

SC WORKS

UPPER SAVANNAH

UPPER SAVANNAH WORKFORCE DEVELOPMENT BOARD
A Consortium of Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, and Saluda
Counties
FOR THE IMPLEMENTATION OF PL 113-128

BY-LAWS (AMENDED JUNE 3, 2024)

Article I. Purpose

- A. The name of this organization shall be the Upper Savannah Workforce Development
- B. Board – serving Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, and Saluda Counties, herein referred to as the Board.
- C. The purpose of the Upper Savannah Workforce Development Board is to provide policy guidance for and to exercise oversight of activities under the Workforce Innovation and Opportunity Act (Public Law 113-128) for the Upper Savannah Workforce Investment Area. The Board in partnership with the local elected officials of Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry and Saluda Counties will develop the five-year local workforce investment plan.

Article II. Membership

- A. Appointment: Membership to the Board shall be made in compliance with Section 107(b) of the Workforce Innovation and Opportunity Act. All vacancies or succeeding appointments will be made in a like manner.
- B. Number: The total membership of the Board shall be twenty (20). It is provided that each county has a minimum of two Board members.
- C. The table below shows appointments to be made by county. At large appointments will be for agencies which serve all Upper Savannah counties and include an official from: the SC Department of Employment and Workforce, Piedmont Technical College, and the SC Vocational Rehabilitation Department. At large appointments may be made by the county in which the representative resides or a county which is represented by the agency.

Abbeville County	2
Edgefield County	2
Greenwood County	3
Laurens County	3
McCormick County	2
Newberry County	3
Saluda County	2
At Large	3
Total	20

- D. Process of Filling Board Seats: Upper Savannah Council of Governments will determine what seats are due to expire or vacant. It will solicit nominations for the private sector from business-lead organizations such as chambers of commerce or economic development boards. Nominations are submitted to county councils for their consideration.

SC WORKS

UPPER SAVANNAH

- E. Term of Appointment: All appointments shall be for a term of three years. Each vacancy will be filled to complete the unexpired term. Term lengths shall be calculated as of July 1 of each year regardless of the date of appointment.
- F. Categories of Membership:
1. Private Sector: Not less than 51% of the membership at all times will represent the private sector as defined in the Act. These members will be at the time of their appointment, owners of business concerns, chief operating officers or non-governmental employers, or other private sector executives who have substantial management or policy responsibility.
 2. General Sector: Representatives of educational agencies, organized labor, rehabilitation agencies, community-based organizations, economic development agencies, governing bodies, and organizations deemed appropriate as defined in the Act.

Article III. Officers

The Chairperson and Vice-Chairperson shall be representatives of the private sector. The Chairman and Vice Chairman of the Board shall be elected bi-annually by a majority vote of the members of the Board. The Chairperson and Vice-Chairperson may succeed him/herself. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence or disability.

Article IV: Meetings and Attendance

- A. **Scheduled Meetings**: The Board shall meet a minimum of four times per year. The Chairperson may call additional meetings at any time.
- B. **Quorum**: Those Board members present shall constitute a quorum for the purpose of transacting business.
- C. **Attendance**: Members of the Board will be expected to attend all meetings of the Board, unless excused from the meeting of the Board by the Chairperson. Members should notify staff if circumstances will prevent their attendance at a meeting of the Board. Members who have two or more unexcused absences in a one-year period (July 1 – June 30) will be considered to have resigned from the Board.

Article V. Voting

- A. **Voting Authority**: Only Board members shall cast votes. There are no provisions for alternate members. The Board is allowed to vote via electronic means for time constrained issues that must be resolved prior to a face-to-face meeting. The item to be voted on must be posted to the website for public viewing and the results must be published. In the event an electronic vote is held, the voting procedure shall be the same as that of a face-to-face meeting.
- B. **Conflict of Interest**: No member of the Board shall vote on any matter which has a direct bearing on services to be provided by that member or any organization which such member directly represents. Each such conflict of interest shall be declared by the member prior to any discussion and will be so recorded in the official minutes.

Article VI. Committees

The Board shall have the following Committees and any ad hoc committees designated by the Board Chairman. The Chairman and Vice Chairman will make all committee appointments.

SC WORKS

UPPER SAVANNAH

- A. The Executive Committee shall consist of the Chairperson and the Vice-Chairperson of the Board, and such other members as may be appointed in order for each county to have representation on the Executive Committee. Each of the seven counties shall have only one vote on the Executive Committee. The Executive Committee shall act for and on behalf of the full Board between meetings. In addition, the Executive Committee will be responsible for proposal review and funding recommendations.
- B. The Youth Committee will consist of member(s) of the Workforce Development Board and others interested in youth issues. The Youth Council will make recommendations regarding services for youth. Members of the Youth Council who are not members of the Workforce Development Board will not have voting privileges on the Board.
- C. The Priority Populations Committee will include the representative from SC Vocational Rehabilitation and others interested in increasing the participation of those with disabilities in the SC Works system. Members of the Disabilities Committee who are not members of the Workforce Development Board will not have voting privileges on the Board.
- D. The SC Works Operations Committee will include representatives from organizations serving employers and job seekers as part of the SC Works System. SC Works Operations Committee members who are not on the Workforce Development Board will not have voting privileges on the Board.

Article VII. Duties of Board

- A. Develop and submit a local strategic workforce development plan to the Governor, in partnership with the chief elected officials.
- B. Collaborate with other local boards and chief elected officials from other local areas in preparation of a regional workforce plan as described in Section 106(c)(2).
- C. Perform workforce research and regional labor market analyses in accordance with Section 107(d)(2) of WIOA.
- D. Engage workforce development system stakeholders to assist in the development of the local plan under Section 108 and in identifying non-Federal expertise and resources to leverage support for workforce development activities.
- E. Lead efforts to engage with a diverse range of employers to promote business representation on the local board, to develop effective linkages to support employer utilization of the local workforce development system, to ensure that workforce development activities meet the needs of employers, and to develop and implement promising strategies for meeting the employment and skill needs of workers and employers.
- F. Lead efforts in the local area to develop and implement career pathways by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment.
- G. Develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system for employers, workers, and job-seekers.
- H. With the agreement of the chief elected officials, designate or certify one-stop operators and terminate the eligibility of such operators for cause; identify eligible providers of youth activities in the

SC WORKS

UPPER SAVANNAH

local area by awarding grants or contracts on a competitive basis, identify eligible providers of training services for adults and dislocated workers; and identify eligible providers of career services by awarding contracts.

- I. Coordinate activities with education and training providers, including providers of workforce investment activities, providers of adult education and literacy activities, and providers of career and technical education.
- J. Develop a budget for purposes of carrying out the duties of the local Board, consistent with the local plan and subject to the approval of the chief elected officials.
- K. In partnership with the chief elected officials, conduct oversight with respect to local programs of youth activities and local employment and training activities for adults and the one-stop delivery system in the local workforce area.

Article VIII. Rules of Procedure

Meetings will be governed by Robert's Rules of Order, Newly Revised, in all cases to which they are applicable, and which are not inconsistent with the By-Laws and any special rules of order the Board may adopt.

Article IX. Provision for Electronic Meetings

Members are encouraged to participate in-person meetings. However, meetings maybe held by conference calls or in a virtual.

Article X. Transparency and Compliance with South Carolina Open Meetings Law

Notice of Meetings: All meetings of the Workforce Development Board are open to the public and notice must be given as required by the South Carolina Freedom of Information Act. Upon establishment of the meeting schedule, a notice will be sent to all major stakeholders. All agendas of the Board will include the next meeting date, time and location.

Article XI. Amendments of By-Laws

These By-Laws may be amended or repealed by simple majority of the combined vote cast by mail and those members present at a Board meeting if notice of proposed action has been presented in writing to Board members prior to the vote. These By-Laws shall be deemed to be automatically amended at any time to conform with applicable state or federal statutes or regulations.

Article XII. Authorization of Amendments

Amendments to the By-Laws were proposed in writing to Board members May 28, 2024. At the June 3, 2024, meeting, a majority of the Board voted to accept the amendments.

Authorization of Amendments By:

Scott Coleman

12/16/2024

Scott Coleman, Chairperson
Upper Savannah Workforce Development Board

Date

Signature: Scott Coleman
Scott Coleman (Dec 16, 2024 13:26 EST)

Email: scott.coleman@sageai.com






AMENDED Board By-Laws

Final Audit Report

2024-12-16

Created:	2024-12-16
By:	Kal Kunkel (kkunkel@uppersavannah.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMFkgGiKSy7HmxLKES_N3su-VhelAzHSW

"AMENDED Board By-Laws" History

-  Document created by Kal Kunkel (kkunkel@uppersavannah.com)
2024-12-16 - 6:25:24 PM GMT
-  Document emailed to Scott Coleman (scott.coleman@sageai.com) for signature
2024-12-16 - 6:25:29 PM GMT
-  Email viewed by Scott Coleman (scott.coleman@sageai.com)
2024-12-16 - 6:26:11 PM GMT
-  Document e-signed by Scott Coleman (scott.coleman@sageai.com)
Signature Date: 2024-12-16 - 6:26:56 PM GMT - Time Source: server
-  Agreement completed.
2024-12-16 - 6:26:56 PM GMT