

**Attachment R**

**Local Administrative Entity  
Roster of Workforce Staff  
(non-operational staff)**

<b>Name</b>	<b>Job Title &amp; Contact Information</b>	<b>Workforce Job Duties/Responsibilities</b>
Ann Angermeier	Executive Director	CEO for the Upstate Workforce Board. Hires and directs staff to carry out workforce development in the three county area. Has responsibility and oversight of the workforce system under the Upstate Workforce Board. Represents the Upstate Workforce Board in the communities we serve. Informs the Upstate Workforce Board of news related to the workforce and economic development. Serves as Treasure/Secretary for the 501c3 Upstate Workforce Futures Corporation on non-WIOA paid time. Staff to the Upstate Workforce Board, Nominating and Executive Committee.
Brent Bishop	Chief Financial Officer	Processes invoices, departmental billings, employee reimbursements, vendor statements and journal entries. Reviews and codes financial information. Compiles and reviews financial information for accuracy. Verifies items billed against items ordered and received and reconciles differences through follow-up with vendors. Maintains financial records by utilizing spreadsheets and QuickBooks. Assists auditors with record retrieval and correspondence. Prepares budgets and financial statements. Prepares all financial reports for the SC Department of Employment and Workforce. Maintains inventory records for all assets purchased with federal funds. Monitors and provides financial assistance to the OneStop System to include three sites and two youth contractors. Maintains office equipment and van usage.
Nikoya Shaw	Director of Community Impact/ Executive Assistant	Assist the Executive Director by working with communities, schools and businesses in the three county area. Identify the different cultures of the communities where there is high poverty and build relationships and trust with individuals in those communities. Assist individuals with resources/tools to improve their lives in an effort to become self-sufficient. Provide administrative support to the Executive Director by performing a variety of confidential, analytical and highly responsible administrative duties, both for the company. Screens requests and makes judgments to manage complex calendars; schedules internal and external meetings on Executive Director's behalf. Board meeting preparation, including calendar scheduling, agenda packets, meeting Minutes, power-

		<p>point presentations and catering logistics. Coordinates Executive office work flow by delegating tasks to respective teams and following up on results. Plans and executes Board, Committee and task force meetings; liaises effectively with all Board members, contractors and partners. Courier for the office on delivery of documents. Manages Social Media Outreach and Email Marketing, to include Twitter, Facebook and newsletters. Responsible for local instruction letter and policy issuance. Other special projects as assigned.</p>
<p>Dana Wood</p>	<p>Officer/ Associate Director</p>	<p>Assumes the responsibilities on the Executive Director in her absence. Attends State Workforce Development Board Meetings (SWDB). Monitors and provides technical assistance to the OneStop System in the 3 county service area on programmatic functions, One-Stop partner relations, MOUs and Infrastructure Funding Agreements (IFA). Research and analyze community needs in order to determine program directions and goals. Serves as staff to the OneStop, Disability, and Youth Committees. Attends OneStop partner meetings mediates any issues between partners and SC Works Upstate. Responsible for OneStop Certification and MOU/IFA negotiations. Approves statements of work for OneStop Operator and Youth Contractors, in accordance with WIOA regulations. Oversee contract budget negotiations. Conducts program monitoring for contracts annually to ensure programmatic and financial compliance to federal, state and local regulations. Monitors and provides technical assistance to the two youth contractors on programmatic related issues. Manage special projects as Assigned. Assists in coordinating linkages with other human resource and educational entities throughout the three county region to promote cooperation and non-duplication of effort. Assist in representing the Board at local professional organizational meetings. Speaks to community groups to explain and interpret agency purposes, programs, and policies. Manages the Eligible Training Provider List for the Upstate LWA. Maintains the Upstate WB Website. Serves as the EO officer.</p>