

**Governor’s State Workforce Development Board  
November 20, 2025, Executive Committee Meeting Minutes**

**MEMBERS PRESENT:**

Mr. Thomas Freeland\*  
Mr. William Floyd  
Mr. Pat Michaels  
Dr. Windsor Sherrill  
Mr. Warren Snead\*

**MEMBERS ABSENT:**

Mr. Charles Brave, Jr.  
Mr. John Uprichard

**Welcome and Opening Remarks ..... Mr. Thomas Freeland, SWDB Chair**

Mr. Thomas Freeland, State Workforce Development Board (SWDB) Chair, called the meeting to order at 11:00 a.m. A quorum was present.

**Approval of September 11, 2025, Meeting Minutes\* ..... Mr. Freeland**

Dr. Windsor Sherrill motioned to approved the September 11, 2025, meeting minutes. Mr. Pat Michaels seconded. The committee unanimously approved the meeting minutes.

**MOU/IFA Policy Update\* ..... Ms. Nina Arnone**

To provide a seamless delivery of workforce services and share costs associated with SC Works centers, local workforce development areas, and workforce system partners enter into an SC Works System Memorandum of Understanding (MOU)/Infrastructure Funding Agreement (IFA). Ms. Nina Arnone, Interim Workforce Policy Manager, will speak to us today about the MOU/IFA and review proposed policy updates that provide guidance to local areas for developing MOUs/IFAs. Ms. Nina Arnone, Interim Workforce Policy Manager, reviewed the MOU/IFA process and the proposed update to State Instruction Letter 24-07, changing MOU negotiations from an annual to a three-year cycle to align with the SC Works Certification Standards. Additional proposed changes include reorganizing the policy structure and making language edits to adhere to the Federal Plain Language Act of 2010.

Mr. Warren Snead motioned to approve the updates to State Instruction Letter 24-07, Local Memorandum of Understanding Guidelines. Mr. Pat Michaels seconded the motion. The Committee unanimously approved the updates to the State Instruction Letter 24-07, Local Memorandum of Understanding Guidelines as presented.

**Physical Security Policy\* ..... Ms. Arnone**

In June 2025, the SWDB allocated \$1 million in funding for physical security at SC Works centers to ensure the safety and security of all staff, partners, and customers. Ms. Arnone presented the Physical Security Policy established to enforce safety standards across all regions. The policy establishes minimum physical security standards, procedures, and training requirements in SC Works centers. Upon approval of the Physical Security Policy, the SC Works Security Grant funding will be issued to the Local Workforce Areas for the requirements outlined.

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*Discussion:* Ms. Arnone explained that local areas may submit a waiver, with an explanation, if they do not need to comply with any part of the policy. The policy also encourages local areas to develop relationships with their local police departments.

Mr. Warren Snead motioned to approve the Physical Security Policy. Dr. Windsor Sherrill seconded the motion. The Committee unanimously approved the Physical Security Policy as presented.

**NGA Legislative Update..... Mr. Timothy Carlton**

Mr. Tim Carlton, Legislative Director of the National Governors Association, provided a federal legislative update covering WIOA State Plan modifications, Workforce Pell, and the Continuing Resolution which provides funding for WIOA through January 2026, and three Fiscal Year 2026 bills secures funding for Agriculture - SNAP/WIC programs and military/Veteran Affairs funding for three years.

Workforce Pell which allows the use of Pell Grants for short-term training goes into effect July 1, 2026. Governors will work with State Boards to align certifications with the state’s economic needs.

**Committee Updates..... Committee Chairs**

- *Board Development Committee - Mr. Pat Michaels*  
 During the 2<sup>nd</sup> quarter Board Development Committee (BDC) meeting,
  - Ms. Pamela Jones reported that 225 recruitment events were held across the state during the 2025 Workforce Development Month. To support the committee’s priority of hosting joint meetings and increasing engagement with local boards, SWDB funding for Workforce Development Month activities was used to register two (2) LWDB members from each area for the 2025 Workforce Development Symposium.
  - The BDC reviewed a tentative schedule and topics for joint training and engagement opportunities, which included an Executive Roundtable, where state and local board members can engage in high-level solutions-focused discussions to advance workforce opportunities, and hosting a High-Performing Workforce Board training series, and an Employer and Partner Engagement training that would provide practical steps for members to contribute to the workforce system and offer career exploration opportunities.
  
- *Workforce Innovation Committee - Dr. Windsor Sherrill*  
 During the 2<sup>nd</sup> quarter Workforce Innovation Committee (WIC) meeting,
  - In support of the committee’s priority to promote and develop attainment goals for the credentials offered in the SC Career Readiness Program, Ms. Nina Staggers and Lashawn Thompson, the Trade Adjustment Assistance Operations and Career Readiness Program Manager, reviewed the results from the Jobseeker Survey, developed to learn how earning a WIN credential affects jobseekers, and examined data showing the alignment between WIN Credential achievement levels and the top 25 in-demand occupations.

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- The Innovation Committee discussed the goal and scope for the priority to explore how to maximize K-12 Youth Resources. The next step is to inventory the currently available tools and resources.
- *SC Works Management Committee - Mr. Warren Snead*  
During the SC Works Management Committee’s 2<sup>nd</sup> quarter meeting, facilitated by Mr. John Uprichard, vice-chair
  - The SC Works Management Committee voted to approve the MOU/IFA Policy Updates and the Physical Security Policy, advancing them to the Executive Committee for the final vote presented.
  - Ms. Jones reported that PY’25 priority to develop a memo providing guidance for utilizing the Priority Occupations tool has been successfully completed. The Priority Occupations Tool Memo, along with a desk aide, was distributed following the SC Works Information Session on the Supply Gap Analysis and Priority Occupations, where over 108 SC Works staff and partners were in attendance.

**Other Business/Adjourn.....Mr. Freeland**

Mr. Freeland encouraged committee members and guests to attend the third virtual SCWOS Modernization Information Session on Tuesday, December 9, 2025, at 2:00 p.m. During this session, the Data Governance Council will discuss the standards and protocols established to manage the large volumes of data in SCWOS from various groups, which are essential to the project's success.

Committee members were reminded that the next full board meeting will be held on Thursday, December 11, 2025, at 11:00 a.m. in the Harper Auditorium. During this meeting, SWDB will host the inaugural High-Performing Workforce Award Ceremony, where SWDB members will celebrate and honor the outstanding achievements, remarkable contributions, and unwavering commitment of High-Performing Workforce Professionals and Local Workforce Development Boards in serving South Carolina's workforce. To assist with planning, SWDB members were asked to RSVP via the link in the email or contact SWDB Staff at [swdb@dew.sc.gov](mailto:swdb@dew.sc.gov).

Meeting adjourned at 11:58 a.m.