

**Governor’s State Workforce Development Board  
November 6, 2025, SC Works Management Committee Meeting Minutes**

**Members Present:**

Mr. John Uprichard\*  
Mr. William Floyd  
Ms. Darline Graham  
Mr. Mike King  
Mr. Gregory L. Tinnell

**Members Absent:**

Mr. J. Warren Snead\*  
Mr. Gregory C. Clark

**Welcome and Opening Remarks ..... Mr. John Uprichard, Committee Vice Chair**

Mr. John Uprichard, Committee Vice-Chair, called the meeting to order at 11:00 a.m. A quorum was present.

**Approval of August 21, 2025, Meeting Minutes\* ..... Mr. Uprichard**

Mr. Mike King motioned to approve the August 21, 2025 meeting minutes. Mr. Greg Tinnell seconded the motion. The Committee unanimously approved the minutes.

**MOU/IFA Policy Revision\* ..... Ms. Nina Arnone**

To provide a seamless delivery of workforce services and to share costs associated with SC Works centers, local workforce development areas, and the workforce system, partners enter into an SC Works System Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA). Ms. Nina Arnone, Interim Workforce Policy Manager, reviewed the MOU/IFA process and the proposed update to State Instruction Letter 24-07, changing MOU negotiations from an annual to a three-year cycle to align with the SC Works Certification Standards. Additional proposed changes include reorganizing the policy structure and making language edits to adhere to the Federal Plain Language Act of 2010.

*Discussion:* Ms. Arnone explained that in the event of changes to signatories or other staff with the authority to enter into the MOU/IFAs, the partner agency is required to notify the other partners and agree to and sign an updated MOU/IFA agreement. Partners present noted that changing the negotiation period to occur every three years would reduce administrative burdens. allowing for a more attentive review.

Mr. Greg Tinnell motioned to approve the updates to State Instruction Letter 24-07. Mr. Mike King seconded the motion. The Committee unanimously approved the updates to the State Instruction Letter as presented, advancing it to the Executive Committee.

**Physical Security Policy\* ..... Ms. Arnone**

In June 2025, the SWDB allocated \$1 million in funding for physical security at SC Works centers to ensure the safety and security of all staff, partners, and customers. Ms. Arnone presented the Physical Security Policy established to enforce safety standards across all regions. The policy establishes minimum physical security standards, procedures, and training requirements in SC

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Works centers. Upon approval of the Physical Security Policy, the SC Works Security Grant funding will be issued to the Local Workforce Areas for the requirements outlined.

*Discussion:* Ms. Tameka Pauling, Workforce Support Manager, reported that the responses to the security survey conducted in local workforce areas to understand their security needs showed that fewer than 20% of SC Works centers currently have physical security measures in place. Feedback received from the local workforce areas and partners was used to draft the policy.

Mr. Mike King motioned to approve the Physical Security Policy. Director William Floyd seconded the motion. The Committee unanimously approved the Physical Security Policy as presented, advancing it to the Executive Committee.

**Priorities Update .....Mr. Uprichard**

Ms. Pamela Jones reported that on Tuesday, October 14, 2025, over 108 SC Works staff and partners from across the state participated in an SC Works Information Session on the Supply Gap Analysis and Priority Occupations Tools. Following the information session, the Priority Occupations Tool Memo and desk aide, which provides guidance and best practices for using the priority occupation tools, including the Priority Occupations Dashboard on the Find Your Future website, were distributed to SC Works Administrators and staff. A copy of the memo was also added to the SC Works Policy page.

The SC Works Management Committee’s PY’25 priority to develop a memo providing guidance for utilizing the Priority Occupations tool has been successfully completed.

**Other Business/Adjourn .....Mr. Uprichard**

Mr. Uprichard invited SWDB members to attend the Executive Committee meeting on November 20, 2025, at 11:00 a.m. for the final vote to approve the MOU/IFA updates and Physical Security Policy. During this virtual meeting, Mr. Tim Carlton, Legislative Director of the National Governors Association, will also provide an update on federal legislation impacting the workforce system.

Committee members were reminded that during the next SWDB meeting on Thursday, December 11, 2025, at 11:00 a.m., the SWDB will host the inaugural High-Performing Workforce Award Ceremony, where SWDB members will celebrate and honor their outstanding achievements, remarkable contributions, and unwavering commitment of High-Performing Workforce Professionals and LWDBs in serving South Carolina's workforce. He encouraged members to attend in person to recognize and celebrate the hard work and dedication that inspires us all.

Meeting adjourned at 11:43 a.m.