Greenville County Workforce Development Board (GCWDB)
225 S. Pleasantburg Drive, Suite C11, Greenville, SC 29607
Tel 864-467-3620 Fax 864-467-3601
WIOAinfo@greenvillecounty.org
greenville.scworks.org

GREENVILLE COUNTY
Workforce Development Board

Preparing the workforce, growing our economy

Greenville County Workforce Development Board (GCWDB)
Executive Committee Zoom Meeting
Wednesday, August 12, 2026
11:30 A.M.

Join Zoom Meeting
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Meeting ID: 820 3048 4778
Passcode: 141323

Committee Members (4): Tammy Galindo, Craig Kinley, Robyn Knox, Kelly Shumaker

Agenda

I. **Welcome and Call to Order** — **Ms. Robyn Knox, Chair**

II. **Quorum Validation (3 or more)**

III. ***Minutes Approval (June 10, 2026)****

IV. **Director's Report** — **Mr. Dean E. Jones, GCWDB Director**

a. Strategic Planning Update

V. **Other Business**

VI. **Adjourn**

**Denotes an action item*

Public Law 101-166, Section 511: The Workforce Innovation and Opportunity Act (WIOA) Adult Program is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling $791,707 with $0 (0%) state, local, and/or non-governmental funds. The Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Program is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling $565,123 with $0 (0%) state, local, and/or non-governmental funds. The Workforce Innovation and Opportunity Act (WIOA) Youth Program is supported by the Employment and Training Administration of the U.S. Department of Labor as part of an award totaling $827,702 with $0 (0%) state, local, and/or non-governmental funds.

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Greenville County Workforce Development Board (GCWDB)
Executive Committee Meeting
Wednesday, June 10, 2026 11:30 a.m.
Meeting held via Zoom Call

Minutes

Members Present: Tammy Galindo, Robyn Knox and Kelly Shumaker

Members Absent: Craig Kinley

Staff Present: Dean Jones and Angela Smith

Guest Present: Jessica Allendorf

I. **Call to Order:** The meeting was called to order at 11:30 a.m.

II. **Quorum Validation (3 or more):** A quorum was present.

III. ***Minutes Approval (February 11, 2026 and April 8, 2026)*:*** Minutes were approved as submitted.

IV. **Director's Report (Mr. Dean E. Jones, GCWDB Director)**

1. **Workforce Development & Strategic Planning Update**
   Mr. Dean Jones reported that he has remained in contact with Mr. Joseph Seymour with Manifest Maximum regarding the strategic plan. The Board needs to confirm a date and time for an initial call with Mr. Seymour to discuss needs related to the strategic plan. There may be a requirement to go through procurement, depending on the statement of work and overall cost. Chair Robyn Knox referenced potential dates that had been sent out and requested that members review their calendars for last week of June and first or second week of July. Goal is to identify a common date/time, ideally before the July 4 holiday.

2. **Symposium Attendance**
   Mr. Jones reported that the State capped attendance at three local Board members per area for the 2026 Workforce and Manufacturing Summit (formerly referred to as the symposium). Dean noted that the area had not yet reached three individuals expressing interest. Chair Knox will not be able to attend because she will be in Orlando that week. She asked whether the cap of three is a hard limit on attendance, or if the State is only funding three, with the potential for additional attendees at local expense. Mr. Jones agreed to follow up with the State to clarify whether additional Board members can attend and whether local funds could be used for that.

3. **Introduction of New County Assistant Administrator**

Mr. Jones informed the committee that Ms. Shannon Herman, former Assistant County Administrator over administration (and prior oversight contact for the department), has resigned and is now a County Administrator elsewhere. A new Assistant County Administrator, Mr. Jason Martin, has been hired and will provide oversight to the department, similar to Ms. Herman's previous role. Mr. Martin is from the High Point / Davidson area of North Carolina. Mr. Jones has met with him and described him as very supportive and personable. Mr. Jones expects that Mr. Martin will be introduced formally to the Board at an upcoming meeting.

4. **PY26 WIOA Budget Approval***

Mr. Jones explained the historical budget process. In prior years, the full Board approved the budget in June to have it in place before July 1. On several occasions, the Board lacked a quorum, and the Executive Committee had to approve the budget on the Board's behalf. As a result, the Executive Committee currently has this as a standing agenda item. Chair Knox expressed a strong preference for having the full Board vote on the budget, when possible. Chair Knox asked whether the Board could see and approve the budget at the May full Board meeting. Mr. Jones indicated that staff can work to have the budget prepared by May. Though carryover is projected, the Board will receive updates later once actuals are known. If there is no quorum in May, bylaws indicate that the Executive Committee would still be responsible for approving a budget prior to July. Staff will aim to prepare the budget by the May meeting so that the full Board can review and vote. The Executive Committee will retain authority to act if a quorum is not present at that meeting.

Mr. Jones presented the projected Program Year (PY) 26 budget, including funding sources and allocation methodology. Funding changes compared to prior year: Adult program funds- +26%, Dislocated Worker program funds- –7%, Youth program funds- +28%. There is an overall net increase of approximately $300,000. Mr. Jones summarized how the State allocates funds from USDOL to the 12 local areas. Mr. Jones emphasized that allocations are needs-based, not performance-based, though performance remains important. Poor performance does not automatically change allocations but can result in recapture or penalties. Mr. Jones explained how the local area distributes funds.

Chair Knox asked where costs for sending Board members to the State conference/summit and strategic planning sessions appear in the budget. Mr. Jones responded that these are included under operational costs, primarily the travel line. Staff travel is minimal; most travel budget is intended for Board member development. Contractors have their own travel funds within their contracts. Chair Knox asked about potential additional grants that could offset upcoming expenses. Mr. Jones noted any additional funds would likely be known first at the State Board level. He is particularly interested in advocating for technology grants (for computers, software, replacements), as similar grants have been provided in prior years. If reserve funds are available at the State level, technology support may be requested.

Chair Knox asked whether Side by Side Strategies is providing administrative support to backfill work previously handled by Ms. Eva Anagnostis, former WIOA Assistant Director, and whether the budget includes support to backfill her position. Mr. Jones responded that the budget could support hiring a replacement for her (associate-level position), likely from operational funds and potential underruns. Timing has been the main constraint due to the emergency procurement process for service providers and significant concurrent workload.

Side by Side Strategies is currently facilitating all three committee meetings, handling membership and attendance tracking, and leading website development which is nearly complete. Mr. Jones acknowledged the current arrangement provides significant support and may be cheaper than hiring someone solely for those tasks, but it is not sustainable long-term. He intends to recruit a replacement for Ms. Anagnostis who can "hit the ground running". He will look for qualified candidates, potentially people already familiar with the system. Chair Knox emphasized her concern about staff workload and avoiding burnout given the extra responsibilities since Ms. Anagnostis left.

Chair Knox asked about whether the transfer policy (e.g., 70% threshold) requires annual approval or is a standing Board policy. Mr. Jones clarified that there is a policy in place indicating that transfers within 70% may not need to come back to the Board for approval. Transfers exceeding that threshold must be returned to the Board for approval. It is a standing policy, not voted on annually. Regardless of thresholds, staff will inform the Board when transfers are made. Mr. Jones added the PY26 budget does not pre-plan significant transfers because the area wants to increase Dislocated Worker enrollments. They plan to strengthen coordination with the Reemployment Services and Eligibility Assessment (RESEA) program within UI and increase outreach to unemployed and long-term unemployed individuals.

Staff is recommending approval for the following:

1. PY26 budget totaling $2,843,727.
2. Authorize one-year contract extensions for: 1) Eckerd Connects – Adult/Dislocated Worker & Business Services; 2) Eckerd Connects – Youth Program; and 3) Side by Side Strategies (facilitation & website work; future procurement requirements still under review).
3. Permit staff to make administrative adjustments once the final carryover amount is determined.

Ms. Kelly Shumaker moved to accept the staff recommendation as presented. Ms. Tammy Galindo seconded. All in favor, no opposition stated. PY26 budget and one-year contract extensions were approved as recommended. Staff is authorized to make administrative adjustments after carryover is finalized.

This budget and related actions will be presented to the full Board at the next meeting, especially for the benefit of new Board members, and provide additional detail about in-year budget adjustments and transfers at that time

5. **SC Works Greenville Business Services Team Lead Designation***

Mr. Jones explained that the certification standards require each Board to maintain a coordinated business services team and designate a Business Services Team Lead. The goal is to provide seamless services to employers and present a single point of contact to avoid multiple uncoordinated agency visits to the same employer.

Staff presented a recommendation to designate Ms. Carly Lineberry, representative of Eckerd Connects and SC Works Center Manager, as the Business Services Team Lead for PY26. Ms. Lineberry has a regional role, serving both the GCWDB area and the Upstate Workforce Board area, helping minimize "visible" boundaries for customers. Ms. Shumaker moved to approve Ms. Lineberry as the Business Services Team Lead. Ms. Galindo seconded. No questions or objections were raised. All in favor, no opposition stated. Ms. Lineberry was approved as Business Services Team Lead for PY26.

6. **Integrated Business Services Team – Draft Policy Overview**
Mr. Jones briefed the committee on a draft State policy regarding Integrated Business Services Teams, circulated for comment before State Board approval. The State is moving toward a more formal requirement for Integrated Business Services Teams to coordinate cross-partner business engagement and support employer relationships and business outreach. This new policy will interface closely with the Business Services Team Lead role. Minimum Required Partners on the Integrated Business Services Team:

- WIOA Title I: Adult, Dislocated Worker, Youth (Eckerd Connects for local area).
- WIOA Title II: Adult Education and Literacy
- Greenville County Schools Lifelong Learning
- Greenville Literacy Association
- Wagner-Peyser Employment Services: SC Department of Employment and Workforce (DEW).
- South Carolina Vocational Rehabilitation Department (SCVRD).
- South Carolina Commission for the Blind.
- SC Department of Social Services (DSS) – encouraged partner, though not under WIOA.

Mr. Jones noted that additional partners may be added beyond the minimum required list. Some structural and documentation changes will likely be required to ensure alignment with certification standards. The policy is expected to be in effect by July 1 (next program year).

Chair Knox asked how the Integrated Business Services Team differs from the existing SC Works Committee and whether it would be duplicative. Mr. Jones clarified that the SC Works Committee primarily consists of representatives focused on individual services: case management, barrier reduction, and related supports. It generally does not include each partner's job development / employer outreach staff. The Integrated Business Services Team is specifically focused on business engagement and job development and coordinates employer-facing services across partners. Therefore, it is not duplicative because they serve different functions, often with different staff from the same organizations. Mr. Jones suggested it may be beneficial for the Integrated Business Services Team (IBST) to periodically attend SC Works Committee meetings to ensure alignment between individual services and business engagement, obtain direction (e.g., "focus on these industries") and report back results. Ms. Galindo commented that the explanation was helpful, since she participates on both sides and the distinction had not always been clear.

VII. Other Business –

Board Membership & Labor Representative Discussion- Ms. Knox raised the issue of filling Board vacancies, particularly the labor representative. Mr. Jones reported no recent movement on filling the labor representative seat. Previous candidate suggestion (via Ms. Kaye Davis) was reconsidered due to concern over multiple representatives from the same organization. There is no explicit prohibition against two Board members being from the same organization, as long as the Board maintains diverse industry representation, and composition requirements by sector and category (business vs. non-business, labor, etc.) are maintained.

The main compliance concern is ensuring labor and other required categories are filled appropriately as well as the Board remains in compliance for both numbers and program representation. Chair Knox asked whether Apprenticeship Carolina could help fill the labor representative seat itself, or serve as a strong partner due to the current emphasis on apprenticeships at the national and state levels. Mr. Jones said he had considered Apprenticeship Carolina, primarily as a source of leads for potential labor representatives. He will check with other workforce Boards to see if any have used Apprenticeship Carolina directly as a Board representative. Determine whether they can legitimately fill the labor seat under current rules. He acknowledged that embedding Apprenticeship Carolina more closely with the Board would help strengthen ties to apprenticeship and work-based learning. The local area already has a designated Apprenticeship Carolina representative with an office at Greenville Tech.

Chair Knox mentioned a potential candidate at ReWa who works extensively with apprenticeships and training. This candidate might satisfy the labor representative definition, which allows for apprenticeship-related representation. Mr. Jones agreed to continue exploring this ReWa candidate and other leads. Ensure that any appointment maintains required business/labor balance and diverse industry mix.

Ms. Knox noted that Mr. Ben Sabol with Lockheed Martin is moving into another role and will no longer be available to serve on the Board. Mr. Sabol has offered to nominate a replacement. Mr. Jones commented that the area has seen positive outcomes with Lockheed with several participants obtaining employment there, including via On-the-Job Training (OJT) and other supports. Lockheed remains a strong example of in-demand industry engagement.

Recent GE job fair at McAlister Square-
The Greenville SC Works center was very busy, with approximately 170 attendees by 10:00 a.m. Mr. Jones viewed this as a positive indicator of outreach and employer interest.

VI. Adjourn: The meeting was adjourned at 12:27 p.m.

****Denotes an action item for GCWDB or Executive Committee approval***