

**Upstate Workforce Board  
Roster of Workforce Staff**  
(Non-operational Staff)

<p><b>Name:</b> Ann Angermeier</p>	<p><b>Workforce Job Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Direct oversight of all workforce development functions under our funding streams and an understanding of the laws governing the partners that are required to be a part of the workforce development system along with those desired to be a part of the system</li> <li>• Collaboration with several community organizations on projects and events related to workforce development in Cherokee, Spartanburg, Union and Greer to include serving on local boards and committees</li> <li>• Ensure fiscal integrity of the organization</li> <li>• Run a non-profit to support our work to include grant writing and program management/project executive</li> <li>• Advise the Upstate Workforce Board and all of its committees on the development and implementation of policies and strategic planning. Attend board and committee meetings. Ensure compliance with policies and instruction letters. Approve all board and committee meeting minutes</li> <li>• Orientation and training of new board and committee members</li> <li>• Hire and Manage all workforce board staff</li> <li>• Ensure that grantee performance is met in order to meet overall performance goals</li> <li>• Study the communities and know its needs in an effort to address all workforce related issues</li> <li>• Public speaking</li> <li>• Analyze reports and trends</li> <li>• Serve as the liaison to the fiscal agent and County Councils, Legislative Delegation</li> <li>• Understanding of the local educational system and career pathways</li> <li>• Meet with businesses consistently to ensure connection and understanding of workforce needs</li> </ul>
<p><b>Job Title:</b> Chief Executive Officer/Executive Director</p>	

<p><b>Name:</b> Dana Wood</p>	<p><b>Workforce Job Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide oversight and guidance in the absence of the CEO</li> <li>• Create policies and instruction letters, with approval of CEO, to ensure compliance with federal, state and local laws</li> <li>• Manage special projects and events as needed and assigned</li> <li>• Serve as workforce board liaison to partners regarding memorandum of understanding and infrastructure funding agreements</li> <li>• Serve as liaison to the SC Works Center, Youth Program and Disabilities Committee</li> <li>• Serve as the E.O. Officer</li> <li>• Along with CFO, monitor programs yearly onsite and perform desktop monitoring throughout the year</li> <li>• Manage the Eligible Training Provider List</li> <li>• Serve as liaison with some state staff</li> <li>• Conduct career fairs in schools</li> <li>• Public speaking as needed</li> <li>• Provide technical assistance to programs as needed</li> </ul>
<p><b>Job Title:</b> Chief Operating Officer</p>	
<p><b>Name:</b> Brent Bishop</p>	<p><b>Workforce Job Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Processes invoices, purchase card transactions, employee reimbursements, vendor statements and journal entries</li> <li>• Prepares grant budget documents</li> <li>• Compiles and reviews financial information for accuracy</li> <li>• Maintains financial records by utilizing spreadsheets, the Munis financial system and QuickBooks</li> <li>• Assists auditors with record retrieval and correspondence</li> <li>• Prepare budgets and financial statements</li> <li>• Prepares all financial reports for the SCDEW office</li> <li>• Maintains all inventory records for Workforce Board and grantees</li> <li>• Maintains office supplies and the ordering of supplies</li> <li>• Provides proofreading of various office documents</li> </ul>
<p><b>Job Title:</b> Chief Financial Officer</p>	

	<ul style="list-style-type: none"> <li>• Assists with desktop and onsite monitoring of grantees</li> <li>• Occasionally, represents the office at events and meetings</li> </ul>
<p><b>Name:</b> Nikoya Shaw</p>	<p><b>Workforce Job Duties/Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provides administrative assistance to the CEO. Occasionally, provides clerical support to COO/CFO</li> </ul>
<p><b>Job Title:</b> Administrative Assistant and Community Impact Director</p>	<ul style="list-style-type: none"> <li>• Maintain calendar for CEO, Board and Executive Committee meetings</li> <li>• Prepare handouts and sign in sheets for all meeting and ensure quorums</li> <li>• Prepare minutes from committee and full board meeting</li> <li>• Serve as treasurer to the Mayors Committee for People with Disabilities, serve on the Union Carnegie Library Advisory Council</li> <li>• Grant research and grant writing</li> <li>• Pull Labor Market Data as requested</li> <li>• Do research as directed by the CEO</li> <li>• Prepare press releases</li> <li>• Prepare PowerPoint presentations</li> <li>• Order food and/or refreshments for meetings</li> <li>• Post to social media</li> <li>• Attend community meetings and events as the community impact director</li> <li>• Maintain knowledge of community programs and leadership</li> <li>• Answer office phones</li> <li>• Other duties as assigned</li> </ul>