

## One-Stop Committee

August 3, 2021  
10:00 AM

SC Works Charleston  
1930 Hanahan Road  
North Charleston, SC 29405  
Room 108

### AGENDA

- I. Call to Order/Introductions
- II. Approval of Meeting Notes: August 17, 2017 and June 22, 2021
- III. Tour SC Works Charleston Facility
- IV. Performance Reports
  - a. SC Works Center Report
- V. Other Business
- VI. Adjourn

*BERKELEY-CHARLESTON-DORCHESTER COUNCIL OF GOVERNMENTS*  
TRIDENT WORKFORCE DEVELOPMENT BOARD  
**ONE-STOP COMMITTEE**

Meeting Notes  
June 22, 2021

The Trident Workforce Development Board (TWDB) One-Stop Committee met on June 22, 2021 via Zoom and at the Berkeley-Charleston-Dorchester Council of Governments Office located at 5790 Casper Padgett Way, North Charleston, SC 29406.

**MEMBERSHIP:** Janet Cappellini; Butch Clift; Susan Friedrich; Dottie Karst; Andrew Maute; Jeff Messick; Kelly Sieling

**MEMBERS PRESENT:** Janet Cappellini; Susan Friedrich; Kelly Sieling

**OTHERS PRESENT:** Deidre Smalls (Eckerd Youth Alternatives)

**BCDCOG STAFF:** Sharon Goss; Kameron Alston-Collins; Jennifer Dantzler

**I. Call to Order and Introductions**

Chair Janet Cappellini called the One-Stop Committee meeting to order at 11:39 a.m. followed by excused absences and introductions.

**II. Approval of August 17, 2017 Meeting Notes**

*Minutes amended until next meeting to review bylaws on how to vote for a meeting that hasn't taken place in some years.*

**III. Review of Committee Responsibilities**

Sharon Goss, Workforce Development Director for BCDCOG, discussed the One-Stop System Delivery which is the One-stop Committee and revised the memorandum that was distributed to the Committee in reference to the One-Stop Committee Responsibilities under the Workforce Innovation and Opportunity Act (WIOA). Next meeting will be on Tuesday, August 3, 2021 at SC Works-Trident One Stop in Hanahan so that the Committee can take a tour of the facility. Moving forward Deidre Smalls, One-Stop Manager for Eckerd Connects Workforce Development, will go over a brief report at the One-stop Committee meetings. Ms. Goss stated that the Committee needs to discuss the following:

- How often they would like to meet?
- what time they would like the meetings to start?
- Who they would like to invite to attend as being a One-Stop Committee member?

**IV. Performance Reports**

**A. SC Works Trident Center Reports:** SC Works Trident Monthly Centers Report was discussed.

**V. Other Business**

There was no other business discussed.

**VI. Adjourn**

There being no further business to discuss, Chair Cappellini adjourned the meeting at 12:06 p.m.

Respectfully submitted,  
Jennifer Dantzler