



**State Workforce Development Board Meeting
Thursday, June 19, 2025, at 11:00 a.m.**

S.C. Department of Employment and Workforce
C. Lem Harper Building
631 Hampton Street
Columbia, SC 29201

Join on your computer or mobile app
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Meeting ID: 290 519 892 431
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AGENDA

- I. Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
- II. Approval of March 20, 2025, Meeting Minutes*Mr. Freeland
- III. Review of SWDB Bylaws*Mr. Pat Michaels
- IV. PY'25 SWDB Funding Recommendation*Ms. Pamela H. Jones
- V. LWDA Subsequent Designation & LWDB Certification* Ms. Tameka Pauling
- VI. DEW Director's Report Mr. William Floyd
- VII. Partner SpotlightDepartment of Social Services
- VIII. LWDA/Business Spotlight.....Pee Dee - AESC
- IX. SWDB Member AcknowledgementMr. Freeland
- X. Other Business/Adjourn.....Mr. Freeland

*Denotes voting item



**Governor's State Workforce Development Board
March 20, 2025, State Workforce Development Board Meeting Minutes**

MEMBERS PRESENT:

Mr. Thomas Freeland
Mr. Warren Snead
Mr. William Floyd
Mr. Charles Brave, Jr.
Ms. Susan Cohen
Col. Craig Currey (retd.)
Ms. Darline Graham
Dr. Tim Hardee
Mr. Chris Hall
Mr. Jay Holloway

Ms. Felicia Johnson
Mr. Mike King
Rep. Randy Ligon
Mr. George "GP" McLeer, Jr.
Mr. "Pat" Michaels
Ms. Elaine Morgan
Mr. Tyler Servant
Dr. Windsor Sherrill
Mr. Jeremy Stephens
Ms. Britt D. Vergnolle

MEMBERS ABSENT:

Mr. Cliff Bourke, Jr.
Mr. Gregory C. Clark
Mr. Michael W. Sexton
Mr. Gregory L. Tinnell
Senator Ross Turner
Mr. John Uprichard

Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
Chairman Thomas Freeland called the meeting to order at 11 a.m. A quorum was present.

Approval of Minutes from December 19, 2024* Mr. Freeland
Col. Craig Currey motioned to approve the December 19, 2024, meeting minutes. Mr. Charles Brave, Jr. seconded the motion. The State Workforce Development Board (SWDB) unanimously voted to approve the meeting minutes.

DEW Director's Report..... Mr. William Floyd
Mr. William Floyd, Executive Director of the South Carolina Department of Employment and Workforce (DEW), presented the state's employment situation, including employment rates, current agency initiatives and projects, and an update from the Coordinating Council for Workforce Development (CCWD). As of January 2025, 2,439,684 individuals were employed in South Carolina. The seasonally adjusted unemployment rate for January decreased to 4.3%.

Director Floyd reported that third quarter Regional Workforce Advisor and the DEW Rural Outreach Team activity fostered 610 student engagement opportunities and led to over 325 successful job placements, respectively. He advised that the Stay to Apply Your Skills (S.T.A.Y.S.) program, which encourages Veterans to stay in South Carolina by offering them five interview opportunities when they use the SC Works system, continues to positively impact veterans and employers throughout South Carolina.

He also highlighted that the CCWD has officially launched the Find Your Future resource portal. This centralized platform offers end users access to various resources related to education and workforce development throughout South Carolina.

Ms. Dorothy Weaver, the Director of Communications at DEW, presented on the SC Works branding campaign entitled "Where There's More." As of March 2025, this initiative has generated approximately \$1,000,000 in return on investment.



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NGA Legislative Update.....Mr. Timothy Carlton

Mr. Tim Carlton, Legislative Director at the National Governors Association, provided the third quarter legislative update covering Congress's Continuing Resolution, reauthorization of the Workforce Innovation and Opportunity Act (WIOA), and changes in federal leadership.

On March 15, 2025, Congress passed a full-year Continuing Resolution for fiscal year 2025, maintaining the established fiscal year 2024 funding levels for WIOA formula programs. The WIOA reauthorization, "A Stronger Workforce for America Act," was removed from the March 2025 Continuing Resolution. Both chambers of Congress must support additional federal action before any proposed changes can be enacted.

The Senate confirmed Lori Chavez-DeRemer as the United States Secretary of Labor. Henry Mack, III has been nominated to serve as the Assistant Secretary of the Employment and Training Administration.

Partner Spotlight..... Office of Adult Education

To enhance collaboration and raise awareness of partner services, showcasing the innovation and accomplishments of partner programs significantly impacting workforce development, the Partner Spotlight agenda has been added to the SWDB quarterly meeting. Mr. Mike King, State Adult Education Director, delivered the first update in this initiative, focusing on adult education programs, including enrollment, services, and performance.

In the program year 2023-2024, Adult Education saw student enrollment reach over 23,000 individuals. Its Title II programs met all five negotiated measures related to employment, median earnings, credential attainment, and measurable skills gains.

Two service offerings that have positively contributed to these workforce preparation outcomes are the Integrated Education and Training (IET) and Workplace Literacy (WPL) Programs. In the program year 2023-2024, these initiatives served 382 students (IET) and 474 employees (WPL).

SWDB Strategic Plan UpdateMr. Wilson Steinmeyer

During the SWDB board meeting on December 19, 2024, members voted to approve the priorities outlined in the 2024-2027 SWDB Strategic Plan. Mr. Wilson Steinmeyer, Strategic Partnerships Coordinator, provided an update on the plan's status, next steps, and potential distribution.

In March 2025, the Strategic Plan for 2024-2027 was finalized. The completed version will be available on the SC Works website and the CCWD's Find Your Future Portal. Additionally, it will be distributed to state partners, WIOA administrators, local workforce development board members, and non-traditional partners. State Workforce Development Board members will receive a physical copy of the finalized plan, along with a laminated one-page summary detailing its priorities, by mail.



**Governor's State Workforce Development Board
March 20, 2025, State Workforce Development Board Meeting Minutes**

SWDB Member AcknowledgmentMr. Freeland

Chairman Freeland introduced and welcomed three new SWDB members:

- Ms. Britt D. Vergnolle, with over 25 years of experience in business leadership, will hold a business representative on the SWDB. She brings extensive expertise in employee recruiting services, particularly for businesses in the Southeast facing chronic labor shortages.
- Mr. Jeremy Stephens, Executive Vice President and Chief Human Resources Officer at Tidelands Health, will join the board as a business representative. He brings extensive experience in strategic leadership across various human resource functions within health systems, including recruiting, staffing, employee health and wellness, compensation, training and development, safety, and enterprise project management.
- Mr. George Patrick "GP" McLeer, Jr., Mayor of the City of Fountain Inn, will serve as a chief local elected official representative. He brings to the board valuable expertise in policy monitoring at all levels that affect the nonprofit sector, as well as experience in nonprofit advocacy engagement.

Other Business/AdjournMr. Freeland

Chairman Freeland reminded SWDB and Local Workforce Development Board members that the Annual Ethics Training will be on Tuesday, April 15, 2025, at 11:00 a.m. The State's Ethics Commission will facilitate this virtual training.

SWDB members will also participate in WIOA Funding Allocation Training, reviewing the WIOA Funding Allocation formula and providing additional information related to allocation and monitoring requirements on April 23, 2025, at 11:00 a.m.

The next full board meeting will be on June 19, 2025, at 11 a.m. in the C. Lem Harper building.

The meeting adjourned at 12:41 p.m.

AMENDED

BYLAWS

STATE WORKFORCE DEVELOPMENT BOARD STATE OF SOUTH CAROLINA

ARTICLE I: ESTABLISHMENT

- 1.1 **NAME:** In accordance with the Workforce Innovation and Opportunity Act (WIOA), and applicable Federal Regulations, the name of this organization shall be the State Workforce Development Board (State Board or SWDB).
- 1.2 **PROVISIONS OF ESTABLISHMENT:** The State Board was established in accordance with WIOA section 101, et al.
- 1.3 **AREA SERVED:** The area to be served by the State Board is the geographical and political jurisdiction of the State of South Carolina.
- 1.4 **STATE ADMINISTRATIVE AGENCY:** The State Administrative Agency designated by the Governor to administer WIOA title I is the South Carolina Department of Employment and Workforce (DEW).

ARTICLE II: PURPOSE AND AUTHORITY

- 2.1 **PURPOSE:** The State Board shall provide advice to the Governor and direction to DEW on workforce development issues affecting the State, particularly those pertaining to the implementation of WIOA.
- 2.2 **AUTHORITY:** The State Board shall perform all functions mandated by WIOA and perform such other duties as directed by the Governor. In no event shall the State Board operate programs or provide services to eligible participants.
- 2.3 **DUTIES:** As required by WIOA section 101(d), the State Board shall oversee the following duties, and other duties as directed by the Governor:
 - A. Development, implementation, and modification of the state plan;
 - B. Review of statewide policies, programs, and recommendations on actions that should be taken by the State to align workforce development programs to support a comprehensive and streamlined workforce development system, including the review and provision of comments on the State Plans, if any, for programs and activities of SC Works partners that are not core programs;
 - C. Development and continuous improvement of the workforce development system, including –
 1. identification of barriers and means for removing barriers to better coordinate, align, and avoid duplication among the programs and activities carried out through the system;
 2. development of strategies to support the use of career pathways for the purpose of providing individuals, including low-skilled adults, youth, and individuals with barriers to employment, including individuals with disabilities, with

workforce investment activities, education, and supportive services to enter or retain employment;

3. development of strategies for providing effective outreach to and improved access for individuals and employers who could benefit from services provided through the workforce development system;
 4. development and expansion of strategies for meeting the needs of employers, workers, and jobseekers, particularly through industry or sector partnerships related to in-demand industry sectors and occupations;
 5. identification of regions, including planning regions, for the purposes of section 106(a), and the designation of local areas under section 106, after consultation with local boards and chief elected officials;
 6. development and continuous improvement of the SC Works delivery system in local areas, including providing assistance to local boards, SC Works operators, SC Works partners, and providers with planning and delivering services, including training services and supportive services, to support effective delivery of services to workers, jobseekers, and employers; and
 7. development of strategies to support staff training and awareness across the workforce development system and its programs;
- D. Development and updating of comprehensive State performance accountability measures to assess core program effectiveness under WIOA section 116(b);
- E. Identification and dissemination of information on best practices, including best practices for –
1. effective operation of SC Works centers, relating to the use of business outreach, partnerships, and service delivery strategies, including strategies for serving individuals with barriers to employment;
 2. development of effective local boards, which may include information on factors that contribute to enabling local boards to exceed negotiated levels of performance, sustain fiscal integrity, and achieve other measures of effectiveness; and
 3. effective training programs that respond to real-time labor market analysis, that effectively use direct assessment and prior learning assessment to measure an individual's prior knowledge, skills, competencies, and experiences, and that evaluate such skills and competencies for adaptability, to support efficient placement into employment or career pathways;
- F. Development and review of statewide policies affecting the coordinated provision of services through the SC Works system, as described in WIOA section 121(e), including the development of –
1. objective criteria and procedures for use by local boards in assessing the effectiveness, physical and programmatic accessibility, and continuous improvement of SC Works centers;
 2. guidance for the allocation of SC Works center infrastructure funds under WIOA section 121(h); and
 3. policies relating to the appropriate roles and contributions of entities carrying out SC Works partner programs within the SC Works delivery system, including approaches to facilitating equitable and efficient cost allocation in such system;
- G. Development of strategies for technological improvements to facilitate access to and improve the quality of services and activities provided through the SC Works delivery system, including such improvements to –

1. enhance digital literacy skills (as defined in section 202 of the Museum and Library Services Act [20 U.S.C. 9101]; referred to in this Act as “digital literacy skills”);
 2. accelerate the acquisition of skills and recognized postsecondary credentials by participants;
 3. strengthen the professional development of providers and workforce professionals; and
 4. ensure such technology is accessible to individuals with disabilities and individuals residing in remote areas;
- H. Development of strategies for aligning technology and data systems across SC Works system partner programs to enhance service delivery and improve efficiencies in reporting on performance accountability measures, including the design and implementation of common intake, data collection, case management information, and performance accountability measurement and reporting processes and the incorporation of local input into such design and implementation to improve coordination of services across SC Works partner programs;
- I. Awareness of allocation formulas used for the distribution of funds to local areas for adult and youth workforce investment activities, as permitted under WIOA sec. 128(b)(3) and 133(b)(3), and knowledge of program funding levels for each local workforce development area;
- J. Preparation of the annual reports described in WIOA section 116(d), paragraphs (1) and (2).
- K. Development of the statewide workforce and labor market information system described in section 15(e) of the Wagner-Peyser Act (29 U.S.C. 491-2(e)); and
- L. Development of such other policies as may promote statewide objectives for, and enhance the performance of, the workforce development system in the State.

2.4 OTHER DUTIES: In accordance with guidance from United States Department of Labor (DOL) and state policies, the SWDB may hear, participate in, and render decisions regarding dispute resolutions and/or appeals made to the State Board. In such cases, the SWDB Chair will designate the Executive Committee or an Ad Hoc Committee of at least three SWDB members to hear the appeal. The committee will hear the appeal and issue a written decision within 60 business days from receipt of a written appeal.

ARTICLE III: MEMBERSHIP

3.1 COMPOSITION AND APPOINTMENT: The State Board shall be composed of members as outlined in WIOA section 101(b). The SWDB shall consist of members who are individuals with optimum policy-making authority within the organizations, agencies, or entities they represent. The members of the board shall represent diverse regions and populations of South Carolina, including urban, rural, and suburban areas.

The State Workforce Development Board must consist of the following voting members:

- A. the Governor;
- B. a member of each chamber of the State legislature (to the extent consistent with state law), appointed by the appropriate presiding officers of such chamber; and
- C. members appointed by the Governor, which must include:
 1. a majority of representatives of businesses or organizations in South Carolina who

Deleted: of

- (i) are the owner or chief executive officer for the business or organization, or is an executive with the business or organization with optimum policymaking or hiring authority, and also may be members of a local board;
 - (ii) represent businesses, or organizations representing businesses, that provide employment and training opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the state; and
 - (iii) are appointed from a list of potential members nominated by state business organizations and business trade associations; and
 - (iv) at a minimum, one member representing small businesses as defined by the U.S. Small Business Administration.
2. not less than 20 percent who are representatives of the workforce within South Carolina, which:
- (i) shall include two or more representatives of labor organizations, who have been nominated by state labor federations;
 - (ii) shall include one representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such program exists, a representative of a registered apprenticeship program in the State;
 - (iii) may include one or more representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive, integrated employment for individuals with disabilities; and
 - (iv) may include one or more representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that service out-of-school youth; and
3. the balance of the members shall include representatives of government who:
- (i) shall include the lead state officials with primary responsibility for the core programs; and
 - 1. the adult, dislocated worker, and youth program authorized under WIOA title I and the Wagner-Peyser Act;
 - 2. the Adult Education and Family Literacy Act (AEFLA) program authorized under WIOA title II ; and
 - 3. the State Vocational Rehabilitation (VR) program authorized under the Rehabilitation Act of 1973, as amended by WIOA title IV;
 - (ii) shall include two or more chief elected officials representing both cities and counties, where appropriate; and
 - (iii) other representatives and officials as the Governor may designate, such as, but not limited to,
 - 1. the state agency officials from agencies that are SC Works partners that are not core programs;
 - 2. State agency officials responsible for economic development or juvenile justice programs in South Carolina;
 - 3. individuals who represent an Indian tribe or tribal organization, as such terms are defined in WIOA section 166(b); and

4. State agency officials responsible for education programs in the State, including chief executive officers of community colleges and other institutions of higher education.

3.2 TERM LIMITS: Members of the SWDB serve for a term of years as provided below. Service shall be defined as beginning at the time of appointment and ending upon resignation or removal from the board. Term limits shall be effective July 1, 2015.

- A. Three (3) year term:
 1. State Legislators and Chief Elected Officials
 2. "Other" Representatives as the Governor may designate¹
- B. Four (4) year term:
 1. Representatives of Business
 2. Representatives of Labor
 3. Representatives of Community-Based Organizations

Deleted: with the option for reappointment for one (1) consecutive three (3) year term, by the presiding officer of either the House or Senate

Deleted: with the option for reappointment by the Governor for one (1) consecutive four (4) year term:

Commented [PJ1]: Removed: "the option for reappointment by the appointing part for one (1) consecutive term" with the addition of the 'second term automatically begin' language below.

Commented [PJ2]: Added: Board members second term would automatically begin at the end of the first term. Added to align w/CCWD section 3.2.

Board members may serve two terms. Their second term will automatically begin at the end of their first term unless the appointing party indicates otherwise.

Hold-over Status: Board members may serve in a hold-over capacity at the end of their second term until the appointing party makes a new appointment, a successor is duly elected, or the board member resigns or is otherwise removed.

Commented [PJ3]: Added: Board members may continue to serve in a Hold-over status at the end of their second term.

Board members may be reappointed for a third (3rd) term after a break in service. A break in service shall be defined as at least 12 consecutive calendar months after resignation or removal. Persons removed from the board pursuant to [Section 3.3C](#) or 3.3D below are not eligible for reappointment.

Exception: The Board Chair serves for a period of time as requested by the Governor after which time he/she may be appointed to the Board as a member according to the term limits provided above.

3.3 TERMINATION OF MEMBERSHIP: Membership may be terminated for one or more of the following reasons:

- A. Failure to continue to meet the requirements of the membership category of which the qualifications were the basis for his/her initial appointment. A status change includes retirement, change in membership category, and/or affiliation. When this occurs, the Board member must provide written notification to the Governor of his/her status change. At a minimum, notification shall include: the Board member's name, membership category, and affiliation. A copy of the notification shall be delivered to DEW.
- B. Resignation of a Board Member. A Board member may resign from the SWDB at any point during his/her term. When this occurs, the Board Member must provide

¹ As provided in WIOA section 101(b)(1)(C)(iii)(II), the SWDB may include such other representatives and officials as the Governor may designate, such as: State agency officials from agencies that are SC Works partners, state agency officials responsible for economic development or juvenile justice programs, individuals who represent an Indian tribe or tribal organization, and state agency officials responsible for education programs, including chief executive officers of community colleges and other institutions of higher education.

written notification to the Governor of his/her decision to resign. The resignation will take effect upon delivery of the notification to the Governor. At a minimum, the notification shall include: the board member's name, membership category, and affiliation. A copy of the notification shall be delivered to DEW.

- C. Failure to comply with attendance as outlined in Section 6.1 of these Bylaws, or the SWDB Attendance Policy.
- D. Failure to represent the SWDB in a manner deemed appropriate by the Governor or the Board Chair.

Board membership may also be terminated without cause at the sole discretion of the Governor.

ARTICLE IV: ORGANIZATION

- 4.1 **CHAIR:** The Chair of the State Board shall be a business representative appointed by the Governor. The term of office shall be subject to the Board Member term limits as described in Section 3.2.

The Board Chair's duties include, but are not limited to the following:

- A. Prepare the agenda and preside over all regular and special meetings of the State Board and Executive Committee.
- B. Assign State Board members to standing and ad hoc committees of the State Board.
- C. Establish such work groups as shall be deemed necessary and appropriate. Work group members are not required to be members of the State Board.
- D. Serve as an Ex-Officio member of all committees of the State Board.
- E. Sign all documents requiring the signature of the State Board Chair.
- F. Delegate authority and responsibility as needed.

- 4.2 **VICE-CHAIR:** The Vice-Chair shall be appointed by the Chair and perform the duties of the Chair in the event of the Chair's absence or disability. The term of office shall be subject to the term limits as described in Section 3.2.

The Vice-Chair's duties include, but are not limited to the following:

- A. Preside at regular and special State Board meetings in the absence of the Chair.
- B. At the direction of the Chair, sign all documents requiring the signature of the Chair when the Chair is unable to do so because of illness or any other emergency which, in the opinion of the State Board, prevents the Chair from performing such functions of the office.
- C. Perform such other duties as may be from time to time assigned by the Chair or by the State Board.

The Vice-Chair does not automatically ascend to the Chair position at the resignation or termination of the Chair.

- 4.3 **EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the Chair and Vice-Chair of the State Board, the Governor, Committee Chairs, and other members appointed by the Board Chair. The State Board Chair shall serve as Chair of the Executive

Committee without voting privilege except in the case of a tie vote. The Executive Committee shall take no action contrary to the policies established by the State Board.

Whenever necessary, due to time constraints or extenuating circumstances, the Executive Committee shall have authority to act on behalf of the SWDB. When this occurs, all actions of the Executive Committee are final and do not require approval of the SWDB. The SWDB will receive a summary of the actions taken at the next regularly scheduled meeting, including the circumstances that required the Executive Committee to act on behalf of the SWDB.

- 4.4 **STANDING AND AD HOC COMMITTEES:** The State Board Chair shall establish such standing committees, ad hoc committees, and work groups/taskforces as shall be deemed necessary and appropriate for carrying out the functions of the State Board. Work group and taskforce members are not required to be members of the State Board.
- 4.5. **BOARD ENGAGEMENT:** To ensure active participation of board members, the Chair assigns each member to at least one committee. Committees are tasked with carrying out specific functions as identified by the Committee Chair and members of the committee, with advice and approval of the Executive Committee. Committee functions include, but are not limited to, WIOA implementation. Committee functions are outlined in Committee Charters, which may be amended, from time to time, by the Executive Committee.

ARTICLE V: MEETINGS

5.1 **SCHEDULE OF MEETINGS:**

- A. The State Board shall meet a minimum of four (4) times per year. Additional meetings may be called at any time by the Chair or upon written request of not less than a simple majority of the State Board members.
- B. Committees shall meet a minimum of four (4) times per year. Additional meetings may be called at any time by the Committee Chair.
- C. The State Board and/or Committees may occasionally fulfill their quarterly meeting requirements by attending trainings or special events in-lieu of hosting formal meetings.

Commented [P14]: Formally occasionally allows trainings and/or special events to take place of a formal quarterly meeting.

5.2 **NOTICE OF MEETINGS:**

- A. Written notice of State Board meetings shall be given to each State Board member, by email, not less than seven (7) days prior to the meeting. The notice must include the meeting location and the date and time of the meeting.
- B. Notice of committee meetings shall be made available to all State Board members. State Board members may attend any committee meeting. However, voting is restricted to committee members only.

5.3 **QUORUM:**

- A. A simple majority of the members appointed to the State Board shall constitute a quorum for the purpose of transacting business at State Board meetings. In the absence of a quorum, all voting items may be decided via electronic vote or deferred until a subsequent meeting. Electronic vote will be done by email or other survey means after prior discussion in a board meeting.

B. Three (3) committee members shall constitute a quorum for committee meetings. Committee action may be taken by those members present at any regularly scheduled or special committee meeting called by the Chair.

5.4 **RULES OF ORDER:** Robert's Rules of Order shall govern how State Board and committee meetings are conducted, except as modified by statute, rule, or the SWDB Bylaws.

5.5 **ORDER OF BUSINESS/AGENDA:** The order of business for meetings shall be determined by the Chair and published to members prior to the meeting via email or other electronic means.

5.6 **MINUTES:** Formal minutes of all State Board meetings (regular and called) shall be required and be available for review. Such minutes become part of the public record and therefore need to be reviewed and approved by the full Board or committee at the next scheduled meeting.

At a minimum, these minutes shall include:

- A. The date, time, and place of the meeting.
- B. The members recorded as either present or absent.
- C. The substance of all matters proposed, discussed or decided and, at the request of any member, a record of any votes taken.
- D. Any other information that any Board member requests be included or reflected in the minutes.

The minutes do not have to describe the nature of the discussion preceding any given action.

Meeting minutes approved by the State Board will be kept on file by DEW for at least three (3) years and posted on the SC Works website.

5.7 **PROCEEDINGS AND REPORTS:** Written record of committee proceedings shall be maintained, and appropriate reports will be provided at State Board meetings. The recommendations of a committee must be approved by a majority of the State Board, before being submitted for the Governor's consideration or for official release to organizations outside of the State Board. The State Board will receive a copy of all final reports that are submitted to the Governor.

ARTICLE VI: ATTENDANCE

6.1 **ATTENDANCE:** Regular attendance at SWDB and committee meetings is expected of each board member. Participation in Board meetings may be accomplished either in-person or remotely. A member shall notify the Board Chair or staff at least 24 hours in advance of a meeting if the member is unable to attend. In an emergency, the member shall contact the Board Chair or staff as reasonably possible. Failure to notify shall be recorded in the minutes as an unexcused absence.

A member who has two (2) unexcused absences from either a SWDB or committee meeting may receive a letter from the Chair encouraging more consistent attendance. A Board member who has three (3) unexcused absences from either a SWDB or committee meeting

will have their attendance and participation reviewed by the Executive Committee. The Executive Committee may recommend to the Governor's Office that a member who has failed to regularly attend SWDB and committee meetings be removed from the Board.

- 6.2 **ALTERNATIVE DESIGNEE PROCESS:** To encourage board member engagement and meeting attendance, the use of alternative designees shall not be permitted.

Exception: The Governor is permitted to appoint a designee, who shall be a representative of the Governor's office, to attend SWDB meetings on his/her behalf. The Governor's designee shall have voting authority and be permitted to vote on behalf of the Governor.

ARTICLE VII: VOTING

- 7.1 **VOTING AND VOTING AUTHORITY:** Votes shall be cast only by State Board members. Each voting member shall have one (1) vote. A member may vote in person or electronically at the time a vote is called, provided an electronic means of voting has been approved by the SWDB. Electronic vote will be done by email or other survey means. A roll-call vote may be called by any voting member of the State Board. No votes shall be taken by secret ballot. There are no provisions for voting by proxy, alternates, or representatives of a State Board member. Persons representing State Board members and other visitors may participate in discussion only upon recognition by the Board Chair, but may not motion for a vote or vote on a matter.

Exception: The Governor's designee, as permitted by Section 6.2, shall have voting authority and be permitted to vote on behalf of the Governor.

- 7.2 **CONFLICT OF INTEREST:** If a member has a conflict of interest, he or she shall not cast a vote or participate in discussion prior to a vote on any matter relating to that interest, or otherwise use his or her influence to the member's benefit, that of a family member, the entity he or she represents, an individual with whom he or she is associated, or a business with which he or she is associated. Disclosure of a board member's conflict of interest must be presented in writing to the State Board Chair and be recorded in the written minutes of a SWDB and/or committee meeting. The board member will be excused from any votes, discussions, or other actions on a matter on which the potential conflict of interest exists, and the minutes will be noted. Additionally, each member will read and sign the SWDB Conflict of Interest Policy, which outlines the SWDB's approach to identifying and evaluating potential conflicts of interest and assisting members in addressing conflict of interest issues before a member takes an official action that may create a conflict of interest, as prescribed by the State Ethics Law (S.C. Code Ann. § 8-13-100, et al.).

ARTICLE VIII: TRANSPARENCY

- 8.1 **TRANSPARENCY:** In accordance with the Freedom of Information Act and the WIOA Sunshine Provision, State Board meetings, including committee meetings, shall be open to the public, except when the Board or a committee convenes in executive session. Additionally, the State Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the State Board, including information regarding the State Plan prior to submission of the plan, information regarding membership, and, minutes of formal meetings of the State Board, upon request.

ARTICLE IX: SUPPORT STAFF

- 9.1 **STAFF:** The State Board shall have designated staff from within DEW to support the activities of the State Board. The number of staff providing support to the board shall be commensurate with the functions and activities of the State Board. The State Board may also obtain the services of such other professional, technical, and clerical personnel as may be necessary to carry out its functions.

ARTICLE X: COMPENSATION

- 10.1 **COMPENSATION:** No compensation shall be paid to members of the State Board except that official travel costs and other expenses of members will be reimbursed at a rate equal to that authorized by the State of South Carolina for its employees. Members who are compensated for expenses by public sources other than the State Board shall not receive compensation from the State Board.

ARTICLE XI: AMENDMENT OF BYLAWS

- 11.1 **AMENDMENT:** The SWDB Bylaws may be amended or repealed by a two-thirds (2/3) vote of those members present at a State Board meeting, provided there is a quorum and notice of proposed action has been presented in writing to State Board members 10 days prior to the vote.

Amended and approved by the SWDB on June 19, 2025

Commented [PJ5]: Date of Q4 SWDB meeting.

Deleted: June 28, 2022

PY'25 SW Program Budget and Funding Request				
Carry-in Funding				
	PY'24 SW Program	\$ 1,415,203.43		
New Funding				
	PY'25 SW Program	\$ 2,940,207.00		
Total funds Available (carry-in and new)		\$ 4,355,410.43		
<u>PY'25 Initiatives</u>		<u>Amount</u>		<u>Description</u>
2025 Workforce Development Symposium Sponsorship		\$ 15,000.00		The state continues to celebrate Workforce Development Month in September. The SC Chamber Workforce Development Symposium will be held on September 17, 2025, sponsored by DEW and the State Workforce Development Board. The SWDB will recognize winners of the SC@ Work Photo Contest. Funding will cover the symposium sponsorship fee.
Workforce Heroes Trophies and High-Performing Workforce Board Award		\$ 1,600.00		Cost associated with trophies for Workforce Heroes Awards and High-Performing Board Award.
SC Works Conference		\$ 150,000.00		The SC Works Conference will unite WIOA programs, SC Works staff, and partners to discuss current and future workforce development challenges while facilitating networking among workforce development leaders and staff across our state.
LWDA Funding		\$ 864,000.00		Local Workforce Development Areas (LWDA) that received a decrease in Program Year (PY) 2024 funding would be provided a grant in the amount of 75 percent of the loss experienced. These grants would have a period of performance of one year, from July 1, 2025 to June 30, 2026.
SC Works Branding and Outreach		\$ 100,000.00		Outreach is a key component of any workforce strategy. Funding will support the state-level outreach and promotion of the SC Works system and workforce programs.
SWDB/SC Works Operating Cost		\$ 25,000.00		Funding for SWDB and SC Works operating costs, including the annual Blanket Accident Insurance policy renewal, participation in national organizations such as the National Governors Association, software, and other operating expenses.
SC Works Security Funding		\$ 1,000,000.00		Funding will be used to deploy security guards at SC Works centers to ensure a safe environment for staff and customers by monitoring activities and intervening to de-escalate volatile situations.
Total		\$ 2,155,600.00		