



**Upstate Workforce Board Meeting Minutes**  
**January 22, 2024 - 8:30 a.m. – Thomas E. Hannah YMCA**

**Board Members Present**

Ms. Erin Black	Ms. Robyn Hill
Mr. Bill Brasington	Ms. Judy Horton
Ms. Anne Brock-Trail	Mr. Craig Jacobs
Mr. Josh Cleapor	Mr. Jerome Kirkland
Mr. Robbie Faucett	Mr. Ken Moon
Ms. Betty Guzzo	Mr. Nathan Norris
Ms. Jennie Thomas	

**Board Members Absent**

Mr. Wade Ballard  
Mr. Jay Coffey  
Mr. Marion Littlejohn  
Ms. Rhonda Rogers

**UWB Staff Present**

Ms. Ann Angermeier  
Mr. Brent Bishop  
Ms. Dana Hudgins  
Ms. Nikoya Shaw

**Guests Present**

Ms. Nikki Burgess  
Ms. Anna Oswald  
Mr. Kenneth Taylor  
Ms. Mary Beth Walters

**Welcome**

Mr. Craig Jacobs, Board Chair, welcomed everyone in attendance and called the meeting to order at 8:31 a.m.

**Approval of Meeting Minutes**

The minutes from the October 30, 2023, meeting were reviewed. ***Ms. Judy Horton made a motion to accept the minutes as presented. Mr. Ken Moon seconded the motion. With no abstentions, the motion carried.***

**One Stop Committee Report**

Mr. Nathan Norris, Committee Chair, reported that the One Stop Committee met on January 12, 2024. He shared that the November 2023 budget report was reviewed. Mr. Norris stated that the committee discussed issues with partners not following standard operating procedures such as communication, dress code and recruitment event flyers. Moving forward, Ms. Nikki Burgess, SC Works Greater Upstate Project Director, will be updating procedures to ensure they are current. The updated policies will be approved by the One Stop Committee and this committee will address future concerns. Mr. Norris shared that Mr. Kenneth Taylor, SC Works Greater Upstate Operations Manager, reviewed the JIT and dashboard reports for December 2023. Mr. Norris shared an update on the Northside project. The construction has been delayed again. With the stay at the BTC building being extended, it is necessary to move the ACHIEVE program, Equus staff and DSS staff to another suite in the building.

Mr. Norris shared that twenty-three counselors from the Union County School District came to SC Works to take the WIN test to better understand what students experience when testing. With no questions, the report was concluded.

Mr. Norris gave the floor to Ms. Dana Hudgins, UWB Associate Director, to present two recommendations from the committee. Ms. Hudgins gave an overview of the SC Works budget modification. The modification does increase the budget by \$30,000 in Adult funding from unobligated funds and includes multiple line-item shifts. ***The modification comes by recommendation from the committee, with no abstentions, all were in favor of the SC Works Budget modification as presented.***

Ms. Hudgins gave an overview of the IWT applications received. The committee reviewed each request and then recommended to fund six applications for a total of \$74,410. ***With no abstentions, all were in favor of approving the recommended applications as presented.***

### **Youth Committee Report**

Ms. Erin Black, Committee Chair, reported that the Youth Committee met on December 12, 2023. She reported that the financial report was for November. All spending is tracking well. She reported that board staff recently completed internal programmatic monitoring of the program. Brent Bishop, UWB Finance Manager, praised Ms. Oswald and her team for their great work. Ms. Black reported that program enrollments are on track with many adult education students being served with supportive services. It was mentioned that the program continues to struggle with classroom and van space. Ms. Black shared that the board staff are still working with partners to determine if moving the ACHIEVE program is feasible. Ms. Hudgins reminded the group that the Department of Juvenile Justice (DJJ) is moving from the BTC Building to the new courthouse. This will open space closer to the SC Works Spartanburg Center. Lastly, Ms. Black informed the board that a Request for Proposals is posted for WIOA Youth Services. She reminded the board that this is necessary every four years. Mr. Jerome Kirkland, Ms. Susan Rogers and Ms. Robyn Hill agreed to participate on the review committee.

Ms. Black gave the floor to Ms. Hudgins to present the youth budget modification. She noted that the modification included several line-item shifts: Salaries, Fringes, Indirect Cost, Office Supplies, Rent, Computers/Software/Non-expendable Equipment, Training and Supportive Services/Work-based Learning. ***With no abstentions, all were in favor of approving the Youth budget modification as presented.*** With no questions, the report was concluded.

### **Disabilities Committee Report**

Ms. Jennie Thomas, Committee Chair, reported that the Disabilities Committee met on December 5, 2023. Ms. Thomas provided an update on the November 15<sup>th</sup> training session sponsored by the committee. She shared that thirty local SC Works staff and partners attended the training. ABLE SC provided the training and focused on disabilities etiquette. Surveys were conducted at the end and those in attendance rated the training positively. Many asked for a longer session and found the information helpful. Ms. Thomas also

reported that an advisory group is being formed. The advisory board will be made up of employers, education partners and agency partners. The advisory committee will meet tomorrow, January 23, 2024, at 8:30 a.m. With no questions, the report was concluded.

### **Executive Committee Report**

Mr. Jacobs, Committee Chair, reported that the Executive Committee met on December 18, 2023. The committee reviewed the October 2023 UWB Office budget report. Mr. Jacobs stated that the committee discussed first quarter performance concerns. The committee also discussed concerns with the SC Works Center and SC Department of Employment and Workforce (SC DEW) staff. With no questions, the report was concluded.

### **Executive Director Update**

Ms. Ann Angermeier, UWB Executive Director, gave an update on SCC and Union County related to the Union SCC campus. She also shared that OneSpartanburg's Talent Council met recently. The group is looking to re-engage talent that did not complete their college degree. She shared that more information could be found on the OneSpartanburg, Inc. website.

### **Other Business**

Ms. Nikoya Shaw, UWB Community Impact Director, shared a video presentation from the Union STEM camp October session and gave an overview of the activities students were involved in for that session.

### **Adjournment**

With no other business or discussion, the meeting was adjourned at 9:15 a.m.

**Next meeting date: March 25, 2024.**