



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