



**Executive Committee Meeting
August 20, 2026, at 11:00 a.m.**

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AGENDA

- I. Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
- II. Approval of May 21, 2026, Meeting Minutes*Mr. Thomas Freeland
- III. Local Workforce Development Area Visits Update..... Ms. Tameka Pauling
- IV. Individual Training Account Cap*Mr. Eric Yount
- V. PY'26 Interim Funding Recommendation* Mr. Zach Nickerson
- VI. 2024-2027 SWDB Strategic Plan Update.....Ms. Pamela Jones
- VII. Other Business/Adjourn.....Mr. Thomas Freeland

*Denotes Voting Item

**Governor's State Workforce Development Board
May 21, 2026, Executive Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Thomas Freeland*
Mr. William Floyd
Mr. Charles Brave, Jr.
Mr. Pat Michaels
Mr. Warren Snead*
Dr. Windsor Sherrill

MEMBERS ABSENT:

Mr. John Uprichard

Welcome and Opening Remarks Mr. Thomas Freeland, SWDB Chair
Mr. Thomas Freeland, State Workforce Development Board (SWDB) Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of February 26, 2026, Meeting Minutes* Mr. Thomas Freeland
Mr. Warren Snead made a motion to approve the meeting minutes. Mr. Pat Michaels seconded the motion. The Committee unanimously approved the meeting minutes.

SC Works Policy Approvals* Ms. Nina Arnone
Ms. Nina Arnone, Workforce Policy and Research Manager, presented four (4) SC Works policies to prevent delays or interruptions in implementing SWDB-funded initiatives, enhance communication, coordination, and collaboration with employers, assess jobseekers' and employers' customer satisfaction, and establish criteria for evaluating the one-stop centers. Each policy was approved by the respective committees and forwarded to the Executive Committee for approval.

- *SWDB Funding Allocation Policy:*
The SWDB Funding and Reallocation Policy providing the DEW with the authority to expend up to 10% above the approved amount for ongoing board funded initiatives and authorization to expend up to \$10,000 of Governor Reserved funds without prior SWDB approval. DEW will inform the SWDB chairperson when this authority is utilized.

Mr. Charles Brave, Jr. motioned to approve the SWDB Funding Allocation Policy. Mr. Pat Michaels seconded the motion, and the Committee unanimously approved the SWDB Funding Allocation Policy as presented, advancing it to the full board for final approval.
- *Integrated Business Services Team:*
The Integrated Business Service Team (IBST) policy requires each Local Workforce Development Board (LWDB) to create an IBST, comprised of WIOA core partners and optional workforce partners, to develop, maintain, and grow business relationships through the SC Works System, with a unified approach reducing redundant outreach and engagement to businesses, improving productivity, and strengthening business engagement.

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Mr. Charles Brave, Jr. motioned to approve the Integrated Business Services Team policy. Mr. Warren Snead seconded the motion, and the Committee unanimously approved the Integrated Business Services Team Policy as presented, advancing it to the full board for final approval.

- *SC Works Customer Satisfaction Surveys:*

State Instruction Letter (SIL) 24-02, SC Works Customer Satisfaction Surveys provides standardized guidance for statewide customer satisfaction surveys. Change 1, requires customer satisfaction feedback from both jobseekers and employers to the standard survey questions, distributed through SC Works Online Services (SCWOS) using each user's preferred communication method. Local boards may still conduct their own surveys for improvement but no longer need to report them to the state.

Mr. Charles Brave, Jr. motioned to approve the SC Works Customer Satisfaction Surveys. Mr. Pat Michaels seconded the motion, and the Committee unanimously approved the SC Works Customer Satisfaction Surveys as presented, advancing it to the full board for final approval.

- *SC Works Certification Standards:*

Every two years, the Workforce Innovation Opportunity Act (WIOA) requires the SWDB to establish objective criteria and procedures for Local Workforce Development Boards (LWDBs) to assess one-stop centers in three categories: Management, Jobseeker Services, and Business Services. Ms. Arnone provided an overview of the revisions made. LWDBs must submit their completed standards, assessment summary, and certification documentation to DEW by June 30, 2027.

Mr. Charles Brave, Jr. motioned to approve the SC Works Certification Standards. Mr. Warren Snead seconded the motion, and the Committee unanimously approved the SC Works Certification Standards as presented, advancing it to the full board for final approval.

Committee Updates..... Committee Chairs

- *Board Development Committee – Mr. Pat Michaels*

During the 4th quarter Board Development Committee (BDC) meeting,

- The Board Development Committee (BDC)'s 4th quarter meeting was held as part of the SWDB New Member Training session.
- Ms. Pamela Jones provided an update on the Committee's priorities outlined in the 2024-2027 SWDB Strategic Plan, noting that the conference will be combined with the 2026 SC Workforce and Manufacturing Summit on September 1 & 2, 2026.

- *Workforce Innovation Committee –Dr. Windsor Sherrill*

During the 4th quarter Workforce Innovation Committee (WIC) meeting,

- Mr. Zach Nickerson presented the America's Talent Strategy (ATS), reviewing the five pillars of the strategy, facilitating a discussion on implementing the committee priority centered on AI training and AI literacy.

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- Ms. Laura Cox presented a strategy to increase awareness of youth employment resources with K-12 students in virtual and non-traditional educational settings.
- *SC Works Management Committee –Mr. Warren Snead*
During the 4th quarter SC Works Management Committee (SCWMC) meeting,
 - Mr. Amadeo Geere provided an update on the approval of the Lowcountry Local Workforce Development Area's waiver request from SIL 17-07 *Conflict of Interest Regarding Entities Performing Multiple Functions*, allowing the Lowcountry Council of Governments to act as the fiscal entity and compete as the one-stop operator through June 30, 2028, supporting a cost-effective model that reduces duplicative administrative expenses and streamlines service delivery.
 - Ms. Pamela Jones provided an update on the Committee's priorities outlined in the 2024-2027 SWDB Strategic Plan.

Other Business/AdjournMr. Thomas Freeland

Mr. Robert Davis, Director of Workforce Strategy, Partnerships, & Innovation, provided an overview of the Workforce Pell Grant program that expands the usage of federal Pell Grant for short-term workforce training programs scheduled to begin on July 1, 2026.

Staff invited members to share updates on the impactful workforce development initiatives from their organization during the current program year by emailing swdb@dew.sc.gov, by Monday, June 1, 2026.

Staff sent a save the date for the 2026 Workforce symposium, September 1 & 2, 2026 at the Columbia Metropolitan Convention Center.

Mr. Freeland reminded members that the next Full Board meeting will be held on Thursday, June 18, 2026, in the C. Lem Harper Building in Columbia. Requesting that members plan to attend in person.

Meeting adjourned at 11:44 a.m.

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Nikki R. Haley
Governor

John L. Finan
Executive Director

STATE WIA INSTRUCTION NUMBER: 10-02

TO: All Local Workforce Investment Areas (LWIA)

SUBJECT: WIA Participant Lifetime Individual Training Account (ITA) Cap

ISSUANCE DATE: April 20, 2011

EFFECTIVE DATE: May 1, 2011

PURPOSE: This guidance provides additional detail on implementation of the Workforce Investment Act (WIA) participant lifetime ITA cap imposed by the State Workforce Investment Board (SWIB).

BACKGROUND: In response to the South Carolina Legislative Audit Council review of the WIA program, the SWIB established a lifetime maximum training cap to ensure consistent and effective use of WIA training dollars throughout the state.

POLICY: A lifetime limit on ITAs for classroom training is set at a maximum of \$14,000 per WIA participant. Each LWIA should continue to enforce its own locally approved ITA cap, if stricter than the state-imposed ITA cap.

ITAs include tuition, books, tools, uniforms, fees and supplies required for the completion of training. Training costs are paid with ITA vouchers. Supportive services are not included in the training. Any portion of the total training that is paid with resources other than WIA funds (i.e. PELL, Lottery, TAA, etc.), will not count toward the training cap.

Additional Policy Considerations:

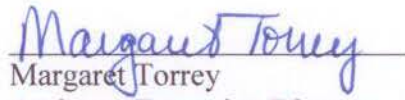
- GED and/or basic skills training is included in the lifetime ITA cap. Therefore, using the most expeditious and cost efficient means of acquiring these prerequisites is imperative.
- Allowing participants to attend training on a part-time basis increases the cost of training and the time it takes to complete training. Therefore, full-time training should be the norm.

ACTION: Any and all exceptions made by the LWIA must be documented on the attached form and submitted to the SC Department of Employment and Workforce (DEW) Internal Audit and Quality Assurance staff before or during the annual financial audit visit. All exceptions will be reviewed by the SWIB One-Stop Management Committee.

The LWIA must utilize a system to document all training costs for each WIA participant. The Virtual OneStop (VOS) Individual Fund Tracking (IFT) module is available and recommended for this purpose. If a local area chooses to use a separate tracking system, the DEW staff must have access to the records.

This policy is in effect for all WIA participants that begin training on or after May 1, 2011.

INQUIRY: Questions may be directed to Mary Jo Schmick at (803) 737-2708 or mschmick@dew.sc.gov.


Margaret Torrey
Assistant Executive Director
Employment and Training

Attachment

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

WIA Participant Lifetime Individual Training Account (ITA) Cap Justification Report

Section 1: LWIA Information

GRANTEE NAME:
LWIA:
CONTACT PERSON:
REPORTING PERIOD END DATE:
LOCAL TRAINING CAP: \$

Section 2: Participant Information

Complete the contact information for participant and training amount.

PARTICIPANT NAME / STATE ID#:	BEGINNING TRAINING DATE:	END TRAINING DATE	TRAINING TITLE	TRAINING PROVIDER	AMOUNT OF TOTAL TRAINING	STUDENT CURRENT STATUS: FULLTIME OR PARTIME	INDICATE REASON FOR EXCEEDING THE LIFETIME ITA CAP: (BE SPECIFIC & IF NEEDED ATTACH ADDITIONAL DOCUMENTATION)
					\$		
					\$		
					\$		

Section 3: Signatures

SIGNATURE:

TYPE/PRINT NAME:

DATE: