked if funding has been increasing or decreasing over the past few years. Ms. Archer and Ms. Dyer explained that funding has been decreasing. However, funding from grants has been utilized to supplement any losses. Mr. Abernathy also asked if decreasing staffing has been considered to compensate for loss of funding. Ms. Dyer stated that it has not been a consideration.

- **Action Item 2**

Ms. Archer then presented the second action item for board approval. She asked the board's approval to allow Waccamaw Regional Council of Governments Executive Director to approve funding transfers between the Adult and Dislocated Programs as needed. Again, the meeting was unable to meet a quorum, and no vote was taken on this action.

- **Performance Report:**

Ms. Amy Ross presented the performance Report. shared end of the year totals for Program year 2022. She stated that 141 Adults, 5 DW and 73 Youth were enrolled., and 276 Adults, 8 DW and 133 Youth were served. Ms. Ross stated that the center's visitors totals through Quarter 3 met state requirements, however Median earnings for the Dislocated Worker Program is just 3% shy of meeting the state requirement of 90%.

- **Contractor Program Update**

Ms. Sherell Sherman gave the Contractor Program Update. She stated that one thing they are doing differently in this new program year is to make sure they are putting the right participants into training that need training services. Ms. Sherman says they are implementing new forms for the staff to utilize. They are also making sure that a participant has the correct information about the program to be more successful. She also told the board that they were also able to enroll 9 participants into In-School use that were placed into summer employment.

- **One Stop Operator Update**

Mr. Todd Gurley stated that the centers are open for business as normal. The Conway center has needed a partner cubicle, a new one will arrive next week. Now every staff member will have a cubicle in the Conway center. Also, a new bottle filling station was installed at the Conway center. Mr. Gurley informed the board that major staffing changes have taken place among partners. Kim Burke. Regional manager at DEW took a new position with the rapid response team. Jared Denz has been named Kim's replacement. Mr. Gurley updated the board regarding traffic numbers. He stated there was an increase when school ended for the summer. The total number of participants assisted by all three centers for Program Year 2022 was 17,435. This is an increase of 3 ½ % from PY 2021. Mr. Gurley notified the board of upcoming events. There will be a Partner business service team meeting Thursday July 20, 2023, at Horry Georgetown Tech. Another event will take place on August 24, 2023, North and South Carolina will be hosting a special job fair.

- **CEDS Status Update:**

Mr. Rusty Gaskins talked to the board about the Comprehensive Economic Development Strategy / CEDS. This strategy is very valuable to our region, and they are looking for input that can assist in the updating of the strategy.

- **WIOA Update:**

Ms. Ayla Dyer informed the board that the Memorandum of Understanding (MOU) and Infrastructure Cost Agreement (IFA) have been signed by all partners. Local and regional plans have been completed and approved by the state. Redesignation must be done every 2 years; it has been approved and finalized. Ms. Dyer informed the board that the day of the next board meeting will fall on September 19th. This is also when the State Workforce Symposium is being held in Columbia. She invited board members to attend the symposium in place of hosting a board meeting on September 19th.

**Ms. Dyer notified Chairman Poston that more members joined the meeting and now met a quorum.*

- **National Workforce Development month**

Ms. Dyer was happy to explain to the board that September is National Workforce Development month. Every year an employee is nominated as an Excellent and Outstanding SC Works Employee. The four criteria are: outstanding dedication, outstanding customer service, having a positive attitude and willingness to go above and beyond. Ms. Dyer would like the board to approve their nomination, Jared Denz. Ms. Kim Burke also added that Jared is well deserving of the nomination.

- **Approval of Outstanding Employee criteria**

Chairman Poston called for a motion to approve the criteria for the Outstanding Employee nomination. Ms. Burke made the motion, and Mr. Roberts seconded. Chairman Poston called for a vote. The vote for criteria passed.

- **Approval of appointing Jared Denz the Outstanding Employee nominee**
Chairman Poston called for a motion to approve Jared as the Outstanding Employee. Mr. Evans made a motion and Mr. Roberts seconded. Chairman Poston then called for the vote to approve Jared as the Outstanding Employee. The vote to make Jared the Outstanding Employee passed. Jared thanked the staff and the board for their nomination.
 - **Approval of Minutes**
Chairman Poston called for a motion to approve the May 16, 2023, meeting minutes. Mr. Abernethy made a motion to approve the meeting minutes, and Mr. Wallace Seconded. The vote to approve the minutes passed.
 - **Approval of Action Item 1 (Payment of Contractor Funds)**
Chairman Poston called for a motion to approve the payment of contractor funds. Mr. Wallace made a motion and Mr. Troiani seconded. Chairman Poston called for a vote to pass Action Item 1. The vote passed.
 - **Approval of Action Item 2 (Transfer of funds with WRCOG Executive Director approval)**
Chairman Poston called for a motion to approve Action Item 2. Ms. Burke made a motion and Mr. Troiani seconded. Chairman Poston called for a vote to pass Action Item 2. The vote passed.
 - **Other Business**
Chairman Poston encouraged members to attend the symposium in Columbia and reminded the board that there will not be an official meeting September 19, 2023.
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- **Adjournment:**
Being no further business, the meeting was adjourned at 10:13 a.m.

Respectfully submitted,

Henry Poston
WWDB Chair

WACCAMAW WDB

Proposed 2024 Meeting Dates





**Waccamaw Workforce Development Area
Meeting Schedule for Calendar Year 2024**
January – December 2024

Workforce Development Board Meeting Dates 2024
January 16th
March 19th
May 21st
July 16th
September 17th
November 19th

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

WACCAMAW WDB

Board Reports





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Waccamaw Workforce Development

PY 2023 – Financial Report
November 14, 2023

Prepared by Cathy Archer
carcher@wrcog.org

Waccamaw Workforce Development Board
WIOA Program Year 2023
Current Funding Status

Program Funds	PY 2022 Funds	PY 2023 Funds	Fund Transfers	Total Available	PY 2023 Expended	Future Obligations	Unobligated Balance
Adult	\$57,593	\$157,049	\$28,419	\$243,061	\$0	\$243,061	\$0
Dislocated Worker	136,096	144,959	(28,419)	252,636	0	252,636	0
Youth	0	785,534	0	785,534	100,381	459,673	225,480
Total - Program Funds	\$193,689	\$1,087,542	\$0	\$1,281,231	\$100,381	\$955,370	\$225,480
Other Funds:							
22EBA11 Adult/DW	0	426,187	0	426,187	236,139	190,048	0
22RSP11 Sector Part	0	366,725	0	366,725	875	365,850	0
23IET11 Adult/DW	0	142,836	0	142,836	0	142,836	0
Total - Other Funds	\$0	\$935,748	\$0	\$935,748	\$237,014	\$698,734	\$0

*Note: Program year for PY23 funds: A/DW 7/1/2023 – 6/30/2025; Youth funds 4/1/2023 – 6/30/2025
 Program year for PY 23 funds: A/DW F funds not yet authorized; s/b additional \$1,167,134
 22EBA11 grant period 10/1/22 - 3/31/24; Sector grant period 4/1/23 - 3/31/25; IET grant period 10/1/23 – 9/30/24

Fund	% Expended (PY 22/23)	% Obligated (PY 23)	Part Cost Rate	WBL %
Adult	71.0%	100.0%	16.8%	
DW	65.7%	100.0%		
Youth	54.3%	70.0%		53.3%
Target Rate	18.0%	20.0%	30.0%	20.0%

**Waccamaw Workforce Development
Financial Dashboard – Adult & Dislocated Worker - Program Year 2023
For Period July 1, 2023 through September 30, 2023**

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	\$ 643,786.12	\$ 110,598.27	\$ 533,187.85	17%	\$ 261,535.83	\$ 56,497.25	\$ 205,038.58	22%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	58,191.06	2,318.24	55,872.82	4%	32,426.31	1,334.18	31,092.13	4%
Other Program Costs	16,369.76	1,845.77	14,523.99	11%	4,333.97	271.30	4,062.67	6%
Participant Training Costs	459,587.00	24,664.16	434,922.84	5%	191,410.00	52.27	191,357.73	0%
Participant Supportive Services	94,883.06	21,997.56	72,885.50	23%	25,796.93	345.00	25,451.93	1%
Other Participant Costs	-	-	-		-	-	-	
Totals	\$ 1,272,817.00	\$ 161,424.00	\$ 1,111,393.00	13%	\$ 515,503.04	\$ 58,500.00	\$ 457,003.04	11%

TOTAL ADULTS SERVED		
Carryover	New	Total
56	87	143

TOTAL DW SERVED		
Carryover	New	Total
4	2	6

Waccamaw Workforce Development
Financial Dashboard – Adult/DW Training Budget - Program Year 2023
For Period July 1, 2023 through September 30, 2023

Description	Adult Program	DW Program	Total Training Budget	Expenditures	Variance	% Expended
Training Costs - General	\$ 2,000.00	\$ 13,203.00	\$ 15,203.00	\$ -	\$ 15,203.00	0%
Assessments	790.67	209.33	1,000.00	518.55	481.45	52%
High School Equivalency / Basic Skills	-	-	-	-	-	0%
Occupational Classroom Training	365,543.19	162,370.81	527,914.00	-	527,914.00	0%
Work Experience Stipends	21,253.14	5,626.86	26,880.00	13,062.68	13,817.32	49%
Internships	-	-	-	-	-	0%
OJT	60,000.00	10,000.00	70,000.00	6,385.00	63,615.00	9%
Apprenticeships	10,000.00	-	10,000.00	4,750.20	5,249.80	0%
Pre-Apprenticeships	-	-	-	-	-	0%
IWT	-	-	-	-	-	0%
Customized Training	-	-	-	-	-	0%
SS - Transportation	55,931.80	14,808.19	70,739.99	6,935.86	63,804.13	10%
SS - Child Care	948.80	251.20	1,200.00	-	1,200.00	0%
SS - Books, Fees, Supplies, Testing	35,836.03	10,320.97	46,157.00	15,406.70	30,750.30	33%
SS - Other	2,166.43	416.57	2,583.00	-	2,583.00	0%
Totals	\$ 554,470.06	\$ 217,206.93	\$ 771,676.99	\$ 47,058.99	\$ 724,618.00	6%
EBS Grant - Training (Tuition)	98,103.00	-	98,103.00	27,778.80	70,324.20	28%
EBS Grant - Supportive Services	19,060.00	-	19,060.00	20,593.83	(1,533.83)	108%
IET Grant - Training (Tuition)	120,000.00	-	120,000.00	-	120,000.00	0%
IET Grant - Supportive Services	15,000.00	-	15,000.00	-	15,000.00	0%
TOTAL ADULT/DW TRAINING	\$ 806,633.06	\$ 217,206.93	\$ 1,023,839.99	\$ 95,431.62	\$ 928,408.37	9%

**Waccamaw Workforce Development
Financial Dashboard – Youth - Program Year 2023
For Period July 1, 2023 through September 30, 2023**

Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% YTD
OUT-OF-SCHOOL YOUTH:				
Program Delivery Staff Expenses	\$ 559,490.08	\$ 116,785.40	\$ 442,704.68	21%
Facilities Cost	-	-	-	0%
Operating Expenses	49,570.65	2,971.73	46,598.92	6%
Other Program Costs (Contr Profit)	18,831.27	3,225.96	15,605.31	17%
Participant Training	48,550.00	41,697.01	6,852.99	86%
Work Experience / Internships / OJTs / Apprenticeships	100,600.00	25,351.65	75,248.35	25%
Youth Summer Employment	25,000.00	20,896.00	4,104.00	84%
Youth Incentives	12,000.00	375.00	11,625.00	3%
Participant Supportive Services	43,750.00	1,435.24	42,314.76	3%
Program Totals - OSY	\$ 857,792.00	\$ 212,737.99	\$ 645,054.01	25%
Totals	\$ 857,792.00	\$ 212,737.99	\$ 645,054.01	25%

- BUDGET PY23 - 97% OSY; 3% ISY
- WIOA requirement = 75% OSY
- WBL Rate PY23 = 53.3%
- WIOA requirement = 20%

TOTAL OSY SERVED		
Carryover	New	Total
41	15	56

**Waccamaw Workforce Development
Financial Dashboard – SC Works - Program Year 2023
For Period July 1, 2023 through September 30, 2023**

SC Works Centers				
Cost Category	Total Budget	Reported Expenditures YTD	Variance (Over) / Under	% Expended
Program Delivery Staff Expenses	\$ 84,387.11	\$ 19,791.61	\$ 64,595.50	23%
Professional Services - ROSS	363,514.00	74,233.09	289,280.91	20%
Equipment Expenses	-	1,132.38	(1,132.38)	0%
Advertising / Outreach Expense	1,955.00	-	1,955.00	0%
Memberships & Subscriptions	317.89	-	317.89	0%
Facilities Lease / Bldg Usage Fee	86,552.00	6,750.00	79,802.00	8%
Premises Expenses	107,909.00	6,881.27	101,027.73	6%
Office & Operating Supplies	6,500.00	1,510.32	4,989.68	23%
Security Services	79,856.00	22,386.05	57,469.95	28%
IT Services	65,741.00	18,132.06	47,608.94	28%
Telephones & Data	9,460.00	1,361.22	8,098.78	14%
Total	\$ 806,192.00	\$ 152,178.00	\$ 654,014.00	19%
Local Services Income (Cost-Sharing Reimbursements)	\$ 217,212.00	\$ -	\$ 217,212.00	0%
NET TOTAL EXPENDITURES	\$ 588,980.00	\$ 152,178.00	\$ 436,802.00	19%



Waccamaw Workforce Development Board

**** FINANCE ACTION ITEM ****

P2P Sponsorship

Request board approval to award Frances Bunnelle Foundation \$2,500 from local PY 2023 Youth budget for Pathways to Possibilities (P2P) sponsorship for 2024.



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Workforce Development Board WIOA Performance Report

November 14, 2023

Amy Ross
Performance & Compliance Manager

aross@wrcog.org

Served July 1, 2023 – November 7, 2023

Customer Group	Carry Overs	New Enrollments	Total Served
Adult	56	87	143
DW	4	2	6
Youth	41	15	56

PY 23 Enrollments by Month

	July	Aug	Sep	Oct	YTD Actual
	ADULT	15	37	15	19

	July	Aug	Sep	Oct	YTD Actual
	DISLOCATED WORKERS	1	1	0	0

	July	Aug	Sep	Oct	YTD Actual
	YOUTH	5	5	4	0

Total for PY 23	
Work Experience	10
On the Job Training	11

Center Traffic Totals for PY 23

Conway

Georgetown

Kingstree

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	254	82	0	500	197	954
Aug	240	86	0	438	259	1023
Sept	268	71	0	441	177	886
Oct	370	113	0	581	189	1141
TOTAL	1,132	352	0	1,960	822	4,004

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	106	8	0	25	69	200
Aug	72	10	0	35	90	207
Sept	88	2	0	21	53	164
Oct	76	3	0	35	53	164
TOTAL	342	23	0	116	265	735

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	122	9	0	25	101	345
Aug	128	13	0	79	142	362
Sept	140	14	0	70	76	300
Oct	104	15	0	103	78	288
TOTAL	494	51	0	277	397	1,295

Work Experience and On-The-Job-Training Placements

*as of 11/7/23

Work Experience
Black River United Way
CMD's Pantry
Georgetown County Public Services
Georgetown Hospital System
Horry County Council On Aging
McLeod Loris Seacoast Hospital (X2)
St. James-Santee Family Health Center, Inc.
Town of Hemingway
Town of Kingstree

On the Job Training
AMIKids Georgetown
Carolina Food Service of Loris
Conway Air
Elvis Service Company
Georgetown County Public Services (X 2)
Holmes Flooring and Granite (X 2)
Horry County Council On Aging
St. James-Santee Family Health Center, Inc. (X 2)

