

SC WORKS

UPPER SAVANNAH

WORKFORCE DEVELOPMENT BOARD MEETING

Monday, June 3, 2024 – 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/96989240693?pwd=WWVnYkRUSUZSOW80cU5oWkZYMGxkZz09>

Meeting ID: 969 8924 0693

Passcode: 891250

AGENDA

- I. **Call to Order/Roll Call/Introductions** Scott Coleman, Board Chair
- II. **Approval of Minutes (4/01/2024)*** Scott Coleman, Board Chair
- III. **Director's Report** Kal Kunkel, Workforce Development Director
 - A. Upper Savannah Board Updates
- IV. **Board Action Items** Scott Coleman, Board Chair
 - A. Board By-Laws Revisions.*
 - B. Board Meeting Schedule PY24 (7/1/24 to 6/30/25)*
 - 1) Day & Time Preference*
 - C. Local Plan Modification (Enable use of Training Contracts).*
 - D. Nomination and appointment of a Vice Chair.*
 - E. Board Committee Appointments. * (To meet month prior to Board Meeting, if needed)
 - 1) Executive Committee
 - 2) SC Works Operations Committee
 - 3) Priority Populations Committee
 - 4) Youth Committee
 - F. PY24 Contract Renewals (Eckerd Connects)*
 - G. Eligible Training Providers (ETPL) – Applicants for Approval*
 - 1) Coding Clarified
 - 2) Med Certs
 - 3) ArcLabs Welding
 - 4) Capstone Career Development Center
 - H. EO Officer approval (Willie Matthews)*
 - I. SC Works Offices Closure for Juneteenth (June 19, 2024)*
- V. **Program Reports**
 - A. Operations Reports
 - 1) Willie Matthews, Deputy Workforce Development Director (State Monitoring update)
 - 2) Amber Bearden, Rural Healthcare Coordinator (H1B) & NDWG (CAREERS)
 - B. Service Provider Reports
 - 1) Renee Alexander, Sr. Operations Director
 - 2) Charles Camp, SC Works Manager (SC Works Report)
- VI. **Other Business** Scott Coleman, Board Chair
- VII. **Adjourn** Scott Coleman, Board Chair

*Voting item.

NEXT MEETING – Monday, August 5, 2024, at 3:30PM

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Upper Savannah Workforce Development Board Meeting

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

Monday, April 1, 2024

Meeting: 3:30 p.m.

Members Present: Candi Lalonde, Theresa Stover, Taiese Kidd, Amanda Munyan, Dale Cullum, Stephen Taylor, Darron Wilson, Roy C Lowe Jr, Chad Ulmer

Members Absent: John Calhoun, John Scott Coleman (excused), Debbie Walling, Julie K. Bagwell, Jeannie McCallum (excused), Betty Jones, Mashanda Ashton, Roberta Kinard, Cartina Ross, Keli Fewox (excused), Shelby Reed

Staff Present: Kal Kunkel, Willie Matthews, Amber Bearden, Sam Leaman, Ashley Guy, Tommy Goode, Renee Alexander

Guest: None

Welcome, Call to Order and Roll Call

Darron Wilson (acting chair) welcomed members and guests. The meeting was called to order. Darron introduced two new board members. Lauren Munyan, President and CEO of Laurens County Chamber of Commerce, and Jean McCallum, HR Manager for Fibertex Nonwovens, Inc.

The meeting roll call was conducted by Kal Kunkel.

Approval of Minutes for

Minutes are emailed along with the meeting agenda. They are also archived online. There was a motion by Candi Lalonde and seconded by Taiese Kidd, to approve the minutes from the February 5th meeting. The minutes were adopted unanimously as submitted.

SC Works System Update (Kal Kunkel)

He met on March 26th to discuss SCWorks matters which included the MOU, budget, and infrastructure with all of the Workforce partners. Discussions garnished agreement on all topics although some new changes could be coming soon, such as location changes for some centers. These decisions are anticipated to be finalized soon with the MOU signed by June. Finances have been accessed with Eckerd and the facts and figures seem to be nailed down with those final reports coming down by April 19th. State monitoring is June 9th so preparations have been started in anticipation of this. Regional plans will start after July 1 with those updates coming in the fall.

Kal provided packets that were handed out. The gold and white document included explained new information coming out concerning the Workforce Innovation Act. Kal stated these would be sent out to attendees on ZOOM.

Approval to transfer Dislocated Worker funds to Adult ACTION

It is being requested to transfer \$200,000 in funding from the Dislocated Worker fund to Adult. Kal explained this has occurred over the last several years due to Dislocated Worker receiving more funds than Adult and Adult being primarily where the bulk of services are needed. He explained up to 100% is allowed to be transferred. A motion was made by Stephen Taylor and second by Theresa Stover. Darron asked for further discussion and there was none. The motion was approved unanimously.

Approval to transfer Youth funds to Worklink Region ACTION

Workforce is seeking approval for \$100,000 of youth funds to be transferred to a neighboring region (Worklink in the Clemson area) to ensure fund utilization requirements are met. Kal explained we are very underspent on this. He continued to explain the decision to have these discussions with Worklink were previously approved. These discussions are completed and Worklink has agreed with the possible transfer. He stated Upper Savannah will be fine without these funds moving forward for the remainder of the year. A motion was made by Candi Lalonde and seconded by Taiese Kidd. No further discussion. The motion approved unanimously.

Discussion of Revised Board By-Laws ACTION

Kal explained that the Board By-Laws have not been updated since 2016. He stated there are several things he recommended to be updated. One suggestion is the board does not have approval for an electronic vote which he would like to be considered for change. He explained he will send out a draft of all recommendations for these changes and send them to all board members for their review prior to the next board meeting on June 3, 2024. Darron open discussion for any further questions. No questions asked. This will be voted on at the next board meeting.

Discussion of nomination and appointment of a Vice Chair ACTION

Darron announced the topic and turned discussion over to Kal. Kal explained the board does not have a Vice Chair presently. Kal suggests if anyone is interested in filling the seat, decisions could be made today. He added this could be self-nominated or nominated by serving board members. Kal opened the floor for anyone to come forward. No comments or discussions were made. Instruction was given to make contact with Kal if an individual is interested in nominating themselves or another member.

Kal will also send out the information concerning the nomination process as a recommendation to the board prior to the next board meeting, June 3, 2024.

Discuss process to nominate or appoint committee members ACTION

Darron presented the topic and turned over the floor to Kal for further explanation. Kal explained that the board does not actively have any of the following commitments: Executive, Operations (OneStop), Disabilities, and Youth. These need to be put into place for the Board to comply with the by-laws. He explained that the Chair can appoint to fulfill these committees, or the board can discuss how they would like to possibly get volunteers. He added that Youth and Disabilities committees could have ad-hoc members. This needs to go to vote by the next Board Meeting, June 3, 2024. He opened the floor for discussion. No further questions or comments.

Kal will send out the nomination process as a recommendation to the Board prior to the next meeting, June 3, 2024.

Operations Reports – Willie Matthews, Deputy Workforce Director

Willie explained a job fair for Ascend was completed in March. Ascend had about 52 layoffs. However, many did find employment prior to job fair, with no more than 20 showing up for the event. Piedmont Technical College and Workforce completed their Spring Job Fair also in March. He stated there were 383 people in attendance. He explained Workforce has met with PTC regarding providing more training opportunities for the community and possibly having workforce employees placed on campus. He expressed traffic counts in Centers have increased stating that Saluda had 28 people, Greenwood 587, Newberry 245, Laurens 163, Abbeville 6, Edgefield 16, and McCormick 6, for a overall total 1051.

Operations Reports- Amber Bearden, H1B Rural Healthcare Project Coordinator & CAREERS

Amber stated that H1B Level UP grant is less than 1 year from closeout. At this time, the enrollment goal for the grant has been reached and the focus has been shifted to case management with the primary focus being collecting employment information on participants to document any advancements in job titles or wages as a result of their provided training. She explained they do have 2 students actively enrolled in courses but expect to be completed by the summer.

She explained she was recently appointed as the project manager over the CAREERS Dislocated Worker grant that Pat Crawford formally was over. She stated that at this time a formal in-house monitoring was being conducted on the project while simultaneously preparing for closeout as it is coming soon. Closeout is June 20, 2024.

Service Provider Reports – Renee Alexander

Renee explained that Eckerd goals for enrollment PY 23 was 100 and they are currently at 84 percent of that goal. She added to mimic what Kal spoke about earlier regarding Youth, enrollment has been slower. With a goal of 33 enrolments, they are at 10. They are working hard on outreach to try to increase youth numbers. She explained they are redeploying staff in different ways and areas to reintroduce our WIOA services. Renee then gave the floor to Tommy Goode for further updates.

Thomasenia (Tommy) Goode came onto the agency in February of this year. Last month staff went under intensive training with onsite training to revamp the WIOA program. Staff assignments were accessed in Newberry, Edgefield, Saluda, Greenwood, and Laurens and all showed traction has picked up drastically with ongoing applications. Staff met and spoke with a variety of people at the PTC Spring job fair which resulted

in people coming into the centers. She continued to say 18 people signed up on their list present at that event which enabled them to make contact via text, calls, or email. As their information is received, templates are being made, to allow for Staff to be reaching out on same day; allowing for engagement quickly

Centers are conducting Orientation sessions and these have been growing in attendance consistently. Staff are giving physical handouts with links to information with updated PowerPoint. Also, a pseudo email was created that allows for participants to respond directly there as another form of reaching out should things such as cell service for become a barrier for participants. Staff are also creating SCWorks online participant accounts with individuals, while they are physically in person with them, and spending time with them to get everything completed in one visit. She explains these customer service steps have resulted in clients referring relatives and friends to the centers. She also believes the new marketing material being readily available for the community has increased outreach.

Kal Kunkel reiterated that the elevated customer service experience had been evident and he believes it will continue to show positive results.

ADJOURN for Business-Related Topics

Darron Wilson called to adjourn for business matters. He advised there will be a presentation following concerning board members roles and responsibilities but members did not need to stay if they could not, but it was greatly encouraged. A motion to close business matters of the meeting by Stephen Taylor. Motion seconded by Amanda Munyan. Unanimously approved. The next board meeting is June 1, 2024.

WIOA Board Member Orientation (Kal Kunkel)

Kal presented a PowerPoint that involved an overview of WIOA, SC Works System, Upper Savannah, and Board Roles and Responsibilities. This was provided in an email before the board meeting and can be reviewed online via email. This can also be requested from Kal Kunkel. Kal explains that if anyone has any questions regarding this, to reach out.

FINAL ADJOURN

Darron Wilson called the meeting to a final conclusion. Next scheduled Workforce Board meeting will be held June 1, 2024. There was no further business, the meeting was adjourned.

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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.

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- 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.

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- 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

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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, Chairperson
Upper Savannah Workforce Development Board

Date



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**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	Friday	July 26, 2024	11:00am	COG Ofc. & Virtual
2 nd Quarter	Friday	November 1, 2024	11:00am	COG Ofc. & Virtual
3 rd Quarter	Friday	January 31, 2025	11:00am	COG Ofc. & Virtual
4 th Quarter	Friday	April 25, 2025	11:00am	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	Friday	January 31, 2025	11:00am	COG Ofc. & Virtual
4 th Quarter	Friday	April 25, 2025	11:00am	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	9:00am	COG Ofc. & Virtual
4 th Quarter	Thursday	April 24, 2025	9:00am	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 30, 2025	10:30am	COG Ofc. & Virtual
4 th Quarter	Thursday	April 24, 2025	10:30am	COG Ofc. & Virtual

Upper Savannah Council of Governments • 430 Helix Road Greenwood, SC 29646

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www.upperscworks.com

June 3, 2024

Valerie McMellan
Office of General Counsel
Assistant General Counsel & Equal Opportunity
Officer
South Carolina Department of Employment and
Workforce
1550 Gadsden Street, Columbia, SC

Re: Designation of EO Officer

Dear Ms. McMellan:

Effective July 1, 2024, Willie Matthews, Deputy Workforce Development Director has been designated as the Upper Savannah Equal Opportunity Officer as approved by our Board at our June 3, 2024, meeting and will be assuming the related duties formerly assigned to Mrs. Windy Graham. You may reach Mr. Matthews:

Upper Savannah Workforce Investment Board
Upper Savannah Council of Governments
430 Helix Road
Greenwood, SC 29646
Phone (864) 941-8071
E-mail: wmatthews@uppersavannah.com

Mr. Matthews reports directly to me, Workforce Development Director of the Upper Savannah Workforce Investment Board. Additionally, he has access to the Chair of the Upper Savannah Board, currently Scott Coleman, as well as to Patricia C. Hartung, Executive Director of the Upper Savannah Council of Governments.

Thank you for the cooperation and assistance you have offered us.

Sincerely,


Kalen J. Kunkel

Workforce Development Director