# *AGENDA*

**Wednesday, November 4, 2026 | 1:00-2:00 p.m.**

Nieri Family Alumni and Visitors Center

220 Madren Center Drive, Clemson, SC 29634

Lunch immediately precedes the meeting at noon

**Microsoft Teams meeting**

**Join:** Join the Microsoft Teams meeting

Meeting ID: 286 150 262 649 155 3 | Passcode: Wd27rr2H

**Meeting Notice:** The meeting may be recorded to support preparation of the official meeting record.

## I. Call to Order, Welcome, Introductions, and Quorum Confirmation

**Lead:** Jim Kilton, Board Chair
**Action:** Information

- Welcome new Board member Janice Chastain, Regional Manager, South Carolina Department of Employment and Workforce
- Welcome new Board member Kevin Capell, United Way of Anderson County

## II. Approval of September 9, 2026 Board Meeting Minutes*

**Lead:** Jim Kilton, Board Chair
**Action:** Vote

## III. Board Education

**Lead:** Leah M. Price, Workforce Insights Analyst, Labor Market Information, South Carolina Department of Employment and Workforce
**Action:** Information

## IV. Director's Report

**Lead:** WorkLink Staff
**Action:** Information and discussion

- Operational, program, and organizational updates

## V. Board Membership and Governance Update

**Lead:** WorkLink Staff
**Action:** Information and discussion

- Labor representative vacancy
- Board recruitment and appointment status

## VI. Bylaws Update*

**Lead:** WorkLink Staff
**Action:** Discussion and vote

- Review the proposed amendments, redline, and clean copy
- Consider approval of the final amendments or direction for further revision

## VII. Executive Committee Report

**Lead:** Jim Kilton, Executive Committee Chair
**Action:** Information; action as needed

- 501(c)(3) transition update and grant modifications
- Clemson Comprehensive Center update
- Committee calendar correction and director recruitment update

### VIII. Finance Committee Report

**Lead:** Stephanie Collins, Finance Committee Chair
**Action:** Information; vote as needed

- PY26 financial KPI and in-house budget review
- Rapid Response and Incumbent Worker Training grants
- Provider financial reports and budget modifications

### IX. Youth Committee Report

**Lead:** Katie Brown, Youth Committee Chair
**Action:** Information and vote

- PY26 Palmetto Youth Connections program update
- Enrollment, performance, and credential priorities
- Work Experience stipend recommendation, if supported by the committee record*

### X. SC Works / One-Stop Operations Committee Report

**Lead:** Alex Vitou, One-Stop Operations Committee Chair
**Action:** Information; action as needed

- SC Works system and center updates
- Employer services and Rapid Response / IWT
- WIOA Adult and Dislocated Worker program update
- Regional workforce alignment and in-demand industry clusters

### XI. Priority Populations Committee Report

**Lead:** Lisa Gillespie, Priority Populations Committee Chair
**Action:** Information and vote

- WorkLink data and community profile
- Transportation, access, and partner coordination priorities
- Strategic Plan alignment with America's Talent Strategy, if recommended by the Committee*

### XII. Ratification of October 21, 2026 Administrative Closure*

**Lead:** Jim Kilton, Board Chair
**Action:** Vote

- Consider ratification of the October 21, 2026 administrative closure associated with operational and security considerations related to the presidential visit

### XIII. Other Business

**Lead:** Jim Kilton, Board Chair
**Action:** Vote as needed

- 2027 Committee and Board meeting schedule, if finalized and supported for Board action*
- Additional business properly brought before the Board

### XIV. Adjournment*

**Lead:** Jim Kilton, Board Chair
**Action:** Vote

* *Denotes anticipated voting item.*

**Accessibility:** Reasonable accommodations and auxiliary aids and services are available upon request. Please contact WorkLink in advance of the meeting.

## I.a. Call to Order, Welcome, Introductions, and Quorum Confirmation

**INTRODUCING A NEW BOARD MEMBER**



# Kevin Capell, IOM

**PRESIDENT AND CHIEF EXECUTIVE OFFICER**
United Way of Anderson County

### PROFILE

Kevin Capell, IOM, is President and Chief Executive Officer of United Way of Anderson County, where he leads efforts to strengthen the community. An Anderson native, he brings extensive experience in organizational leadership, stakeholder engagement, and partnership development across the nonprofit and private sectors.

Kevin leads United Way of Anderson County's efforts to advance Youth Opportunity, Healthy Community, Financial Security, and Community Resilience, helping individuals and families access resources to thrive. He earned the IOM designation through the U.S. Chamber of Commerce Foundation's Institute for Organizational Management. He also serves on the Anderson University Board of Visitors, the Center for Leadership and Organizations Board of Advisors at Anderson University, the TCTC Board of Visitors, the Anderson Trail System Coalition Board, Anderson County LTRG, and the AOP Club House Coalition Board.

**AREAS OF FOCUS**

- Youth Opportunity
- Healthy Community
- Financial Security
- Community Resilience

**CREDENTIAL / MILESTONE**

Mr. Capell earned the IOM designation through the U.S. Chamber of Commerce Foundation's Institute for Organization Management.

**EXPERIENCE & SERVICE**

- Anderson University Board of Visitors
- Center for Leadership and Organizations Board of Advisors at Anderson University
- Tri-County Technical College Board of Visitors
- Anderson Trail System Coalition Board
- Anderson County Long-Term Recovery Group
- AOP Club House Coalition Board

INTRODUCING A NEW BOARD MEMBER



# Janice Chastain

**REGIONAL MANAGER**

South Carolina Department of Employment and Workforce

## PROFILE

Janice Chastain began her career as a case manager in rural southern Georgia before relocating to South Carolina to continue her work in workforce development. She has held progressively responsible roles within the South Carolina Department of Employment and Workforce, gaining hands-on experience across departments, including business development and workforce consulting.

### AREAS OF FOCUS

- Workforce Development
- Business Services
- Regional Partnerships

### CREDENTIAL / MILESTONE

Ms. Chastain was recently promoted to Regional Manager for the WorkLink region.

### EXPERIENCE & SERVICE

- Progressive leadership experience within DEW
- Hands-on knowledge across multiple departments
- Experience in business development and workforce consulting
- Regional responsibility for the WorkLink area

## Agenda Item III - Board Education

**Presenter**

**Leah M. Price**
Workforce Insights Analyst

**South Carolina Department of Employment and Workforce**
1550 Gadsden Street, Columbia, SC 29201

**Cell:** (803) 908-9588
**Desk:** (803) 737-2374
**Email:** lmprice@dew.sc.gov
**Website:** SC Department of Employment and Workforce

### Board Education Session

This session is reserved for Board education presented by Leah M. Price, Workforce Insights Analyst with the South Carolina Department of Employment and Workforce.

> **Purpose:** Provide workforce information and analysis to support informed Board discussion and decision-making.

**Equal Opportunity Notice**
The South Carolina Department of Employment and Workforce is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**Accessibility assistance:** ADA@dew.sc.gov

**Program funding information:** DEW program funding details

## Agenda Item III - Board Education

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**Program funding information:** DEW program funding details

# DIRECTOR'S REPORT

**WorkLink Workforce Development Board | November 4, 2026**

## Nonprofit Affiliate and 501(c)(3) Initiative

- The South Carolina WorkLink Workforce Investment Corporation has been confirmed as active and in good standing with the State of South Carolina.
- Federal tax-exempt status under Section 501(c)(3) has not yet been established. Obtaining it would allow prospective sponsors to make tax-deductible donations and would require filing an IRS Form 1023-series application.
- Next steps include verifying federal records, reviewing governing documents and financial information, determining the appropriate IRS Form 1023-series filing, and coordinating with legal and accounting advisors. Steve Pelliser and I plan to meet with ACOG's Attorney in Greenville next Monday, November 9th.
- The long-term objective is to expand opportunities for foundation grants and charitable contributions that could support outreach, training, and on-the-job training initiatives.

## Rural Access Initiative

- WorkLink is exploring community-based workforce access points in rural areas.
- One option under consideration is placing surplus computers at qualified partner locations.
- These access points would supplement, rather than replace, existing SC Works resource rooms and services. Targeted initial sites include community institutions and an area college, which would serve as a soft launch.
- The South Carolina Department of Employment and Workforce (DEW) confirmed that it will offer training to providers and will designate a staff member to check in periodically at these sites.
- The objective is to reduce access barriers and increase utilization of workforce services.
- Any implementation would be subject to partner agreements, equipment-disposition requirements, technology and security review, and available resources.

## Clemson Comprehensive Center

- Servpro identified and removed the mold infestation on October 9. They have scheduled a follow-up visit next week.
- Drainage improvements and flood-protection measures have been implemented around the property.
- The facility remained dry following the subsequent rainfall event of approximately two inches.
- A longer-term City and State drainage project remains pending, and a definitive start date has not been established.
- Staff will continue monitoring the facility for water intrusion, mold, and other operational risks.

## Regional Workforce Response

- WorkLink is monitoring significant regional workforce displacement, including the Electrolux closure and related supplier impacts.
- Staff is coordinating with the South Carolina Department of Employment and Workforce and other workforce partners regarding Rapid Response activities and potential Dislocated Worker service needs.
- WorkLink will continue monitoring service demand, available funding, employer hiring opportunities, and the potential need for additional Rapid Response resources.

## Organizational Performance

- Program Year 2025 overall performance remained strong across the Adult, Dislocated Worker, and Youth programs.
- Reported overall program scores were 103.5 percent for Adult, 99.3 percent for Dislocated Worker, and 107.7 percent for Youth. Adult and Youth scored above 100 percent, and Dislocated Worker scored just under it.
- Staff will continue monitoring credential attainment and other performance indicators requiring focused attention.

## Outreach and Employer Engagement

- WorkLink is expanding outreach to employers, workforce partners, community organizations, business leaders, and elected officials.
- Planning is underway for a Winter 2027 Employer Summit focused on workforce solutions, partnerships, and employer resources.
- If held, the summit would also advance regional workforce alignment and awareness of available workforce services.

## Child Care Workforce Initiative

- WorkLink is collaborating with community partners to examine childcare barriers that affect employment, recruitment, and retention.
- Staff is exploring the feasibility of a regional Child Care Summit for employers and community partners, tentatively planned for Winter 2027.
- The focus is on identifying practical and cost-effective solutions that support workers and employers.
- Any future programmatic or financial commitment would be presented through the appropriate planning, budget, and approval process.

**South Carolina WorkLink Workforce Investment Corporation**

**IRS Tax-Exempt Status: Registration and Recommended Approach**

## Current Status

South Carolina WorkLink Workforce Investment Corporation is in good standing with the State of South Carolina. However, we have not identified an IRS record confirming the organization's federal tax-exempt status under Section 501(c)(3).

## Why This Matters

Obtaining IRS recognition of tax-exempt status would help position the organization to solicit charitable contributions and allow eligible donors to claim charitable contribution deductions, subject to applicable tax rules.

## Application Options

The IRS offers two primary application options for organizations seeking recognition under Section 501(c)(3):

- **Form 1023-EZ:** A streamlined application available only to organizations meeting the IRS eligibility requirements.
- **Form 1023:** The standard application, which requires more detailed organizational, financial, and operational information.

## Form 1023-EZ eligibility considerations

An organization generally cannot use Form 1023-EZ if it projects annual gross receipts exceeding $50,000 in any of the next three years, exceeded that threshold in any of the past three years, or has total assets with a fair market value exceeding $250,000. Other eligibility restrictions also apply.

## Recommendation

I recommend evaluating Form 1023 as the preferred filing approach if our financial projections, organizational circumstances, or other eligibility considerations make Form 1023-EZ unsuitable.

The standard application requires more preparation, but it provides an opportunity to present a more comprehensive account of the organization's activities, governance, and financial outlook.

## Timing and Donor Considerations

IRS processing may take several weeks or longer. If an application is approved, tax-exempt status may be effective retroactively to the organization’s formation, provided the applicable filing requirements and deadlines are met.

However, filing an application does not guarantee approval or establish that every contribution made while the application is pending will be deductible. Donor communications should reflect the organization’s actual status and applicable IRS rules.

**Proposed Next Steps**

1. Verify the organization’s existing federal tax identification and exemption records.
2. Review the articles of incorporation, bylaws, governance structure, and financial information.
3. Complete the IRS Form 1023-EZ eligibility worksheet and evaluate the appropriate filing method.
4. Submit the applicable application and monitor its status.
5. Establish appropriate procedures for communicating with prospective donors while the application is pending.

## V. Board Membership and Governance Update

### Member Introduction and Organizational Perspective

November 4, 2026 Board Meeting

**Purpose.** Provide Board members with a concise introduction to fellow members, their organizations, and the workforce-system perspective represented at the table.

| Board Member | Organization | Perspective Represented |
|---|---|---|
| James Kilton | BASF | Business and manufacturing leadership |
| David Bowers | JM Mold South | Business and manufacturing leadership |
| Jeromy Arnett | Alliance Pickens | Economic development |
| Danny Brothers | Duke Energy | Utilities and energy workforce |
| Katie Brown | Anderson County Adult Education | Adult education and literacy |
| Kevin Capell | United Way of Anderson County | Community services and resource coordination |
| Janice Chastain | SC Department of Employment & Workforce | State workforce-system services and employer support |
| David Collins | Blue Ridge Electric Cooperative | Utilities and energy workforce |
| Stephanie Collins | AnMed Health | Healthcare workforce |
| Dr. Galen DeHay | Tri-County Technical College | Higher education and workforce training |
| Brooke Garren | Itron | Technology and advanced manufacturing |
| Billy Gibson | Pickens County Fire Department | Public safety and local government workforce |
| Lisa Gillespie | SC Vocational Rehabilitation | Vocational rehabilitation and disability employment |
| Robert Halfacre | Park National Bank | Banking and financial services |
| Hunter Kome | Prisma Health | Healthcare workforce |
| Elizabeth McDonald | Arthrex | Medical-device manufacturing |
| Burriss Nelson | Anderson County Economic Development | Economic development |
| Jacob Queen | Oconee Economic Alliance | Economic development |
| Ashley Teal | Reliable Sprinkler | Business and manufacturing leadership |
| Alex Vitou | Dodge Industrial | Business and manufacturing leadership |
| Shonna Williams | Cannon Business Services | Business services and Board continuity |

**Vacancy:** Labor representative position remains vacant.

**Roster updates: Kevin Capell, United Way of Anderson County, replaces Kristi King-Brock; Janice Chastain, South Carolina Department of Employment and Workforce, replaces Pat Pruitt. These changes are reflected on this introduction sheet for the November 4 Board meeting.**

# Agenda Item Vb - LWDB Membership List

## REQUIRES COMPLETION BEFORE FINAL DISTRIBUTION

The attached State Instruction Letter 25-13 membership form must be completed with the current appointed membership, vacancies, category designations, and required percentage calculations before it is used as the Board's compliance roster.

### Confirm at minimum:

- total authorized, filled, and vacant seats;
- business-member majority;
- workforce and organized-labor representation;
- Registered Apprenticeship representation, where applicable;
- education, training, governmental, and economic-development representation;
- appointment status of Kevin Capell and Janice Chastain; and
- the identified labor-representative vacancy.

This cover does not change the underlying State form and does not certify compliance. Replace the incomplete form with the completed, approved version before public release.

# WIOA Local Workforce Development Board Membership

| Business Representatives (per WIOA section 107(b)(2)(A)) | | | | |
|---|---|---|---|---|
| **No.** | **Name** | **Affiliation and Title** | **Contact Phone and Email** | **Address** |
| 1 | Alex Vitou | Dodge Industrial<br>Director of Gear Operations | 864.448.9172<br>avitou@dodgeindustrial.com | 1061 Holland Road Simpsonvile, SC 28681 |
| 3 | Danny Brothers | Duke Energy<br>Sr. Account Manager | 864.260.6051<br>danny.brothers@duke-energy.com | 1636 Pearman Dairy Road, Anderson, SC 29626 |
| 4 | David Bowers II | JM Mold South<br>CEO | 864.855.0450<br>david.bowers2@jmmoldsouth.com | 807 Sheffield Road, Easley, SC 29642 |
| 5 | David Collins | Blue Ridge Electric Co-op<br>Manager of Finance | 864.898.2017<br>david.collins@blueridge.coop | P.O. Box 277, Pickens, SC 29671 |
| 6 | Stephanie Collins | AnMed Health<br>Human Resources Manager | 864.512.1633<br>stephanie.collins@anmedhealth.org | 800 North Fant Street, Anderson, SC 29621 |
| 7 | Jim Kilton | BASF, ECMS<br>Continuous Improvement Manager | 864.533.0771<br>james.kilton@basf-catalystsmetals.com | 554 Engelhard Drive, Seneca, SC 29678 |
| 8 | Shonna Williams | Canon Business Process Services<br>Human Resource Business Partner | 864.276.6199<br>ShoWilliams@cbps.canon.com | Greenville, SC 29615 |
| 9 | Hunter Kome | Prisma Health<br>Chief Executive Officer | 864.482.3100<br>hunter.kome@prismahealth.org | 298 Memorial Dr Seneca, SC 29672 |
| 10 | Ashley Teal | Reliable Automatic Sprinkler<br>VP of Human Resources | 864.843.5202<br>ateal@reliablesprinkler.com | 1470 Smith Grove Road, Liberty, SC 29657 |
| 11 | Mike Wallace | Print It<br>Owner | 864.882.3609<br>Mike@printitincolor.com | P.O. Box 1707, Seneca, SC 29678 |
| 12 | Brooke Garren | Itron<br>Human Resources Manager | 864.718.6557<br>brooke.garren@itron.com | 313 N. Hwy. 11, West Union, SC 29696 |
| 13 | Robert Halfacre | Park National Bank<br>Vice President | 864.644.0301<br>rhalfacre@parknationalbank.com | 6501 Calhoun Memorial Hwy., Easley, SC 29640 |
| 14 | Elizabeth Lecroy | Arthex.com<br>Employee Relations Specialist | 864.772.8501<br>Elizabeth.mcdonald@arthexcom | 130 Arthex Dr Pendleton, SC 29670 |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

# WIOA Local Workforce Development Board Membership

**LWDA Workforce Representatives (per Section 107(b)(2)(B))**

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|---|---|---|---|---|
| 1 | Billy Gibson | SC Firefighters Association<br>Director of Emergency Services (Labor) | 864.868.7381<br>pickenschief1@gmail.com | 299 Pine Grove Church Rd., Sunset, SC 29685 |
| 2 | Galen DeHay* | Tri-County Technical College<br>President (Apprenticeship) | 864.646.1774<br>gdehay@tctc.edu | P.O. Box 587, Pendleton, SC 29670 |
| 2 | Janice Chastain* | SC DEW<br>Regional Manager (Wagner-Peyser) | 864.722.8268<br>Jchastain@dew.sc.gov | 1376 Tiger Blvd., Clemson, SC 29631 |
| 3 | Lisa Gillespie* | SCVRD<br>Area Supervisor (Rehabilitation Act) | 864.224.6391<br>Lgillespie@scvrd.state.sc.us | 3001 Martin Luther King Jr. Blvd., Anderson, SC 29625 |
| 1 | Jacob Queen* | Oconee Economic Alliance<br>Existing Industry Manager | 864.364.5550<br>jqueen@oconeesc.com | 528 Bypass 123, Suite G, Seneca, SC 29678 |
| 6 | Jennifer Woody | SC DEW<br>Regional Workforce Advisor | 864 404-1522<br>Woody@dew.sc.gov | 1550 Gadsden Street<br>Columbia, SC 29201 |
| 7 | | | | |
| 8 | | | | |

**Education & Training Representatives (per Section 107(b)(2)(C))**

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|---|---|---|---|---|
| 1 | Katie Brown | Anderson 3, 4 & 5 Adult Education<br>Director | 864.397.3833<br>susangibson@pickens.k12.sc.us | 201 South Fifth Street, Easley, SC 29640 |
| 2 | Galen DeHay* | Tri-County Technical College<br>President | 864.646.1773<br>gdehay@tctc.edu | P.O. Box 587, Pendleton, SC 29670 |
| 4 | | | | |
| 5 | | | | |

**Governmental, Economic, and Community Development Representatives (per Section 107(b)(2)(D))**

| No. | Name | Affiliation and Title | Contact Phone and Email | Address |
|---|---|---|---|---|
| 1 | Burriss Nelson | Anderson County Economic Development<br>Director | 864.260.4231<br>bnelson@andersoncountysc.org | 1428 Pearman Dairy Rd., Anderson, SC 29622 |
| 2 | Janice Chastain* | SC DEW<br>Regional Manager (Wagner-Peyser) | 864.722.8268<br>Jchastain@dew.sc.gov | 1376 Tiger Blvd., Clemson, SC 29631 |
| 3 | Lisa Gillespie* | SCVRD<br>Area Supervisor (Rehabilitation Act) | 864.224.6391<br>Lgillespie@scvrd.state.sc.us | 3001 Martin Luther King Jr. Blvd., Anderson, SC 29625 |
| 4 | Kevin Capell | CEO<br>United Way of Anderson County | 864.226.3438<br>kevin@uwandsc.org | 604 North Murray Avenue Anderson, SC 29625 |
| 5 | | | | |
| 6 | | | | |

# WIOA Local Workforce Development Board Membership

| Other Representatives (per Section 107(b)(2)(E)) | | | | |
|---|---|---|---|---|
| **No.** | **Name** | **Affiliation and Title** | **Contact Phone and Email** | **Address** |
| 1 | Jacob Queen | Oconee Economic Alliance<br>Existing Industry Manager | 864.364.5550<br>jqueen@oconeesc.com | 528 Bypass 123, Suite G, Seneca, SC 29678 |
| 2 | Jeromy Arnett | Alliance Pickens<br>Existing Industry Manager | 864.898.1500<br>jarnett@alliancepickens.com | P.O. Box 149, Liberty, SC 29657 |
| 3 | | | | |

*Denote multiple representations with an asterisk (*).*

| Membership Summary | Number | Percentage |
|---|---|---|
| Total Seats: | 23 | |
| Total Seats Filled: | 22 | 95.7% |
| Total Seats Vacant: | 1 | 4.3% |
| Seats Filled Representing Business: | 14 | 63.6% |
| Seats Filled Representing the LWDA Workforce (must be at least 20%): | 6 | 27.3% |
| Seats Filled Representing Education & Training: | 2 | 9.1% |
| Seats Filled Representing Government, Economic & Community Development Entities: | 4 | 18.2% |
| Seats Filled Representing Other Entities (as determined appropriate by CEOs): | 2 | 9.1% |

**COMPLIANCE REVIEW DRAFT - Not for adoption until Board, CLEO, SCDEW, and South Carolina legal review are complete.**

# Proposed Bylaws Amendments

## VI. Bylaws Update

*Seven Priority Compliance Revisions | Redline Draft Language*

**WorkLink Workforce Development Board**

**REVIEW STATUS:** Draft language for Board, CLEO, SCDEW, and legal counsel review before formal notice or adoption.

**Purpose.** This document supplies proposed redline language for the seven priority revisions identified in the compliance review of the 2026 draft bylaws. It is structured as an amendment worksheet so each provision can be evaluated and incorporated into the master bylaws document.

**Redline convention.** ~~Deleted language appears in red strikethrough.~~ Inserted language appears in green underline.

**Compliance note.** This is a governance drafting aid, not a formal legal opinion. Confirm the final language against current WIOA regulations, South Carolina Freedom of Information Act requirements, the Consortium Agreement, active SCDEW State Instructions, and applicable WorkLink policies immediately before adoption.

## Summary of Proposed Revisions

| No. | Article / Topic | Compliance Objective |
|---|---|---|
| 1 | Board composition | Anchor membership to WIOA Section 107(b), 20 CFR Part 679, and current South Carolina requirements. |
| 2 | Conflict of interest | Separate the statutory voting prohibition from broader WorkLink disclosure and recusal rules. |
| 3 | Sunshine and public access | Restore an express WIOA Section 107(e) transparency provision. |
| 4 | Fiscal and administrative accountability | Add 2 CFR Part 200, grant terms, audit, monitoring, fiscal-agent, and subrecipient controls. |
| 5 | Electronic voting | Condition electronic voting on WIOA and South Carolina open-meeting compliance and restore transparency controls. |
| 6 | Removal for cause | Restore written notice and a reasonable opportunity to respond. |
| 7 | Amendments | Clarify Board-initiated, CLEO- |

| No. | Article / Topic | Compliance Objective |
|---|---|---|
| | | initiated, and compliance-required amendment procedures. |

## 1. Board Composition and Representation

**Recommended placement:** Replace Article II, Sections 1 and 2.

### Proposed redline

~~The Board shall consist of no more than twenty-five (25) members appointed by the Chief Local Elected Officials (CLEOs) of Anderson, Oconee, and Pickens Counties. Membership shall comply with all applicable requirements of WIOA, regulations promulgated thereunder, Governor-established criteria, and South Carolina workforce policies. Board membership shall include representation from business and industry; workforce representatives; labor organizations; Registered Apprenticeship programs; economic development entities; adult education and literacy providers; institutions of higher education; Vocational Rehabilitation programs; and other organizations as required by federal or state law. Business representatives shall constitute a majority of Board membership.~~

Section 1. Composition and Representation. The Board shall consist of no more than twenty-five (25) voting members appointed by the Chief Local Elected Officials (CLEOs) of Anderson, Oconee, and Pickens Counties. At all times, the composition, nomination, appointment, and certification of the Board shall comply with Section 107(b) of the Workforce Innovation and Opportunity Act (WIOA), 20 CFR Part 679, criteria established by the Governor and the State Workforce Development Board, applicable South Carolina Department of Employment and Workforce State Instructions, and the Consortium Agreement. Business representatives shall constitute a majority of the membership and shall satisfy the qualifications in WIOA Section 107(b)(2)(A). Not less than twenty percent (20%) of the membership shall be representatives of the workforce within the local area, including the representatives required by WIOA Section 107(b)(2)(B). The Board shall also include the education and training, government and economic or community development, and other representatives required by WIOA Section 107(b)(2)(C)-(E). The Chair shall be selected from among the business representatives serving on the Board.

### Compliance rationale

The existing categories are directionally correct but do not fully express the statutory proportions and required categories. The revised clause incorporates the controlling federal and state authorities while preserving the Board's twenty-five-member cap.

**Implementation note:** Before adoption, verify that the membership cap and county allocation method remain consistent with the Consortium Agreement and the current Governor-approved certification criteria.

## 2. Conflict of Interest

**Recommended placement:** Replace Article VII in full.

### Proposed redline

~~No member shall participate in any discussion, recommendation, decision, or vote that would result in direct financial benefit to the member, an immediate family member, or the organization the member represents.~~

ARTICLE VII - CONFLICT OF INTEREST. Board members and members of standing committees shall comply with WIOA Section 107(h), applicable provisions of 2 CFR Part 200, applicable South Carolina ethics and conflict-of-interest requirements, State Workforce Development Board and South Carolina Department of Employment and Workforce policies, and duly adopted WorkLink conflict-of-interest policies. A member shall not vote on a matter under consideration by the Board regarding the provision of services by the member or by an entity the member represents, or on a matter that would provide a direct financial benefit to the member or the member's immediate family. A member shall disclose any actual, potential, or perceived conflict of interest promptly and, when required by applicable law or policy, shall refrain from discussion, recommendation, decision-making, or voting. The member shall leave the decision-making role for the affected portion of the meeting to the extent required by applicable law or policy. All disclosures, recusals, and abstentions shall be documented in the official meeting minutes. Nothing in this Article limits the application of a more restrictive conflict-of-interest requirement imposed by federal award terms, South Carolina law or policy, the Consortium Agreement, or a duly adopted WorkLink policy.

### Compliance rationale

This language preserves the precise WIOA voting prohibition and separately authorizes broader disclosure and recusal controls when required by another controlling authority. It avoids presenting WorkLink's broader governance standard as if it were the text of WIOA Section 107(h).

**Implementation note:** Coordinate this article with WorkLink's written conflict-of-interest policy, procurement standards, and State Instruction addressing entities performing multiple functions.

## 3. Sunshine Provision and Public Access

**Recommended placement:** Insert a new Article IV section immediately after Open Meetings.

### Proposed redline

Section 4. Sunshine Provision and Public Access. The Board shall comply with the Sunshine Provision in WIOA Section 107(e), applicable federal regulations, and the South Carolina Freedom of Information Act. The Board shall make available to the public, on a regular basis and through

electronic means and open meetings, information regarding Board activities, including information regarding the local plan before submission; Board membership; designation and certification of one-stop operators; and the award of grants or contracts to eligible providers of youth workforce investment activities, as required by law. Meeting notices, agendas, records, and opportunities for public access or comment shall be provided in accordance with applicable law, regulation, and policy.

### Compliance rationale

The 2026 draft refers generally to open meetings but omits the express WIOA Section 107(e) Sunshine requirement that appeared in the 2019 bylaws. Restoring a specific federal anchor improves traceability during monitoring and governance review.

**Implementation note:** Renumber the remaining sections of Article IV after insertion.

## 4. Fiscal and Administrative Accountability

**Recommended placement:** Insert a new article before current Article X, then renumber succeeding articles.

### Proposed redline

ARTICLE X - FISCAL AND ADMINISTRATIVE ACCOUNTABILITY. Section 1. Roles and Designations. The CLEOs shall designate the local grant recipient and may designate a fiscal agent in accordance with WIOA and the Consortium Agreement. Any designation of an administrative entity, fiscal agent, or other entity shall be documented in the governing agreements and shall not transfer or eliminate responsibilities that federal or state law assigns to the CLEOs or the Board. Section 2. Federal Award Compliance. The Board, administrative entity, fiscal agent, recipients, subrecipients, contractors, and service providers, as applicable, shall administer WIOA and other federal funds in accordance with WIOA, its implementing regulations, 2 CFR Part 200, applicable federal award terms and conditions, South Carolina law and policy, and duly adopted WorkLink fiscal and procurement policies. Section 3. Internal Controls and Oversight. The Board shall maintain or require effective internal controls; written financial, procurement, property, conflict-of-interest, and records-management procedures; appropriate segregation of duties; monitoring of recipients and subrecipients; corrective-action processes; and safeguards for personally identifiable and other sensitive information. Section 4. Budget, Audit, and Reporting. The Board shall review and approve the local workforce budget as required by WIOA; receive timely financial reports; oversee fiscal and program monitoring; review audit and monitoring results; ensure timely resolution of findings and questioned costs; and provide reports to the CLEOs and other authorities as required. Section 5. Records. Financial and program records shall be maintained, retained, protected, and made available for audit, monitoring, and public access in accordance with applicable federal and state requirements.

### Compliance rationale

The 2026 draft substantially reduces the fiscal and administrative accountability provisions contained in the 2019 bylaws. This proposed article expressly incorporates current Uniform Guidance, award conditions, internal controls, monitoring, audit resolution, and the distinct roles of the CLEOs and Board.

**Implementation note:** Confirm role descriptions against the current Consortium Agreement, fiscal-agent designation, administrative-entity agreement, and WorkLink fiscal policies.

## 5. Electronic Voting

**Recommended placement:** Replace Article IV, Section 7.

### Proposed redline

~~Electronic voting may be conducted between scheduled meetings when timely action is required. Results shall be documented and entered into the official record of the next Board meeting.~~

Section 7. Electronic Voting. The Board may use electronic voting between scheduled meetings only when timely action is necessary and only to the extent permitted by WIOA Section 107(e), the South Carolina Freedom of Information Act, other applicable open-meeting requirements, and Board policy. Electronic voting shall not be used to avoid required public notice, deliberation, access, or participation. Before a vote, the matter and supporting information shall be made available to Board members and to the public to the extent and in the manner required by law. Each member's vote, any abstention or recusal, the voting period, and the final result shall be documented. The action and voting record shall be published or otherwise made publicly available as required and entered into the official record of the next Board meeting. If applicable law requires the vote to occur during a properly noticed public meeting, electronic communications may be used to support the meeting but shall not substitute for it.

### Compliance rationale

The proposed draft removes the 2019 safeguards requiring public posting of the item and publication of the results. This version conditions the procedure on controlling open-meeting law and restores documentation and transparency controls without assuming that off-meeting voting is always permissible.

**Implementation note:** Obtain South Carolina counsel review before relying on electronic voting outside a properly noticed public meeting.

## 6. Removal for Cause and Procedural Fairness

**Recommended placement:** Replace Article II, Section 7.

### Proposed redline

~~Members may be removed by the CLEOs or, for cause, by action of the Board. Cause may include excessive absences; failure to fulfill Board responsibilities; violation of Board policies; violation of conflict of interest requirements; or conduct detrimental to the mission or reputation of the Board.~~

Section 7. Removal. A member may be removed by the appointing CLEO or CLEOs in accordance with applicable law, the Consortium Agreement, and the terms of the member's appointment. The Board may recommend removal or may take removal action for cause only to the extent authorized by the Consortium Agreement and applicable law. Cause may include excessive absences; failure to fulfill Board responsibilities; violation of applicable Board policies; violation of ethics or conflict-of-interest requirements; loss of the status or qualification upon which the appointment was based; or other substantial conduct materially impairing the member's ability to serve. Before Board action or a formal Board recommendation for removal for cause, the member shall receive written notice of the specific grounds and a reasonable opportunity to submit a written response and to be heard, subject to applicable open-meeting and confidentiality requirements. The affected member shall not vote on the removal action. The decision or recommendation and its basis shall be documented in the official record. Removal shall not be based on unlawful discrimination, retaliation, or the member's good-faith reporting of suspected noncompliance.

### Compliance rationale

The 2019 bylaws included notice of specific charges and an opportunity to refute them. The 2026 draft omits those protections and does not clearly distinguish CLEO authority from Board authority. This language restores procedural fairness and ties removal authority to governing agreements and law.

**Implementation note:** Confirm whether the Board has independent removal authority or only recommendation authority under the Consortium Agreement and appointment instruments.

## 7. Amendment Procedures

**Recommended placement:** Replace Article XII in full.

### Proposed redline

~~These By-Laws may be amended by majority vote of the Board and approval of the Chief Local Elected Officials. Proposed amendments shall be distributed to Board members at least fifteen (15) days prior to consideration. Amendments necessary to maintain compliance with changes in federal or state law may be adopted as required.~~

ARTICLE XIII - AMENDMENTS. Section 1. Board-Initiated Amendments. The Board may propose an amendment by majority vote of the voting membership at a properly noticed meeting. The proposed amendment shall be distributed to all Board members at least fifteen (15) calendar days before Board consideration and shall be submitted to the CLEOs for approval in accordance with the Consortium

Agreement. Section 2. CLEO-Initiated Amendments. The CLEOs may submit a proposed amendment to the Board for review and recommendation. The proposal shall be distributed to all Board members at least fifteen (15) calendar days before Board consideration. The Board shall provide its recommendation to the CLEOs within sixty (60) calendar days unless the CLEOs establish a different lawful period. Final action shall be taken in accordance with the Consortium Agreement and applicable law. Section 3. Compliance-Required Amendments. When a change in controlling federal or state law, regulation, or binding policy requires amendment, the Board and CLEOs shall process the conforming amendment as promptly as practicable through the procedures required by applicable law and the Consortium Agreement. Pending formal amendment, controlling law shall govern, and no provision of these By-Laws shall be interpreted to authorize noncompliance. Section 4. Notice and Public Requirements. All amendment actions shall comply with applicable public notice, open-meeting, records, and approval requirements. The approved amendment and effective date shall be entered in the official record and incorporated into the published By-Laws.

### Compliance rationale

The shorter 2026 language does not address CLEO-initiated amendments or explain how legally required changes are processed. This version restores the three pathways, retains the fifteen-day Board notice period, and avoids suggesting that bylaws change automatically without required governance action.

**Implementation note:** If the new fiscal-accountability article is inserted before current Article X, renumber this amendment article accordingly.

## Recommended Global Compliance Clause

For added clarity, insert the following provision near the end of Article I or as a separate general provision:

Compliance and Controlling Authority. These By-Laws shall be interpreted and administered in accordance with WIOA; applicable federal regulations, including 20 CFR Parts 679 and 683 and 29 CFR Part 38; applicable provisions of 2 CFR Part 200; applicable federal civil-rights and accessibility requirements; South Carolina law; the South Carolina Unified State Plan; applicable policies and instructions issued by the Governor, State Workforce Development Board, and South Carolina Department of Employment and Workforce; the Consortium Agreement and other governing agreements of the CLEOs; and duly adopted WorkLink policies. If a provision of these By-Laws conflicts with controlling law or regulation, the controlling authority shall govern pending formal amendment of these By-Laws.

## Pre-Adoption Review Checklist

- Confirm consistency with the current Anderson-Oconee-Pickens Consortium Agreement and fiscal-agent/administrative-entity designations.

- Confirm current South Carolina LWDB certification and membership criteria, including any effective 2026 State Instructions.
- Obtain South Carolina FOIA/legal review of electronic voting and virtual or hybrid meeting procedures.
- Cross-reference the final conflict language to WorkLink procurement, ethics, and entities-performing-multiple-functions policies.
- Cross-reference the fiscal article to WorkLink financial management, monitoring, records retention, cybersecurity, and subrecipient policies.
- Confirm Article VIII separately cites WIOA Section 188 and 29 CFR Part 38 and addresses reasonable accommodations, auxiliary aids and services, and language access.
- Provide at least fifteen calendar days of Board notice and complete all required public and CLEO approval steps before adoption.

## Drafting Notes

**Definitions and numbering.** Apply consistent use of “Board,” “CLEOs,” “WorkLink,” “WIOA,” and “By-Laws” throughout the master document. Renumber articles and cross-references after inserting new sections.

**Effective date.** Add an adoption block stating the Board approval date, CLEO approval dates, and effective date. Retain signed approvals with the official bylaws record.

**Record retention.** Retain the notice, agenda, public materials, approved motion, vote, CLEO approvals, final clean copy, and redline copy as part of the permanent governance record.

**DRAFT - NOT FOR ADOPTION. Reconcile with the seven-priority compliance revisions and complete Board, CLEO, SCDEW, and legal review.**

**WORKLINK WORKFORCE DEVELOPMENT BOARD**

**BY-LAWS**

**Revised 2026**

**A Consortium of Anderson, Oconee, and Pickens Counties for the Implementation of the Workforce Innovation and Opportunity Act (WIOA)**

## ARTICLE I – NAME, AUTHORITY, VISION, MISSION, AND PURPOSE

### Section 1. Name

The name of this organization shall be the **WorkLink Workforce Development Board (WorkLink WDB)**.

### Section 2. Authority

The WorkLink Workforce Development Board is established pursuant to the Workforce Innovation and Opportunity Act (WIOA) and serves as the Local Workforce Development Board for Anderson, Oconee, and Pickens Counties, South Carolina.

### Section 3. Vision

To have a fully employed, skilled workforce in Anderson, Oconee, and Pickens Counties, South Carolina.

### Section 4. Mission

To collaborate with partners to develop services that link employers and the workforce in Anderson, Oconee, and Pickens Counties, South Carolina.

### Section 5. Core Purpose

To improve the workforce and quality of life in Anderson, Oconee, and Pickens Counties by serving as the vehicle for workforce development in the region.

### Section 6. Purpose

The Board shall:

1. Provide strategic leadership for the local workforce development system.
2. Promote a workforce system that responds to the needs of employers, workers, and job seekers.



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3. Strengthen partnerships among workforce, education, economic development, labor, and community organizations.
4. Support economic growth through workforce development and talent development initiatives.
5. Ensure compliance with all applicable federal and state workforce laws, regulations, and policies.
6. Promote continuous improvement, accountability, transparency, accessibility, and innovation throughout the workforce system.

**ARTICLE II – MEMBERSHIP**

**Section 1. Composition**

The Board shall consist of no more than twenty-five (25) members appointed by the Chief Local Elected Officials (CLEOs) of Anderson, Oconee, and Pickens Counties.

Membership shall comply with all applicable requirements of WIOA, regulations promulgated thereunder, Governor-established criteria, and South Carolina workforce policies.

**Section 2. Representation**

Board membership shall include representation from:

- Business and industry;
- Workforce representatives;
- Labor organizations;
- Registered Apprenticeship programs;
- Economic development entities;
- Adult education and literacy providers;
- Institutions of higher education;
- Vocational Rehabilitation programs; and
- Other organizations as required by federal or state law.

Business representatives shall constitute a majority of Board membership.

**Section 3. Appointment**

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Members shall be appointed by the CLEOs in accordance with applicable federal and state requirements.

**Section 4. Terms of Office**

Members shall serve three-year terms beginning July 1 and ending June 30.

Members may be reappointed without limitation.

Members shall continue to serve until reappointed or replaced.

**Section 5. Vacancies**

Vacancies shall be filled in the same manner as the original appointment, and appointees shall serve the remainder of the unexpired term.

**Section 6. Resignation**

A member may resign by providing written notice to the Chair.

**Section 7. Removal**

Members may be removed by the CLEOs or, for cause, by action of the Board.

Cause may include:

- Excessive absences;
- Failure to fulfill Board responsibilities;
- Violation of Board policies;
- Violation of conflict of interest requirements; or
- Conduct detrimental to the mission or reputation of the Board.

**Section 8. Participation**

Members are expected to:

- Attend Board meetings regularly;
- Serve on at least one committee;
- Participate actively in Board activities;
- Support the mission and vision of WorkLink; and
- Review meeting materials in advance.

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Members with three (3) unexcused absences during any twelve-month period may be recommended for removal.

**ARTICLE III – OFFICERS**

**Section 1. Officers**

The officers of the Board shall be:

- Chair
- Vice Chair
- Such other officers as the Board may determine necessary

**Section 2. Chair**

The Chair shall be selected from among the business representatives serving on the Board.

The Chair shall:

- Preside at Board meetings;
- Appoint committee members and committee chairs;
- Execute documents authorized by the Board;
- Serve as spokesperson for the Board; and
- Perform such other duties as required by the office.

**Section 3. Vice Chair**

The Vice Chair shall be selected from among the business representatives serving on the Board.

The Vice Chair shall perform the duties of the Chair whenever the Chair is absent or unable to serve.

**Section 4. Election of Officers**

Officers shall be elected annually by majority vote of the Board.

**Section 5. Terms of Office**

Officers shall serve one-year terms beginning July 1 and ending June 30, and may be re-elected.

**ARTICLE IV – MEETINGS**

**Section 1. Regular Meetings**

The Board shall meet at least five (5) times each program year.

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**Section 2. Special Meetings**

Special meetings may be called by the Chair or by a majority of Board members.

**Section 3. Open Meetings**

Board meetings shall be conducted in accordance with the South Carolina Freedom of Information Act and applicable public transparency requirements.

**Section 4. Quorum**

A majority of members in good standing shall constitute a quorum.

**Section 5. Voting**

Each member shall have one vote.

Proxy voting shall not be permitted.

**Section 6. Virtual and Hybrid Meetings**

Meetings may be conducted in person, virtually, or in a hybrid format utilizing technology that allows participants to hear and communicate simultaneously.

Members participating electronically shall be considered present for quorum and voting purposes.

**Section 7. Electronic Voting**

Electronic voting may be conducted between scheduled meetings when timely action is required.

Results shall be documented and entered into the official record of the next Board meeting.

**ARTICLE V – COMMITTEES**

**Section 1. Standing Committees**

The Board shall maintain the following standing committees:

**Executive and Governance Committee**

Responsibilities include:

- Governance oversight;
- Board recruitment and development;
- Officer nominations;

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- Succession planning;
- Board self-assessment;
- By-Law review; and
- Personnel matters delegated by the Board.

**Finance Committee**

Responsibilities include:

- Budget review;
- Financial oversight;
- Audit review;
- Fiscal monitoring; and
- Resource development.

**One-Stop Operations Committee**

Responsibilities include:

- Oversight of the local workforce delivery system;
- Partner coordination;
- Customer-focused service delivery; and
- SC Works certification activities.

**Youth Committee**

Responsibilities include:

- Youth workforce strategies;
- Oversight of youth workforce activities; and
- Youth workforce partnerships.

**Priority Populations and Accessibility Committee**

Responsibilities include:

- Accessibility initiatives;
- Equal opportunity awareness;

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- Services to individuals with barriers to employment;
- Community engagement; and
- Workforce system accessibility.

**Section 2. Ad Hoc Committees**

The Chair may establish ad hoc committees as necessary to carry out the work of the Board.

**ARTICLE VI – BOARD RESPONSIBILITIES**

The Board shall carry out responsibilities assigned under WIOA and applicable federal and state laws, including:

- Development and modification of local workforce plans;
- Oversight of the local workforce development system;
- Promotion of employer engagement;
- Support of career pathways and talent development strategies;
- Coordination among workforce system partners;
- Continuous improvement of workforce services; and
- Advancement of economic prosperity throughout the region.

**ARTICLE VII – CONFLICT OF INTEREST**

Board members shall conduct Board business ethically, impartially, and in the public interest.

No member shall participate in any discussion, recommendation, decision, or vote that would result in direct financial benefit to the member, an immediate family member, or the organization the member represents.

Board members shall:

1. Disclose actual, potential, and perceived conflicts of interest;
2. Recuse themselves from matters involving a conflict of interest;
3. Complete conflict of interest disclosures as required by Board policy; and
4. Comply with all applicable conflict of interest requirements.

All disclosed conflicts and recusals shall be documented in the official meeting minutes.

**ARTICLE VIII – EQUAL OPPORTUNITY AND ACCESSIBILITY**

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The Board shall operate in compliance with all applicable equal opportunity, nondiscrimination, and accessibility requirements.

The Board is committed to ensuring that meetings, activities, communications, and services are accessible and inclusive.

Reasonable accommodations and auxiliary aids shall be provided upon request when required by law.

## ARTICLE IX – GOVERNANCE AND CONTINUOUS IMPROVEMENT

### Section 1. Board Orientation

Newly appointed members shall receive orientation regarding the workforce system, Board responsibilities, ethics requirements, and governance practices.

### Section 2. Board Development

The Board shall encourage continuing education and professional development opportunities for its members.

### Section 3. Board Self-Assessment

The Executive and Governance Committee shall periodically evaluate Board effectiveness, membership composition, committee structure, and governance practices and recommend improvements as appropriate.

### Section 4. Annual Review of By-Laws

The Executive and Governance Committee shall review these By-Laws annually and recommend revisions as necessary.

## ARTICLE X – ADMINISTRATIVE SUPPORT

Administrative support shall be provided through resources approved by the Board and CLEOs.

Board staff shall:

- Maintain official records;
- Prepare meeting materials;
- Record and maintain meeting minutes;
- Support Board and committee activities; and
- Ensure public access to records as required by law.

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**ARTICLE XI – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised, shall govern all procedural matters not addressed by these By-Laws.

**ARTICLE XII – AMENDMENTS**

These By-Laws may be amended by majority vote of the Board and approval of the Chief Local Elected Officials.

Proposed amendments shall be distributed to Board members at least fifteen (15) days prior to consideration.

Amendments necessary to maintain compliance with changes in federal or state law may be adopted as required.

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**FINAL BOARD-PACKET VERSION - Internal review notes removed. Preserve supporting electronic-action records with the official file.**

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# VII. EXECUTIVE COMMITTEE BOARD SUMMARY

September 30, 2026 Meeting and October 19, 2026 Electronic Action

**Purpose.** Provide the WorkLink Workforce Development Board with a concise summary of Executive Committee discussions, directions, and matters requiring Board awareness or action.

## 501(c)(3) Transition

- The Committee discussed using an existing inactive WorkLink-affiliated 501(c)(3) to diversify funding sources and reduce reliance on WIOA funds.
- The Executive Committee was designated to serve as the steering committee while staff determines the entity's status, reactivation requirements, governance needs, legal steps, and an allowable nonfederal funding source for associated costs.
- Keith Keller will coordinate with attorney Todd Davidson and Windy Graham on next steps and a preliminary budget, if needed.

## Grant Modifications

- The Committee reviewed a correction extending the High Performance Initiative Grant period from eleven months to twelve months and a proposed reallocation of approximately $3,000 from communications to training, including equal opportunity compliance and programmatic training.
- The Committee reviewed an extension of funding for center security services, including a potential additional request of $60,000 to the state.
- The Committee reviewed additional technology funding to replace aging customer resource-room computers, include Microsoft Word and Excel, and assess internet capacity for the planned equipment.

## Clemson Comprehensive Center

- The Committee discussed mold and erosion concerns, remediation activity by Covenant Ventures, and coordination with the City of Clemson and state partners regarding water runoff and erosion control.
- Staff was directed to obtain definitive remediation and water-management timelines and provide an update at the next Board meeting. A relocation decision was deferred pending that information.

## Committee Calendar Correction

- The Committee identified a scheduling conflict involving the One-Stop and Finance Committee meetings and directed that the affected calendar, notices, agendas, packets, and public-facing materials be corrected.

- The exact revised meeting time must be confirmed from the approved calendar before final publication.

### Director Position Recruitment

- The Committee received an update that the Director position advertisement was open through October 23, 2026, and posted on the WorkLink website.
- Committee members discussed expanding outreach through LinkedIn and other professional networks.

### Executive Committee Ratification Item: October 19, 2026 Electronic Action

- On October 19, 2026, the Executive Committee acted electronically to authorize the SC Works Clemson Comprehensive Center to close at 12:00 p.m. on October 21, 2026, subject to ratification by the full Board.
- The proposed closure was based on anticipated traffic, client-access, and staff travel concerns associated with the President's scheduled visit to the Clemson/Pendleton area.
- The full Board is asked to ratify the Executive Committee's October 19, 2026 electronic action concerning the October 21, 2026 closure.

### Post-Closure Review and Chair Decision

- Staff's proposed assessment is that the early closure was a prudent, precautionary operational decision based on the information reasonably available before the event, including anticipated traffic, client-access, and staff travel concerns in the Clemson/Pendleton area.
- The justification is limited to operational continuity, customer access, employee travel, and risk management. It does not state that road closures or severe traffic were confirmed, and it does not rely on the political nature of the visit.

### Recommended Ratification Motion

> **Motion:** I move to ratify the WorkLink Executive Committee's electronic action taken on October 19, 2026, authorizing the SC Works Clemson Comprehensive Center to close at 12:00 p.m. on Wednesday, October 21, 2026, due to anticipated traffic and access concerns associated with the President's scheduled visit to the Clemson/Pendleton area.

- Confirm the final vote announcements for actions taken during the September 30 meeting because the available transcript did not clearly capture several vote results.
- Confirm the official seconder for the Technology Grant motion and the mover and seconder for the Clemson Center direction.
- Insert the exact corrected committee meeting time from the approved calendar.
- Confirm the exact adjournment time for the September 30 meeting.
- Retain the October 19 electronic vote record, including individual responses and the final tally, with the official Board records.

**Board Action Requested:** Ratification of the Executive Committee's October 19, 2026 electronic action regarding the October 21, 2026 Clemson Center closure.

**FINAL BOARD-PACKET VERSION - Internal review notes removed. Preserve supporting electronic-action records with the official file.**

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# FINANCE COMMITTEE BOARD SUMMARY

Prepared for the November 4, 2026 Workforce Development Board Meeting

**Committee Meeting:** October 21, 2026

**Committee Chair:** Stephanie Collins

**Committee Action Status:** No quorum was present on October 21, so the Committee conducted discussion and informational items only. No official votes or formal recommendations were made.

## Financial Performance and In-House Budget

- Program Year 2026 available funding totals approximately $2.35 million, including approximately $1.84 million in PY26 allocations and $512,973 in prior-year carryover.
- The October 15 budget report reflects approximately $287,207 expended, or 12.2 percent.
- After pass-through obligations, approximately $780,338 remains available for in-house administrative, operational, and program costs.
- Staff reported that it is still early in the program year to make a final assessment against the 80 percent obligation requirement due June 30.

## Key Financial Performance Indicators

| Measure | Reported Result | Requirement / Status |
|---|---|---|
| Adult and Dislocated Worker Participant Cost Rate | 48.20% | Exceeds 30% requirement |
| PY26 Youth Work-Based Learning | 20.10% | Meets 20% requirement |
| Priority Service to Disconnected Youth | 100.00% | Exceeds 75% requirement |

## Contracted Workforce Services

- Adult program contract: $50,124.37 expended, or 12.2 percent of the $409,901 budget.
- Dislocated Worker services contract: $6,155.55 expended, or 10.2 percent of the $60,228 budget.
- Adult Operator contract: 22.7 percent expended; Dislocated Worker Operator contract: 23.2 percent expended.
- Youth contract: $76,757.21 expended, or 20.0 percent of the $384,300 budget.
- High Performance Initiative-funded contract: $6,104.39 expended, or 12.2 percent of the $50,000 budget.

## Rapid Response and Incumbent Worker Training

- KP Components and the Vanguard-related Rapid Response/Incumbent Worker Training activities were reported closed out, with unused funds returned to the state.

- For the Vanguard-related grant, $52,500 was available and final expenditures were $23,765.60 (45.27 percent), leaving $28,734.40 unobligated; the final Financial Status Report reported no unliquidated obligations.
- Staff discussed potential increased demand for Dislocated Worker services related to Electrolux restructuring, with a potential impact of up to 1,200 workers discussed. The number needing services may be lower because of placements or internal transfers.
- Clarion Technologies, identified in the meeting record as an Electrolux supplier, was also affected. Staff discussed development of a Rapid Response grant with the State of South Carolina.

## HPI Funding and Potential Budget Modifications

- A $50,000 HPI budget for Eckerd was reviewed. Approximately $6,000 had been spent, and staff reported a plan to use the remaining funds by the end of November.
- Staff discussed reallocating HPI funding from communications to training, particularly compliance and financial-skill development, and reported that a request had been submitted to extend Eckerd's HPI grant.
- If layoff-related demand increases, staff may consider transferring available Adult funds to the Dislocated Worker program. No transfer was reported as completed in the Committee materials.
- Future modifications may address participant barriers including childcare, transportation, and digital literacy.

## Board Action / Committee Recommendation

**No Finance Committee recommendation is presented for Board approval from the October 21 meeting because a quorum was not present and no formal vote was taken.**

**August 26 minutes:** The October 21 Committee meeting reviewed the August 26, 2026 minutes without proposed edits, but they were not formally approved because of the lack of quorum. A subsequent email requested an electronic motion, second, and vote; the provided email does not document the outcome of that electronic vote.

## Follow-Up Items

- Keith Keller: send Finance Committee members proposed alternatives for the January 27 and April 28, 2027 Finance/One Stop scheduling conflicts.
- Keith Keller: The HPI Grant has been extended automatically per Caitlin Brazzell, our Program Contact with DEW.
- Keith Keller: monitor Electrolux and Clarion Technologies for Rapid Response needs.



WorkLink Workforce Development Board | Finance Committee Board Summary | November 4, 2026

**BOARD ACTION DEFERRED - Confirm the October 6 Youth Committee motion and vote before Board action.**

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# YOUTH COMMITTEE BOARD SUMMARY

Prepared for the November 4, 2026 Workforce Development Board Meeting

**Committee Meeting:** October 6, 2026

**Committee Chair:** Katie Brown

**Electronic Vote:** The August 11, 2026 Youth Committee meeting minutes were approved electronically.

> **Packet Status:** This summary is based on the October 6 Youth Committee packet and the confirmed electronic approval of the August 11, 2026 meeting minutes. The packet does not include October 6 meeting minutes, so the Work Experience stipend recommendation and other October 6 actions should still be confirmed from the official meeting record before final Board-packet distribution.

## Palmetto Youth Connections Program Update

- The PY26 program goal is to serve 100 youth through carryover and new enrollment.
- The September update report identifies an estimated 22 carryover participants, 40 active participants, three active Work Experience participants, and 70 youth in follow-up, for 110 youth being served through active participation and follow-up.
- The enrollment report shows eight new enrollments through August 31, 2026, for 30 total enrollments when combined with 22 carryover participants, leaving 70 slots toward the Board goal of 100.

## Performance and Credential Priorities

| Measure | Reported Result |
|---|---|
| Employment/Education/Military - 2nd Quarter | 84% |
| Employment/Education/Military - 4th Quarter | 80% |
| Credential Rate | 70% |
| In-Program Measurable Skill Gain | 78% |

- The packet also reports first-quarter performance of 81% for second-quarter placement, 82% for fourth-quarter placement, 56% credential attainment, $4,429 median earnings, and 71% measurable skill gains.

## Youth Program Financial Activity

- The August Eckerd Youth Alternatives invoice reflects a $384,300 contract budget and $47,481.03 in cumulative year-to-date costs, or 12.4% expended.
- Work Experience-related cumulative costs were $13,151.87, or 3.42% of the contract budget identified for the Work Experience cost categories in the invoice.

### Work Experience Stipend Increase

- Palmetto Youth Connections requested an increase in the Work Experience hourly stipend from $12.00 to $13.00.
- The request states that a participant completing the 512-hour program could earn up to $6,656 at $13.00 per hour, compared with $6,144 at the current $12.00 rate.
- The stated purpose is to better align the stipend with current labor-market conditions and support participant engagement, attraction, retention, and financial support.

### Board Action / Committee Recommendation

**Pending confirmation from the October 6 meeting record.** The October 6 agenda identifies the Work Experience stipend increase as a Youth Committee voting item. Confirm the Committee motion and vote before presenting it as a formal recommendation to the Board.

**Proposed Board Motion, if recommended by the Committee:** I move to approve an increase in the Palmetto Youth Connections Work Experience participant stipend from $12.00 per hour to $13.00 per hour, subject to applicable WIOA allowability, budget availability, and contract requirements.

### Meeting Schedule

- The Youth Committee agenda lists January 26, 2027 at 10:00 a.m. via Microsoft Teams as the next Youth Committee meeting.

**BOARD ACTION DEFERRED - Confirm the October 14 One-Stop Operations Committee motion and vote before Board action.**

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# ONE-STOP OPERATIONS COMMITTEE BOARD SUMMARY

Prepared for the November 4, 2026 Workforce Development Board Meeting

**Committee Meeting:** October 14, 2026

**Committee Chair:** Alex Vitou

**Packet Status:** This summary is based on the October 14 One-Stop Operations Committee packet. The packet does not include the October 14 meeting minutes. Any Committee recommendation or vote should be confirmed from the official meeting record before final Board-packet distribution.

## SC Works System and Employer Services

- September activity included 1,126 customer visits, 217 new registrations, 105 job orders, and 2,231 employer services.
- Hiring events served 1,004 job seekers during September.
- Anderson recorded 474 customer visits, 93 new registrations, and 54 job orders during September; Clemson recorded 367 visits, 24 registrations, and 24 job orders.

## WIOA Adult and Dislocated Worker Services

- The September report reflects 50 active participants and a combined active and follow-up caseload of 104.
- Nine new enrollments were recorded during September.
- Year-to-date activity includes 10 credentials, 12 measurable skill gains, and 19 participants receiving occupational training; eight participants were currently in training.

## PY2025 Annual Program Performance

| Program | Overall Program Score |
|---|---|
| Adult | 103.5% |
| Dislocated Worker | 99.3% |
| Youth | 107.7% |

## Regional Layoffs and Rapid Response

- The packet identifies 13 Program Year 2026 Quarter 1 layoff or closure notifications affecting 1,495 reported positions in Anderson, Oconee, and Pickens counties.
- The report states that WorkLink represented approximately 53.4 percent of statewide reported positions affected from July 1 through September 30, 2026.
- The largest reported impact was the Electrolux closure in Anderson County, with 1,255 reported positions affected.

- Operational priorities include coordinated Rapid Response outreach, referral readiness, connections to unemployment, reemployment, training and supportive-service resources, and links to verified openings.

### Regional Workforce Alignment

- The packet identifies announced new and expanding employer projects representing approximately $343.76 million in investment and 638 planned jobs, with major startup activity expected during 2027.
- Projects highlighted include Adeptus USA in Anderson County, Mosdorfer LLC in Oconee County, and ElringKlinger and Tyson Steel in Pickens County.
- Recommended training priorities for employer validation include industrial maintenance, machining and metal fabrication, advanced manufacturing, production and safety foundations, logistics and material handling, food manufacturing, and healthcare pathways.
- The packet cautions that employer-specific training investments should follow verified occupations, qualifications, credentials, wages, schedules, and hiring dates rather than economic-development announcements alone.

### Proposed In-Demand Industry Clusters Instruction Letter

- The packet includes a proposed replacement for WorkLink Instruction Letter PY18-12 governing Adult and Dislocated Worker classroom training.
- The draft retains Manufacturing, Health Care and Social Assistance, Construction, Professional, Scientific and Technical Services, and Administrative and Support Services as priority clusters.
- The draft adds Transportation, Distribution and Logistics as a priority cluster and clarifies occupational pathways including industrial maintenance, machining and metal fabrication, advanced manufacturing, logistics, food manufacturing, healthcare, construction, and technical pathways.
- The draft is expressly identified as a professional working draft requiring Board approval and does not become effective until the required approval and issuance steps are completed.

### Board Action / Committee Recommendation

**Pending confirmation from the October 14 meeting record.** Before final distribution, confirm whether the Committee formally recommended the proposed instruction letter to the Board and document the motion and vote.

**Proposed Board Motion, if recommended by the Committee:** I move to approve the updated WorkLink In-Demand Industry Clusters and Occupational Training Pathways Instruction Letter for Adult and Dislocated Worker funding, subject to completion of the final legal, policy, citation, numbering, effective-date, and administrative review identified in the draft.

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**DRAFT - Not effective until Board approval, final administrative review, issuance, and assignment of effective dates.**

# WORKLINK WIOA INSTRUCTION LETTER

| | |
|---|---|
| **INSTRUCTION LETTER NO.** | **PY 26-__ (DRAFT)** |
| **SUBJECT** | In-Demand Industry Clusters and Occupational Training Pathways for Adult and Dislocated Worker Funding |
| **ISSUANCE DATE** | **[Insert date following approval]** |
| **EFFECTIVE DATE / EXPIRATION** | **[Insert effective date] / Indefinite, subject to periodic review** |

**DRAFT STATUS:** This document is proposed replacement guidance for review. It does not take effect until the required WorkLink approval and issuance steps are completed.

## PURPOSE

To establish WorkLink policy for prioritizing Workforce Innovation and Opportunity Act Title I Adult and Dislocated Worker classroom training toward in-demand industry clusters and occupational pathways supported by current regional labor-market information, employer demand, participant career goals, and applicable federal, state, and local requirements.

## REPLACES

Upon approval and issuance, this instruction replaces WorkLink Employment and Training Instruction Letter PY 18-12, In-Demand/High Growth Industry Clusters.

## REFERENCES

- Workforce Innovation and Opportunity Act, Public Law 113-128, including Sections 3, 107, 122, and 134.
- 20 CFR Part 680.
- Current South Carolina Eligible Training Provider List guidance and applicable State instructions.
- Current WorkLink instructions governing Adult services, Dislocated Worker services, Individual Training Account limits, supportive services, documentation, and monitoring.
- WorkLink local and regional planning documents and current labor-market information.

**Drafting note:** Program staff should perform a final legal and policy citation check against the state guidance in effect on the issuance date before this draft is approved.

## BACKGROUND

WorkLink adopted its prior cluster instruction in April 2019. The prior policy limited Adult and Dislocated Worker classroom training to five industry sectors: Administrative and Support Services; Construction; Health Care and Social Assistance; Manufacturing; and Professional, Scientific, and Technical Services. It also authorized CDL Truck Driver as a specific occupation.

Current regional evidence continues to support manufacturing and health care while also showing demand for production, maintenance, logistics, material-moving, technical, construction, and other occupations. Economic-development announcements identify business activity in wood-products manufacturing, energy-infrastructure manufacturing, machining, steel fabrication, assembly, testing, battery-related and lightweight-component manufacturing, metal-building components, and food manufacturing. Because the announcements generally do not specify complete occupational requirements, training approval must remain grounded in participant-level labor-market research and verified employer or occupational demand.

## POLICY

WorkLink will prioritize Adult and Dislocated Worker classroom training that prepares eligible participants for employment in the industry clusters and occupational pathways listed below. Cluster or pathway inclusion does not create automatic participant eligibility, guarantee funding, guarantee referral to a provider, or replace required individual determinations and documentation.

## I. PRIORITY INDUSTRY CLUSTERS

| Priority cluster | Examples of aligned pathways | Policy treatment |
|---|---|---|
| **Manufacturing** | Production; industrial maintenance; machining; metal fabrication; mechatronics; automation; quality; food manufacturing; wood-products manufacturing | Retain and modernize |
| **Health Care and Social Assistance** | Nursing; allied health; health care support; medical technical pathways | Retain |
| **Construction** | Skilled construction trades; construction technology; building systems | Retain |
| **Professional, Scientific, and Technical Services** | Engineering support; technical services; information and analytical pathways when demand is documented | Retain |
| **Administrative and Support Services** | Industry-aligned administrative, operations, staffing, facilities, and support pathways when occupational demand is documented | Retain with demand documentation |
| **Transportation, Distribution, and Logistics** | Commercial driving; logistics; warehousing; inventory; material handling; supply-chain operations | Add as a priority cluster |

## II. PRIORITY OCCUPATIONAL PATHWAYS

The following pathways may be supported when all participant-level and program requirements are met. The list clarifies priority areas but is not a substitute for labor-market documentation or provider/program eligibility.

- Industrial maintenance and reliability, including mechanical, electrical, hydraulics, pneumatics, and programmable logic controller fundamentals when aligned with the occupational goal.
- Machining and metal fabrication, including CNC-related training, precision measurement, blueprint reading, welding, and fabrication when documented employer or occupational demand supports the training.
- Advanced manufacturing, including mechatronics, automation, robotics, production technology, and quality systems.

- Production and manufacturing foundations, including safety, measurement, quality, and job-related digital skills when combined with occupational skills training or embedded in an approved training program.
- Transportation, distribution, and logistics, including CDL, logistics, warehousing, inventory, and material handling. Short safety certifications alone should not be treated as occupational training unless allowable under applicable policy and part of an approved employment plan.
- Food-manufacturing pathways, including job-related food safety, sanitation, quality, maintenance, and production training when linked to an occupational goal.
- Health care pathways supported by current demand and an approved training program.
- Construction and technical pathways supported by current demand and an approved training program.

## III. PARTICIPANT AND TRAINING APPROVAL REQUIREMENTS

Before approving classroom training, the service provider must document all determinations required by applicable WIOA, State, and WorkLink guidance, including the following as applicable:

- The participant is eligible for the applicable WIOA program and training service.
- Career services, assessment, and the Individual Employment Plan support the occupational goal and need for training.
- Current labor-market information demonstrates reasonable demand for the occupation in the WorkLink region or another labor market in which the participant is willing and able to work.
- The participant has the skills and qualifications to participate successfully in the selected training.
- The selected training provider and program are eligible for WIOA funding under current requirements, including the Eligible Training Provider List when applicable.
- Training cost, duration, financial aid coordination, and funding are consistent with applicable ITA and cost policies.
- The case file documents informed customer choice and the research supporting the selection.
- Necessary accommodations, auxiliary aids, language access, transportation, scheduling, and supportive-service needs have been considered in accordance with applicable policy.

## IV. EMPLOYER-ALIGNED AND NEW PATHWAY REVIEW

A pathway not listed in this instruction may be considered when the case manager submits a written request to WorkLink staff before training approval. The request should include the occupational title and code when available, labor-market evidence, employer or industry evidence when available, the proposed credential, provider and program information, training cost and duration, and the connection to the participant's employment plan.

WorkLink staff will document the approval or denial. Repeated requests or material shifts in employer demand may be elevated for policy or appendix revision, as appropriate.

## V. EMPLOYER VALIDATION AND TRAINING INVESTMENT CONTROLS

- Training developed specifically for an incoming or expanding employer should be based on documented job titles, minimum qualifications, recognized credentials, anticipated hiring schedule, and employer commitment appropriate to the training strategy.
- Whenever feasible, WorkLink should prioritize portable skills and credentials that can serve multiple regional employers.
- WorkLink should review existing training capacity before purchasing or developing a new cohort to reduce duplication.
- Where employer requirements or startup dates remain uncertain, funding may be phased or conditioned on additional validation.
- An economic-development announcement alone is not sufficient documentation for an individual training approval.

## VI. PERIODIC REVIEW

WorkLink staff will review this cluster and pathway policy at least once every two program years and may recommend earlier revision when significant labor-market changes, major employer announcements or closures, changes in State guidance, provider availability, or participant outcome evidence warrant review. Any policy change requiring Board approval will be presented through the applicable governance process.

## VII. MONITORING AND DOCUMENTATION

Compliance will be reviewed through WorkLink monitoring and oversight activities. Files must contain sufficient documentation to support eligibility, assessment, occupational demand, informed choice, provider and program eligibility, cost allowability, the Individual Employment Plan, service delivery, and outcomes in accordance with applicable guidance.

## ACTION

Upon approval and issuance, all applicable WorkLink service providers, subrecipients, contractors, and staff must implement and comply with this instruction and related contractual requirements. WorkLink staff will communicate the effective date and any implementation materials.

## INQUIRIES

Direct questions regarding this instruction to the WorkLink Program Director or other contact designated in the final issued version.

## APPROVAL

| | |
|---|---|
| **Approved by** | [Insert approving authority] |
| **Board action date** | [Insert date] |
| **Authorized signature** | _____ |
| **Title** | [Insert title] |

## ATTACHMENT A - IMPLEMENTATION CROSSWALK

| Regional evidence | Policy response | Case-management use | Control |
|---|---|---|---|
| **Manufacturing remains the largest regional industry; incoming projects cover multiple manufacturing activities** | Retain manufacturing and clarify advanced pathways | Use occupation-specific research rather than project name alone | Verify provider/program eligibility and participant need |
| **Health care has the strongest one-year sector growth forecast in the JobsEQ overview** | Retain health care | Select occupation and credential using current demand | Confirm licensure, credential and program requirements |
| **Regional postings reference maintenance, production, logistics and material-moving demand** | Clarify maintenance and logistics pathways | Connect transferable skills to an occupational goal | Do not treat aggregate postings as current vacancies |
| **Employer announcements often lack detailed job requirements** | Require employer validation for employer-specific cohorts | Document job title, requirements and hiring timing | Phase investment when demand remains uncertain |

## SOURCE REGISTER

- WorkLink Employment and Training Instruction Letter PY 18-12, In-Demand/High Growth Industry Clusters, issued April 17, 2019.
- WorkLink WIOA Instruction Letter PY 26-02, Delivery of WIOA Title I Adult Services.
- WorkLink instruction and state guidance for Dislocated Worker services and ITA limits in effect during drafting.
- JobsEQ Economic Overview - WorkLink and Real-Time Intelligence reports.
- WorkLink employer project briefs and South Carolina Department of Commerce announcement for Signature Foods USA.
- U.S. Department of Labor WIOA and training-provider guidance; South Carolina Eligible Training Provider List information.

**Final-review control:** Before issuance, confirm instruction number, dates, approving authority, signature block, current state citations, contact information, web references, ETPL terminology, and consistency with active WorkLink ITA, Adult, Dislocated Worker, supportive-services, monitoring, and local-plan guidance.

**WorkLink**
**EMPLOYMENT AND TRAINING INSTRUCTION LETTER NO.: PY18-12** (replaces WIOA Instruction Letter PY15-012 Revised)

**SUBJECT:** In-Demand/High Growth Industry Clusters (for Adult and Dislocated Worker Funding Only)

| ISSUANCE | EFFECTIVE | EXPIRATION |
|---|---|---|
| **DATE:** April 17, 2019 | **DATE:** Immediately | **DATE:** Indefinite |

**PURPOSE:** This is a WorkLink local instruction letter approved by the WorkLink Workforce Development Board at the request of the South Carolina Department of Employment and Workforce (SCDEW).

**BACKGROUND**: The Workforce Innovation and Opportunity Act (WIOA) focuses on economic growth, job creation and the need to develop a skilled, trained workforce. In 2011, the State Workforce Investment Board implemented the clusters targeted training in an effort to support the development of occupational talent to meet the market demands for each region in the state. Due to a significant shift in the economy, the WIOA allocations have decreased over the past several years. Therefore, in an effort to invest our funds in a manner that meets employers' needs and maximizes limited training dollars, it is necessary to focus the training in each region of the State.



WorkLink has identified five in-demand, high-growth industry clusters for our region in which WIOA training funds can be spent on participants. These clusters were initially identified by several resources, including local Economic Development Offices, South Carolina Appalachian Council of Governments Regional Strategic Plan, Career OneStop Occupational Profiles, ATA Report, GE Capital Industry Research Monitor, Tri-County Technical College, Workforce Development Alliance, Labor Market Information, Upstate Alliance, South Carolina Chamber of Commerce, Personal Pathways to Success, and a locally distributed Business Survey.

**POLICY:** WorkLink will invest **adult and dislocated worker** WIOA funds for classroom training in only these industry sectors:

- Administrative and Support Services;
- Construction;
- Health Care and Social Assistance;
- Manufacturing; and
- Professional, Scientific, and Technical Services.

The Board added one specific occupation that may be approved at the discretion of the Service Provider:

- CDL Truck Driver.

***Resources for determining industry cluster/training approvals:***

The Bureau of Labor Statistics (BLS) conducts extensive research regarding labor market information and catalogs information in two different sources: *The Occupational Outlook Handbook* and *The Career Guide for Industries*. The O*Net Online website also uses BLS's research to define each occupation, and lists the occupational codes that directly relate to each industry. Case Managers should use either the BLS resources or O*Net's industry groups and associated occupational codes to determine whether or not the recommended occupational training is allowable under this policy. Case Managers can find the above mentioned resources at the following websites:

- BLS Occupational Outlook Handbook – http://www.bls.gov/ooh
- BLS Career Guide to Industries - http://www.bls.gov/bls/industry.htm
- O*Net Online - www.onetonline.org (Select "Find Occupations," select "Industry.")

If a Case Manager is unsure whether or not an occupation is allowable under one of the five industry groupings adopted by the Board, the Case Manager may forward the occupational title and a summary of the initial research that was conducted, to WorkLink staff for further investigation and final approval.

Case Managers should continue to adhere to the lifetime ITA caps set forth by the State and by WorkLink.

**ACTION:** All applicable WorkLink Workforce Development Area service providers, sub-recipients, contractors and other applicable organizational elements shall implement and comply with these instructions as well as any related instructions contained in applicable contractual agreements.

**INQUIRIES:** Direct all Adult and Dislocated Worker Services related inquiries regarding this Instruction Letter to WorkLink Program Director, Jennifer Kelly, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631, telephone 864.646.5898, or email jkelly@worklinkweb.com.

Trent Acker, Executive Director
WorkLink Workforce Development Board

**DISTRIBUTION:** All WIOA Staff

**BOARD ACTION DEFERRED - Confirm the October 13 Priority Populations Committee motion and vote before Board action.**

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# PRIORITY POPULATIONS COMMITTEE BOARD SUMMARY

Prepared for the November 4, 2026 Workforce Development Board Meeting

**Committee Meeting:** October 13, 2026

**Committee Chair:** Lisa Gillespie

**Packet Status:** This summary is based on the October 13 Priority Populations Committee packet. The packet includes the agenda and supporting materials but not October 13 meeting minutes. Committee votes and formal recommendations should be confirmed from the official meeting record before final Board-packet distribution.

## Committee Membership and Partner Representation

- Janice Chastain joined the Committee as Vice Chair and the South Carolina Department of Employment and Workforce representative, replacing Pat Pruitt.
- Committee representation reflected vocational rehabilitation, veteran employment services, services for individuals who are blind or have low vision, workforce service delivery, and disability-led community and employment support.

## Follow-Up on PY26 Priority Population Actions

- Three follow-up actions from the August 11 meeting were reported complete: distribution of committee materials and conflict-of-interest forms, collection of employer survey information, and monitoring of the SCPATh-to-SCWOS transition.

## SC Works and Partner Activity

- September reporting showed 1,126 customer visits, 29 orientation attendees, 1,004 hiring-event participants, and two workshop participants across the WorkLink service area.
- Center traffic was reported as Anderson 474, Clemson 367, Seneca 237, and Easley 48.
- The packet reports no Rapid Response activity for September.

## Priority Population Data and Community Profile

| Regional Measure | Reported Value |
|---|---|
| Poverty | 15.9% / 65,834 residents |
| Disconnected youth ages 16-19 | 2.5% / 704 youth |
| Working-age residents with disabilities | 13.2% / 33,494 people |
| Veteran labor-force participation | 74.9% / 8,584 of 11,457 veterans |
| Occupied housing units without a vehicle | 5.8% / 9,907 units |
| Online job postings | 38,731 during report period |

- The packet identifies seven continuing priority groups: youth who face barriers, individuals with disabilities, veterans, returning citizens, long-term unemployed individuals, low-income individuals, and individuals experiencing homelessness.

- Transportation remains a cross-cutting access issue; the data profile identifies 9,907 occupied housing units without a vehicle.

### Recommended Data and Accountability Framework

- The packet recommends quarterly review across four categories: labor-market context, population need, service reach, and workforce outcomes.
- Additional partner or administrative data are recommended for returning citizens, long-term unemployment, and homelessness because comparable regional measures were not available in the source reports.

### Strategic Plan Alignment

- The proposed modification retains WorkLink's four existing strategic goals and uses the five pillars of America's Talent Strategy as an alignment framework for Priority Populations Committee implementation.
- Proposed workstreams include barrier reduction, employer-connected pathways, partner integration, data and accountability, and innovation and AI readiness.
- The modification is identified as a draft for Committee and Board review; proposed additions are recommendations and are not presented as previously adopted WorkLink commitments.

### Board Action / Committee Recommendation

**Pending confirmation from the October 13 meeting record.** Confirm whether the Committee recommended the strategic-plan alignment modification or specific review decisions to the Board, and document the motion and vote before presenting the item as a formal Committee recommendation.

**Proposed Board Motion, if recommended by the Committee:** I move to approve the Priority Populations Committee strategic alignment modification to the 2025-2027 WorkLink Strategic Plan, retaining the four existing WorkLink goals and adopting the five America's Talent Strategy pillars as an alignment framework for Committee implementation, with the proposed additions and workstreams as presented in the Board packet.

### Meeting Schedule

- The Committee packet lists January 26, 2027 at 3:00 p.m. as the next Priority Populations Committee meeting.

**DRAFT - Board action deferred pending confirmation of the October 13 committee record.**

# WORKLINK WORKFORCE DEVELOPMENT BOARD

## 2025-2027 Strategic Plan Modification

**Agenda Item XI | Priority Populations Committee Alignment with America's Talent Strategy**

**Voting Item:** Draft for Committee and Board Review

### Purpose

Preserve WorkLink's four adopted strategic goals while adding committee-specific objectives and actions that reflect the five pillars of America's Talent Strategy: industry-driven strategies, worker mobility, integrated systems, accountability, and flexibility and innovation.

Important: Items labeled "Proposed" are recommendations for review and are not presented as previously adopted commitments.

### Executive Summary

The existing WorkLink strategic plan is organized around four goals: expanding and diversifying funding sources, increasing workforce participation, engaging underserved populations, and building expertise in labor market analytics. America's Talent Strategy is organized around five pillars: industry-driven strategies, worker mobility, integrated systems, accountability, and flexibility and innovation. The two frameworks overlap most directly in employer collaboration, barrier reduction, system navigation, outreach, labor-market data, measurable outcomes, and pilot activity.

This modification recommends using the WorkLink goals as the governing structure and incorporating America's Talent Strategy as an alignment framework for Priority Populations Committee work. This approach avoids replacing the local plan. Instead, it makes the committee's role more explicit: connect priority populations to employer-validated pathways, reduce access barriers, strengthen partner coordination, monitor outcomes, and test responsive approaches where data support action.

### Priority Populations Committee Scope

- Youth who face barriers
- Individuals with disabilities
- Veterans
- Returning citizens
- Long-term unemployed individuals
- Low-income individuals
- Individuals experiencing homelessness

## Five-Pillar Alignment

| America's Talent Strategy pillar | Priority Populations Committee application |
|---|---|
| **Pillar I: Industry-Driven Strategies** | Connect priority populations to employer-validated credentials, work-based learning, apprenticeships, and pathways tied to demand. |
| **Pillar II: Worker Mobility** | Reduce barriers, reconnect people to work, improve career navigation, and support advancement and self-sufficiency. |
| **Pillar III: Integrated Systems** | Improve referrals, shared intake concepts, partner coordination, and simpler access to services. |
| **Pillar IV: Accountability** | Use placement, earnings, credentials, retention, service reach, and employer-demand measures to assess results. |
| **Pillar V: Flexibility & Innovation** | Use pilots, technology, AI literacy, and rapid feedback to adapt services and training to changing needs. |

### Existing WorkLink Goals Retained

| Goal | Existing title | Existing emphasis |
|---|---|---|
| **Goal 1** | Expand and Diversify Funding Sources | Evaluate 501(c)(3) opportunities; identify funding priorities; build donor engagement; secure funding. |
| **Goal 2** | Increase Workforce Participation | Assess barriers; enhance training; strengthen supports; improve employer collaboration; simplify navigation. |
| **Goal 3** | Engage Underserved Populations | Target outreach; tailor communication; standardize messaging. |
| **Goal 4** | Build Expertise in Labor Market Analytics | Strengthen data; use predictive analytics; communicate insights; pilot workforce programs. |

## Proposed Modifications by WorkLink Goal

### Goal 1: Expand and Diversify Funding Sources

Alignment emphasis: direct resource development toward barrier reduction, employer-connected training, measurable outcomes, and scalable partnership models.

| Objective | Proposed additions | Talent Strategy alignment |
|---|---|---|
| **1.2 Identify Funding Priorities** | Add priority-population funding criteria to the community gap analysis. Identify transportation, childcare, identification and vital records, housing navigation, accessibility, benefits counseling, digital access, and other documented barriers. Give preference to proposals tied to training completion, placement, retention, wage progression, or access to employer-validated pathways. | Pillars II, IV, V |
| **1.3 Build Donor Engagement** | Develop committee-approved impact narratives that show the connection between supportive services, pathway participation, and employment outcomes. Use only verified, privacy-appropriate program information. | Pillars II, IV |
| **1.4 Secure Funding** | Pursue grants and partnership resources that support apprenticeships, pre-apprenticeships, work-based learning, short-term credentials, supportive services, career navigation, AI literacy, and outcome-based pilots serving priority populations. | Pillars I, II, V |

### Goal 2: Increase Workforce Participation

Alignment emphasis: reconnect residents to the labor force, make pathways easier to navigate, and connect supportive services to employment and advancement.

| Objective | Proposed additions | Talent Strategy alignment |
|---|---|---|
| **2.1 Assess and Address Barriers** | Use focus groups, partner feedback, and program data to identify barriers affecting the seven priority groups. Establish a recurring review of transportation, childcare, documentation, housing, behavioral-health support, accessibility, benefits cliffs, licensing, and digital access. | Pillar II |
| **2.2 Enhance Training Programs** | Prioritize employer-validated credentials, Registered Apprenticeships, pre-apprenticeships, internships, other work-based learning, short-term and stackable credentials, and skills-based approaches. Review whether training schedules and delivery methods are accessible to priority populations. | Pillars I, II |
| **2.3 Strengthen Support Systems** | Create a partner referral framework that links supportive services to training entry, persistence, employment placement, and retention. Include community, faith-based, disability, veteran, reentry, housing, transportation, behavioral-health, and public-assistance partners where appropriate. | Pillars II, III |
| **2.4 Improve Employer Collaboration** | Engage employers in identifying hard-to-fill roles, required skills, credentials of value, job requirements, retention barriers, and appropriate work-based learning opportunities. Encourage skills-based hiring and clear communication of workplace expectations. | Pillars I, IV |

| Objective | Proposed additions | Talent Strategy alignment |
|---|---|---|
| **2.5 Simplify System Navigation** | Develop plain-language navigation tools and a common referral pathway. Explore accessible digital and in-person entry points, while preserving staff-supported navigation for customers who need assistance. | Pillars II, III |

### Goal 3: Engage Underserved Populations

Alignment emphasis: focus outreach on the seven priority groups and connect outreach to clear pathways, supports, and outcomes.

| Objective | Proposed additions | Talent Strategy alignment |
|---|---|---|
| **3.1 Target Outreach Efforts** | Use demographic, labor-market, program, and partner data to identify where priority populations are located and where service access is limited. Develop outreach partnerships through trusted community locations and organizations. | Pillars II, III |
| **3.2 Tailor Communication Strategies** | Use accessible, plain-language materials that explain services, eligibility, career pathways, credentials, supportive services, and next steps. Review communication accessibility for individuals with disabilities and customers with limited digital access. | Pillars II, III |
| **3.3 Standardize Messaging** | Create shared partner messages that explain how residents enter services, obtain referrals, connect to supportive services, and move toward employer-validated training and employment. | Pillars I, III |

### Goal 4: Build Expertise in Labor Market Analytics

Alignment emphasis: use localized and actionable information, measure outcomes that matter, and create faster feedback between employers, partners, training providers, and the committee.

| Objective | Proposed additions | Talent Strategy alignment |
|---|---|---|
| **4.1 Strengthen Data Capabilities** | Create a Priority Populations dashboard that separates labor-market context, population need, service reach, and workforce outcomes. Include definitions, geography, reporting period, source, owner, and limitations for each measure. | Pillars II, IV |
| **4.2 Leverage Predictive Analytics** | Use available trend information to identify changing skill requirements, occupations with demand, potential displacement, and areas where training or supportive-service strategies may need adjustment. Treat projections as planning inputs rather than guarantees. | Pillars II, V |
| **4.3 Improve Communication of Insights** | Publish plain-language committee reports showing what the data mean, what the data do not show, and what actions are recommended. Include employer-demand, credential, pathway, access, and outcome information. | Pillars I, IV |
| **4.4 Pilot Workforce Programs** | Develop small, measurable pilots when data and partner capacity support action. Potential topics include transportation coordination, documentation assistance, accessible career navigation, employer-connected work-based learning, AI literacy, and rapid retraining. Define outcomes before launch. | Pillars IV, V |

## Proposed Priority Populations Committee Work Plan

| Workstream | Committee purpose | Suggested deliverables |
|---|---|---|
| **1. Barrier Reduction** | Identify one or two barriers for focused action based on regional data and partner evidence. | Documented issue statement; partner map; action recommendation; progress update. |
| **2. Employer-Connected Pathways** | Connect priority populations to demand occupations, credentials, apprenticeships, and work-based learning. | Employer input; pathway inventory; access-gap review; referral or pilot recommendation. |
| **3. Partner Integration** | Improve referrals and reduce customer navigation burden. | Common referral guide; partner responsibilities; follow-up process; identified data gaps. |
| **4. Data and Accountability** | Track need, service reach, and outcomes without mislabeling measures. | Quarterly dashboard; data dictionary; placement, retention, credential, and earnings review. |
| **5. Innovation and AI Readiness** | Monitor changing skill needs and test accessible approaches where appropriate. | AI literacy learning activity; technology-access review; pilot concept with defined outcomes. |

### Recommended Measures

- Labor-market context: county labor force, employment, unemployment, unemployment rate, and employer demand.
- Population need: poverty, disconnected youth, disability, veteran labor-force participation, vehicle access, homelessness measures, long-term unemployment duration, and returning-citizen partner data.
- Service reach: referrals, people served, training entry, supportive-service use, documentation assistance, and partner connections.
- Workforce outcomes: credential attainment, employment placement, second- and fourth-quarter retention, earnings, and advancement where available.
- Employer results: hard-to-fill roles, work-based learning participation, hiring, retention, and validated credential or skill needs where available.

### Governance and Review

The Priority Populations Committee should use this modification as a proposed implementation addendum to the existing WorkLink strategic plan. Adoption, ownership, reporting frequency, and resource commitments should be confirmed through the appropriate committee and board review process. Any future dashboard or pilot should include an assigned owner, source, definition, reporting period, intended decision use, and known limitation.

## Proposed Review Decisions

- Confirm that the four existing WorkLink goals remain the governing strategic structure.
- Approve the five America's Talent Strategy pillars as an alignment framework for committee implementation.
- Approve, revise, or defer the proposed additions under Goals 1 through 4.
- Assign owners and reporting dates for adopted committee workstreams.
- Determine which proposed items require full Board approval or resource authorization.

## Sources

1. 2025-2027 WorkLink Strategic Plan (revised): existing four goals, objectives, and key actions.
2. America's Talent Strategy: Building the Workforce for the Golden Age: five strategic pillars and related workforce-system directions.

Drafting note: Proposed local actions in this modification are recommendations developed to align the two source frameworks. They are not presented as direct requirements of America's Talent Strategy or as previously adopted WorkLink commitments.

BOARD ACTION ITEM

# XII. Ratification of October 21, 2026

## Administrative Center Closure*

**BACKGROUND**

On October 21, 2026, the Clemson Center was administratively closed at 12:00 p.m. due to anticipated traffic, access, and operational concerns associated with the presidential visit to the area.

**RECOMMENDED MOTION**

*I move that the WorkLink Workforce Development Board ratify the administrative decision to close the Clemson Center at 12:00 p.m. on October 21, 2026, due to anticipated traffic, access, and operational concerns associated with the presidential visit, subject to applicable WIOA requirements, Uniform Guidance, U.S. Department of Labor Employment and Training Administration guidance, including applicable TEGLs and TENs, South Carolina Department of Employment and Workforce policies and instructions, WorkLink policies, and applicable state and federal law.*

**COMPLIANCE NOTE FOR THE MINUTES**

The Board's action ratifies the October 21, 2026 administrative closure. The ratification does not waive or supersede applicable WIOA, Uniform Guidance, federal or state requirements, grant conditions, participant-access requirements, or established WorkLink and SCDEW policies.

** Denotes anticipated voting item.*

# PY'26 WorkLink Committee and Board Meeting Schedule

| Committee / Board | Meeting 1 | Meeting 2 | Meeting 3 | Meeting 4 |
|---|---|---|---|---|
| **Youth Committee** | Aug. 11, 2026 | Oct. 6, 2026 | Jan. 26, 2027 | Apr. 27, 2027 |
| **Priority Populations** | Aug. 11, 2026 | Oct. 13, 2026 | Jan. 26, 2027 | Apr. 27, 2027 |
| **One-Stop Operations** | Aug. 19, 2026 | Oct. 14, 2026 | Jan. 27, 2027 | Apr. 28, 2027 |
| **Finance Committee** | Aug. 26, 2026 | Oct. 21, 2026 | Feb. 4, 2027* | Apr. 28, 2027 |
| **Workforce Development Board** | Sept. 9, 2026 | Nov. 4, 2026 | Feb. 24, 2027 | May 26, 2027 |

## Meeting information

**Youth Committee:** Tuesdays at 10:00 a.m. via Microsoft Teams.

**Priority Populations Committee:** 3:00 p.m. at the Clemson SC Works Center conference room or via Microsoft Teams.

**One-Stop Operations Committee:** 3:00 p.m. at the Clemson SC Works Center conference room.

**Finance Committee:** 3:00 p.m. via Microsoft Teams.

**Workforce Development Board:** 1:00 p.m. at the Nieri Family Alumni and Visitors Center, 220 Madren Center Drive, Clemson, SC 29634. Lunch begins at noon.

* The February 4, 2027 Finance Committee date is presented as a proposed calendar amendment and remains subject to the required approval process.

Updated for the November 4, 2026 Board packet. This version supersedes the August 20, 2026 proposed-status footer.

An Equal Opportunity Employer / Program. Auxiliary aids and services are available upon request to individuals with disabilities.