

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

Name	Job Title & Contact Information	Workforce Job Duties/Responsibilities
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. Writes grants for the 501C3.
Dwayne Hatchett	Workforce Solutions Manager	Serves as the liaison to Business Services team. Meets with local companies to discuss the merit and benefits of using ACT WorkKeys as a workforce development tool. Creates ACT job profiles containing detailed task analysis and skill level recommendations for local employers. Networks with business leaders on a daily basis to determine their current and future workforce needs, and advises the local Workforce Development Board accordingly. Assists SC Works centers in the Upstate with the facilitation of major job fairs and recruiting events. Assists employers and economic development professionals by researching labor market information. Establishes business focus groups to better analyze the workforce issues in the Upstate UWB and Regionally. Serves on committees and taskforces in the community related to workforce development. Works closely with UWB and SC Works Upstate staff on the WorkReady Communities project.
Kara Tanenbaum	Executive Assistant	Provides administrative support to the Executive Director by performing a variety of confidential, analytical and highly responsible administrative duties, both for the company and its 501C-3. 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. Maintains office equipment and van usage. Other special projects as assigned.</p>
<p>Dana Wood</p>	<p>Chief Operations 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, Memorandums of Understanding and Cost Allocation Plans. Research and analyze community needs in order to determine program directions and goals. Serves as staff to the OneStop Committee. Attends OneStop partner meetings mediates any issues between partners and SC Works Upstate. Responsible for OneStop Certification and RSA/MOU 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. Serve on community committees that promote the mission of the Board. Speak to community groups to explain and interpret agency purposes, programs, and policies. Manages the Eligible Training Provider List for the Upstate LWA. Maintain the Upstate WB Website. Serves as EO officer.</p>