

SC WORKS

UPPER SAVANNAH

WORKFORCE DEVELOPMENT BOARD MEETING

Monday, September 8, 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/97077390933?pwd=UWY8LA7DhJ4n1ANcbddAsyCvHTNAaQ.1>

Meeting ID: 970 7739 0933

Passcode: 811625

AGENDA

- I. **Call to Order/Roll Call/Introductions** Scott Coleman, Board Chair
- II. **Approval of Minutes (06/02/2025)*** Scott Coleman, Board Chair
- III. **Director's Report** Kal Kunkel, Workforce Development Director
 - A. Upper Savannah Board Updates
 - 1) PY'25 Board Budget
 - 2) PY'25 Eckerd Contracts & Final Budgets
 - 3) PY'24 Performance
 - 4) PY'24 State Monitoring
 - 5) Board Seat Vacancies & New Appointments
- IV. **Board Committee Reports & Action Items** Scott Coleman, Board Chair
 - A. **SC Works Operations & Priority Populations Committee Updates** (Roy Lowe, Chair)
 - 1) Approval to transfer up to \$125,000 of Dislocated Worker funding to Adult fund stream. *
 - 2) New Local EO Officer Appointment *
 - a) Request the approval to appoint Ashley Shaffer, Workforce Operations Manager as local EO Officer.
 - 3) ETPL Training Vendor*
 - 4) Supportive Services Policy Change*
 - 5) PY'25 MOU & IFA Update
 - a) Request approval to move Security Services from Chief Security to the United Way and increase annual salary amount from \$42,082 to \$47,840 effective September 1, 2025. *
 - i. Note: United Way is covering fringe benefits costs as a partner contribution. SC DEW Funding for Security Services.
 - B. **Youth Committee Updates** (Shelby Reed, Chair)
- V. **Program Reports**
 - A. Service Provider Reports
 - a) Career Services- Kimbearly Smith, Program Manager
 - b) Regional Manager- Deidre Smalls
- VI. **Other Business** Scott Coleman, Board Chair
- VII. **Adjourn** Scott Coleman, Board Chair

*Voting item.

NEXT MEETING – Monday, November 10, 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, June 2, 2025

Meeting: 3:30 p.m.

Members Present: Scott Coleman, Chad Ulmer, Shelby Reed, John Calhoun, Mike Hembree, Theresa Stover, Dabs Davis, Stacie Phylicia, Raweewan Ross, Billy Morgan, Keli Fewox, Courtney Gunter, Roberta Kinard,

Members Absent: Darron Wilson (excused), Stephen Taylor (excused), Taisie Kidd, Daniel Grove, Dale Cullum, Roy Lowe

Staff Present: Kal Kunkel, Willie Matthews, Amber Bearden

Guest: Kimbearly Smith, Deidre Smalls, Carlton Klugh, Ashley Shaffer, Renee Alexander,

Welcome, Call to Order and Roll Call

Scott Coleman welcomed members, guests, and announced the list of newly appointment members. The meeting was called to order.

- 1) Dabs Davis, Laurens County Chamber of Commerce, Laurens
- 2) Courtney Gunter, Laurens County Disabilities & Special Needs Board, Laurens
- 3) Mike Hembree, Savannah Lakes Village, McCormick
- 4) Stacie Phylicia, Samsung Electronics, Newberry
- 5) Raweewan Ross, SC Vocational Rehabilitation, At-Large

Approval of Minutes for

Minutes are emailed along with the meeting agenda. They are also archived online. Scott called for a motion to approve minutes by Chad Ulmer, seconded by Shelby Reed.

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.

A. Upper Savannah Board Seat Updates

Kal included in the packet an updated roster update to allow to see all new members and vacancies. We are actively recruiting private sector members and welcome any recommendations from Board members.

B. PY'25 Budget Update (Federal Allocations)

Kal explained that we are currently waiting for final numbers. He believes we will be level funded for this program year. This means we do not have as much carryover for this year—most of the carryovers were from additional grants that we do not have this year. Once final numbers are available, we will get those reports out via email. Kal called for questions. No questions raised.

C. Corrective Action Plan Update (Credentials & WBL 20%)

We had 2 corrective action plans from the last program year. We did not fail our federal metrics but for the state metrics, we were below the numbers for credentials obtained. However, we have corrected that, and we are now where we need to be on those. ECKERD and Willie worked hard to get those documents collected and corrected. The other metric we did not meet was in our Youth. The data does go back for 2 years so many of these participants have rolled out of the program; the way money is provided and budgeted, we will still not have meet the metrics for the PY23 but PY 24 will have exceeded our numbers where we need to be on the Youth metrics.

D. SC Works Comprehensive Center Update

We had looked for a new place, found one, and were in negotiations for this lease. However, we were unable to come to an agreement on numbers so as it stands now we will be staying in our location at the United Way but we will continue to look at spaces.

*Impact reports will be emailed out to all Board members to showcase the economic impacts in our area and with workforce programs. A new schedule will also be emailed out.

BOARD ACTION ITEMS

A. SC Works & Priority Population Committee Report

The below topics are all included in one singular motion as they were all discussed within the committee and voted to move forward to the Board.

Chad Ulmer included the following topics below:

- 1) PY'25 MOU & IFA Budget Approval*
- 2) PY'24 SC Works Recertification Approval*
- 3) ETPL Requests* (page 24 of the provided packet)
- 4) PY'25 WIOA Contract Extensions*

SC Works Committee have voted and approved this budget and submits to the Board as a motion for approval. Seconded by Shelby Reed and Billy Morgan. Approved Unanimously

B. Youth Committee Report

Shelby Reed reported that the Get the Job Program went exceptionally well, and it was a great partnership working together and is hopeful for more schools to participate. Shelby explained that she goes in on day one with dress for success, interviews, resume tips, with day 2 being individualized resume assistance from Willie Matthews and other youth counselors. WIOA Youth Services information sessions will be offered in the future for a educator to have access to this information. The Hire Summits went well; this allows for resumes to be submitted to employers on site as well as to get interviews that day. The Hire Summit in Laurens resulted in 27 on the spot interviews.

PROGRAM REPORTS

Kimbearly Smith, Program Manager

**Kimbearly utilized a PowerPoint to present to the members. This will be included within the posted packet to our finalized minutes.

Carlton Klugh, One-Stop Manager

Traffic is booming in Greenwood with other counties being stable. We do expect these numbers to approve. Unemployment numbers are going down as well. Carlton opened the floor to questions. No questions.

**Carlton utilized a Powerpoint to present to the board. This will be included with the packet and posted with the finalized minutes.

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 Chad Ulmer. Seconded by John Calhoun. Next meeting will be September 8th, 2025

PY'25 UPPER SAVANNAH WORKFORCE BUDGET

PY'25 REVENUE	Amount	%
PY'25 Admin (incl PY'24 C/O)	\$ 200,629.73	12.91%
PY'25 Program (incl PY'24 C/O)	\$ 1,187,706.27	76.41%
PY'25 Restoration Grant	\$ 20,336.00	1.31%
MOU/IFA Partner Payments	\$ 145,641.87	9.37%
TOTAL REVENUE	\$ 1,554,313.87	100.00%
PY'25 REVENUE	Amount	%
US COG Staff Salary & Fringe	\$ 318,306.51	21.92%
US COG Indirect	\$ 197,350.04	13.59%
US COG Operating Expenses	\$ 13,800.00	0.95%
SC Works MOU/IFA Expenses	\$ 181,846.20	12.52%
Eckerd OSO Contract (A-DW)	\$ 91,000.00	6.27%
Eckerd Career Services (A-DW)	\$ 400,000.00	27.54%
Eckerd Youth Contract	\$ 250,000.00	17.21%
TOTAL EXPENSES	\$ 1,452,302.74	100.00%
Balance for PY'26 C/O	\$ 102,011.13	6.56%

ECKERD CONTRACTS	PY'24 Adult	PY'24 DW	PY'24 Youth	IET Grant	
Career Services	\$ 359,347.75	\$ 88,265.55	\$ 250,000.00	\$ 149,000.00	
One-Stop Operator	\$ 86,652.25	\$ 16,734.45			
Totals	\$ 446,000.00	\$ 105,000.00	\$ 250,000.00	\$ 149,000.00	\$ 950,000.00

ECKERD CONTRACTS	PY'25 Adult	PY'25 DW	PY'25 Youth		
Career Services	\$ 325,000.00	\$ 75,000.00	\$ 250,000.00	\$ -	
One-Stop Operator	\$ 76,000.00	\$ 15,000.00			
Totals	\$ 401,000.00	\$ 90,000.00	\$ 250,000.00	\$ -	\$ 741,000.00

Difference	\$ (45,000.00)	\$ (15,000.00)	\$ -	\$ (149,000.00)	\$ (209,000.00)
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Upper Savannah Rolling 4

Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	78	74.5	95.5%	85.4	64.3	75.3%	74.5	76.9	103.2%	91.3%
Employment Rate Q4	81	71.8	88.6%	84.5	81.8	96.8%	75	72.7	96.9%	94.1%
Median Earnings	\$6,832	\$5,845	85.6%	\$8,400	\$7,251	86.3%	\$4,200	\$4,776	113.7%	95.2%
Credential Rate	67	68.1	101.6%	78.1	80	102.4%	69	65.2	94.5%	99.5%
Measurable Skill Gains	63.5	80.3	126.5%	67.7	100	147.7%	61.5	61.7	100.3%	124.8%
	Overall Program Score		99.6%	Overall Program Score		101.7%	Overall Program Score		101.7%	

Upper Savannah Fourth Quarter

Indicator/Program	Title I Adult Goal	Title I Adult Actual	Title I Adult % of Goal	Title I DW Goal	Title I DW Actual	Title I DW % of Goal	Title I Youth Goal	Title I Youth Actual	Title I Youth % of Goal	Overall Indicator Score
Employment Rate Q2	78	82.6	105.9%	85.4	33	38.6%	74.5	80	107.4%	84.0%
Employment Rate Q4	81	76.7	94.7%	84.5	100	118.3%	75	80	106.7%	106.6%
Median Earnings	\$6,832	\$7,885	115.4%	\$8,400	\$4,435	52.8%	\$4,200	\$5,644	134.4%	100.9%
Credential Rate	67	64.3	96.0%	78.1	0	0.0%	69	0	0.0%	48.0%
Measurable Skill Gains	63.5	53.6	84.4%	67.7	100	147.7%	61.5	46	74.8%	102.3%
	Overall Program Score		99.3%	Overall Program Score		89.4%	Overall Program Score		105.8%	

Pass	<ul style="list-style-type: none"> • An Overall Program Score (across all indicators) is at least 90.0% • An Overall Indicator Score (across A/DW/Y programs) is at least 90.0% • Have an Individual Indicator Score of at least 50.0%
Fail	<ul style="list-style-type: none"> • An Overall Program Score (across all indicators) that did not meet at least 90.0% • An Overall Indicator Score (across A/DW/Y programs) that did not meet at least 90.0% • Have an Individual Indicator Score that did not meet 50.0%

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

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www.upperscworks.com

September 8, 2025

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 August 21, 2025, Ashley Shaffer, Workforce Operations Manager has been designated as the Upper Savannah Equal Opportunity Officer as approved by our Board at our September 8, 2025, meeting and will be assuming the related duties formerly assigned to Mr. Willie Matthews. You may reach Mrs. Shaffer:

Upper Savannah Workforce Investment Board
Upper Savannah Council of Governments
430 Helix Road
Greenwood, SC 29646
Phone (864) 941-8061
E-mail: ashaffer@uppersavannah.com

Mrs. Shaffer 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

ELIGIBLE TRAINING PROVIDER APPLICATION / REQUESTS**9/8/2025**

PROVIDER (APPLICANT)	PROGRAM	RECOMMENDATION	REASON
Roadmaster Driving School	Commercial Truck Driver Training	Deny	The provider is 60 plus miles away located in Columbia, SC which is out of our range in our policy. Additionally, we have several CDL training vendors approved on our list.
Knight's Drivers Academy	Commercial License Class A	Deny	The provider is 60 plus miles away located in Columbia, SC which is out of our range in our policy. Additionally, we have several CDL training vendors approved on our list.

	SUPPORTIVE SERVICES ASSISTANCE POLICY		
	Effective Date:	Category:	Policy #:
	09/08/2024	Supportive Service	02-SS25.01
	Supersedes: 24-01 Supportive Services		Policy Owner:
			Workforce Board
Workforce Development Director: Kalen J. Kunkel		Upper Savannah COG Asst. Director: Sam Leaman	
Organizations Applicable To: WIOA Services Providers, SC Works Partners, and all affiliated organizations.			

PURPOSE

- A. The purpose of this policy is to establish guidelines and directions on WIOA Supportive Services for the Upper Savannah Workforce Development Area.

REFERENCES

- A. Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128) and 20 CFR § 681.570.

POLICY

- A. ***WIOA is the payor of last resort and as funding allows.*** All supportive services assistance payments issued on behalf of WIOA customers/participants within the Upper Savannah Workforce Development Area will be issued based on an **established and documented need**, identified as follows:
- One that was identified during the initial and/or comprehensive assessment and placed on the Individual Employment Plan (IEP) and/or Objective Assessment Summary; **or**
 - One that is identified due to an emergency occurring after the individual becomes a WIOA Customer/participant and is documented in a case note. The IEP must be revised to include the identified need.
 - For Adults and Dislocated Workers supportive services may only be provided to individuals participating in career or occupational training activities. For Youth, supportive services may be provided during participation in WIOA activities.
- B. Supportive Services Notice
- Supportive Service payments will be limited to the amount necessary to permit the WIOA customer/participant to complete the applicable WIOA activity and such payment must be reasonable and assumable by the individual if/when WIOA ceases to provide such payments. The Grantee must complete and document a cost/price analysis to determine the reasonableness of all supportive service payments. Supportive service payments are not to

exceed \$1,000 from the date of participation in a 12-month period, unless authorization is requested from and provided by the Workforce Development Director. All requests must be submitted in writing and will be considered on a case-by-case basis. In addition, the customer/participant must be making satisfactory progress and attending at least 90% of required training hours.

C. WIOA supportive services **may** be offered to a customer/participant after reasonable attempts to procure such services from other agencies have been exhausted and documented:

1. Other resources, including the customer/participant's own personal resources, must be considered prior to approving supportive service payments for a customer/participant.
2. The amounts outlined in the supportive services policy are maximum amounts. The Career Coach should use his/her own judgment about whether the full amount allowed is necessary for each customer/participant on a case-by-case basis.
3. Eligibility for supportive services does not mean a customer/participant must receive a supportive service. A customer/participant is not entitled to supportive service payments because he/she is eligible. Staff should not automatically assume that a person with children needs childcare assistance. Customer/participants cannot assume that they are entitled to supportive service payments due to their classmates receiving such services. Each customer/participant's circumstances must be reviewed individually, and a determination made on a case-by-case basis.

D. Supportive Services

1. Childcare

- a. The Career Coach must document in the customer/participant's Individual Employment Plan (IEP) and in the Youth's Individual Service Strategy (ISS) the need for the childcare supportive service, the amount, and the length of time the supportive services payment will be provided. "In need" may be defined as follows: An assessment of the customer/participant's situation indicates that lack of childcare while in Individualized and/or training services is a barrier that if not removed will prohibit him/her from actively participating in a WIOA authorized activity. In any case, the amount of cash reimbursement and the length of time the customer/participant may receive childcare depends on the availability of funds allocated for this purpose.
- b. Childcare support while the customer/participant is actively engaged in Individualized, or training services may be reimbursed if the client is attending 90% of his/her required hours. Full-time is to be defined by the Educational Institution/Program and documented in the customer/participant's file. For example: 12 credit hours at a post-secondary school are considered full time. Courses are taught on campus or at a clinical site (not on-line courses). The WDB will allow full reimbursement payment of up to \$100 per week per child for a maximum of three (3) children to a customer/participant whose child attends a licensed day care facility. Therefore, an eligible customer/participant can receive up to

\$300.00 a week maximum for 3 children attending. Documentation of the cost of day care must be documented in the customer/participant's file. The amount of payment the Grantee pays to a licensed childcare facility is dependent upon available funds allocated in the budget for this purpose.

- c. The **Customer/Participant Time and Attendance Form** will be used to document the customer/participant's attendance in training and must be signed by the instructor and the customer/participant. The scheduled hours and attendance must be indicated on the form. Failure to submit timesheets in a timely manner may result in customer/participant being responsible for payment to the childcare provider. The childcare provider must provide an invoice for services. The appropriate childcare reimbursement payment will be paid directly to the provider.
- d. WIOA Youth participants must attend 90% of the scheduled class time weekly and making satisfactory progress to receive and continue childcare support service payments. WIOA Adult and Dislocated Worker customers must be attending 90% of the scheduled class time bi-weekly and making satisfactory progress to receive and continue childcare support service payments. Satisfactory progress must be documented weekly/bi-weekly/monthly by Progress Reports and collection of current timesheets. A copy of the customer/participant's schedule and grades must be maintained in the customer/participant's file.
- e. The customer/participant will be responsible for alternate childcare when the training facility is closed for a holiday or other scheduled closings.
- f. Childcare is not allowed for a customer/participant who receives TANF and is receiving ABC vouchers for childcare from the Department of Social Services (DSS). The Career Coach must document (via letter or other written communication) that the customer/participant is not receiving an ABC voucher from DSS. Should this source of childcare be discontinued by DSS and the customer/participant is still in need of this service, then the customer/participant may be considered for such service by the Career Coach. All documentation must be kept in the customer/participant hard case file.
- g. Childcare referrals and payments are available to WIOA customer/participants with children under thirteen (13) years of age, children incapable of self-care, and/or children under court order who need care while the customer/participant is attending his/her WIOA activity. Verification of "special care" must be provided.
- h. Customer/participants who are earning a wage while participating in a work-based training component funded in whole or in part through WIOA programs, such as work experience, limited internship, and OJT, may be eligible for childcare assistance. Such assistance shall be limited to the first two weeks of participation in the training component. The Career Coach will make the determination and document accordingly on the IEP/ISS. Up to two (2) additional weeks of assistance may be considered based on extenuating circumstances of the customer/participant. **Approval for the additional**

weeks must be requested in writing and granted by the Title I Adult/DW Provider/Youth Provider. The Career Coach will make the recommendation to the Title I Adult/DW Provider/Youth Provider and document accordingly on the IEP/ISS.

- i. The Career Coach should maintain documentation of all costs paid to the childcare provider, amount of payment, and the length of service to be provided. Documentation of the customer/participant's work or school schedule must be in the file to justify this cash assistance.
- j. The Career Coach shall ensure that efforts are made to avoid duplication of payment and/or the provision of childcare services. The Career Coach shall review the customer/participant's childcare needs periodically to determine if there is any change in the need for supportive services.
- k. The Career Coach shall review this policy with the customer/participant. The customer/participant must be advised that the timesheet is to be submitted weekly/bi-weekly to the Career Coach and that a late submittal of the timesheet may result in denial of the childcare supportive service payment. Habitual tardiness of submission of time sheets or non-compliance with WIOA program requirements may result in discontinuance of childcare supportive service.

2. Transportation

- a. The Career Coach must document in the customer/participant's IEP/ISS the need for the transportation supportive service, the amount, and the length of time the supportive service payment will be provided. "In need" may be defined as follows: An assessment of the customer/participant's situation indicates that the lack of transportation assistance while in Individualized and/or training services is a barrier that if not removed will prohibit him/her from actively participating in a WIOA authorized activity. In any case, the amount of cash reimbursement and the length of time the customer/participant may receive transportation assistance depends on the availability of funds allocated for this purpose.
- b. The reimbursement amount is based on mileage from the client's residence to the WIOA SC Works Center, training facility or work site. Cash assistance will be provided only while the client is actively engaged in Individualized or Training services. Mileage verification must be documented and maintained in the client's file. The Grantee must utilize the option below to reimburse clients requiring cash assistance with transportation:

- **15 miles or less round trip – no mileage reimbursement**
- **16 - 30 miles round trip - \$10 per day**
- **31 miles and above round trip - \$20 per day**

- c. The following information must be on file for each customer/participant to process all requests for transportation reimbursement:
 - i. A copy of the customer/participant's time and attendance sheet for the period in which the reimbursement is intended.
 - ii. A copy of the customer/participant's most recent training schedule if enrolled in training services.
 - iii. Adult and Youth participants may utilize a Transportation Provider for transportation services.
 - iv. The **Customer/Participant Time and Attendance Form** will be used to document the customer/participant's attendance in training and must be signed by the instructor and the customer/participant. The scheduled hours and attendance must be indicated on the form. The appropriate transportation reimbursement payment will be paid directly to the customer/participant.
- d. WIOA Youth participants must be attending 90% of the scheduled class time weekly and making satisfactory progress to receive and continue transportation support service payments. WIOA Adult and Dislocated Worker customers must be attending 90% of the scheduled class time bi-weekly and making satisfactory progress to receive and continue transportation support service payments. Satisfactory progress must be documented weekly/bi-weekly/monthly by Progress Reports and collection of current timesheets. A copy of the customer/participant's schedule and grades must be maintained in the customer/participant's file.
- e. Participants who are earning a wage while participating in a work-based training component funded in whole or in part through WIOA programs, such as work experience, limited internship, and OJT, may be eligible for transportation assistance. Such assistance shall be limited to the first two weeks of participation in the training component. **Up to two (2) additional weeks of assistance may be considered based on extenuating circumstances of the customer/participant. Approval of the additional weeks must be requested in writing and granted by the Title I Adult/DW Provider/Youth Provider. The Career Coach will make the recommendation to the Title I Adult/DW Provider/Youth Provider and document accordingly on the IEP/ISS.**

3. Legal Services

- a. WIOA now provides an expanded list of allowable supportive services that includes legal aid services for Title I Participants. Legal aid can uniquely address certain barriers to employment, including access to driver's licenses, expunging criminal records, and resolving issues with credit, and housing.

- b. Coordinating legal aid services, specifically expungement services, will require working with local solicitors' offices. SC solicitors can only expunge charges filed in South Carolina. There is a solicitor in each of the 16 Judicial Circuits in South Carolina. Information on eligibility, contacts, and process for payment of fees can be found on each Circuit Solicitor's website.
- c. WIOA funds are used only when services are not available through other agencies or organizations, and the services are necessary for the individual to participate in Title I activities.

4. Youth Incentives

WIOA allows the payment of incentives to Youth participants for the attainment of program related goals and/or performance outcomes. The Upper Savannah Region recognizes the following goals for incentive payments as funding is available.

- a. GED / Diploma Completion: **\$100**
- b. Certificate / Degree Completion: **\$50** (Max: 1 per participant)

5. Miscellaneous Supportive Services

- a. Miscellaneous supportive services such as fees, physicals, lab tests, uniform requirements, background checks, etc., will not be included in the total cost for training or against the Individual Training Account (ITA) limit.
- b. Miscellaneous supportive services must be documented by official invoices by the vendor providing the service.

6. Costs that **WILL NOT** be covered by Supportive Services Assistance Payments are:

- a. Any form of payments for **Food** or **Food items**, except when related to a documented emergency that occurred **after WIOA participation**.
- b. Any form of payments for **Automobile Payments, Repairs, Insurance, etc.**
- c. Any form of **Mortgage, Rent, or Utility payments**.
- d. Any form of payments for **medical** expenses, except for physical examinations, immunizations, and drug testing relating to occupational skills training or job placement.

7. Needs-Related Payments

- a. Needs-Related Payments **are not available** currently in the Upper Savannah Workforce Development Area. If funding becomes available for this service, the policy will be reconsidered at that time.

ACTION

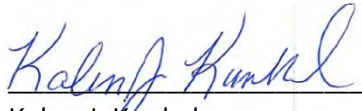
- A. Each Grantee/Sub-Grantee is required to review and disseminate the attached policy to all parties involved in the determination and processing of supportive service transactions for customer/participants and ensure that all supportive service transactions adhere to the policy as outlined. Any supportive service needs that are not directly addressed in this Policy must be approved by the Upper Savannah Workforce Development Staff. If you have questions, please e-mail Kal Kunkel, Workforce Development Director at (kkunkel@uppersavannah.com).

ATTACHMENTS/FORM

- A. None

REFERENCE

- A. None



Kalen J. Kunkel
Workforce Development Director

Supportive Services Policy

Changes Requested to Transportation and Youth Incentive.

Transportation Policy:

Given the limited budget this program year, we would like to revise the policy to provide smaller amounts per participant while still offering support as the current transportation amounts, participants receive anywhere from \$300 to nearly \$400 per month.

Current Policy:

- 15 miles or less round trip – no mileage reimbursement
- 16 – 30 miles round trip – \$15 per day
- 31 – 50 miles round trip – \$25 per day
- 50 miles and above round trip – \$35 per day

Proposed New Policy:

- 15 miles or less round trip – no mileage reimbursement
- 16 – 30 miles round trip – **\$10** per day
- 31 miles and above round trip – **\$20** per day

Youth Incentive Policy:

The goal is to allow us to provide incentives to more youth and extend the program's reach. The recommendation is to revise the youth incentive amounts for GEDs, certificates, and other incentives.

Current Policy:

- GED / Diploma Completion: \$200
- Certificate / Degree Completion: \$100 (Max: 3 per participant)
- Take TABE, assessments, and develop an IEP: \$25
- Obtaining unsubsidized job and participating in career advancement counseling session: \$50

Proposed New Policy:

- GED / Diploma Completion: **\$100**
- Certificate / Degree Completion: **\$50 (Max: 1 per participant)**
- ~~Take TABE, assessments, and develop an IEP: \$25~~
- ~~Obtaining unsubsidized job and participating in career advancement counseling session: \$50~~

Request approval to make these policy changes.

SC WORKS

UPPER SAVANNAH

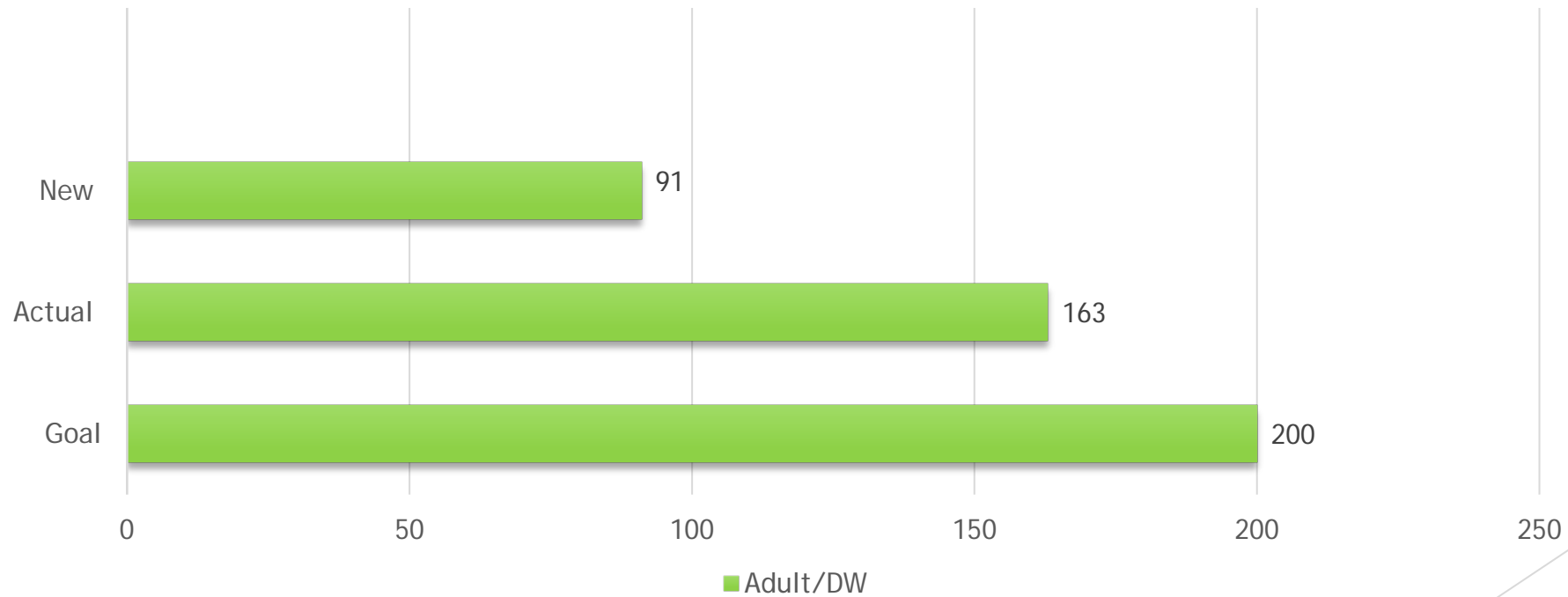
Adult/Dislocated Worker Program Report

July 1, 2024 - June 30, 2025

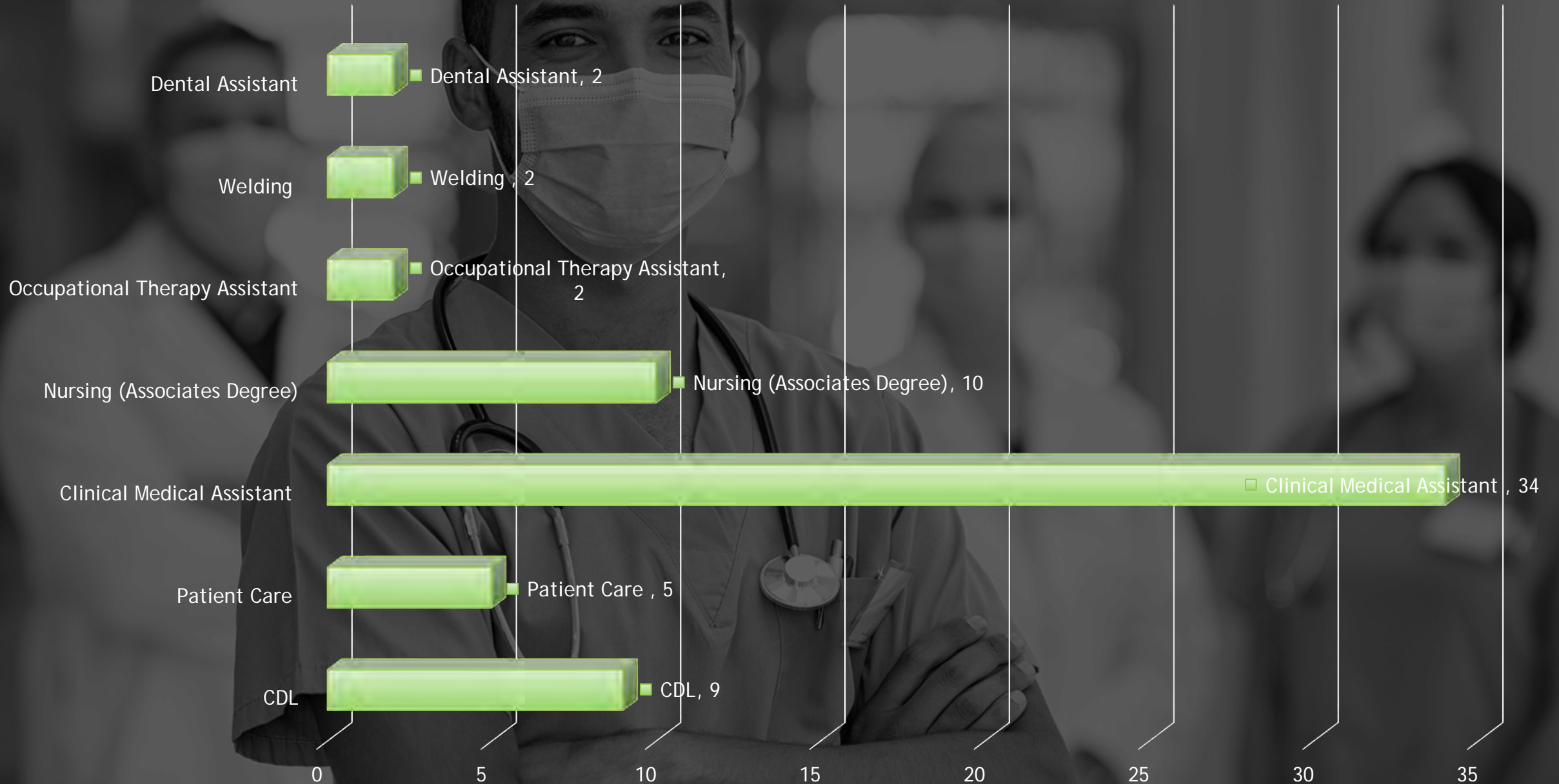
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connects

Total Active Enrollments 7-1-24 – 6-30-25

PY 24 Adult/DW Program

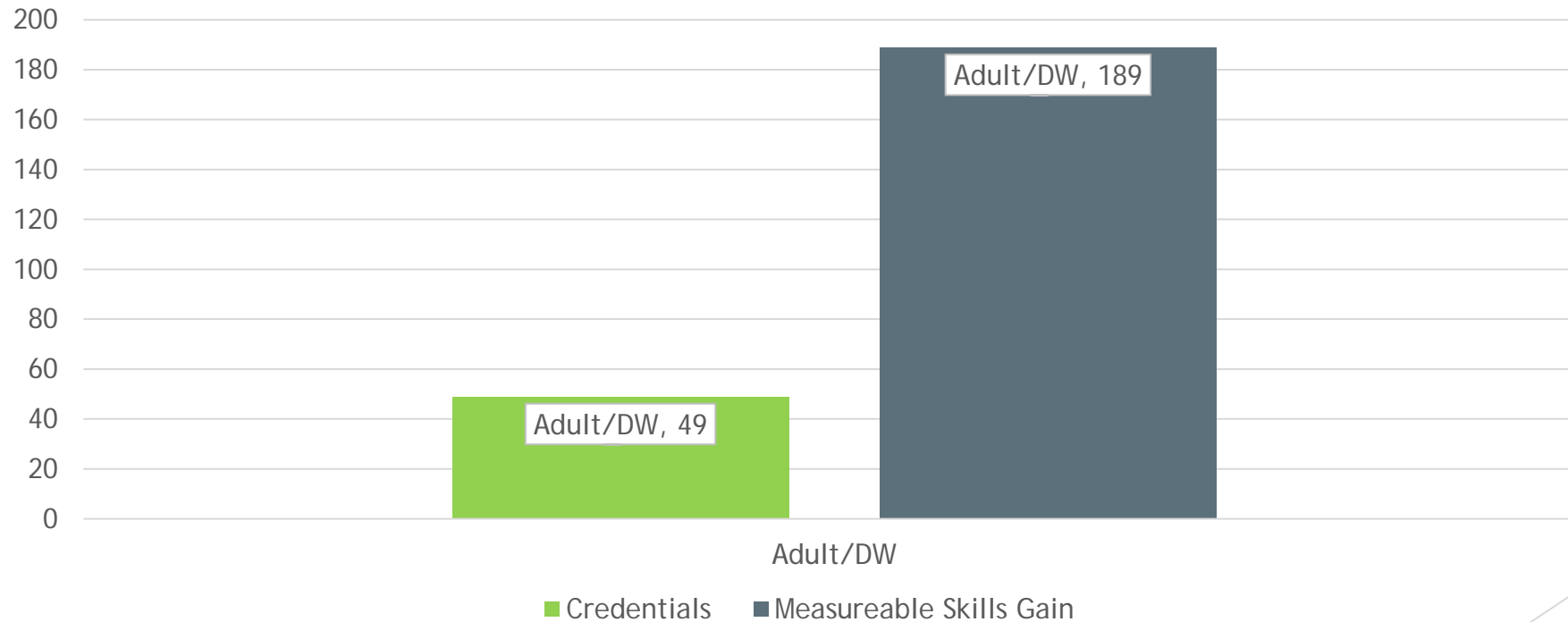


Received Training 64



Performance Outcomes Update

7-1-24 - 6-30-25





WIOA Dislocated Worker Success Story

Richard C.

- ▶ Richard went to the Workforce Innovation and Opportunity Act program after losing his job at Ascend, due to plant shut down. He was looking for employment and a new career path. SC Works Dew staff told him about the WIOA Program, and Richard was invited to attend an orientation. After orientation, Richard took the right steps to ensure his place in the WIOA Program. WIOA offered him two life-changing things: financial assistance to pay for CDL Class A truck driving training, and a new exciting career path. After successfully completing his 4-week training, at Commercial Truck Driving Academy, located in Duncan, SC, Richard received his Certificate of Completion. Richard is now training with TMC Transportation, making \$650 a week for training. After 3 weeks, he is guaranteed a job with TMC Transportation and a raise. Richard states, "that his goal of becoming a truck driver wouldn't have been possible without the help and support of the WIOA Program. A very valuable program."



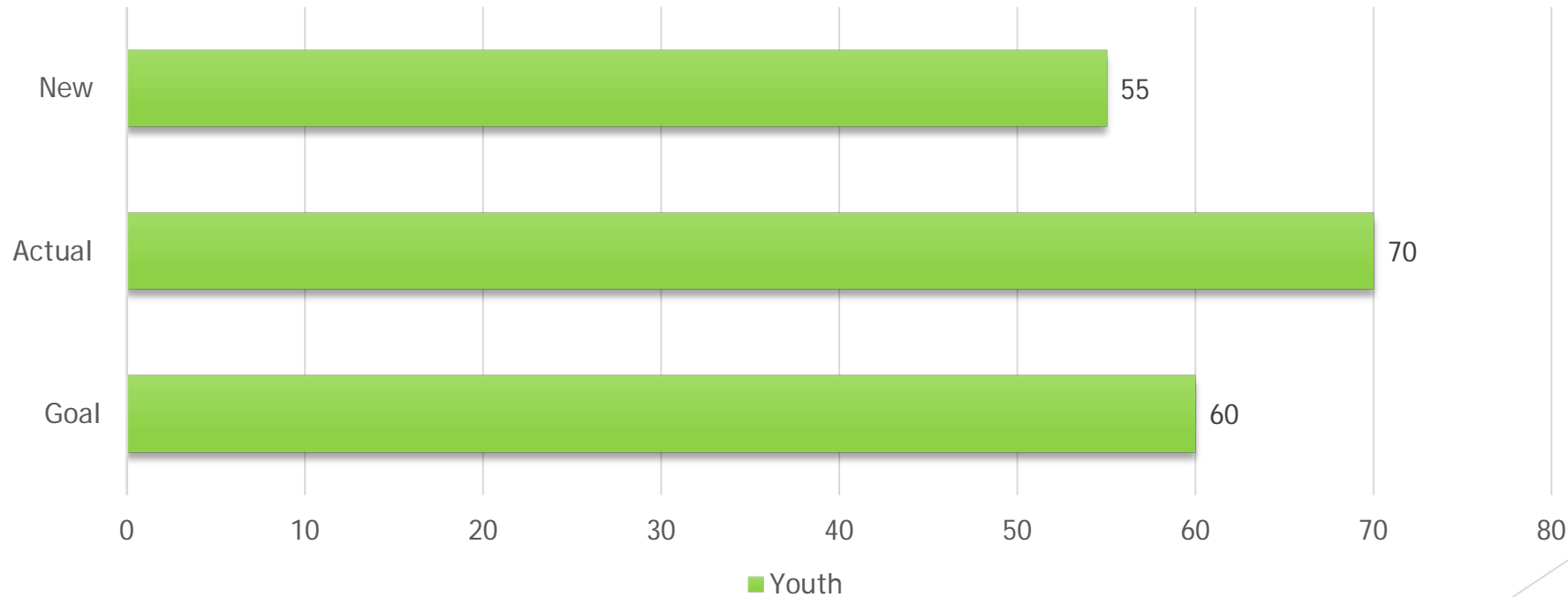
Youth Program Report

July 1, 2024 - June 30, 2025

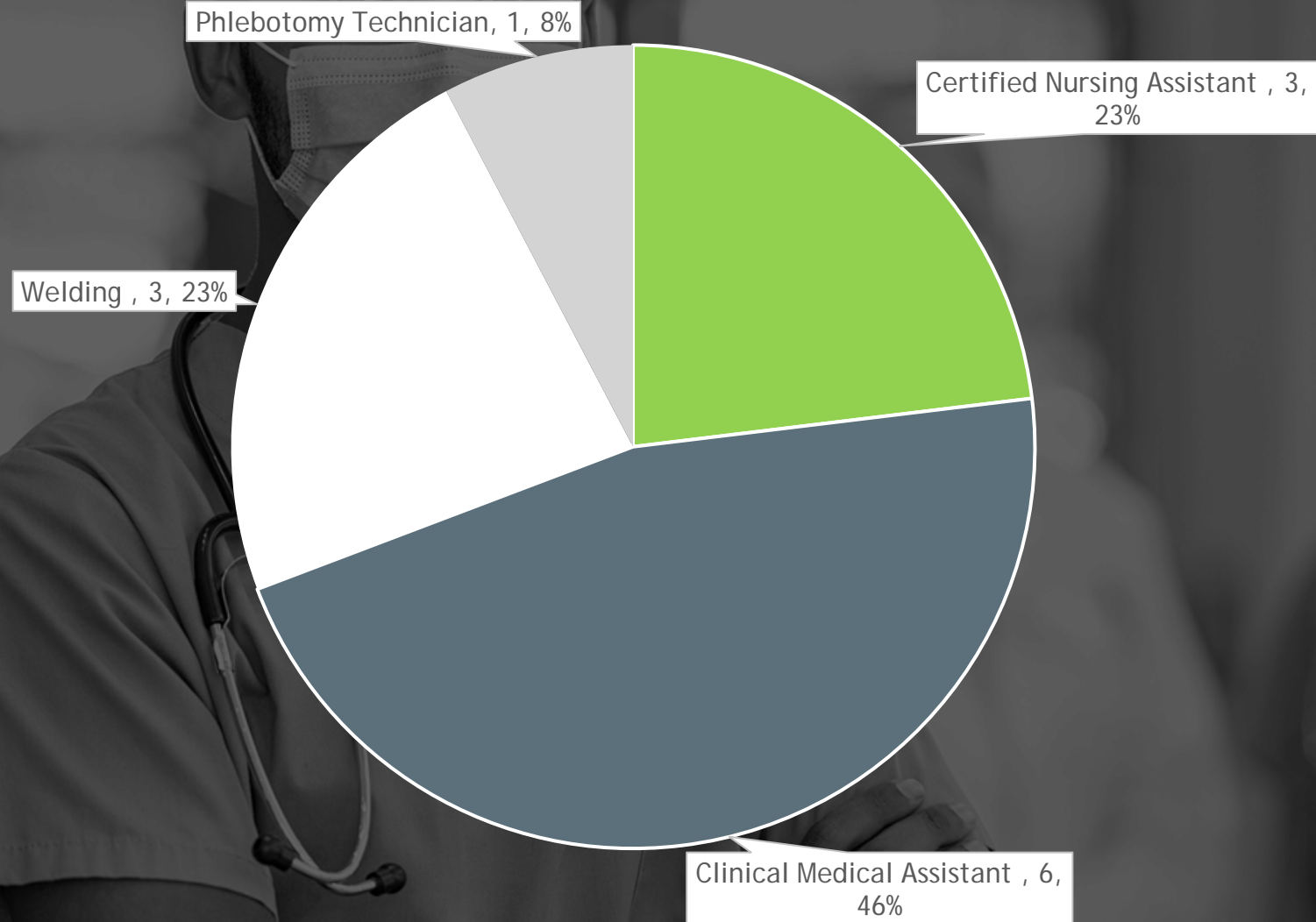
Total Active Enrollments

7-1-24 – 06-30-25

PY 24 Youth Program



Occupational Skills Training 13



■ Certified Nursing Assistant

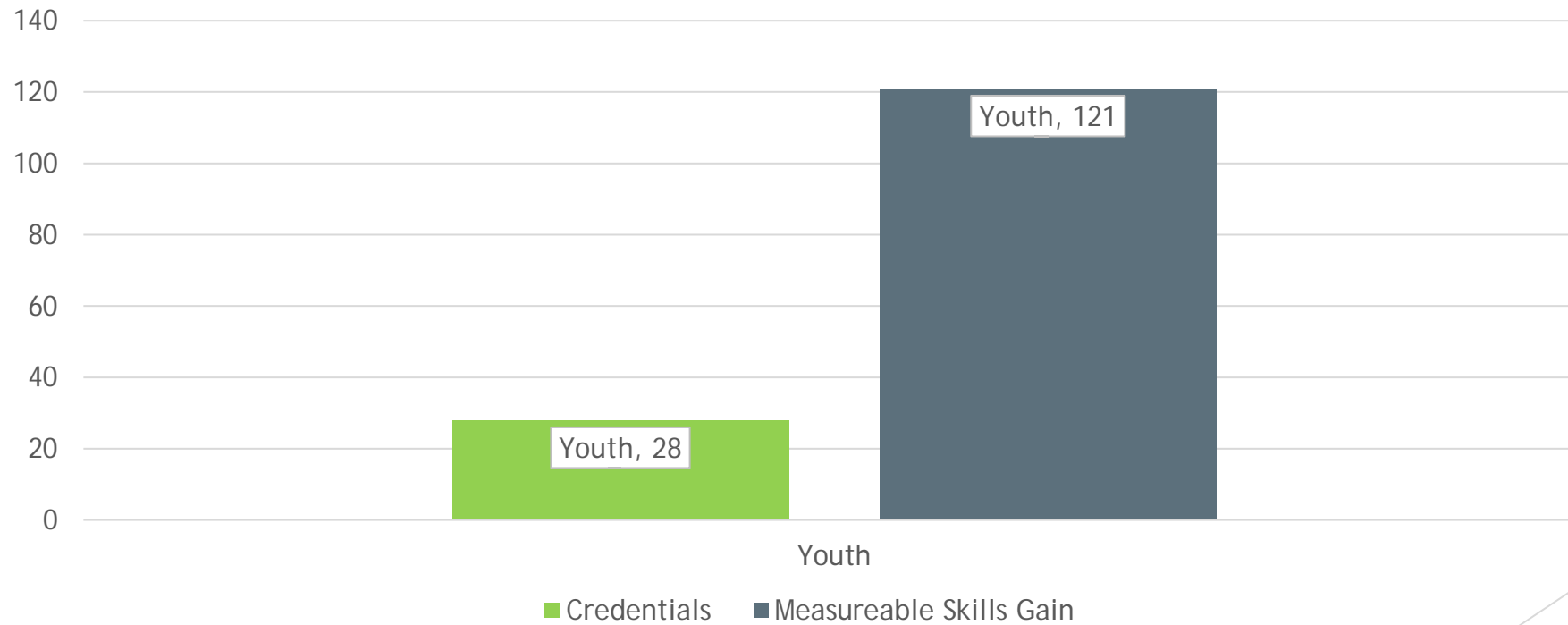
■ Clinical Medical Assistant

■ Welding

■ Phlebotomy Technician

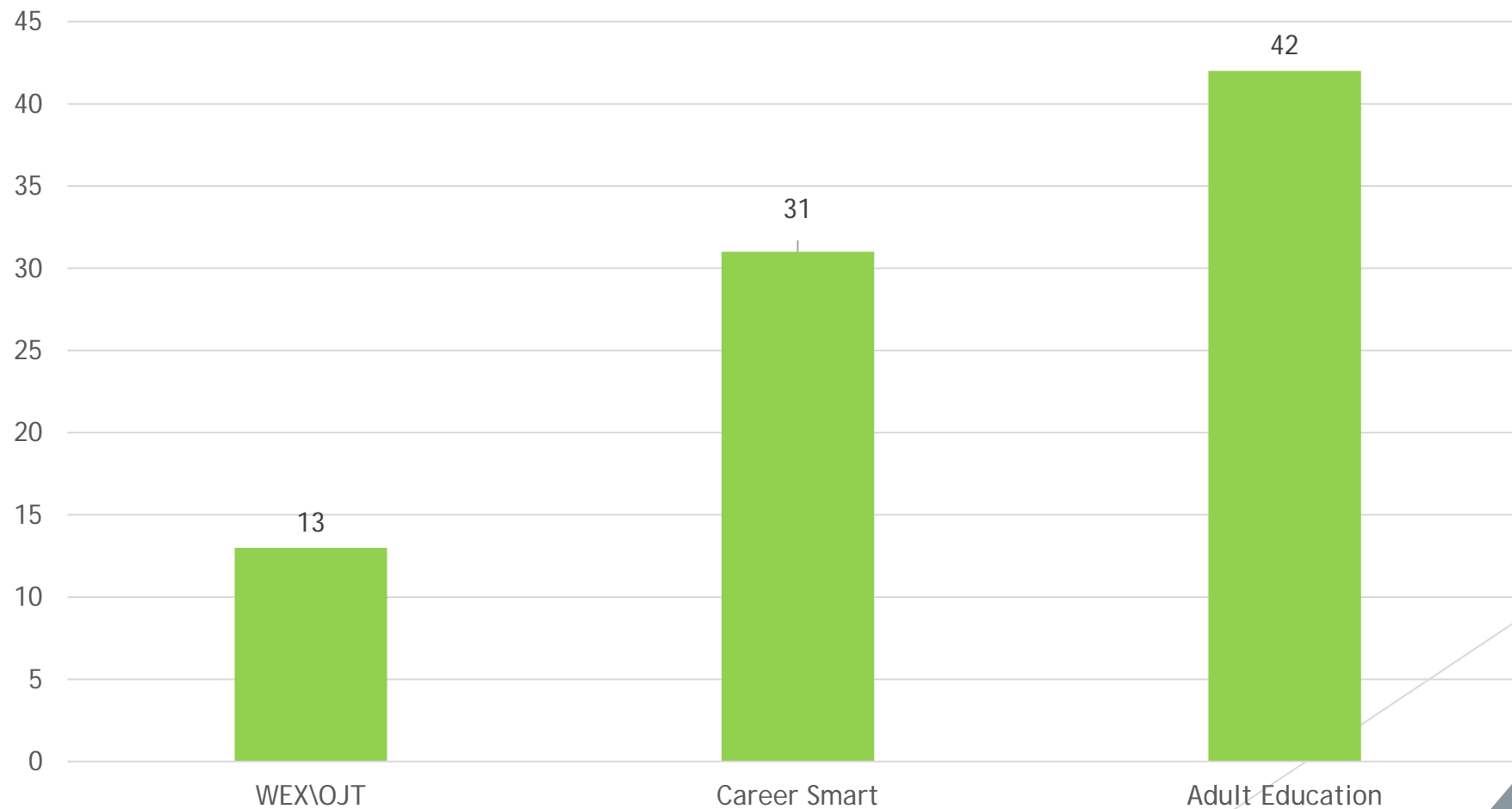
Performance Outcomes Update

7-1-24 - 06-30-25



Performance Outcomes Update

7-1-24 - 06-30-25



WIOA Youth Success Story

Mackayla B.

- ▶ In May 2024, Mackayla enrolled in WIOA after being introduced to our services through Laurens County Adult Education while working on her GED. At first, she admitted that she wasn't comfortable communicating with others, but deep down she carried a passion for helping people—especially those facing challenges like her own. With the encouragement of Adult Education staff and the support of WIOA, Mackayla pushed forward and proudly earned her GED shortly after enrollment. Her determination didn't stop there. Mackayla attended a Laurens job fair where she connected with staff from the Department of Disabilities and Special Needs. She took a leap of faith, applied for employment, and was hired—starting her new role the very same week that Hurricane Helene hit. Even in the face of unexpected challenges, Mackayla didn't let anything hold her back. Today, she is still employed, earning \$18 an hour, and continuing to build her future. One of her proudest accomplishments has been creating stability for her family. Since starting her job, Mackayla and her son have moved into a place of their own—a milestone that reflects her resilience and hard work.



One-Stop Center Operations Report

July 1, 2025 - July 31, 2025

SC Works Center Traffic

Center Traffic Counts	July 2025	Program Year 24'
Greenwood	732	7102
Laurens	177	2826
Edgefield	10	269
Abbeville	7	223
McCormick	2	155
Newberry	364	4591
Saluda	0	209
Total Center Traffic:	1292	15,375

July 2025	
SC Works Orientation Attendance	32
Hiring Events	5
Employers at Hiring Events	5
Job Seekers at Hiring Events	57
Number of Referrals	15
Soft Skills Activities	9
Rapid Response Events	0
WIOA Business Services Development	6

SC Works System Services



Virtual Hiring Event

Jobs for Winnoboro, Greenwood, and Laurens County SC

July 15, 2025
9:00 am -12:00 pm

Register at

<https://app.brazenconnect.com/a/scdew-greater-upstate/e/WQw25>

Or scan QR code



OPEN POSITIONS: Substitute Clerical Personnel, Substitute Custodian, Substitute Teachers, and Substitute Food Services

Take the first steps towards a fulfilling career!

SC WORKS

A proud partner of the AmericanJobCenter® network



An Equal Opportunity Employer/Program. Auxiliary aids and services available to individuals with disabilities. TTY: Relay Services: 800-877-8339. For program funding details in compliance with the Stevens Amendment, please visit www.dew.sc.gov.

LARGEST JOB FAIR IN OUR REGION!

UPPER SAVANNAH REGIONAL JOB FAIR

Thursday, August 21, 2025 • 10a.m.-1p.m.
Medford Family Event Center • Piedmont Technical College



ARE YOU LOOKING FOR A JOB?

Visit the **Upper Savannah Regional Job Fair** and meet employers face-to-face and find out what it takes to get hired. Open to the public, the job fair hosts employers from Abbeville, Edgefield, Greenwood, Laurens, McCormick, Newberry, Saluda and beyond.

Visitors can also connect with faculty and staff from the event co-sponsor, Piedmont Technical College, and learn about training and educational opportunities that lead to high-paying careers in today's workforce.

WHEN AND WHERE:
Thursday, August 21, 2025
10 a.m.-1 p.m.
Medford Family Event Center
Piedmont Technical College

HOW TO PREPARE:

- Bring plenty of resumes
- Dress like you are going to a job interview
- Don't miss the opportunity to network with employers who are hiring

WHAT EMPLOYERS WILL BE AT THE JOB FAIR*?
Scan the QR code below or visit:
<https://tinyurl.com/RegionalJobFair25>

*List of participants will be updated as they register for the event.



SC WORKS
UPPER SAVANNAH

www.ptc.edu/jobfair



An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY 711

Stevens Amendment: The Upper Savannah Workforce Development Board offers employment and training assistance through the Workforce Innovation and Opportunity Act (WIOA). The board receives approximately \$1.2 million annually through the federal program administered by the US Department of Labor.

McCormick County Career Fair

This career fair is an excellent chance to explore multiple job opportunities in one place!

Thurs. 07/17/25
1:00pm – 3:00pm

*Hablas Espanol?
Los empleadores te
quieren!!*

Piedmont Tech.
1008 State Rd S-33-131
McCormick, SC

**Employers Hiring
NOW!!!**

Come dressed for success

Bring copies of resume

DSS Mobile Unit will be onsite



Sponsored By:

SC WORKS
UPPER SAVANNAH

A proud partner of the
AmericanJobCenter®
network

VR Vocational
Rehabilitation
Let's go to work!

DSS SOUTH CAROLINA
DEPARTMENT OF SOCIAL SERVICES

PIEDMONT
TECHNICAL COLLEGE

For program funding details in compliance with the Stevens Amendment, please visit www.dew.sc.gov/funding An Equal Opportunity Employer/Program. Auxiliary Aids and services available upon request to individuals with Disabilities at ADA@dew.sc.gov. TTY 4771

Hiring Events

UNEMPLOYMENT RATE BY COUNTY (NOT SEASONALLY ADJUSTED)

