

Waccamaw Workforce Development Board Meeting

January 16, 2024

Waccamaw Workforce Development Board Meeting



**Tuesday, January 16, 2024
9:30 a.m.**

VIA Zoom:

<https://us02web.zoom.us/j/82605027494?pwd=dIRLVklmR0p6My9HSnFqLzRzeHpNQOT09>

**Meeting ID: 826 0502 7494
Passcode: 772539**

A G E N D A

- | | |
|--|-----------------|
| • Call to Order | Henry Poston |
| • Welcome and Introduction of Guests | Henry Poston |
| ◇ Determination of Quorum | |
| ◇**Approval of November 14, 2023 Minutes | |
| • Finance Report | Cathy Archer |
| • Performance Report | Amy Ross |
| • Contractor Program Update | Sherell Sherman |
| • One Stop Operator Update | Todd Gurley |
| • WIOA Update | Ayla Dyer |
| • Other Business | Henry Poston |
| • Adjournment | Henry Poston |

****Denotes Action Items**

WACCAMAW WDB

Board Minutes



Minutes
Waccamaw Workforce Development Board
Waccamaw Regional Council of Governments
November 14, 2023
9:30 AM

This Board meeting was conducted in person and via Zoom.

Members Present

Abernethy	Allen		Cooper	Tolonzo
Denz	Jared		Geathers	Rochelle
Dozier	Cameron		Green	Etta
Engelman	Bonita		Kimball	Busy
Espinal	Frank		Mitchell	Greg
Evans	Wallace		Robinson	Eric
Poston	Henry		Skalican	Peg
Pressley	Wilhemina		Smith	Sherrill
Roberts	Andy			
Troiani	Tony			

Members Absent

Waccamaw Regional COG Staff Present:

Ayla Dyer, Cathy Archer, Temeca Belcher, Tomas Langley, Stacy Martell, and Amy Ross.

Other Guests Present:

Tammy Underwood, KRA

Melissa Rodgers, SCDEW

Todd Gurley, Ross

Sherell Sherman, Ross

Rod, Batista, 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 three new members, members, staff, and guests. Ms. Ayla Dyer did roll call for the Board members.

- **Determination of Quorum:** A quorum was met at the start of the meeting.

- **Approval of minutes**

Mr. Poston called for a motion to approve the July 18, 2023, meeting minutes. Mr. Roberts made a motion, Mr. Abernathy seconded the motion. The board voted unanimously to approve the meeting minutes.

- **Approval of Calendar Year 2024 Meeting Dates**

Chairman Poston called for a motion to approve the WWDB meeting dates scheduled for the 2024 calendar year. Mr. Evans made a motion to approve, Mr. Abernathy seconded the motion. The board voted unanimously to approve the meeting dates for the 2024 calendar year.

- **Financial Report**

Ms. Archer presented the financial report to the board. Ms. Archer began by saying that her report reflects amounts through the first quarter for the 2023 Program Year. She explained that not all the Adult and Dislocated worker funds have been authorized at this time. However, after October 1st, the remaining budgeted funds will be authorized. All youth funding has been authorized and expenditure rates are on track. Ms. Archer explained that over the past three to four years the amount of funding budgeted has decreased each year. The use of additional grant monies has been utilized to help supplement these cuts in funding. Currently, monies from three grants are being utilized: the EBA grant, which is available through March 2024, the Sector Partnership Grant, which is available through March 2025, and the Individual Employer Training Grant, which is available through September 2024. Ms. Archer reported the expenditure rates for the Adult Program are at 13%, the Dislocated Worker Program is at 11%, and the Youth Program is at 25%. Ms. Archer concluded the financial report stating that she is in the process of billing the three centers for operating costs for the 1st quarter of the program year.

- **Action Item**

Chairman Poston called for a motion to approve a request to award the Frances Bunnelle Foundation \$2,500. This donation will be used to sponsor the Pathways to Possibilities event. This event reaches area middle school students in 12 different counties. Mr. Denz made a motion to approve, Mr. Abernathy seconded the motion. The board voted unanimously to approve the request.

- **Performance Report**

Ms. Amy Ross presented the performance report. Ms. Ross started by saying that a total of 143 Adult, 6 Dislocated Workers, and 56 youth were served between July 1, 2023, and November 7, 2023. She then presented program enrollment numbers for each month through the end of October and the traffic totals for each center. Ms. Ross provided a list of employers with whom clients had been placed for work experience and On-The-Job-Training.

She finished her report showing that all three centers are meeting and surpassing requirements from the state. Mr. Evans asked on behalf of the new members if Ms. Ross would explain the state's requirements, and how they requirements are met.

- **Contractor Program Update**

Ms. Sherell Sherman provided the Contract Program Update. Ms. Sherman stated that last month's audit was very successful, and she is proud of staff's hard work. Ms. Sherman gave an update pertaining to the in-school youth program. All except two participants have completed their contracts. These two participants only have a few more hours left to complete. When they complete their High School degree, they will receive an incentive of \$200. Ms. Sherman stated that there is a push to enroll more out of school youth into the program. Through the use of the "GED by 2023" initiative, youth can attend technical school for either workforce or academic programs. This

initiative will allow staff to keep youth participants enrolled under the Youth program instead of enrolling them into the Adult program in certain situations for training. Ms. Sherman said that a lot of outreach has been completed recently. All schools within Georgetown County, with the exception of Waccamaw, (which will be rescheduled) have been visited. There will also be two events in Williamsburg County. The first event will be with the Williamsburg County school district on Thursday November 16th. The second will be an Adult Ed Registration Blitz. This event invites participants who are interested in receiving their High School Diploma, or their GED, to register, and will take place in a couple of weeks. Ms. Sherman finished her report by stating that efforts will continue to attract more Dislocated Workers into the program.

- **One Stop Operator Update**

Mr. Todd Gurley began his update by stating that all three centers are open for business as normal with no restrictions. Traffic in the centers have increased since Labor Day, especially in the Conway center. The past couple of Mondays the center has seen an average of 100 customers per day. Mr. Gurley informed the board of cosmetic upgrades taking place at the centers. The Georgetown center has received new LED lighting. Construction of a new dentist's office being built next door to the Georgetown center which may increase parking spaces available for center visitors. The Conway center has received a new bottle filling station for staff and a cubicle has been installed for one employee who previously did not have one. Mr. Gurley learned that William Floyd of SCDEW likes to do surprise visits to the centers. In preparation for a surprise visit, the outside of the Conway office will be pressure washed, the carpet in the back hallway will be replaced and the staff kitchen area will be repainted or wallpapered. Mr. Gurley stated that they are working on replacing the vending machine in the Conway staff kitchen area with a micro market. This will enable the 60 plus employees to have a wider variety of food choices for lunch. Mr. Gurley informed the board that the annual state monitoring was completed last month. He was interviewed by Kenneth Williams, and everything went very well. Mr. Gurley completed his update stating that all Ross staff members and employees have completed their annual assessments and evaluations. He was very happy to report that each staff member performed very well and received 4 to 5% cost of living increases going into effect this pay period.

- **CEDS Update**

Mr. Tomas Langley provided the CEDS update to the board on behalf of Rusty Gaskins. The EDA requires that each economic district re-write CEDS every five years. The re-write for Waccamaw Economic Development District was completed in November 2022 and submitted to the EDA and approved. The EDA is requiring an update after last year's re-write. This update requires a progress report of the goals and objectives of the original re-write. Mr. Langley stated that the program has invested in infrastructure this year. Mr. Langley said that the Waccamaw region has received in awards over 83 million dollars. Lastly, Mr. Langley informed the board that the EDA requires that the CEDS update be available on the Waccamaw Regional COG website. This information will be made available on the website November 29, 2023 and it also be submitted to the EDA on December 1, 2023.

- **WIOA Update**

Ms. Ayla Dyer provided the WIOA update for the board. She began by informing the board the annual financial and programmatic monitoring went very well. The auditors were very complementary, and Ms. Dyer is optimistic that the final report will be very positive. Ms. Dyer talked more about the Sector Partnership grant and how they have created super regions. The super regions consist of three areas working together to form sector strategies. The "Pee Dee Super Region" includes Waccamaw, Santee Lynches, and the Pee Dee regions. This year the Pee Dee Super Region will be focusing on Manufacturing sector strategies. Ms. Dyer stated that \$75,000 of this grant will be used towards a convener, DEVO Smart Group has been selected to assist with coordinating this two-year grant. Ms. Dyer was excited to tell the board about a piloted program SCDEW is implementing called the Secret Shopper program. The goal of this program is to gain information about customer satisfaction. The Conway center was one of four centers selected out of 47 centers to be visited by a "Secret Shopper". Conway staff performed very well, and the center received the highest ranking out of all 4 centers visited. The Secret Shopper program also mentioned a few areas of concern. Some of the concerns were not having a proper seating area for visitors, the greeter needed to be in a more visible area, and privacy was an issue due to the arrangement of staff cubicles. This last concern has been repeatedly addressed to the state in the past. Ms. Dyer finished her update by thanking staff for all their hard work.

Mr. Roberts asked if it was possible to relocate to another building to resolve issues with office space. Mr. Dyer stated that the decision would have to come from the state.

- **Special story**

Mr. Poston asked Mr. Dozier to share his personal story of how he started his career enrolled in the Workforce Development program and how he now employs workers through the program.

- **Hospital Update**

Mr. Poston asked Mr. Abernathy to provide an update on the hospital. Mr. Abernathy provided statistics of patients served. He also stated that customer satisfaction is high and everything is going well.

Being no further business, the meeting was adjourned at 10:25 a.m.

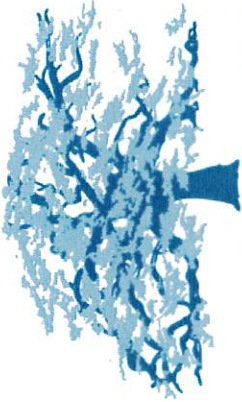
Respectfully submitted,

Henry Poston
WWDB Chair

WACCAMAW WDB

Board Reports





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Waccamaw Workforce Development

PY 2023 – Financial Report
January 16, 2024

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	\$0	\$798,519	\$28,419	\$826,938	\$61,804	\$401,866	\$363,268
Dislocated Worker	71,361	672,177	(28,419)	715,119	0	144,959	570,160
Youth	0	785,534	0	785,534	227,727	357,628	200,179
Total - Program Funds	\$71,361	\$2,256,230	\$0	\$2,327,591	\$289,531	\$904,453	\$1,133,607
Other Funds:							
22EBA11 Adult/DW	0	426,187	0	426,187	320,857	105,330	0
22RSP11 Sector Part	0	366,725	0	366,725	4,124	362,601	0
23IET11 Adult/DW	0	142,836	0	142,836	8,739	134,097	0
Total - Other Funds	\$0	\$935,748	\$0	\$935,748	\$333,720	\$602,028	\$0

*Note: Program year for PY23 funds: A/DW 7/1/2023 – 6/30/2025; Youth funds 4/1/2023 – 6/30/2025
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	49.6%	70.0%	24.1%	
DW	47.2%	51.9%		
Youth	59.1%	70.0%		44.4%
Target Rate	29.0%	33.0%	30.0%	20.0%

Waccamaw Workforce Development
Financial Dashboard – Adult & Dislocated Worker - Program Year 2023
For Period July 1, 2023 through November 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	\$ 168,162.00	\$ 475,624.12	26%	\$ 261,535.83	\$ 86,511.32	\$ 175,024.51	33%
Facilities Cost	-	-	-		-	-	-	
Operating Expenses	58,191.06	3,648.11	54,542.95	6%	32,426.31	1,700.53	30,725.78	5%
Other Program Costs	16,369.76	3,071.09	13,298.67	19%	4,333.97	437.02	3,896.95	10%
Participant Training Costs	459,587.00	50,872.56	408,714.44	11%	191,410.00	52.27	191,357.73	0%
Participant Supportive Services	94,883.06	58,882.24	36,000.82	62%	25,796.93	1,039.86	24,757.07	4%
Other Participant Costs	-	-	-		-	-	-	
Totals	\$ 1,272,817.00	\$ 284,636.00	\$ 988,181.00	22%	\$ 515,503.04	\$ 89,741.00	\$ 425,762.04	17%

TOTAL ADULTS SERVED		
Carryover	New	Total
56	106	162

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 November 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	17,571.50	510,342.50	3%
Work Experience Stipends	21,253.14	5,626.86	26,880.00	21,699.58	5,180.42	81%
OJT	70,000.00	10,000.00	80,000.00	6,385.00	73,615.00	8%
Apprenticeships	-	-	-	4,750.20	(4,750.20)	0%
IWT	-	-	-	-	-	0%
SS - Transportation	55,931.80	14,808.19	70,739.99	16,795.19	53,944.80	24%
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	43,126.91	3,030.09	93%
SS - Other	2,166.43	416.57	2,583.00	-	2,583.00	0%
Totals	\$ 554,470.06	\$ 217,206.93	\$ 771,676.99	\$ 110,846.93	\$ 660,830.06	14%
EBS Grant - Training (Tuition) / OJT / IWT	158,203.00	-	158,203.00	109,372.41	48,830.59	69%
EBS Grant - Supportive Services	19,060.00	-	19,060.00	26,389.51	(7,329.51)	138%
IET Grant - Training (Tuition)	120,000.00	-	120,000.00	8,000.00	112,000.00	7%
IET Grant - Supportive Services	15,000.00	-	15,000.00	739.43	14,260.57	5%
TOTAL ADULT/DW TRAINING	\$ 866,733.06	\$ 217,206.93	\$ 1,083,939.99	\$ 255,348.28	\$ 828,591.71	24%

Waccamaw Workforce Development
Financial Dashboard – Youth - Program Year 2023
For Period July 1, 2023 through November 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	\$ 229,019.93	\$ 330,470.15	41%
Operating Expenses	49,570.65	8,987.33	40,583.32	18%
Other Program Costs (Contr Profit)	18,831.27	8,124.74	10,706.53	43%
Participant Training	48,550.00	11,180.45	37,369.55	23%
Work Experience / Internships / OJTs / Apprenticeships	100,600.00	52,308.90	48,291.10	52%
Youth Summer Employment	25,000.00	26,266.00	(1,266.00)	105%
Youth Incentives	12,000.00	1,175.00	10,825.00	10%
Participant Supportive Services	43,750.00	6,570.64	37,179.36	15%
Program Totals - OSY	\$ 857,792.00	\$ 343,632.99	\$ 514,159.01	40%
Totals	\$ 857,792.00	\$ 343,632.99	\$ 514,159.01	40%

TOTAL OSY SERVED		
Carryover	New	Total
41	16	57

- BUDGET PY23 - 97% OSY; 3% ISY
- WIOA requirement = 75% OSY
- WBL Rate PY23 = 44.35%
- WIOA requirement = 20%

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

SC Works Centers				
Cost Category	Total Budget	Reported Expenditures YTD	Budget Variance (Over) / Under	% Expended
Program Delivery Staff Expenses	\$ 84,387.11	\$ 29,449.65	\$ 54,937.46	35%
Professional Services - ROSS	363,514.00	125,654.71	237,859.29	35%
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	17,308.59	69,243.41	20%
Premises Expenses	107,909.00	18,391.33	89,517.67	17%
Office & Operating Supplies	6,500.00	2,410.68	4,089.32	37%
Security Services	79,856.00	38,030.02	41,825.98	48%
IT Services	65,741.00	26,235.38	39,505.62	40%
Telephones & Data	9,460.00	2,071.41	7,388.59	22%
Total	\$ 806,192.00	\$ 260,739.26	\$ 545,452.74	32%
Local Services Income (Cost-Sharing Reimbursements)	\$ 217,212.00	\$ (44,159.00)	\$ 173,053.00	-5%
NET TOTAL EXPENDITURES	\$ 588,980.00	\$ 216,580.26	\$ 372,399.74	27%



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Workforce Development Board WIOA Performance Report

January 16, 2024

Amy Ross
Performance & Compliance Manager

aross@wrcog.org

Served July 1, 2023 – December 31, 2023

Customer Group	Carry Overs	New Enrollments	Total Served
Adult	56	106	162
DW	4	2	6
Youth	41	16	57

PY 23 Enrollments by Month

ADULT						
	July	Aug	Sep	Oct	Nov	Dec
Enrollments for PY23	15	37	15	19	9	11
	YTD Actual					106

DISLOCATED WORKERS						
	July	Aug	Sep	Oct	Nov	Dec
Enrollments for PY23	1	1	0	0	0	0
	YTD Actual					2

YOUTH						
	July	Aug	Sep	Oct	Nov	Dec
Enrollments for PY23	5	5	4	0	1	1
	YTD Actual					16

Center Traffic Totals for PY 23

Conway

Georgetown

Kingstree

	WP (ES)	VETS	TAA	UI	WIOA	Total Visitors		WP (ES)	VETS	TAA	UI	WIOA	Total Visitors		WP (ES)	VETS	TAA	UI	WIOA	Total Visitors
July	254	82	0	500	197	954	July	106	8	0	25	69	200	July	122	9	0	25	101	345
August	240	86	0	438	259	1023	August	72	10	0	35	90	207	August	128	13	0	79	142	362
September	268	71	0	441	177	886	September	88	2	0	21	53	164	September	140	14	0	70	76	300
October	370	113	0	581	189	1141	October	76	3	0	35	53	164	October	104	15	0	103	78	288
November	518	189	0	714	158	1390	November	59	1	0	23	27	109	November	134	18	0	121	50	305
December	437	139	0	685	153	1275	December	52	1	0	19	27	98	December	151	6	0	107	33	291
TOTAL	2,087	680	0	3,359	1,133	6,669	TOTAL	453	25	0	158	319	942	TOTAL	779	75	0	505	480	1,891

WIOA Performance

PY 2023 Report Quarter 1 Final

Performance Measure	ADULTS		DW		YOUTH	
	Goal	Actual	Goal	Actual	Goal	Actual
Employment Rate Q2	82.5%	84.5%	84.5%	81.8%	82.0%	85.2%
Employment Rate Q4	79.5%	81.5%	84.5%	85.7%	78.0%	89.0%
Median Earnings	6,300	7,847	8,500	8,004	4,700	6,319
Credential Rate	60.5%	59.2%	61.5%	61.8%	64.3%	65.5%
Measurable Skill Gains	56.0%	66.5%	54.0%	62.5%	61.0%	71.6%

Pass	<p>An Overall Program Score (across all indicators) is at least 90%</p> <p>An Overall Indicator Score (across A/DW/Y Programs) is at least 90%</p> <p>Have an Individual Indicator Score of at least 50%</p>
Fail	<p>An Overall Program Score (across all indicators) that did not meet at least 90%</p> <p>An Overall Indicator Score (across A/DW/Y Programs) that did not meet at least 90%</p> <p>Have an Individual Indicator Score that did not meet 50%</p>