

SC WORKS

UPPER SAVANNAH

WORKFORCE DEVELOPMENT BOARD MEETING

Monday, February 3, 2025 – 3:30 P.M.

Upper Savannah Council of Governments

430 Helix Road, Greenwood, SC 29646

Board Room or via Zoom

Join Zoom Meeting

<https://zoom.us/j/91690352282?pwd=bt5QuVhQEFzCiiO7YSqEfemp2aWHbl.1>

Meeting ID: 916 9035 2282

Passcode: 120560

AGENDA

- I. **Call to Order/Roll Call/Introductions** Scott Coleman, Board Chair

 - II. **Approval of Minutes (11/4/2024)*** Scott Coleman, Board Chair

 - III. **Director's Report** Kal Kunkel, Workforce Development Director
 - A. Upper Savannah Board Updates
 - 1) WIOA Funds & Performance PY24 YTD
 - 2) PY25 MOU & IFA SC Works Negotiation Schedule
 - 3) 4 Year Local & Regional Plan
 - a) PY25 US WFB Strategic Plan
 - b) Approval to procure a facilitator. *
 - 4) H1B & NDWG (Careers) Closeout Update
 - 5) Revised Board Committee Meeting Schedule

 - IV. **Board Committee Reports & Action Items** Scott Coleman, Board Chair
 - A. Failed Credential Attainment & Work-Based Learning Expenditure Requirements (Letter & CAP)*
 - B. SC Works Operations & Priority Populations Committee (Roy Lowe & Chad Ulmer, Co-Chairs)
 - 1) Approval to convert Abbeville, Edgefield, McCormick & Saluda County SC Works Centers from Affiliate Sites to Connection Points. *
 - 2) Approval to review alternative location for Laurens County. *
 - C. Youth Committee (Shelby Reed, Chair)
 - D. Board Member Resignations, Appointments & Vacancies*
 - 1) See attached list
 - E. Eligible Training Providers (ETPL) – Applicants for Approval*
 - 1) See attached report
- Program Reports**
- F. Service Provider Reports
 - 1) Kimberly Smith, Program Manager
-
- V. **Other Business** Scott Coleman, Board Chair
-
- VI. **Adjourn** Scott Coleman, Board Chair

*Voting item.

NEXT MEETING – Monday, May 5, 2025, at 3:30PM

SC WORKS

UPPER SAVANNAH

Upper Savannah Workforce Development Board Meeting

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

Monday, November 4, 2024

Meeting: 3:30 p.m.

Members Present: John Calhoun, Scott Coleman, Theresa Stover, Roberta Kinard, Daniel Grove, Billy Morgan, Jeannie McCallum, Amanda Benfield, Stephen Taylor, Darron Wilson, Keli Fewox, Roy Lowe, Chad Ulmer.

Members Absent: Taiese Kidd (excused), Shelby Reed (excused), Dale Cullum (excused)

Staff Present: Kal Kunkel, Sam Leaman

Guest: Charles Camp, Kimbearly Smith, Deidre Smalls

Welcome, Call to Order and Roll Call

Scott Coleman welcomed members and guests. The meeting was called to order.

Kal Kunkel conducted the meeting roll call.

Approval of Minutes for

Minutes are emailed along with the meeting agenda. They are also archived online. There was a motion by Keli Fewox and seconded by Darron Wilson, to approve the minutes from the August 5th meeting. Unanimously approved.

Director's Report (Kal Kunkel)

Kal presented several updates. Reports covered were included in board packet that is emailed to all members and posted online.

1. WIOA Funds & Performance PY23 & PY24 YTD

Kal presented the update for the PY23 performance. He explained that all federal performance metrics were met within the Adult, Dislocated Worker (DW), and Youth categories—including the overall. We do have an overall score to the far right. This is something the state put in place that is an additional layer—what the state is doing is calculating across Adult, DW, and Youth then dividing that by 3. These numbers should be 90% or higher. We did not meet that percentage in one category, which was credential attainment that you can see highlighted in red. We will work to create and complete a corrective action plan to correct this in our current program year. On the same report, the next grouping is fund allocation for PY23. We spent most of our funding for that year in most of the categories. We are just beginning to spend our funding for PY24 which we just started in July. We did have some

carryover from PY23, which is typical and helps us to get going in the 1st quarter of the year. We did just receive our notice of fund allocation from the State which carries us from October to June 2025. Continuing on that report, is the Eckerd Contract Budgets and actual expenditures. This is reflective through September. We are running a little behind. Some of this is a result of the timeline around when our training institutions can bill us due to when a student actually is in-seat. So there's usually a couple of months delay on that. At the bottom of that report, you will see the overall comparison of the WIOA fund allocation for PY 23 and PY24. This was shared in the last meeting, but we did go down again in funding by \$27,000 overall.

Flipping to the next page, this is the performance for all of the workforce boards across the entire state. You can see the majority of everyone is passing. Recall we had the red overall indicator for credential attainment—Greenville had on for their Youth Program and Trident had on in their Credential Attainment as well.

Kal called for any questions regarding the reports presented. No questions posed.

2. Local Plan & Regional Plan Development

Kal shared that he has been working on the Board Redesignation and Certification, adding that this has to be done every two years based on the Workforce Innovation and Opportunity Act. He explained that he had been waiting for one more signature from Abbeville County but this has now been completed. The completed document must circulate through our Chief Elected Officials and requires their signatures. This plan designates the Upper Savannah Council of Governments (COG) as the administrative entity for our region and also recertifies our Workforce Board for another 2 year period. Scott Coleman will receive a letter from the State once they have our final signature. This is the same thing for our Local and Region Plan except this is completed every 4 years and is also due this year—final being due January 15, 2025. We've been doing a lot of administrative paperwork to get this completed. For the Regional Plan, we do coordinate with our neighboring 3 Workforce Boards to put this plan together so this will include WorkLink, Greenville, and Upstate. There is a meeting planned tomorrow (11/05/2024) to kick that off and get a timeline. We will circulate that out to each of you via email once it is complete. This will include: labor market statistics and where the demand occupational areas are driving us, what challenges/issues we have within the region—transportation and childcare typically come up—and what we can do to overcome these things.

3. H1B & NDWG (Careers) Update

The H1B Rural Health Grant is in it's final phase. It is set to end in January 2025. Amber, who communicates with you all, is who was on this grant. She is currently completing the follow up for this and will see it through until it's end.

The Career Dislocated Worker Grant did end on August 19th. We were partners with 5 other Workforce Areas on this. We are in the close out phase of this, but we were the lead area for this initiative.

4. Revised Board Committee Meeting Schedule

We have identified some conflicts with some of the committee meetings that are scheduled on Fridays. Currently, the Youth Committee is meeting on Thursdays about a week prior to our Board meetings. I'd like to check with Roy and Chad on moving our SC Works Operations and Priority Population Committee meetings to Thursdays as well and continuing to leave the Partner's Meeting on Fridays.

Roy Lowe agreed to move the SC Works Ops and Priority Population Committee meetings to Thursdays.

BOARD ACTION ITEMS

Board Committee Reports ACTION

Scott Coleman turned the floor over to Roy Lowe, SC Works Operations Committee Chair, for his update. *(Note: SC Works Operations and Priority Population Committees meetings are combined. Chad Ulmer chairs the Priority Populations Committee.)*

Roy explained at the most recent meeting there was discussion regarding the relocation of our Greenwood Center from the Brewer site to the current location at United Way. This resulted in breaking a lease with GLEAMNS. Kal added more information on the relocation. He explained that the Brewer building maintained significant damage during Hurricane Helene. The facility was without power for 10 days and had multiple roof leaks and broken windows that allowed significant amounts of rain to enter the building resulting in water damage and just overall all damage to our property. GLEAMNS did not appear to have any sense of urgency to fix any of these things for us to safely bring our teams back into the building. This led to us striking a deal with the United Way (Phoenix Street), who welcomed us and took us in. We are planning to stay there on a permanent basis. At this time we are still going through a lease termination with GLEAMNS so I will keep you all updated on this as it progresses. Terminating this lease will actually be a significant savings cost which we will be able to put back in program services. Roy continued with an update regarding Willie Matthews delivering information regarding ADA compliance at our Centers. Willie and Toni Belton will be assessing all center locations to ensure compliance with ADA regulations, preparing those reports, and submitting them to the state. One of the main topics covered was the rapid response to Ascend laying off 232 people from now until February. We will be completing response orientation for them this week on the 5th and 7th. Those efforts should cover the 1st round of 100 people being laid off. Ascend will be paying those individuals to be there and is offering this during their shift overlap. Most of these individuals are in manufacturing so a lot of these people should be into another position prior to their layout date. We intend to regroup following the holidays and move into helping them with unemployment filing. Anyone who doesn't have work following their layoff date, we will continue to assist them navigating through the system. Billy Morgan and Roy Lowe fielded a question regarding job fairs on site explaining that there have been several job fairs hosted on site and that Ascend Admin Support, Tiffany, had been handling those internally. Billy added that many businesses inquired to Ascend privately regarding the job fairs after hearing of the layoff and informed the group that if anyone was interested in attending as an employer you are welcome to attend. Kal added that an additional 85 contract staff have been included in this lay off. Roy shifted back to information regarding job fairs being planned to support our priority population, specifically mentioned was for ex-offenders. There was previously one conducted in April, and we'd like to do another in towards the end of February 2025. We'd like to bring our pre-Covid team back together, so we've shifted attention to getting everyone back together. We do intend to offer job fairs throughout all of next year as usual, but this specific event was discussed to really grow and expand on. We'd also like to include resources and employers geared towards individuals with disabilities as well as offer community services at the same time. Further discussions was to offer this at the end of February on the Newberry PTC campus. Roy shifted to the October numbers report. He explained that those were a problem due to the storm forcing them out of their location and not having a "home" allowing them to offer services. They have since moved into a new location and are back to normal business.

Chad Ulmer, Priority Population Committee Chair, added onto Roy's sentiments explaining that covid really affected services for priority populations. He explained that during covid, employers were in such a need for a body that many could walk into a job. He explained that as we move forward with the supply and demand of workers being restored, this section will require more attention.

Kal presented updates for the Youth Committee, which is chaired by Shelby Reed. Events in our region that are coming up are the 8th grade showcase in Laurens and Newberry on Thursday, November 7th. They are expecting 1000 students from those two counties. This year's event will be held at Piedmont Tech's campus. Currently we have 16 industry leaders hosting a booth, three higher education programs, and Newberry County School District showcasing all of the CTE programs in a separate space so all attendees can see what the career center has to offer. We also completed the Invitational Marketing Competition on October 23 at the Art Center in Greenwood. Kal explained that one of our Eckerd staff was able to attend this event and participate as a judge. There were 12 teams registered, and 11 teams competed; these are 4 person teams with 5 of our counties having representation.

Participating schools were Frank Russell Technology Center (Gwd 50, 51, 52), Ware Shoals High School, Fox Creek High School (Edgefield County), Laurens District High School, Clinton High School, Abbeville High School, The Governor’s School for Agriculture at John de la Howe. More than 30 professionals participated as judges and volunteers, presenting a wide variety of industries related to Hospitality, Tourism, Marketing, and Graphic Arts. Cash prizes awarded were: \$400 -1st place team, \$200 – 2nd place team, \$100- 3rd place team. Basically, this event required students to present a marketing plan with all the elements on sort of a fictitious festival and it gave the kids an opportunity to pull together a business plan, but also have mockups of all their marketing materials and those types of things. It was a really great event and a great learning opportunity for young people. Lastly, Shelby as the Regional Workforce Advisor in partnership with the Regional Career Specialist from the Department of Education, they are jointly offering a Military Signing Day to each of the 7 counties in our region for graduating seniors. These are based off of the same concept as College Signing Days supported by high schools but is an effort to show value towards those students who have decided their workforce path is with the Armed Forces. Currently, several districts have decided to participate in this event. Keep in mind, these will be offered county-wide, not at each school. All districts within each of our region’s counties are invited to participate.

Kal opened the floor for questions. No questions posed.

Scott Coleman introduced the next agenda topic.

Board Member Term Reappointments ACTION

Kal announced our list of reappointments. This list was provided in the board packet that was emailed to each member. This list includes: John Scott Coleman (chair), Theresa Stover, Dale Cullum, Keli Fewox, Roberta Kinard, and Roy Lowe. All of these individuals have completed documents stating that they agree to renew their term and agree to serve a new term, which is 3 years. This process is something that we should have been doing but it appears this was not kept track of for a little while so we are now getting our records back on track and documenting everyone’s terms. The term dates for these members is (start) July 1, 2024 through June 30, 2027. This is something that we will bring to a vote by the board.

Scott called for a motion for the extension of these terms. Motion made by Billy Morgan. Seconded by Darron Wilson. Approved unanimously.

Eligible Training Providers (ETPL) ACTION

Scott introduced the item. (List of ETP applicants included in board packet emailed to each member). Kal explained that we can group these listings today by entities. We continuously get different entities throughout the State and other areas that apply to be on our list.

Carolina Construction School, LLC.	CDL Class A - Evening/Night Class	Deny	New provider from Camden SC and the school is outside of our 60 mile radius.
Carolina Construction School, LLC.	CDL Class A - Weekend Class	Deny	New provider from Camden SC and the school is outside of our 60 mile radius.

Kal explained that the above are located significantly outside of our region and providing student transportation assistance for round trips with not be conducive therefore staff recommendation is to deny. Scott called for a motion to vote for these together as a group. Billy Morgan made a motion to deny these. Seconded by Darron Wilson. **DENIED** unanimously.

Southeastern Esthetics Institute	Nursing Assistant	Deny	New provider from Elgin, SC and the school is outside of our 60 mile radius.
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Kal explained this applicant is also located significantly outside of our region and we have many options within our region that do provide nursing assistance training therefore staff recommendation is to deny. Motion is made by Darron Wilson to deny. Seconded by Billy Morgan. **DENIED** unanimously.

Greenwood Medical Academy	Nursing Assitant	Approve	Current provider in good standing. Course is in a demand Healthcare occupation.
Capstone Career Development Center	Pharmacy Technician	Approve	Current provider in good standing. Course is in a demand Healthcare occupation.
Capstone Career Development Center	Clinical Medical Assistant	Approve	Current provider in good standing. Course is in a demand Healthcare occupation.

Kal explained the above providers are all currently on our ETPL and are in good standing. They are each looking to add the listed training occupations. Scott called for a motion to vote on as a group. Motion made by Billy Morgan to approve. Seconded by Darron Wilson. **Approved** unanimously.

Kal turned the floor over to Deidre Smalls.

PROGRAM REPORTS

Deidre Smalls, Eckerd Regional Manager

Deidre provided an update on the 1st quarter (July 1-September 30th) starting with Job Seeker Services. (Note: page 13-15 in the emailed board packet). There was a slight decline in center traffic during October due to Hurricane Helene, especially in the Greenwood Center. The Greenwood Center is our comprehensive center and tends to get the most traffic of all our locations, followed by Newberry and Laurens. Job seekers that have registered for SC Works online services accounts so far this program year is 1, 045. There are a lot of job services available within our online system accounts such as reverse referral or virtual recruitment so for job search services thus far we've had 1,918. Hiring Events; Laurens had a large hiring event with a company called Norson and over 151 participants attended this in addition to our regional workforce event in Greenwood at PTC. We've had 583 participants attend these hiring events. SC Works Orientations are where individuals receive information on our WIOA program and what services we can offer; we've had 159 participants through the reporting period. Workshops; we've had a total of 18 participants attend these. You will see an increase in this number as these are held virtually and once we do get fully settled with our new transition, the State staff as well as the WIOA staff will continue to offer more of these for the region. Referrals to partners; again, we do encourage all of our Partners to utilize our SC Works Online System (SCWOS) to track all referrals for our region. So, for those totals, we've had 76 reported.

Kal added that he would like to thank all of our partners for working to ensure those referrals are plugged into SCWOS.

Deidre provided more information on Employer Services. 70 internal job orders have been created during the reporting period. All employers do have to be vetted to utilize our system, so Mr. Roy and his staff ensures the employers are vetted thoroughly prior to being able to post in our system. There were 645 additional services that have been provided to our regional employers. Employers that are receiving services total 332. The employers that did participate in our hiring events through the reporting period total 115. As Roy Lowe mentioned earlier, there are some upcoming rapid response events so we've only had 5 this year so far—which is a good thing as this signifies employees that are being laid off so unfortunately this number will go up as these events are completed for Ascend.

Deidre began covering WIOA Career Services. Including our carry-over from the previous program year, we've had 283 participants thus far. We've already exceeded our goals for our Adult program. We are behind on our DW numbers, which again isn't a bad thing. DW are very high skilled workers and tend to return back to the workforce pretty quickly, but with these upcoming layoffs we definitely know that we will be able to assist those impacted. Youth Services is where we do have the opportunity to improve. We did have a great Youth Committee meeting last week and are receiving a lot of support there and we are asking the Board to also assist within your network to help us get the word out about our program. Priority Services: All participants that receive WIOA funding must meet some sort of priority. Two of the main ones are low income and/or basic skills deficient; the benchmark set by the State is 75% and we are exceeding that with 86% overall. Training Services: we've had 81 participants that have received some sort of training services (GED, On-the-Job-Training, Occupational Skills, Work Experience). So as

the year progresses, we will see those numbers go up as enrollments are completed. Soft Skills: as we continue to offer more workshops and get more participants in our soft skills boot camp (Career Smart), you will see that number increase as well. Currently for this reporting period we have 4.

Deidre presented a SC Works/Youth WIOA Success Story. (Note: Page 16/final in your emailed packet).

Deidre opened the floor for questions. No questions.

Other Business

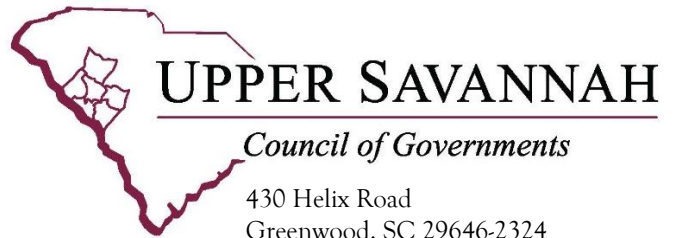
Scott opened the floor for other business. No other business was introduced.

ADJOURN

Scott Coleman called to adjourn the meeting. A motion to adjourn made by Darron Wilson. Seconded by Billy Morgan. The next meeting will be held on February 3, 2024.

PY24 WORKFORCE DEVELOPMENT BOARD MEETING SCHEDULE

BOARD MEETINGS	DAY	DATE	:TIME	LOCATION
1 st Quarter	Monday	August 5, 2024	3:30pm	COG Ofc. & Virtual
2 nd Quarter	Monday	November 4, 2024	3:30pm	COG Ofc. & Virtual
3 rd Quarter	Monday	February 3, 2025	3:30pm	COG Ofc. & Virtual
4 th Quarter	Monday	May 5, 2025	3:30pm	COG Ofc. & Virtual
EXECUTIVE COMMITTEE	DAY	DATE	TIME	LOCATION
1 st Quarter	Monday	August 5, 2024	2:30pm	COG Ofc. & Virtual
2 nd Quarter	Monday	November 4, 2024	2:30pm	COG Ofc. & Virtual
3 rd Quarter	Monday	February 3, 2025	2:30pm	COG Ofc. & Virtual
4 th Quarter	Monday	May 5, 2025	2:30pm	COG Ofc. & Virtual
SC WORKS OPERATIONS CMTE.	DAY	DATE	TIME	LOCATION
1 st Quarter	Thursday	July 25, 2024	9:00am	COG Ofc. & Virtual
2 nd Quarter	Thursday	October 31, 2024	9:00am	COG Ofc. & Virtual
3 rd Quarter	Thursday	January 30, 2025	10:15am	COG Ofc. & Virtual
4 th Quarter	Thursday	April 24, 2025	10:15am	COG Ofc. & Virtual
SC WORKS PARTNER MTG.	DAY	DATE	TIME	LOCATION
1 st Quarter	Friday	July 26, 2024	10:00am	COG Ofc. & Virtual
2 nd Quarter	Friday	November 1, 2024	10:00am	COG Ofc. & Virtual
3 rd Quarter	Thursday	January 30, 2025	9:00am	COG Ofc. & Virtual
4 th Quarter	Thursday	April 24, 2025	9:00am	COG Ofc. & Virtual
PRIORITY POPULATIONS CMTE.	DAY	DATE	TIME	LOCATION
1 st Quarter	Thursday	July 25, 2024	9:00am	COG Ofc. & Virtual
2 nd Quarter	Thursday	October 31, 2024	9:00am	COG Ofc. & Virtual
3 rd Quarter	Thursday	January 30, 2025	10:15am	COG Ofc. & Virtual
4 th Quarter	Thursday	April 24, 2025	10:15am	COG Ofc. & Virtual
YOUTH COMMITTEE	DAY	DATE	TIME	LOCATION
1 st Quarter	Thursday	July 25, 2024	10:30am	COG Ofc. & Virtual
2 nd Quarter	Thursday	October 31, 2024	10:30am	COG Ofc. & Virtual
3 rd Quarter	Thursday	January 29, 2025	8:30am	COG Ofc. & Virtual
4 th Quarter	Thursday	April 24, 2025	11:15am	COG Ofc. & Virtual



January 31, 2025

Ms. Nina Staggers
Assistant Executive Director
Workforce Development
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1550 Gadsden Street
Columbia, SC 29202

430 Helix Road
Greenwood, SC 29646-2324
Telephone 864-941-8050
Toll-Free 1-800-922-7729

Re: Program Year (PY) 2023 Failed Negotiated Performance – Credential Attainment Rate Overall Indicator Score

Dear Ms. Staggers,

The Upper Savannah Council of Governments has reviewed in detail your letter dated December 17, 2024, regarding the PY 2023 Failed Negotiated Performance – Credential Attainment Rate Overall Indicator Score and has attached the corrective action plan you requested. We are familiar with State Instruction (SI) 19-04, Change 1, WIOA Title I Sanctions Policy acknowledging the 90% average overall indicator established by the State Workforce Investment Board and we take these measures seriously.

As part of the attached CAP, we are establishing processes and procedures at the local level to ensure that we meet this metric moving forward. The new administration under the leadership of Mr. Kal Kunkel, Workforce Development Director since February 5, 2024, has worked tirelessly to make improvements across the region and our local SC Works System.

Please note that the performance outcomes for PY 2023 were a result of individuals served as far back as PY 2021 based on their exit dates from the WIOA Program. We are providing ongoing training and technical assistance to our service provider Eckerd Connects as part of the CAP.

Sincerely,

Patricia Hartung, Executive Director
Upper Savannah Council of Governments

Cc: Mr. Sam Leaman, Assistant Director, Upper Savannah COG
Mr. Scott Coleman, Chairman, Upper Savannah WDB
Mr. Billy Norris, Chairman, Abbeville County Council
Mr. Dean Campbell, Chairman, Edgefield County Council
Mr. Theo Lane, Chairman, Greenwood County Council
Mr. Jeffrey Dean Carroll, Chairman, Laurens County Council
Mr. Charles Jennings, Chairman, McCormick County Council
Mr. Todd Johnson, Chairman, Newberry County Council
Mr. James L. Moore, Chairman, Saluda County Council

Upper Savannah Corrective Action Plan

In accordance with SI 19-04, Change 1, the Upper Savannah Workforce Development Board (WDB) submits for review and approval by SC DEW.

FINDING(s):

Program Year (PY) 2023 Failed Negotiated Performance – Credential Attainment Rate Overall Indicator Score. The Upper Savannah LWDA attained 81.1 percent in the Credential Attainment Rate Overall Indicator Score for PY 2023, failing to meet the 90 percent requirement.

1. A description of the reason(s) for failure, including an analysis of the reason(s) for failure and how the cause was determined.

a. Response:

- i. The LWDA Staff conducted a thorough audit of all participant files for the PY 2023 and PY 2024 timeframes and found that participants were placed in training activities who in some cases never started training and in others failed to complete training and attain a credential.
- ii. Our overall audit indicated that the transition of providers and staff played a large role, revealing that most likely staff were never properly trained and/or the process for sending a participant to training was lacking.
- iii. In the audit process we were able to interview some staff who had carried over from the period when this performance occurred and walked us through the process.

2. A description of immediate and long-term actions that will be taken to improve the measure.

a. Response:

- i. Immediate Action
 1. LWDA Staff have provided training for the service provider staff (Eckerd Connects).
 2. LWDA Staff sought out best practices from other local regions and implemented.
- ii. Long Term Action
 1. LWDA Staff has implemented monthly desktop monitoring that includes analyzing reports from within SC WOS to review participants in training to include Measurable Skills Gains as well as Credential Attainment.
 2. Implemented Quarterly Training for case management staff to ensure process and procedures are being followed and to teach better time management techniques.

3. A timeline for completing each action identified.

a. Response:

- i. July 1, 2024 – January 31, 2025
 1. **Immediate Action Items #1 & #2:** LWDA Staff recognized deficiency based on the quarterly performance reports and implemented case management staff training and monthly desktop monitoring. Unfortunately, some of the past performance could not be changed as the outcomes had already occurred. The actions implemented are ongoing monthly and quarterly processes and procedures.
 - ii. **Long Term Action Items #1 & #2:** These items have been implemented and are part of our ongoing process to mitigate future performance issues. In full transparency we have uncovered similar issues that exist and are negatively impacting metrics into PY

2024. Staff have corrected everything that they were able to include coordination with SC DEW to re-open old cases for correction where feasible.

4. Identification of technical assistance needed to implement the plan.

- a. **Response:**

- i. Upper Savannah COG requests Technical Guidance by SC DEW to include a review of our PY 2024 Performance Metrics with actionable feedback to improve our outcomes. We request that this occurs as soon as possible.

5. A description of how the Upper Savannah WDB will monitor and measure the effectiveness of the corrective action activities to ensure performance improvement.

- a. **Response:**

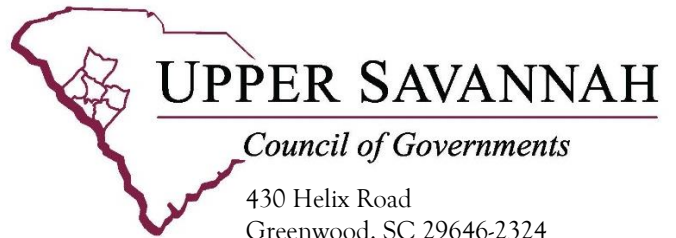
- i. Upper Savannah LWDA staff is already monitoring these outcomes as well as our other State and Federal Performance metrics on a monthly basis and conducting monthly meetings with our service provider (Eckerd Connects).

6. Signatures of the Upper Savannah WDB chairperson and the signatory official. A copy must be sent to the CEO(s).

- a. **Acknowledged.**

Scott Coleman, Chairman
Upper Savannah Workforce
Development Board

Patricia C. Hartung, Executive Director
Upper Savannah Council of Governments



January 31, 2025

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Re: Program Year (PY) 2022 Youth Funds – Work-Based Learning (WBL) Expenditure Requirement

Dear Ms. Staggers,

The Upper Savannah Council of Governments has reviewed in detail your letter dated December 17, 2024, regarding the Program Year (PY) 2022 Youth Funds – Work-Based Learning (WBL) Expenditure Requirement and has attached the corrective action plan you requested. We are familiar with Section 129 (c) (4) of the Workforce Innovation and Opportunity Act (WIOA) which requires not less than 20 percent of allocated Youth funds to be used for Work-Based Learning activities. We take these measures seriously and are tracking these expenditures.

As part of the attached CAP, we are establishing processes and procedures at the local level to ensure that we meet this metric moving forward. The new administration under the leadership of Mr. Kal Kunkel, Workforce Development Director since February 5, 2024, has worked tirelessly to make improvements across the region and our local SC Works System.

Our LWDA staff diligently monitors our fiscal metrics and provides updates to the Workforce Board at each meeting.

Sincerely,

Patricia Hartung, Executive Director
Upper Savannah Council of Governments

Cc: Mr. Sam Leaman, Assistant Director, Upper Savannah COG
Mr. Scott Coleman, Chairman, Upper Savannah WDB
Mr. William H. Floyd, III, Executive Director, Department of Employment & Workforce

Upper Savannah Corrective Action Plan

In accordance with Section 129 (c) (4) of the Workforce Innovation and Opportunity Act (WIOA) which requires not less than 20 percent of allocated Youth funds to be used for Work-Based Learning activities, the Upper Savannah Workforce Development Board (WDB) submits for review and approval by SC DEW.

FINDING(s):

Program Year (PY) 2022 Youth Funds – Work-Based Learning (WBL) Expenditure Requirement. The Upper Savannah LWDA expended only 10.84 percent of PY 2022 Youth Funds on WBL opportunities.

1. A description of the reason(s) for failure, including an analysis of the reason(s) for failure and how the cause was determined.

a. Response:

- i. The Work-Based Learning expenditure rate was reviewed in detail in April 2024 by the new Workforce Director, Kal Kunkel along with all other fiscal expenditure requirements. The Youth program has been lacking in enrollments and with contractor and staff transitions from 2021 to 2024 the WBL expenditure requirement was not being tracked nor was staff time on task being coded properly.
- ii. The cause was determined through a thorough audit of financial records and programmatic reports from within SC WOS.

2. A description of immediate and long-term actions that will be taken to improve the measure.

a. Response:

i. Immediate Action

1. Starting in April 2024, the LWDA Staff audited our fiscal reporting back to PY 2022 to identify the issues and to determine if any immediate corrections could be made. Unfortunately for the PY 2022 period there we were not able to identify a way to increase the WBL Expenditure.
2. LWDA Staff sought out best practices from other local regions, SC DEW and implemented. We immediately addressed the issue with our current service provider Eckerd Connects to make them aware of the lag in WBL expenditure and to develop strategies to improve enrollments.

ii. Long Term Action

1. LWDA Staff has implemented monthly fiscal tracking of the WBL Rate along with the overall 80% Obligation Rate and 70% Expenditure rate utilizing the tracker issued by SC DEW.
2. The monthly fiscal dashboard is shared with the Board at our quarterly meetings and monthly with our service provider Eckerd Connects.
3. The Youth Committee of the Workforce Board is engaged, aware and assisting in trying to solve the issue along with the LWDA staff and service provider Eckerd Connects.

3. A timeline for completing each action identified.

a. Response:

- i. **Immediate Action Items #1 & #2:** April 1, 2024, to present the LWDA Staff recognized deficiency and immediately implemented monthly tracking of the WBL expenditure rate along with monthly meetings with the service provider Eckerd Connects to address Youth enrollments.
- ii. **Long Term Action Items #1 & #2:** LWDA Staff are continuing to track the WBL Expenditure Rate. At present our PY23 Rate is 8.88% and we are trying to identify

ways to increase it and the PY24 Rate is at 34.03%. We have implemented several new WBL opportunities for the youth within our region and our goal is that at least 80% of the youth enrolled participate in a WBL opportunity.

4. Identification of technical assistance needed to implement the plan.
 - a. **Response:**
 - i. Upper Savannah COG requests Technical Guidance by SC DEW to include a review of our PY 2023 WBL Performance Metrics with actionable feedback to improve our outcomes. We request that this occurs as soon as possible.
5. A description of how the Upper Savannah WDB will monitor and measure the effectiveness of the corrective action activities to ensure performance improvement.
 - a. **Response:**
 - i. Upper Savannah LWDA staff are already monitoring these outcomes as well as our other State and Federal Performance metrics on a monthly basis and conducting monthly meetings with our service provider (Eckerd Connects).
6. Signatures of the Upper Savannah WDB chairperson and the signatory official. A copy must be sent to the CEO(s).
 - a. **Acknowledged.**

Scott Coleman, Chairman
Upper Savannah Workforce
Development Board

Patricia C. Hartung, Executive Director
Upper Savannah Council of Governments

Board Member Appointments

The following are new applicants to serve on the Upper Savannah Workforce Board for a 3 Year Term. Once approved today by the Workforce Board today they will be sent to their respective County Council for approval as required.

McCormick County

Mike Hembree (Savannah Lakes Village)

Toye Willis (Retired School District Administrator)

Laurens County

Courtney Gunter (Laurens County Disabilities and Special Needs Board)

WIOA Local Workforce Development Board Membership

Total Seats 20

Seats Occupied 20

Seats Vacant

Business (per Section 107(b)(2)(A))					
No.	Name	Affiliation and Title	Contact Phone and Email	Address	County
1	Scott Coleman	Sage Automotive Interiors, HR Manager	Scott.Coleman@sageai.com	27104 Cobb Way, Anderson SC 29825	Abbeville
2	Theresa Stover	Edgefield Health Care, HR Director and Volunteer Services Director	tstover@mytech.org	300 Ridge Medical Plaza, Edgefield SC 29824	Edgefield
3	Taiese Kidd	Flexible Technologies, HR Supervisor	taiese.kidd@flexibletechnologies.com	211 Puckett Ferry Road, Greenwood SC 29649	Greenwood
4	Daniel Grove	Lonza, Head of HR	daniel.grove@lonza.com	535 Emerald Road North, Greenwood SC 29646	Greenwood
5	Julie Bagwell	CCL Label Industries, HR Manager	jbagwell@cclind.com	29485 Highway 76 East, Clinton, SC 29825	Laurens (Rotating off 6.30.25 – seeking applications)
6	Jean McCallum	Fibertex Nonwovens, Inc., HR Director	jeannie@wctel.net	100 ISO Pkwy, Gray Court, SC 29645	Laurens
7	Betty Carol Jones	Director of Administration and Human Services, Savannah Lakes Village	bcjones@slv-sc.com	5812 US Highway 378W, McCormick, SC 29835	McCormick (Replacement recommendation)
8	Catrina Ross	HR Manager SC Pet Food	cross@3dsolutions.com	1299 Duncan Road, Ward, SC 29166	Saluda (Vacant seeking applicants)
9	Stephen Taylor	Community Affairs Western Carolina Tel Co	stephen.taylor@wctel.com	P.O. Box 610, 229 Hwy 28 Bypass Abbeville, SC 29620	Newberry (Rotating off 6.30.25 – seeking applicants)
10	Darron Wilson	Indian Creek Resort, trainer	Darronwilson46@yahoo.com	361 Butler Road, Saluda SC 29138	Saluda
11	Mashonda Ashton	Sr. HR Business Partner, SWM	mashton@swmintl.com	214 Mid Carolina Court Prosperity SC 29127	Newberry (Vacant seeking applicants)
12	Amanda E. Benfield	President/CEO	Laurens County Chamber of Commerce	291 Professional Park Rd, Clinton, SC 29325	Laurens (Resigned 1.22.25 – recommendation pending)

Not Less Than 20% (per Section 107(b)(2)(B))					
No.	Name	Affiliation and Title	Contact Phone and Email	Address	County
1	John Calhoun	International Brotherhood of Teamsters	Jcalhoun62@gmail.com	480 Flatwood Road Calhoun Falls SC 29628	Abbeville
2	Candi Lalonde	Edgefield First Steps, Executive Director	candi@edgefieldfirststeps.org	PO Box 295, Edgefield SC 29824	Edgefield (Resigned 9.30.24 seeking applicants)
3	Dale Cullum	Heat and Frost Insulators, Local 92, Business Manager, Apprenticeship Coordinator	Da1cul@aol.com	211 Wade Morgan Road, McCormick SC 29835	McCormick
4	Chad Ulmer	SC Vocational Rehabilitation Department, Area Director	CUlmer@scvrd.net	22861 Highway 76 East Clinton SC 29825	Regional Partner (Rotating off 6.30.25 to be replaced by GW Director)
5					

Education & Training (per Section 107(b)(2)(C))					
No.	Name	Affiliation and Title	Contact Phone and Email	Address	County
1	Kelli Fewox	VP for Academic Affairs	fewox.k@ptc.edu	PO Box 1467, Greenwood SC 29648	Greenwood
2	Roberta Kinard	Newberry County Adult Education, Director	Rkinard1@newberry.k.12.sc.us	161 Werts Road, Silverstreet, SC 29145	Newberry
3					

Governmental, Economic, and Community Development (per Section 107(b)(2)(D))					
No.	Name	Affiliation and Title	Contact Phone and Email	Address	County
1	Shelby Reed	SC Department of Commerce, Upper Savannah Regional Workforce Advisor	sreed@sccommerce.com	103 Northwoods Road, Greenwood SC 29649	Greenwood
2	Roy Lowe	Workforce and Economic Development Director	rlowe@dew.sc.gov	927 East Cambridge Street, Greenwood SC 29646	Regional Partner
3	Billy Morgan	Greenwood County Economic Development	bmorgan@greenwoodsc.gov	600 Monument Street, P-103, Greenwood, SC 29649	Greenwood
4					

Others as Chief-Elected Officials Determine Appropriate (per Section 107(b)(2)(E))					
No.	Name	Affiliation and Title	Contact Phone and Email	Address	
1					
2					

Denote multiple representation with an asterisk (*).

BOARD STRUCTURE

Total Number of Seats Filled	20	Abbeville	2
Number of Seats Filled Representing Business	11	Edgefield	2
Percentage of Seats Filled Representing Business	55%	Greenwood	3
Number of Seats Filled Representing Not Less than 20%	4	Laurens	3
Percentage of Seats Filled Representing Not Less than 20%	20%	McCormick	2
Number of Seats Filled Representing Education & Training	2	Newberry	3
Number of Seats Filled Representing Gov't, Economic & Comm. Dev.	3	Saluda	2
Number of Seats Filled Representing Others by Chief Elected Officials	0	At-Large	3
		Total	20

ELIGIBLE TRAINING PROVIDER APPLICATION / REQUESTS**2/3/2025**

PROVIDER (APPLICANT)	PROGRAM	RECOMMENDATION	REASON
Columbia Dental Assistant Academy	Dental Assistant	Deny	The provider is 60 plus miles away located in Irmo, SC. We have Dental Asistant on the ETPL already in Greenville and we have not sent anyone.
HRTrainingClasses.com	6-Month Evening Online HR Master Program	Deny	Online only program, not in a demand occupational area.
HRTrainingClasses.com	3-Day HR Department of One Certificate Program	Deny	Online only program, not in a demand occupational area.
HRTrainingClasses.com	5-Day Advanced Project Management Certificate Program for Human Resources	Deny	Online only program, not in a demand occupational area.