

**WORKFORCE INVESTMENT CORPORATION
BOARD MEETING
April 24, 2013 – 1:00 P.M.
Martin Inn & Conference Center – Clemson, SC**

AGENDA

- | | |
|---|--------------------------|
| I. Call to Order/Opening Remarks | Stan Brooks, Board Chair |
| II. Approval of Minutes (02/27/13)* | Stan Brooks |
| III. Committee Reports | |
| A. Youth Council Update | Kristi King-Brock, Chair |
| i. Informational Update | |
| ii. Poverty Simulation | |
| B. Business Partnerships Committee Update | Ed Parris, Chair |
| C. Workforce Skills & Education Committee | Richard Blackwell, Chair |
| i. SC Works Operator Update | |
| ii. PY'13 Budget Negotiation Team Recommendation | |
| D. Finance Committee | David Collins, Chair |
| i. PY'12 Budget Overview | |
| a) Henkels & McCoy | |
| 1) Adult/DW Grant – Modification Request* | |
| 2) Youth Grant | |
| b) WorkLink Grants | |
| 1) Adult/DW/Youth Budgets – Modification Request* | |
| 2) Rapid Response & Incentive Grants | |
| ii. PY'13 Budget Negotiations & Funding | |
| IV. Executive Director Search Committee Update | Stephanie Collins |
| V. 2013 Job Fair Update | Brandi Runion |
| VI. Other Business | Stan Brooks |
| A. Service Delivery Meeting with SCDEW Update | |
| B. DOL Visit Update | |
| VII. Adjournment | |

* Action Required

<p>NEXT MEETING – JUNE 26, 2013 @ 1:00 P.M. MARTIN INN & CONFERENCE CENTER, CLEMSON, SC LUNCH IMMEDIATELY PRECEDES THE MEETING AT 12:00 P.M.</p>

**WORKFORCE INVESTMENT BOARD
BOARD MEETING
February 27, 2013 - Minutes
Madren Center – Clemson University**

Members Present:

Stan Brooks, Chair	Charlie Haneman	Danny Brothers
David Bowers	David Collins	Ed Parris
Jason Duncan	Kristi King-Brock	Mary Gaston
Mike Wallace	Richard Blackwell	Robert Halfacre
Ronnie Booth	Stephanie Collins	Trent Acker

Members Absent:

Billy Gibson	Burris Nelson	Butch Harris
Elaine Bailey	Melvin Martin	Michael Keith
Michael Crawford	Mike Roneker	Pamela Smith
Sandy Snider	Terrance Hassan	

Staff Present:

Sharon Crite	Jennifer Kelly	Patty Manley
Brandi Runion		

Guest Present:

Dana Grant	Kal Kunkel	Amanda Lucas
Melissa Deets	Karen Craven	Ann Marie Baker
Shari Gibson	Betty Andersen	Patrick Michaels

I. Call to Order

Chair Stan Brooks called the meeting to order. Chair Brooks announced a quorum was present to conduct the business of the Board and the meeting was being recorded for processing of minutes. Chair Brooks informed the Board that Russ Karpick has resigned from the Board due to health reasons. Mr. Karpick was representing a Faith Based Organization and a business however; Robert Halfacre will now be representing a Faith Based Organization, through his involvement with the Oconee County March of Dimes. We are still in compliance with the required Board membership even with Mr. Karpick's seat vacated. Chair Brooks also stated we were notified that Sandy Snider and Beverly Allen have resigned from the board as well. Beverly Allen was representing the Title V Older Worker population, and her seat will need to be filled.

II. Approval of Minutes

The minutes from the October 3rd, 2012 meeting were e-mailed with the meeting notice, included in the meeting packet. Chair Brooks called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: David Bowers made a motion to approve the minutes as submitted, second by Mike Wallace. The motion carried with a unanimous vote.

III. State WIB Overview

Chair Brooks introduced guest Patrick Michaels, an Executive Committee member of the State Workforce Investment Board (SWIB), to provide an overview of the SWIB to Board Members.

Mr. Michaels distributed a handout of the SWIB's Priorities & Objectives to Board members and informed the Board they are looking for a representative from this local area to serve on the SWIB. Mr. Michaels stated the SWIB is the advocate for workforce at the State level and they are working to get on the right track to be in line with their mission which states *"Create a competitive workforce advantage for South Carolina by ensuring that a quality and effective workforce system exists in order to improve the prosperity of businesses and the lives of South Carolinians."* The SWIB is also working to create a greater alignment with the State Technical College System and Economic Development as well as creating a more simplified and consistent set of metrics to improve service delivery to businesses and jobseekers in South Carolina.

Mr. Michaels restated that anyone interested in serving as a representative to the SWIB for this area can follow up with Patty Manley or Jennifer Kelly for contact information.,

IV. Committee Reports

A.) Youth

i. Youth Council Committee Memberships

Kristi King-Brock referred the board members present to pages 9-18 of the meeting packet and provided a brief review of the updates/revisions to the Youth Council Strategic Plan.

BOARD ACTION TAKEN: Youth Council made a motion to approve and accept the Youth Council Strategic Plan updates/revisions; Second by David Collins. The motion carried with a unanimous vote.

ii. PY'12 1st & 2nd Qtr. Youth Performance

Kristi King-Brock referred to pages 19-20, Youth Performance Measures, stating despite our efforts to push back, our performance measures have been set higher than the State's goal. Although we are not exceeding our performance measures as we have always done in the past, the Youth Program is definitely meeting performance levels.

Charlie Haneman commented that despite the measures set by the State, the Youth Program is doing great.

iii. PY'13 Budget Negotiations

Ms. King-Brock brought to the Board for consideration to allow the Youth Council to begin discussions for PY'13 Budget Negotiations. Ms. King-Brock reported anticipated budgets cuts of 5% to double digits were reported from Jane Oates, DOL Asst. Sec at the SETA conference in February 2013. We know cuts are coming and we'd like to begin moving forward.

BOARD ACTION TAKEN: Youth Council made a motion to proceed with PY'13 Budget Negotiations; Second by Dr. Ronnie Booth. The motion carried with a unanimous vote.

B.) Business Partnerships Committee Update

Ed Parris, Chair of Business Partnerships Committee, provided an update from the February 14th, 2013 meeting.

i. WorkReady Communities Initiative

Anderson, Oconee and Pickens counties have submitted their Work ready Communities Initiative applications and are encouraging businesses in their respective areas to sing on for Business Support. An update from Elisabeth Kovac stated that 34 counties have been approved to date which includes our three counties. The Work Ready communities Initiative Plan was approved by the Executive Committee via electronic vote.

ii. Strategic Plan

Mr. Parris stated the Committee looked at the progress that has been made on the Strategic Plan noting all points listed under the Business Partnerships goals involve WorkKeys. This is being addressed thru the Work Ready Communities Initiative.

iii. Rapid Response IWT & OGT-NEG Grants

Mr. Parris informed the Board we currently have one IWT Grant with Bowers Emergency Services in Easley and one application pending. Our final OJT-NEG contract with Fastech, LLC in Anderson ended on 2/15/13. Chad Moore of Fastech was very pleased and satisfied with the process as well as the outcome.

iv. OneStop Certification Standards

Mr. Parris stated that each of WorkLink's SC Works Centers are striving to achieve the OneStop Certification Standards. To do so, they must address three sets of standards focused on: Job Seeker Services, Employer Services, and OneStop Management. Each standard sets forth minimum requirements for the Centers to attain for certification. The SWIB will vote on January 21st, 2013 to split the components into two components: 1) Employer Service Standards and 2) OneStop Management and Job Seeker Standards.

Included in the standards for Employer Services are specific deliverables that the Centers must have accomplished by the application deadline in order to be certified. One of those specifics is a Business Lead must be appointed for the region. The Business Partnerships Committee and the board will need to appoint a Business Services Lead once an Executive Director (and Business Service Representative) has been hired for WorkLink.

C.) Workforce Skills & Education Committee Update

Richard Blackwell, Chair of the Workforce Skills & Education Committee provided an update from the February 13th, 2013 meeting.

i. New Reports Format

Mr. Blackwell referred to pages 25-35 stating the Committee voted to accept the new report formats from Henkels & McCoy stating they were more simplified and easier to follow.

ii. Inclement Weather Policy

Mr. Blackwell referred to page 36 reporting that WorkLink did not have an Inclement Weather Policy in place. This winter season there were two major weather events that affected the local area and caused the Operator to ask about the policy. Therefore, the Committee discussed what to do in the event that weather forced the staff to make a call on closing the Centers. Two questions were posed: 1) When do we close the Center to the public? 2) When do we send staff home? The Committee voted to follow the county government policy (and announcements) on closing the Centers based on the fact that the county government has a better immediate grasp of what the local conditions are than the State government as it is based in Columbia.

BOARD ACTION TAKEN: Workforce Skills & Education Committee made a motion to approve following the County government policy and announcements regarding closing the SC Works Centers; Second by David Collins & Kristi King-Brock. The motion carried with a unanimous vote.

iii. UI delivery Changes

Mr. Blackwell referred to pages 36-40 stating these were included in the packet for informational purposes. Mr. Blackwell further stated that at this time the Board recognizes that no WorkLink offices are currently affected at this time. Charlie Haneman stated he could not comment as to whether any offices in our area will close or not. They are waiting to see what new leadership will decide.

D.) Finance Committee

i. Update and Modification Requests

David Collins, Chair of the Finance Committee reported the Committee met on February 20th, 2013 and had several budget modifications to bring to the Board. Mr. Collins deferred to Brandi Runion for updates.

Ms. Runion referred to page 44, Henkels & McCoy PY'12 Adult & DW Grant. They are close to meeting their expenditure goal through January of 52.5% and are expecting to meet the 90% goal by June 30th of this year. The expenses will increase once the RSA invoices have been received by SCDEW Page 45 of the meeting packet is a snapshot of the Henkels & McCoy PY'12 Youth Grant and shows that Henkels & McCoy is at 49.5% of their expenditures and is moving along well. Page 46 of the meeting packet is a snapshot of the total in house WorkLink budget with a modification request on page 47 with the Finance Committee requesting to reduce the Data line item from \$12,500 and move to our Incentive Grant and to Increase the IT line item due to new IT contract by \$1,000. This is an overall budget modification request to reduce the budget by \$11,500.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget modification request for the WorkLink Budget as specified; Second by David Bowers. The motion carried with a unanimous vote.

Ms. Runion gave an update to the following: page 48 shows the Rapid Response IWT Grant for Bowers EMS/Signature Services in the amount of \$34,599; page 49 shows the Rapid Response OJT Grant that was the carryover from the NEG which ended on 2/15/13. Ms. Runion stated we are waiting on the final invoice from Fastech, LLC to close this grant; page 50 is our High Performing Workforce Board Grant received for \$25,000 from the SWIB and page 51 is a modification to this grant with the Finance Committee requesting to remove the Board/Staff Retreat line item of \$5,000 and the Strategic Planning line item of \$2,500 and increase the EMSI line item by \$3,375 and the Printing line item by \$4,125.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget modification request for the High Performing Workforce Board Grant budget as specified; Second by David Bowers. The motion carried with a unanimous vote

Ms. Runion referred to page 52 which shows our Incentive Grant received from the State and page 53 is a modification to this grant to decrease the printing line item of \$600 and decrease the Building Renovation line item by \$300. The increase is to the supplies non- consumable line item in the amount of \$900 to purchase a new recording device for our Committee and Board meetings.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget modification request to the Incentive Grant budget as specified; Second by Richard Blackwell. The motion carried with a unanimous vote

V. Strategic Plan Update

Chair Brooks called attention to pages 66-68 of the meeting packet stating this is a brief update of the Strategic Plan. Chair Brooks stated the Board had previously agreed to delete the fourth goal from the Strategic Plan regarding Marketing: *"We will create a common theme for the WIB*

and the workforce system." However, the remaining goals are well under way to being accomplished, especially with the WorkReady Communities Initiative on going. The WIA law requires that we submit a strategic plan every five years and we are coming up on the five year mark in April 2014. Therefore, the Board will need to look at starting the Strategic Planning process between Fall of 2013 and Spring of 2014. Chair Brooks referred members to staff for a copy of the Strategic Plan in its entirety for their review.

VI. Executive Director Search Committee Update

Stephanie Collins provided an update on the Executive Director search stating the position was posted in mid to late January with applications being accepted through February 3rd, 2013. The Search Committee reviewed those received and narrowed down to 9 candidates. A questionnaire was drafted with the aid of Staff and mailed to those 9 candidates; responses have been received by 8. Ms. Collins stated the Search Committee is continuing to move forward.

VII. 2013 Job Fair

Brandi Runion provided an update on the March 21st, 2013 Job Fair to be held at Tri-County Technical College Student Center. Ms. Runion referred to page 69 stating this is a current listing of all employers registered to date and has requested information regarding jobs from employers and as this information is received, it will be posted on our website. Word is spreading via Social Media regarding our Job Fair and Ms. Runion asked that Board Members and guests present continue to help spread the word.

VIII. Other Business

i. Monitoring Reports

Chair Brooks reported that the State has issued their monitoring reports to us from their visit in the fall of 2012 stating this is an annual review. We had no financial findings or observations; there were no findings and seven observations stated in the monitoring report in regards to the WIA program. The reports and responses are listed on pages 55-69 of the meeting packet.

ii. Department of Labor's Visit.

Jennifer Kelly reported that the Department of Labor will be visiting our area mid-March. They will be doing a comprehensive review of South Carolina and will be looking at all of the DOL funded programs including WIA and may be asking to speak with a Board member.

iii. Executive Session

At this time, Chair Brooks called the meeting into Executive Session. WorkLink Staff, Kal Kunkel, Dana Grant and Board Members were asked to remain however other guests and staff were excused due to discussion regarding personnel sensitive items.

a. Adult & DW & Youth PY/12 Henkels & McCoy Modification Request

A copy of the Henkels & McCoy Restructuring Plan and details were distributed to Board Members with everyone being allowed time to review the detail of the document. Chair Brooks informed the Board that the Youth Council, Workforce Skills & Education Committee and Finance Committee have previously reviewed the Budget Modification Request.

Kal Kunkel gave a brief explanation of the Restructuring Plan for Henkels & McCoy stating their overall goal is to improve customer service. They are downsizing management and increasing staff in an effort to make improvements to customer service provided and improve services going to participants. Mr. Kunkel noted they are not asking for additional funding, they are simply seeking approval to move ahead with the proposed restructuring changes. Mr. Kunkel also stated that these changes would allow them to have dedicated staff in each of the three SC Works Centers and provide continuity of support and services as well as improve communications.

Brandi Runion referred to the handout and provided an explanation of the Youth Modification request to reduce Staff and Fringe by \$11,000; Increase Operating Cost by \$300 and additional Training of \$10,800. Ms. Runion also provided an explanation of the Adult & DW Modification request which is due to the staff restructuring Mr. Kunkel spoke about which is also dealing with the MOA/RSA agreement with DEW.

The Adult & DW Modification has been approved by the Workforce Skills & Education and Finance Committees and the Youth Modification has been approved by the Youth Council and Finance Committee.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the Henkels & McCoy Adult & DW & Youth Grant Modification Requests as presented; second by Charlie Haneman. The motion carried with a unanimous vote.

IX. Adjournment

Staff and guests were invited back at the conclusion of the Executive Session.

With no further business to discuss, meeting was adjourned.

Respectfully submitted by: Patty Manley, Office Manager

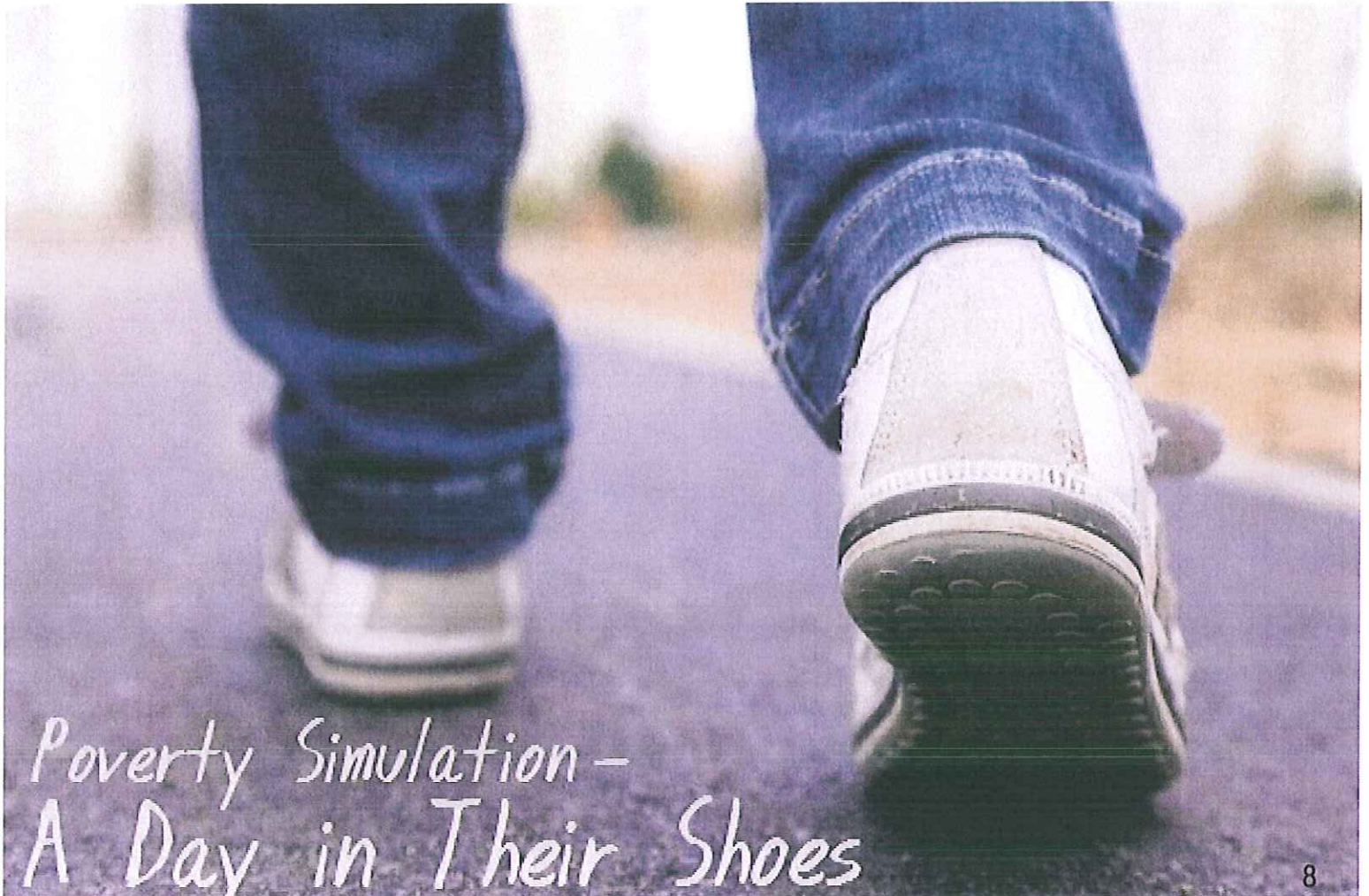
YOU'RE INVITED!

WHAT: Poverty Simulation
DATE: May 8, 2013
TIME: 3pm - 5pm
WHERE: Pendleton United Methodist Church
Palmer Fellowship Hall (Back of church)
217 S Broad Street | Pendleton, SC | 29670

WHO IS INVITED:
WLB Staff, WLB Board Members, Youth
Council Members, & Henkels & McCoy Staff

RSVP by May 1 to Brandi Runion,
brunion@worklink-web.com

The Poverty Simulation is a free workshop that opens people's eyes to poverty. Participants are placed into families made up of one to five members and experience one "month" of poverty comprised of four fifteen-minute weeks. They receive an envelope that describes their demographics, their income/resources, and their bills. During the simulation, individuals must go to work/school, pay all their bills, run errands, grocery shop, go to the doctor, and make sure everyone is fed and healthy. At the end of the simulation all participants meet to discuss what they've learned.



Poverty Simulation -
A Day in Their Shoes

OUR EYES WERE OPENED

*Have your eyes opened to poverty
so you can be a better...*

Employer

Donor

Teacher

Volunteer

Health Care Provider

Person of faith

Board Member

Community Leader

Neighbor

Comments:

"Beth Templeton has passion for people who live in poverty, the heart of a servant, the commonsense of a wise woman, and the joy of a faith-filled life. People who experience her, whether rich or poor, realize changes in how they think about life and how they compassionately live together in community." *Richard H. Riley, Former Governor of South Carolina and former U.S. Secretary of Education*

"Thank you for sharing your powerful voice in understanding how important it is to embrace all people and nurture the diversity that shines through all in our state." *Helen Munnerlyn, Leadership South Carolina*

"Beth keeps focused on the big picture and understands what contributes to change." *Debbie S.*

"I always walk away from our time together with energy for justice and passion for seeking it." *Mary C.*

"Beth helped take the blinders off." *Workshop participant*

"Beth provided a powerful understanding of the relationship between where we are in our own individual lives as compared to what people in poverty go through." *Workshop participant*

"Very interactive...great discussion!" *Workshop participant*

"The material was so relevant." *Workshop participant*

Recent Clients

**Michelin North America,
Diversity Conference**

Cintas Greenville, SC

**United Way of Jackson
County, Oregon**

**Bowlus Fine Arts Center,
Iola, Kansas**

**Boards of Directors of
various nonprofits**

United Ministries

**Greenville, SC,
Hospital System**

Furman University

**Anderson, SC School
District I**

**Cooperative Ministry,
Columbia, SC**

**SC Association of Free
Medical Clinics**

**Association of Presbyterian
Christian Educators**

**Lutheran Synod of
South Carolina**

Leadership South Carolina 9

Promotional material for the Poverty Simulation

Group requirements: At least 25 and no more than 80

Space needs: A large room (about the size of a gym) and multiple tables and chairs. Request the floor plan set up.

The Poverty Simulation opens people's eyes to the human cost of poverty. The power of this unique learning resource is that it creates, like nothing else, insight into the state of chronic crisis that consumes so many working poor families. Participants experience one month of poverty comprised of four fifteen-minute weeks. Afterwards, in the debriefing, they share insights of extraordinary vividness and intensity.

The simulation was created by Missouri Community Action. It has been facilitated by Our Eyes Were Opened, Inc. for more than 3000 people.

How the Poverty Simulation Works

Participants are placed into families made up of one to five members. They receive an envelope that describes their demographics, their income/resources, and their bills. They interact with "vendors" (trained volunteers) who sit at tables around the perimeter of the room. During the course of the simulation, they may deal with a mortgage/rental company, school, pawnbroker, banker, employer, and others. To get from "home" to one of the vendors requires a transportation ticket. This is just the first of many challenges the participants experience within the two-hour time period.

Comments from Participants

- ☐ I appreciated learning how desperate people can become and what you might do in those situations.
- ☐ I had no awareness of the struggle of living in poverty.
- ☐ I think the time constraints make it realistic. I had to choose between possibly being late for work and getting some other matters taken care of.
- ☐ I realized the importance of working with other family members to solve problems. The frustration / fear factor was very realistic.
- ☐ It was really cool to see how hard it is to live in poverty. I thought it felt realistic and I truly thought that it was real life. I had a family and saw what it was like to have to take care of three children with no money.
- ☐ I was not able to get a job and so I roamed the street confused. Money was a problem.
- ☐ The simulation was complicated, confusing, and frustrating. I realized that things aren't as simple as you may think.
- ☐ I experienced the stress of living through a month trying to work, pay bills, and take care of childcare.

For more information:

Beth Lindsay Templeton
Founder and CEO
Our Eyes Were Opened, Inc.
PO Box 73, Greenville, SC 29602
864-380-6023
beth@oewo.org

Workforce Skills and Education Committee Report

Presented April 24, 2013 – Board Meeting

SC Works Operator Update

Dana Grant, Area Manager for Henkels and McCoy, gave an overview of the SC Works Operator and the WIA program progress. The SC Works Center and WIA program reports follow in the Board Packet.

Henkels and McCoy is still working on the final definitions of each item listed on the Usage Report for the SC Works Center, and verifying that the data is pulling accurately from the data sources. A final definition and instructions on how the data is pulled will be shared with WorkLink staff and the Workforce Skills and Education Committee. The Committee has asked Henkels and McCoy to include data regarding WorkKeys in order to track progress for the Work Ready Communities Initiative. If a Board member wishes to see any additional information reported, please contact Jennifer Kelly.

PY12 H&M Grant Modification

Henkels and McCoy submitted two budget modification options to the Committee. Option A requested moving On-the-Job Training funds to the Tuition line item. Option B requested moving Dislocated Worker funds to be used as Adult funds within the same line item.

The Committee recommended Option B to the Finance Committee. This recommendation will allow 20 additional Adult eligible participants to be served in training, and 20 less Dislocated Worker eligible participants to be served in training. Dislocated Workers are harder to identify for funding because Dislocated Workers are typically eligible for Trade Adjustment Assistance, which usually pays for all training related items. WorkLink will also be able to request Rapid Response funds in the event that we run short on Dislocated Worker funds. There were no overall budget or line item shifts in budget Option B. This option only changed the amount of Adult funds used versus Dislocated Worker funds.

PY13 H&M Grant Negotiations

The Henkels and McCoy grants for SC Works Operator and the WIA Adult and DW program funded under Title 1-B are up for renewal for PY2013. **The Committee nominated Richard Blackwell and Burriss Nelson to serve on the negotiations team.** Brandi Runion will recommend to the Finance Committee a final number for the negotiations team to work with for the overall grant. **The Committee voted to give the negotiations team the authority to finalize the PY2013 Henkels and McCoy for SC Works Operator and the WIA Adult and DW program funded under Title 1-B budget for the Board's final approval.** These two recommendations will be forwarded to the Board for approval. The first negotiations committee will be held in early May.

SC Works System Updates

DOL Visit to the WorkLink region - U.S. Department of Labor (DOL) monitored South Carolina Department of Employment and Workforce (DEW) and the WIA programs in the WorkLink region March 27-29, 2013. DOL was particularly interested in the effectiveness of the Youth Program (which they were complimentary of), the process and procedures regarding co-enrollment of TAA and WIA participants, the Board's interest and utilization of the WorkReady Community Initiative and the role of WorkKeys, and the role of Wagner-Peyser in the SC Works Centers. DOL visited the Seneca Palmetto Youth Connections site in Seneca and the SC Works Center in Anderson. DOL was scheduled to meet with Board Member Dr. Ronnie Booth of Tri-County Technical College on March 29, 2013. DOL did not have a chance to provide an exit conference for the WorkLink area prior to their departure. We have not received an update on the status of the visit from DOL at this time.

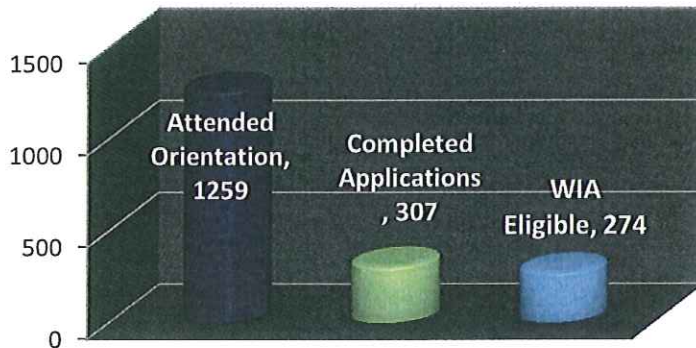
DEW Service Delivery Changes for Unemployment Insurance – DEW announced on April 9, 2013 that they would be restructuring the current service delivery structure for Unemployment Insurance. DEW is planning to provide Unemployment Insurance services through a call center format. This will result in some layoffs from DEW across the State. The Executive Committee is currently evaluating the budget and various options on how to continue delivering services to all three counties with reduced staff. A proposal will be forthcoming.

Henkels and McCoy Monitoring – WorkLink staff monitored Henkels and McCoy during the week of January 7-11, 2013. The monitoring report and the replies are provided in the Board packet. There were no findings at this time, and several observations. The second monitoring of the Henkels and McCoy grant is scheduled for April 21 – 25, 2013.

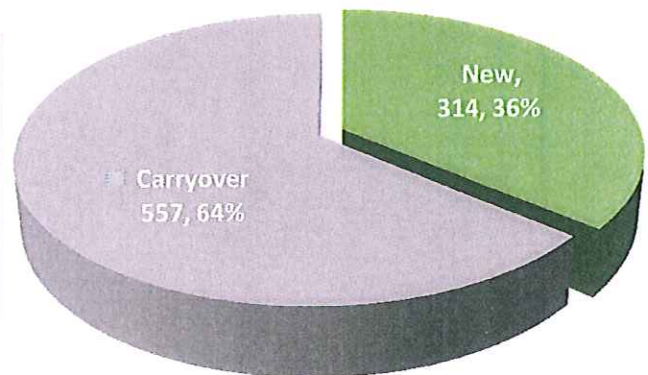
Program Year 12 (July 1, 2012 - June 30, 2013)

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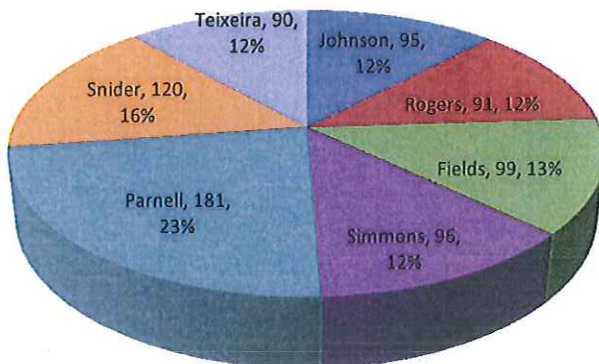
PY12 Program Intake



PY12 Total Served

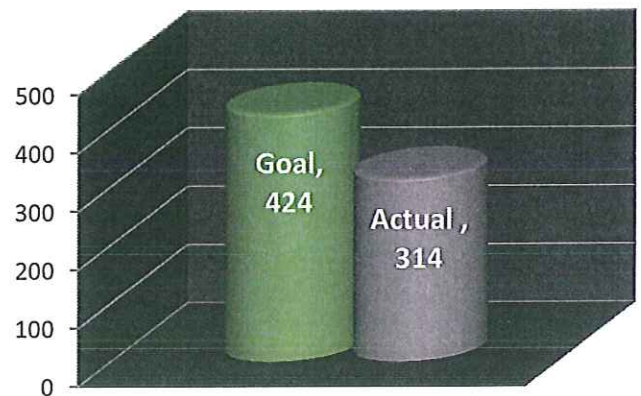


Caseload Breakdown

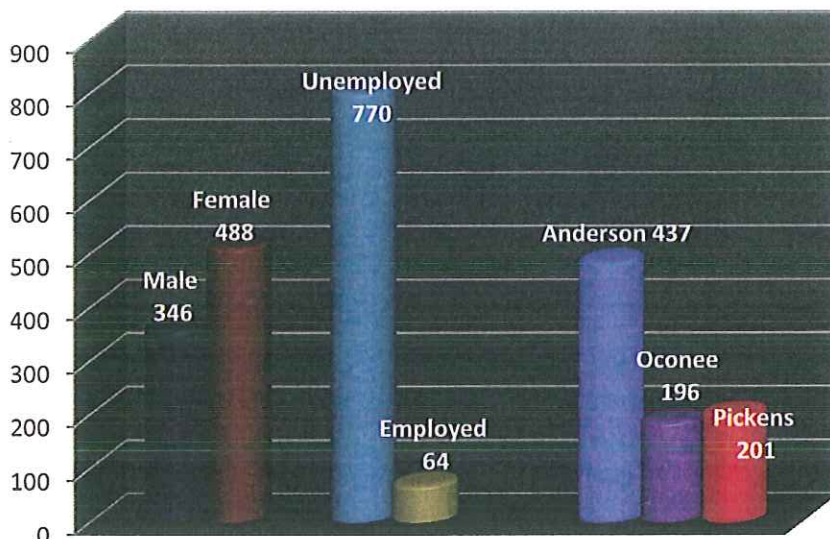


Caseload count includes Carryover and New

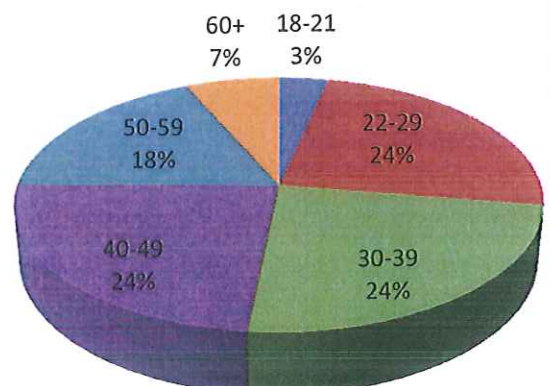
New Enrollments



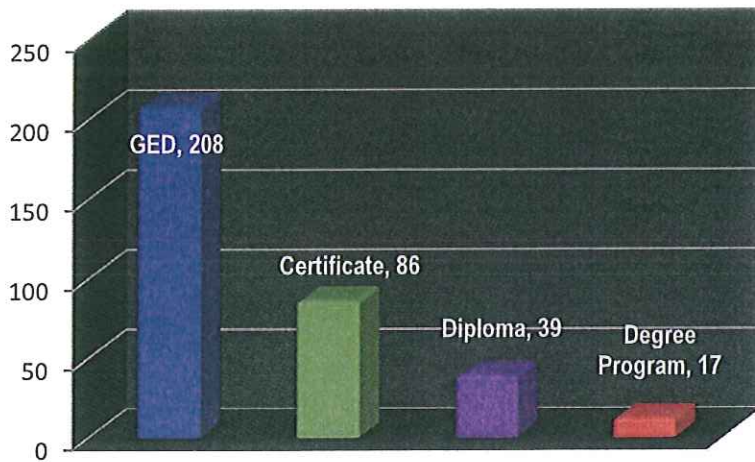
PY12 Demographics



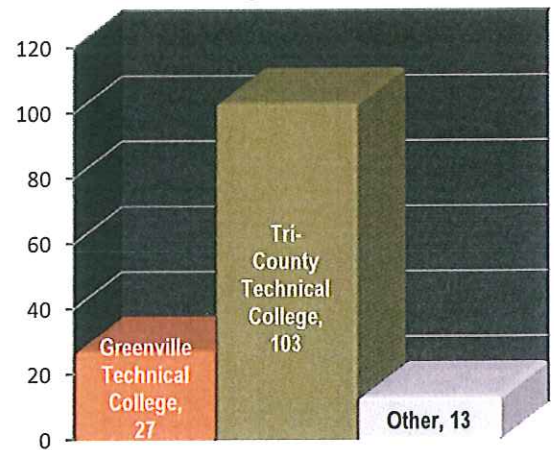
Age Ranges of Total Served



Training Programs



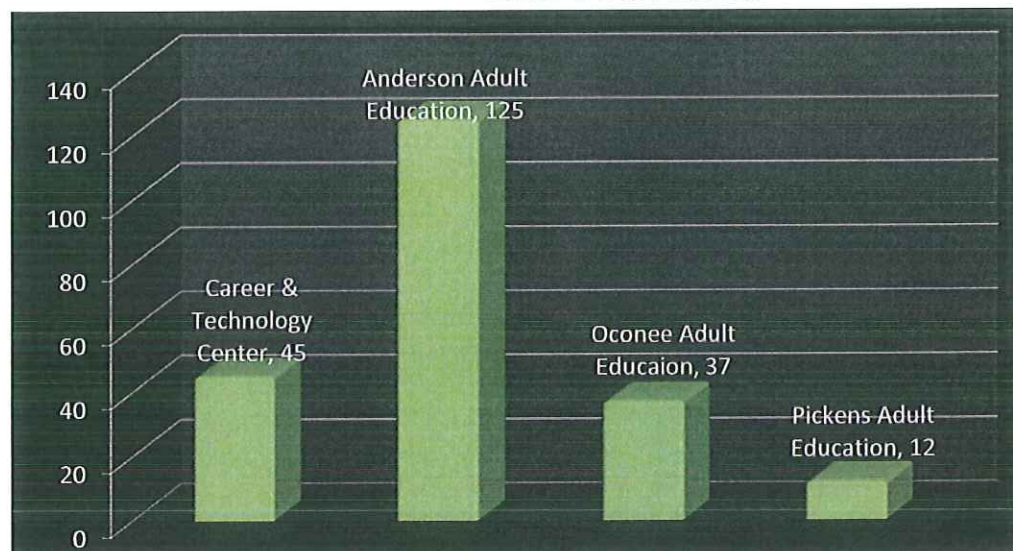
Certificate, Diploma and Degree Providers



On -Job-Training

Businesses	Number of Contracts	Total Contract Value	Hrly Rate	% of Wage	Total Hrs	% Successful
MTS Office	1	\$3,600.00	\$10.00	75%	480	100%
Borg Warner	3	\$11,628.80	\$13.83	49%	1680	100%
King Asphalt	2	\$4,928.25	\$10.00	75%	400	100%
Fastech	1	\$3,960.00	\$11.00	75%	480	0%
First Quality Tissue	2	\$6,278.40	\$13.08	50%	960	100%
Lakeside Steel & Machine	4	\$10,728.00	\$12.25	78%	1176	100%
Belton Metals	1	\$3,000.00	\$10.00	75%	400	100%
TrailerLogic LLC	1	\$5,940.00	\$11.00	75%	720	100%
US Engine Valve	1	\$4,018.40	\$14.48	50%	560	100%
Pittman Heating &	1	\$3,960.00	\$11.00	75%	480	100%
W.E. Black Termite	2	\$6,853.88	\$11.25	75%	890	100%

GED Providers



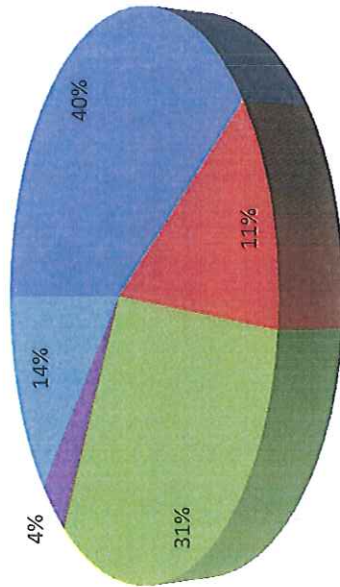
Attendance of Workshops Offered

	WP	WIA	Total
Resume Writing	33	46	79
Resume Writing: Part 1, Preparation	3	15	18
Resume Writing: Part 2, Writing	3	11	14
Basic Resumes Made Easy	2	2	4
Resume Writing Beyond the Basics	2	3	5
Winning Job Applications/Online Job Applications	20	17	37
Internet & Job Search	8	12	20
Job Interviews & Successful Interviews	89	101	190
Successful Job Interviews & Networking	14	8	22
Fast Tracking Your Job Search	2	6	8
Preparing for A Job Fair	38	3	41
Doing More with Less	3	7	10
Expungement & Pardons Workshop	27	9	36
Computer basics	13	18	31
Quick Start for New Computer Users	5	2	7
Computers: Mousing & Basic Keyboarding	2	5	7
Email for the Absolute Beginner	7	7	14
Using Microsoft Word	4	4	8
Quick Start - Word	6	0	6
Quick start - Excel	7	0	7
	288	276	564

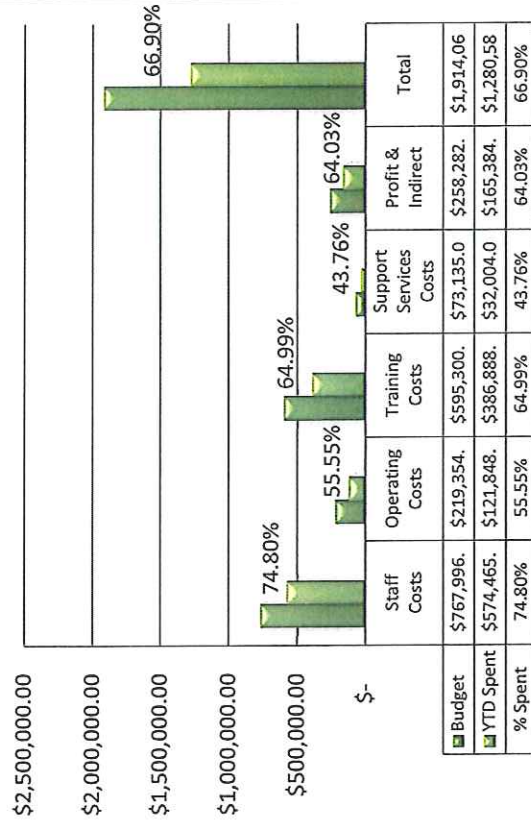
SC WORKS OPERATOR BUDGET (Mod# 2) - 7/1/12 to 3/24/13

SC Works Total Budget

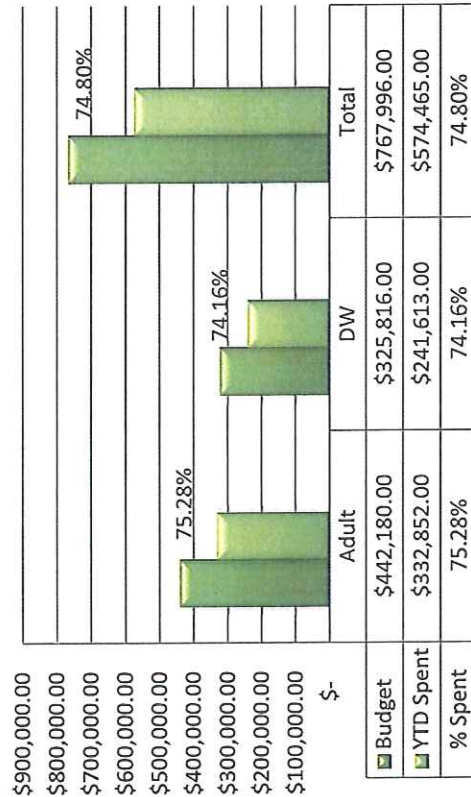
- Staff Costs
- Operating Costs
- Support Services Costs
- Profit & Indirect
- Training Costs



SC Works Total Budget vs. Actual

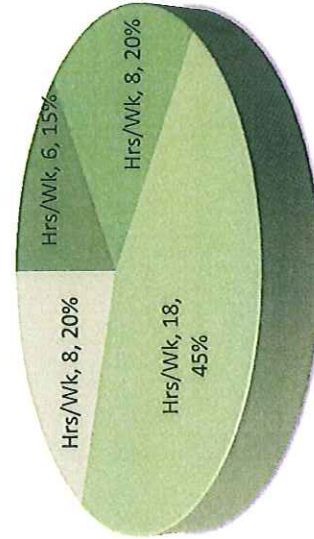


SC WORKS Staff Costs



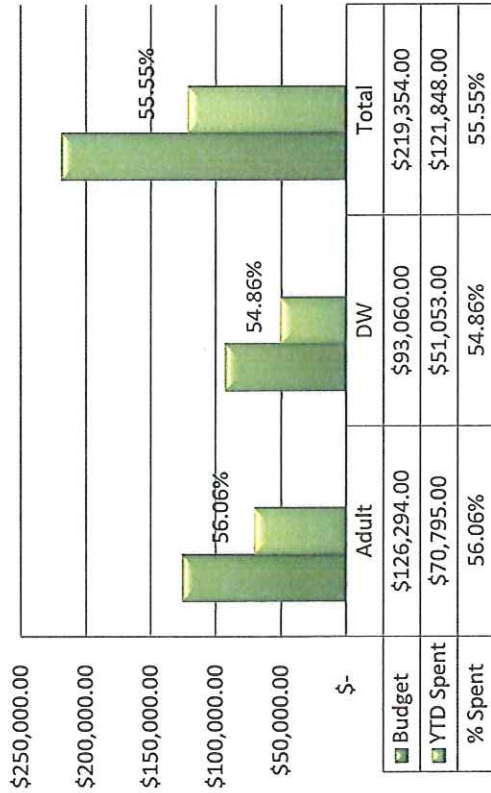
Staff Time Split

- Core
- Intensive
- Training
- Follow-up

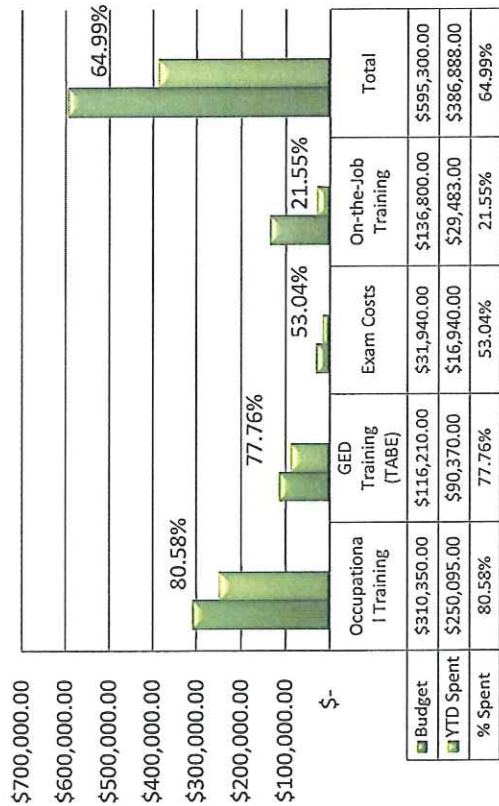


SC Works Operating Costs

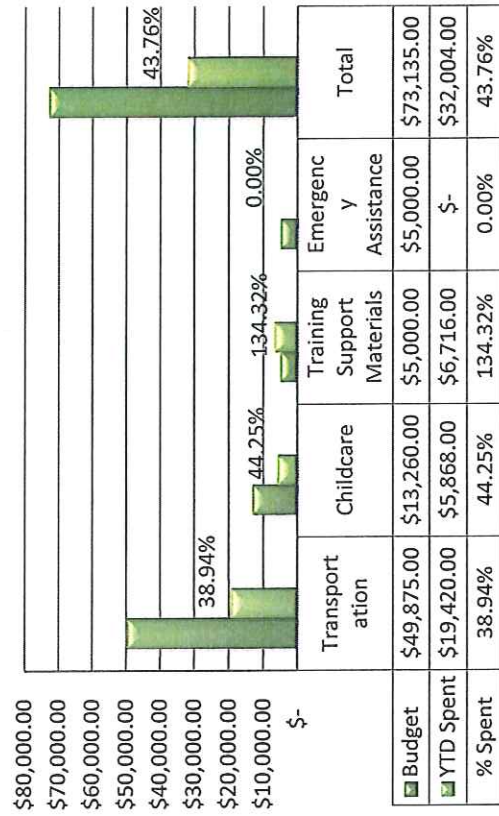
(Note: No Facility Costs have been spent YTD)



SC Works Direct Training Costs



SC Works Support Service Costs



Individual and Total Services	Q1 2012			Q2 2012			Q3 2013			Q4 2013		
	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013
Individuals that Registered:	766	807	623	663	526	493	849	573	542			
Anderson	367	361	322	340	266	228	366	280	238			
Liberty	231	238	161	164	139	151	278	180	141			
Seneca	168	208	140	159	121	140	205	113	163			
Individuals that Logged In:	1,817	2,627	2,297	3,793	4,069	2,604	4,212	3,407	4,934			
Anderson	808	1,208	1,113	1,828	1,934	1,206	1,862	1,568	2,276			
Liberty	548	701	639	1,081	1,221	803	1,309	1,048	1,475			
Seneca	461	638	545	864	914	595	1,041	791	1,183			
Unduplicated Customer Count:	8,498	8,984	9,054	9,360	8,056	7,012	8,588	7,361	6,854			
Anderson	3,922	4,030	4,288	4,838	3,314	3,852	3,521	3,278	3,450			
Liberty	2,471	2,411	2,393	2,570	2,232	1,955	2,504	2,036	1,817			
Seneca	2,105	2,543	2,373	2,183	1,966	1,743	2,580	2,087	1,587			
Job Search Services:	39,930	40,803	51,376	65,672	57,870	45,072	54,589	47,510	43,469			
Anderson	19,691	21,571	27,167	34,253	29,861	22,468	26,780	24,229	21,788			
Liberty	12,229	11,102	13,749	18,601	16,252	12,796	15,058	13,541	12,180			
Seneca	8,010	9,070	10,460	12,818	11,757	9,808	12,751	9,740	9,501			
Staff Assisted Referrals:	167	243	177	203	187	178	230	171	172			
Anderson	6	8	12	18	13	6	13	8	11			
Liberty	7	11	10	15	6	5	8	3	9			
Seneca	154	224	155	170	168	167	209	160	152			
Labor Exchange Services												
Individual Virtual Recruiters:	425	1,050	736	632	645	511	532	409	367			
Anderson	253	501	382	346	313	277	293	211	182			
Liberty	107	287	216	182	214	139	182	141	97			
Seneca	65	102	138	104	118	95	98	55	88			
Resumes Added:	747	904	657	703	547	578	726	611	556			
Anderson	394	518	372	398	290	282	333	354	273			
Liberty	198	226	107	181	155	174	223	170	135			
Seneca	155	160	118	124	102	122	170	87	148			
Resume Cover Letters:	29	62	44	55	31	0	0	0	0			
Anderson	18	41	25	37	15	0	0	0	0			
Liberty	7	14	14	16	14	0	0	0	0			
Seneca	4	7	5	2	2	0	0	0	0			
Internal Job Orders/ Employer Job Openings:	118	155	107	104	83	63	118	126	141			
Anderson	57	93	59	45	51	45	55	60	69			
Liberty	24	18	18	29	14	10	25	31	40			
Seneca	37	44	30	30	18	8	38	35	32			
Internal Job Referrals / # of Internal Job referrals created:	6,040	7,832	7,497	7,123	4,571	3,333	5,758	4,361	4,324			
Anderson	2,663	3,525	3,828	3,504	2,305	1,481	2,532	2,329	2,302			
Liberty	1,328	1,388	1,359	1,640	877	566	1,338	928	853			
Seneca	2,049	2,919	2,310	1,979	1,389	1,206	1,888	1,104	1,169			
External Job Referrals:	17,120	25,598	18,502	21,616	22,722	15,645	17,069	18,133	16,165			
Anderson	8,679	14,201	10,608	12,320	12,648	8,547	9,156	9,820	8,540			
Liberty	5,866	7,031	5,363	6,220	6,558	4,531	5,097	5,286	4,808			
Seneca	2,575	3,556	2,531	3,076	3,516	2,567	2,816	3,027	2,817			
Employer Services												
Services Provided Employers	5,010	5,851	4,878	4,892	3,593	3,912	5,766	3,843	4,060			
Anderson	1,794	2,052	1,964	2,001	1,880	1,694	2,457	1,970	2,037			
Liberty	997	873	618	946	538	763	1,185	676	780			
Seneca	2,219	2,926	2,296	1,945	1,375	1,455	2,124	1,197	1,243			
WP Information												
Completed WP Application:	2,973	2,913	2,266	2,641	2,085	1,149	1,754	1,256	1,155			
Total	5,842											

Individual and Total Services		Q1 2012			Q2 2012			Q3 2013			Q4 2013			Total
		July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	
Anderson		1,452	1,254	1,118	1,255	937	519	753	628	540				8,456
Liberty		860	869	571	792	641	318	492	344	304				5,191
Seneca		661	790	577	594	507	312	509	284	311				4,545
WP Participations:		2,971	2,914	2,266	2,639	2,084	1,149	1,748	1,257	1,153				18,181
Anderson		1,450	1,255	1,118	1,255	938	519	749	630	538				8,450
Liberty		860	869	571	790	641	318	492	343	304				5,188
Seneca		661	790	577	594	507	312	507	284	311				4,543
WP Exits:		2,474	2,231	2,624	2,549	2,653	2,888	2,715	2,157	1,487				21,778
Anderson		1,081	1,006	1,203	1,200	1,216	1,403	1,291	1,003	717				10,180
Liberty		756	650	766	788	774	758	832	628	426				6,378
Seneca		637	575	595	561	663	727	592	526	344				5,220
TAA Program Information														
Completed TAA Applications:		8	7	1	2	2	0	1	2	0				23
Anderson		0	0	1	0	0	0	0	1	0				2
Liberty		8	0	0	1	1	0	0	0	0				16
Seneca		0	1	0	1	1	0	1	1	0				5
TAA Participations Created:		8	7	2	2	2	0	1	2	0				24
Anderson		0	0	1	0	0	0	0	1	0				2
Liberty		8	0	1	1	1	0	0	0	0				17
Seneca		0	1	0	1	1	0	1	1	0				5
Services Provided to Individuals														
Job Development Attempts:		61	83	62	22	62	25	77	26	56				474
Anderson		48	56	42	14	42	19	49	23	306				306
Liberty		12	16	24	5	15	5	21	2	33				133
Seneca		1	11	6	3	5	1	7	1	0				35
UIP Workshop Attendees:		138	270	179	199	161	104	142	181	196				1,570
Anderson		106	147	113	109	83	34	86	109	130				917
Liberty		13	81	31	54	39	31	35	33	32				349
Seneca		19	42	35	36	39	39	21	39	34				304
Referrals and Referral Results:														
Entered Employments:		183	196	197	214	200	197	218	204	201				1,810
Anderson		92	93	98	111	86	101	103	95	86				865
Liberty		50	60	54	60	65	55	74	60	64				542
Seneca		41	43	45	43	49	41	41	49	51				403
Miscellaneous Count:														
Total Customer Count:		10,582	13,709	10,592	11,884	9,957	10,436	13,394	10,739	8,049				99,342
Anderson		5,577	7,357	5,130	5,895	4,615	5,029	6,230	5,310	3,804				48,947
Liberty		2,456	3,138	2,528	2,377	2,221	2,332	2,915	2,395	1,604				21,966
Seneca		2,549	3,214	2,934	3,612	3,121	3,075	4,249	3,034	2,641				28,429
Workshops Offered:		28	28	28	28	28	28	28	28	28				252
Anderson		10	10	10	10	10	10	10	10	10				90
Liberty		9	9	9	9	9	9	9	9	9				81
Seneca		9	9	9	9	9	9	9	9	9				81

March 5, 2013

Ms. Dana Grant
Area Manager, Henkels & McCoy, Inc.
2005 North Main Street
Anderson, SC 29621

Subject: PY'12 Monitoring Report – SCWorks Center Operator and Adult/DW WIA Program

Dear Ms. Grant:

During the period of January 7 through January 11, 2013, staff members of the WorkLink Workforce Investment Board (WIB) conducted the Workforce Investment Act (WIA) monitoring review of the region's SC Works Centers located in Anderson, Liberty and Seneca, and the Adult and Dislocated Worker WIA program.

The purpose of the review was to determine the adequacy of the systems in place to ensure compliance with the WIA and TAA statutes and applicable regulations and guidelines. As a result of the monitoring visit, several observations were noted, some of which require corrective action. A written response to this report is required within thirty (30) days of the date of this letter.

Thank you for the courtesy extended to our staff. The cooperation and assistance offered during the monitoring was most helpful. If you have questions, or if we can be of assistance, please contact me at (864) 646-5898, or via email jkelly@worklinkweb.com.

Sincerely,

Jennifer Kelly
Interim Director, WorkLink Workforce Investment Board

Cc: Stan Brooks, WorkLink WIB Chair

**Programmatic Monitoring/Technical Assistance
PY'2012 Monitoring**

On-Site Programmatic Review: Jan 7 – Jan 11, 2013

Service Provider: Henkels & McCoy, Inc

Contracts:

12A995H1 & 12D995H1 – WIA Title 1 Adult and DW

Referred to as “Adult and DW grant” in this document

I. REVIEWERS

Jennifer Kelly, jkelly@worklinkweb.com, 864-646-5898

Windy Graham, wgraham@worklinweb.com, 864-646-1826

SERVICE PROVIDER CONTACT PERSON

Ms. Dana Grant, dgrant@henkels.com, 864-634-1067

II. SCOPE OF MONITORING

On-Site Monitoring was conducted during the week of January 7 – January 11, 2013 to review programmatic activities for the period May 31, 2012 – January 11, 2013 to determine the adequacy of the systems in place and to ensure compliance with Workforce Investment Act of 1998 (WIA), its regulations, contractual agreements and operations, as well as co-enrollment procedures with TAA.

III. METHODOLOGY

WIB Staff reviewed Henkels and McCoy’s contract for compliance with the following: Federal Regulations, State and Local Board policies and procedures, grant awards, and financial procedures. During the visit, a variety of methods were used to determine the success of the grants: Walk-through and observation, survey, workshop audits, and file and database review. Technical Assistance was provided during the review period.

IV. REVIEW PROCESS

Programmatic monitoring was performed for the period of May 31, 2012 – January 11, 2013 for the contractual agreement between May 31, 2012 and June 30, 2013. In addition to staff interviews and workshop audits, 102 files were reviewed from the three WorkLink region SC Works Centers to review proper documentation of all levels of service and for compliance with the file management policy. Ongoing desktop review was conducted.

Due to the limited scope of the monitoring, there may be issues that exist that are not addressed in this report.

V. OBSERVATION(S)

1. **Partnerships and System Stakeholders** – Over the past several years, the WorkLink Workforce Investment Board has received cuts in funding. Due to these funding cuts, it is now more important than ever to maximize all available resources through collaboration and coordination between partners.

In the first six months of taking over the SC Works Center operation, Henkels and McCoy has established and convened a consortium of key partners. Included in this partnership are SC Department of Employment and Workforce (SCDEW), Tri-County Technical College (TCTC), and the Adult Education Centers. This consortium provides direction and strategic planning for the day-to-day operation of the SC Works Centers in Anderson, Liberty, and Seneca.

Recommendation – WorkLink encourages the growth and continued collaboration of this partnership in making the SCWorks Centers functional and effective resources for employers and job seekers. WorkLink recommends that the SC Works Operator hold quarterly partner meetings (in addition or in conjunction to Consortium meetings) for all mandatory (and voluntary) partners in order to encourage further collaboration and feedback. One suggestion would be to include economic development staff for each County as part of the invitation.

2. **Accessibility** - The SC Works Operator must take appropriate steps to ensure that they are providing universal access to WIA Title I-financially assisted programs and activities. These steps should involve reasonable efforts to include members of both sexes, various racial and ethnic groups, individuals with disabilities, and individuals in differing age groups

Recommendation – There were no observations at this time. WorkLink recommends an accessibility review be conducted on a yearly basis.

3. **Resource Room** – The Resource Room is the primary entry point in the SC Works Centers for job seekers to seek employment. Having knowledgeable, trained staff available during peak hours in the resource room is critical to ensuring that quality customer service is delivered to those using the resources available.

Recommendation – The SC Works Operator scheduled excellent coverage of the Anderson SC Works Center resource room. A variety of partners was available and assisting in the resource room during peak hours. Staff in the resource room were easily identifiable and on hand to assist. A calendar of staff was available and posted so that all partner staff knew the schedule. Staff was available to assist in the resource

rooms in Liberty and Seneca as well. WorkLink staff recommends that this continue on a regular basis in all three offices.

4. **Partner Schedules** – The SC Works Centers are intended to be “one-stops” for job seekers to have all their needs addressed so that they can return to full-time, sustainable employment as quickly as possible. In order to do this, it is critical to have partner information available and easily identifiable for job seekers.

Recommendation – WorkLink staff observed several best practices in regards to partner information:

1. The scrolling TV screen in Liberty was being used as a tool to convey job seeker information in a concise manner. Partners were referenced in the PowerPoint presentation.
2. A variety of partner brochures and information was readily available in the Liberty and Seneca resource rooms.
3. Partner Schedules, including dates and times of availability in the SC Works Centers, were included in the WIA certification packets.

The Operator should be commended for these practices; however, information detailing which partners were available on specific dates and times in the SC Works Centers was not easily located unless a job seeker was applying for WIA services. Therefore, WorkLink recommends that the Partner Schedules for SC Works Centers be clearly posted in the resource rooms.

5. **Recruitment and Enrollment** – WorkLink negotiates with the awarded Service Provider at the beginning of each program year. Included in the negotiations is the number of enrollments to be served in conjunction with the number of dollars awarded. Below is a picture of the enrollments by month for the first six months of the grant.

ENROLLMENT REPORT		Henkels and McCoy, Inc.				
Special notes		560 not included in the percentages				
Board Goal		380 New Enrollments; 980 Served				
PY '12 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	% of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover	560	560				
July	30	30	30	100%	100%	8%
August	17	70	40	43%	67%	12%
September	38	110	40	95%	77%	22%
October	71	150	40	178%	104%	41%
November	29	170	20	145%	109%	49%
December	23	185	15	153%	112%	55%
January		215	30			
February		255	40			
March		295	40			
April		335	40			
May		365	30			
June		380	15			
Totals	237	940	380			

Recommendation – As of December 31, 2012, Henkels and McCoy had enrolled 55% of their planned participants, which is 112% of the planned totals year-to-date. Henkels and McCoy should continue to enroll according to their plan, and evaluate quarterly to ensure that the budget versus enrollment is balanced. To be in compliance with the terms of the grant, the Service Provider must expend 90% of their grant and enroll a minimum of 90% of the agreed upon participants. The Service Provider should notify WorkLink staff if a change to the budgeted expenditures and enrollments is warranted.

Recruitment Best Practice: Furthermore, WorkLink staff noted that Career Coaches were actively participating in recruitment efforts by participating in community outreach events and activities. Career Coaches should be encouraged to continue this practice as their schedules and caseloads allow.

6. **File Review** – Due to the limited time of the monitoring, the concentration of the file review was on case notes, IEPs, eligibility determination documentation, activity codes, and follow up procedures. Overall, the hard files, case notes, Individual Employment Plans (IEPs), eligibility documentation, and activity codes were in order, and all the required documents were in the files.

Recommendation – The following areas should be given additional attention:

1. IEP's should be reviewed every 90 days. In the event that an individual's plan has no need to be changed, the Career Coach may note in a case note that the plan was reviewed, and no changes were necessary at this time. If the IEP requires updating, the Career Coach should make the necessary corrections in the plan and have the participant sign the revision.
2. A few first quarter follow-up files were overdue. Career Coaches should complete the overdue follow-up quarter on these files. WorkLink recommends that the ad hoc reports be used only as a tool to catch follow-up contacts that were missed and not as the primary indicator that files need to have follow-up conducted.

V. **FINDING(S)**

There were no findings at this time.

**Financial Monitoring/Technical Assistance
PY'2012 Monitoring**

On-Site Financial Review: January 7 - 11, 2013

Service Provider: Henkels and McCoy, Inc

Contracts:

12A995H1 & 12D995H1 – WIA Title 1 Adult and DW

Referred to as "Adult and DW grant" in this document

I. Reviewer:

Brandi Runion, brunion@worklinkweb.com, 864-646-1827

Service Provider Contact Person:

Kal Kunkel, kkunkel@henkels.com 843-574-1843

II. SCOPE OF MONITORING

An on-site Financial monitoring was performed January 7 – 11, 2013 to review accounting records for the period May 31, 2012 – January 11, 2013 to determine the adequacy of the systems in place and to ensure compliance with Workforce Investment Act of 1998 (WIA), its regulations, contractual agreements and operations.

III. METHODOLOGY

The methodology for monitoring this WIA program included a review of appropriate WIA regulatory references and the Service Provider's contractual agreement. Reported costs are compared to booked cost by examining detailed expenditure reports, trial balances or general ledgers. An analysis of salaries/fringes are reviewed against time sheets and accounting records to ensure that staff time and expenditures are properly allocated to appropriate programs and cost categories. A review of source documentation to support accounting records and systems was performed to validate the tracking of funds at a level of adequate in establishing that funds have not been used in violation of any Federal, State, or local laws, Act Regulations, policies and procedures.

IV. REVIEW PROCESS

An on-site financial monitoring was performed for the period of May 31, 2012 – January 28, 2013 for the contractual agreement between May 31, 2012 and June 30, 2013. A random sampling review of ETO data as compared to participants' files was performed and validated. A random sampling of participants' files was also reviewed to ensure that the proper supporting documentation was in the files and they were in compliance with instructions.

Due to the limited scope of the monitoring, there may be issues that exist that are not addressed in this report.

V. OBSERVATION(S)

1. **ITA Tracking** – With Workforce Investment Act funds becoming more limited each year, it has become more imperative to know where our obligations, both accrued and promised, are at any given time.

Recommendation - Henkels and McCoy has been diligently working to get the obligations to report correctly out of their ITA tracking system. WorkLink staff recommends that the provider not only be able to report actual vouchered obligations, but obligations to participants spread out over the correct timeframe. One particular example WorkLink is interested in: if a participant has been promised training that will spread across program years, the provider will be able to tell WorkLink how much will be spent in each program year.

2. **OJT** – On-the-Job Training contracts dictate the length of time and the total amount of the reimbursement for a participant's training. Timesheets document the dates and the hours worked by the participant, and serve as back-up documentation to the contract and the reimbursement. SCWOS should reflect the actual training dates to include only the dates that the employer received reimbursement.

Recommendation – WorkLink staff noticed that several OJT activity code end dates listed in SCWOS did not match the contract or the accompanying timesheets. Therefore, WorkLink recommends that the timesheet should reflect the actual hours worked by the individual, and have accompanying signatures of both the employer and the participant on each timesheet submitted for reimbursement. A note should be made on the timesheet detailing the begin and end date of the training if different than what is reflected on the timesheet. SCWOS should match the notated begin and end date.

Please note that the training end date is determined by whichever event occurs first:

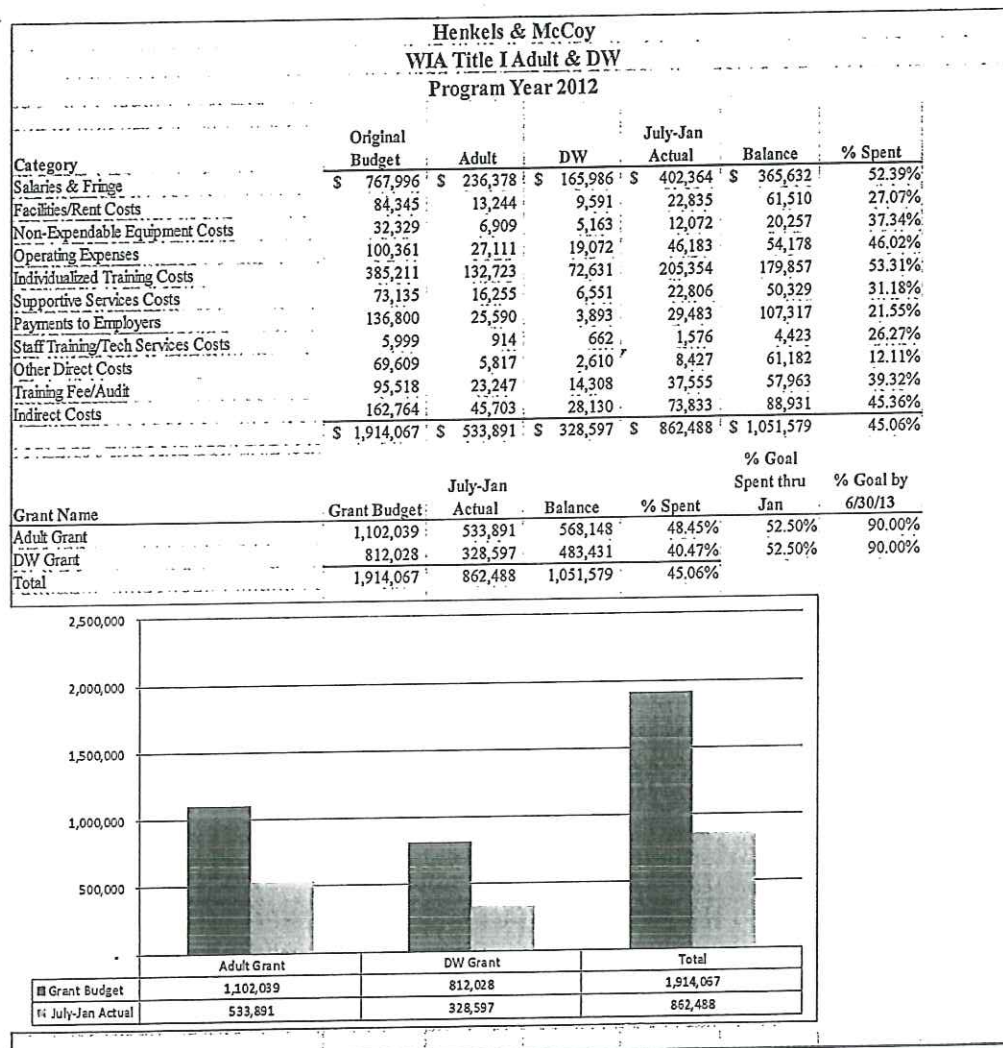
1. Contract end date
2. The number of hours paid out
3. The last day of the participant's employment

In the event that additional hours or dollars be invested in the participant's OJT training, a modification to the contract may be completed prior to the end of the contract. Justification is required to be documented in the case notes if a modification is made.

A list of files with incorrect end dates in SCWOS was made available to Henkels and McCoy for correction. SCWOS change requests should be sent as soon as possible.

On one participant, the employer was reimbursed for hours that the employee worked after the end date of the contract. The contract should be modified to reflect the extended date and the justification for why a modification was made.

3. **Expenditures** – To comply with the terms of the grant, the Service Provider should expend 90% of their grant by the June 30, 2013 end date.



Recommendation – The Service Provider should continue monitoring and adjusting their expenditures in order to meet this grant objective.

VI. FINDING(S)

There were no findings at this time.



Training Services Group

4/4/2012

Ms. Jennifer Kelly
WorkLink, Interim Director
511 Westinghouse Road
Pendleton, SC 29670

RE: Local Monitoring Response; Programmatic and Financial

Dear Ms. Kelly:

Henkels & McCoy, Inc.; operator of WorkLink SC Works received the results of the local WIA Monitoring Report conducted on January 7th, through January 11th by Ms. Jennifer Kelly, Ms. Brandi Runion and Ms. Windy Graham for the WorkLink region.

Henkels & McCoy would like to extend our appreciation to the WorkLink administrative staff in their efforts to provide support and assistance to H&M SCWorks staff with continued training opportunities, technical assistance and recommendations for improvements in the areas of compliance and local requirements.

Henkels & McCoy continues to value WorkLink Workforce Development as our customer and appreciates the WorkLink administration's vision and mission to provide quality services to their local community. We welcome your feedback to further improve the quality of our work and to assist you in reaching local community goals.

Please find our written response to the local recommendations from the January 7th- 11th monitoring; on the following pages.

As always, thank you for your continued support and please let me know if you have any questions or if more information is required regarding our monitoring response.

Sincerely,

Dana L. Grant

Dana L. Grant
Area Manager, Henkels & McCoy Training Services

cc: Stan Brooks, Kal Kunkel



2005 North Main Street • Anderson, SC 29621
Office (864) 634-1067 • www.henkels.com

Monitoring Programmatic Recommendations:

Partnerships and System Stakeholders Recommendation:

WorkLink encourages the growth and continued collaboration of this partnership in making the SCWorks Centers functional and effective resources for employers and job seekers. WorkLink recommends that the SC Works Operator hold quarterly partner meetings (in addition or in conjunction to Consortium meetings) for all mandatory (and voluntary) Partners in order to encourage further collaboration and feedback. One suggestion would be to include economic development staff for each County as part of the invitation.

Response to Recommendations-

Henkels & McCoy, Operator of SC Works will continue to collaborate and develop relationships with community Partners in the fourth quarter of PY12. Quarterly Partner meetings will begin the first quarter of PY13, in addition to Consortium meetings for all mandatory and voluntary Partners. As Operator of SC Works, our goal is to develop further collaboration and provide quality services and effective resources to employers and job seekers. An invitation will be extended to economic development staff in each County to participate in quarterly meetings.

Resource Room

The SC Works Operator scheduled excellent coverage of the Anderson SC Works Center resource room. A variety of partners were available and assisting in the resource room during peak hours. Staff in the resource room were easily identifiable and on hand to assist. A calendar of staff was available and posted so that all partner staff know the schedule. Staff was available to assist in the resource room in Liberty and Seneca as well. WorkLink staff recommends that this continue on a regular basis in all three offices.

Response to Recommendations

Henkels & McCoy, Operator of SC Works understands the importance of providing quality services and accessing quality staff in WorkLink SC Works resources rooms. We recognize job seekers as one of our valued customers. To address the need for adequate quality staff; we have implemented a restructuring plan approved by WorkLink WIB to add Customer Service positions to each of the local SC Works Centers. Henkels & McCoy is also working diligently with WorkLink Administration to improve the functional supervision of Wagner Peyser staff and increase the quality of services provided. As Operator, it is our goal to increase partner services and information for additional community services in all three resource room locations.

Partner Schedules

WorkLink staff observed several best practices in regards to partner information:

1. The scrolling TV screen in Liberty was being used as a tool to convey job seeker information in a concise manner. Partners were referenced in the PowerPoint presentation.
2. A variety of partner brochures and information was readily available in the Liberty and Seneca resource rooms.
3. Partner Schedules, including dates and time of availability in the SC Works Centers, were included in the WIA certification packets.

The Operator should be commended for these practices; however, information detailing which partners were available on specific dates and times in the SC Works Centers was not easily located unless a job seeker was applying for WIA services. Therefore, WorkLink recommends that the Partner Schedules for SC Works Centers be clearly posted in the resource rooms.



Response to Recommendations

Henkels & McCoy will work diligently with community Partners in finalize schedules and clearly post these schedules in each of the SC Works Centers by no later than April 15th.

Recruitment and Enrollment

As of December 31, 2012, Henkels and McCoy had enrolled 55% of their planned participants, which is 112% of the planned totals year-to-date. Henkels and McCoy should continue to enroll according to their plan, and evaluate quarterly to ensure that the budget versus enrollment is balanced. To be in compliance with the terms of the grant, the Service Provider must expend 90% of their grant and enroll a minimum of 90% of the agreed upon participants. The Service Provider should notify WorkLink staff if a change to the budgeted expenditures and enrollments is warranted.

Recruitment Best Practice: Furthermore, WorkLink staff noted that Career Coaches were actively participating in recruitment efforts by participating in community outreach events and activities. Career Coaches should be encouraged to continue this practice as their schedules and caseloads allow.

Response to Recommendations

Henkels & McCoy continually monitors monthly planned enrollments goals and budget expenditures. We are projecting to enroll 100% of our planned 424 new enrollments. We will continue to evaluate our budget expenditures weekly and continue to enroll participants based on our budgeted dollars. Henkels & McCoy is projecting to expend at a minimum 90% of the total grant amount as directed in the Statement of Work and will notify WorkLink Administration to address any needed changes to the budgeted expenditures and enrollments.

Henkels and McCoy will continue to request Career Coaches actively assist with recruitment effort by encouraging staff to participate in community outreach events and activities.

File Review

The following areas should be given additional attention:

1. IEP's should be reviewed every 90 days. In the event that an individual's plan has no need to be changed, the Career Coach may note in case note that the plan was reviewed and no changes were necessary at this time. If the IEP requires updating, the Career Coach should make the necessary corrections in the plan and have the participant sign the revision.
2. A few first quarter follow-up files were overdue. Career Coaches should complete the overdue follow-up quarter on these files. WorkLink recommends that the ad hoc reports be used only as a tool to catch follow-up contacts that were missed and not as the primary indicator that files need to have follow-up conducted.

Response to Recommendations

1. Henkels and McCoy management has instructed staff to review IEP's with the participant every 90 days and will continue to evaluate this process. Management has also instructed Career Coaches to provide a case note when IEPs were reviewed with participants but no changes occurred at the time of review. As Career Coaches review the IEP and changes or updates are required Career Coaches will make the necessary corrections to the plan and when possible have the participant sign the revised IEP.

2. Henkels & McCoy management has prioritized Follow Up services and documentation in SCWOS as we recognize the importance of quality services for the participant and capturing data in follow up for performance measures. Management has also provided follow-up training and written follow up procedures for staff to follow. Management will continue to provide resources and training as needed to improve follow-up services. As we continue to address follow-up staff has made impressive strides in completing follow up quarters. Career Coaches have completed the requested overdue first quarter files and are working diligently to continually complete follow up quarters in the quarter they are due. H&M management will continue to instruct staff to make follow-up services and documentation a priority.

Financial Monitoring

Henkels and McCoy has been diligently working to get the obligations to report correctly out of their ITA tracking system. WorkLink staff recommends that the provider not only be able to report actual vouchered obligations, but Obligations to participants spread out over the correct timeframe. One particular example WorkLink is interested in: if a participant has been promised training that will spread across program years, the provider will be able to tell WorkLink how much will be spent in each program year.

Response to Recommendations

Henkels and McCoy staff is currently tracking ITA's in the ETO database system. Management has addressed the recommendations from WorkLink staff and is able to report actual vouchered obligations and obligations to participants that are spread across program years. Henkels & McCoy can now provide reports to WorkLink upon request that will reflect the amount of funding spent in each program year. Management has also provided WorkLink Administration access to the ETO database to allow the Administrative staff to review data and WIA expenditures as needed.

OJT

WorkLink staff noticed that several OJT activity code end dates listed in SCWOS did not match the contract or the accompanying timesheets. Therefore, WorkLink recommends that the timesheet should reflect the actual hours worked by the individual, and have accompanying signatures of both the employer and the participant on each timesheet submitted for reimbursement. A note should be made on the timesheet detailing the begin and end date of the training is different than what is reflected on the timesheet. SCWOS should match the notated begin and end date.

Please note that the training end date is determined by whichever event occurs first:

1. Contract end date
2. The number of hours paid out
3. The last day of the participant's employment

In the event that additional hours or dollars be invested in the participant's OJT training a modification to the contract may be completed prior to the end of the contract. Justification is required to be documented in the case notes if a modification is made.

A list of files with incorrect end dates in SCWOS was made available to Henkels and McCoy for correction. SCWOS change requests should be sent as soon as possible.

On one participant, the employer was reimbursed for hours that the employee worked after the end date of the contract. The contract should be modified to reflect the extended date and the justification for why a modification was made.

Response to Recommendations

Henkels & McCoy Management and Workforce Development Specialist received technical assistance from WorkLink staff regarding OJT activity codes in SCWOS. H&M management had made the recommended changes to include: timesheets reflect actual hours worked by the individual, and accompanying signatures of both the employer and the participant are located on each timesheet submitted for reimbursement. A note will be made on the timesheet detailing the begin and the end date of the training if different than what is reflected on the timesheet.

A list of files with incorrect end dates in SCWOS was made available by WorkLink staff. H&M staff has completed all needed corrections and SCWOS change requests were submitted and approved.

On one participant, the employer was reimbursed for hours that the employee worked after the end date of the contract. The contract has been modified to reflect the extended date and the justification for the modification was made and documented in the SCWOS.

Expenditures

The Service Provider should continue monitoring and adjusting their expenditures in order to meet this grant objective.

Response to Recommendations

Henkels & McCoy is projecting to expend at a minimum 90% of the total grant amount as directed in the Statement of Work and will notify WorkLink Administration to address any needed changes to the budgeted expenditures.

REQUEST FOR MODIFICATION

Grant Number: 12A995H1 & 12D995H1	Date of Request: 4/22/13
Grantee: Henkels & McCoy, Inc. SC Works Operator	
Budget Modification Request 3 (Option B – Transfer DW funds to Adult funds) Chg. 1	
List Below How the Grant Currently Reads: (Please list page number, section number and item number)	
<p>(Page Numbers are N/A; budget forms)</p> <p>SALARIES, FRINGE BENEFITS, & INDIRECT COST TOTAL SALARIES (Please refer to attached budget detail) Line Item: Multiple Staff Line Item Modifications (No overall change to this Category)</p> <p>CATEGORY TOTAL Original Cost: \$890,964 Budget Mod: \$890,964</p> <p>Adult Funds Increased by: \$37,548 DW Funds Decreased by: \$37,548</p> <ul style="list-style-type: none"> • Transfer \$37,548.00 of Dislocated Worker Funds in this line item to Adult funds in this same line item. This is a proportional change as a result of transferring DW funds to Adults funds for the additional services for Tuition and OJT for Adult Participants. <p>OPERATING COSTS (Please refer to attached budget detail) (No overall change to this Category)</p> <p>CATEGORY TOTAL Original Cost: \$222,289 Budget Mod: \$222,289</p> <p>Adult Funds Increased by: \$9,369 DW Funds Decreased by: \$9,369</p> <ul style="list-style-type: none"> • Transfer \$9,369.00 of Dislocated Worker Funds in this line item to Adult funds in this same line item. This is a proportional change as a result of transferring DW funds to Adults funds for the additional services for Tuition and OJT for Adult Participants. <p>TRAINING COSTS (Please refer to attached budget detail) (No overall change to this Category)</p> <p>CATEGORY TOTAL Original Cost: \$627,160 Budget Mod: \$627,160</p> <p>Adult Funds Increased by: \$80,874 DW Funds Decreased by: \$80,874</p> <p><i>(Reasoning for shift from DW to Adult explained below with line item 2.6 & 2.8)</i></p> <p>Line Item: 2.6 Individual Training Account(Tuition - College or Vocational) (Transfer DW to Adult Funds) (Transfer of \$32,097.00) Original Cost: \$281,700 Budget Mod: \$281,700</p> <ul style="list-style-type: none"> • Transfer \$32,097.00 of Dislocated Worker Funds in this line item to Adult funds in this same line item. Enabling us to serve 20 additional Adults while reducing services to Dislocated Workers by 20. 	

Line Item: **2.8 On-the-Job Training (OJT)** (Transfer DW to Adult Funds) **(Transfer of \$37,440.00)**

Original Cost: \$136,800

Budget Mod: \$136,800

- Transfer \$37,440.00 of Dislocated Worker Funds in this line item to Adult funds in this same line item. Enabling us to serve 26 additional Adults while reducing services to Dislocated Workers by 26.

SUPPORTIVE SERVICES COSTS (Please refer to attached budget detail) **(No overall change to this Category)**

CATEGORY TOTAL

Original Cost: \$78,135

Budget Mod: \$78,135

Adult Funds Increased by: \$3,293

DW Funds Decreased by: \$3,293

- Transfer \$3,293.00 of Dislocated Worker Funds in this line item to Adult funds in this same line item. This is a proportional change as a result of transferring DW funds to Adults funds for the additional services for Tuition and OJT for Adult Participants.

TRAINING/PROFESSIONAL FEES/PROFIT (Please refer to attached budget detail) **(No overall change to this Category)**

CATEGORY TOTAL

Original Cost: \$95,519

Budget Mod: \$95,519

Adult Funds Increased by: \$4,025

DW Funds Decreased by: \$4,025

- Transfer \$4,025.00 of Dislocated Worker Funds in this line item to Adult funds in this same line item. This is a proportional change as a result of transferring DW funds to Adults funds for the additional services for Tuition and OJT for Adult Participants.

List Below the Reading Per Your Request To Modify (Attach Any Modification Budget Sheets)

Please see the attached revised budget forms and Budget Mod Comparison.

Please Provide Brief Explanation for Your Request to Modify This Grant

Henkels & McCoy, Inc. SC Works Operator requests to transfer funds from the Dislocated Worker Funding Stream to the Adult Funding Stream in the amount of \$135,109. The transfer of these funds will allow us to increase Adult Services for Tuition and On-the-Job Training to serve 46 additional Adult Participants as outlined above while decreasing DW participants by 46. Due to an increase in services to Adult Participants our current Tuition and OJT funds are nearly exhausted. There is a zero net effect to the overall budget as this is a shifting of funds from one funding stream to the other. We are serving less Dislocated Workers than we are Adults as most of our Dislocated Worker population is TAA Eligible and/or can easily return to work without additional training. The change is necessary as we are spending more Adult funds for Vocational and Occupational Skills Training and On-the-Job Training at present than we are for Dislocated Workers and the transfer of funds will facilitate the current participant needs.

***** DO NOT WRITE BELOW THIS SECTION *****

WorkLink Budget Modification provided to: WorkLink Interim Executive Director, Jennifer Kelly

WorkLink Budget Modification Approved Date: _____

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc. Contract # 12A995H1 & 12D995H1

Project/Activity SC Works Operator Funding Source WIA Adult & DLW Formula Funds Modification # 3

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 449,956	\$ 278,245		\$ 728,201	\$ 728,201
OPERATING COSTS	\$ 137,353	\$ 84,936		\$ 222,289	\$ 222,289
TRAINING COSTS	\$ 441,966	\$ 185,194		\$ 627,160	\$ 627,160
SUPPORTIVE SERVICE COSTS	\$ 48,280	\$ 29,855		\$ 78,135	\$ 78,135
Training Fees/Professional Fees/ Profit	\$ 59,021	\$ 36,498		\$ 95,519	\$ 95,519
Indirect Costs	\$ 100,572	\$ 62,192		\$ 162,764	\$ 162,764
Total Budget Costs	\$ 1,237,148	\$ 676,919	\$ -	\$ 1,914,067	\$ 1,914,067
Percentage of Budget	64.63%	35.37%		100.00%	
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area **COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Henkels & McCoy, Inc. Contract # 12A995H1 & 12D995H1

Project/ Activity SC Works Operator Funding Source WIA Adult & DLW Formula Funds Mod # 3

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST			ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount
TOTAL SALARIES				\$ 510,215		\$ 194,952				\$ 510,215
FRINGE BENEFITS:										
Health Insurance		X	28.04%	\$ 143,076	61.79%	\$ 88,407	38.21%	\$ 54,669	100%	\$ 143,076
FICA		X	7.65%	\$ 39,031	61.79%	\$ 24,118	38.21%	\$ 14,914	100%	\$ 39,031
State UEC-SUI		X	3.44%	\$ 17,551	61.79%	\$ 10,845	38.21%	\$ 6,706	100%	\$ 17,551
FUT		X	0.12%	\$ 622	61.79%	\$ 385	38.21%	\$ 238	100%	\$ 622
SC WC		X	0.40%	\$ 2,041	61.79%	\$ 1,261	38.21%	\$ 780	100%	\$ 2,041
Public-General Liability		X	3.07%	\$ 15,664	61.79%	\$ 9,679	38.21%	\$ 5,985	100%	\$ 15,664
TOTAL FRINGE BENEFITS				\$ 217,986		\$ 134,694		\$ 83,292		\$ 217,986
INDIRECT COST:	RATE	X	9.83%	\$ 162,764	61.79%	\$ 100,572	38.21%	\$ 62,192	100%	\$ 162,764
TOTAL COST				\$ 890,964	61.79%	\$ 550,528	38.21%	\$ 340,436	100%	\$ 890,964

Each position must be supported by a job description.

A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider	Henkels & McCoy, Inc.	Contract #	12A995H1 & 12D995H1
Project/Activity	SC Works Operator	Fund Source	WIA Adult & DLW Formula Funds
		Mod #	3

Categories & Line Items	Total Cost	ADULT	DLW	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 64,357	\$ 39,766	\$ 24,591		\$ 64,357
1.2 Staff Expendable Supplies & Materials	\$ 23,400	\$ 14,459	\$ 8,941		\$ 23,400
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 22,320	\$ 13,792	\$ 8,528		\$ 22,320
1.4 Copy & Print Expenses	\$ 12,000	\$ 7,415	\$ 4,585		\$ 12,000
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 20,044	\$ 12,385	\$ 7,659		\$ 20,044
1.6 Staff Travel					
Local Mileage cost	\$ 19,435	\$ 12,009	\$ 7,426		\$ 19,435
Non-Local Mileage cost	\$ 4,800	\$ 2,966	\$ 1,834		\$ 4,800
Non-Local Per Diem/Lodging Cost	\$ 9,300	\$ 5,746	\$ 3,554		\$ 9,300
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 6,000	\$ 3,707	\$ 2,293		\$ 6,000
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 14,308	\$ 8,841	\$ 5,467		\$ 14,308
Wide Area Network (WAN) Equipment and Computer Software	\$ 21,179	\$ 13,087	\$ 8,093		\$ 21,179
1.9 Postage (Stamps, FedEx, etc.)	\$ 5,145	\$ 3,179	\$ 1,966		\$ 5,145
TOTAL OPERATING COSTS	\$ 222,289	\$ 137,353	\$ 84,936	\$ -	\$ 222,289
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 20,000	\$ 12,358	\$ 7,642		\$ 20,000
2.2 WI Customer Book Costs	\$ 26,250	\$ 16,220	\$ 10,030		\$ 26,250
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 23,700	\$ 14,644	\$ 9,056		\$ 23,700
2.4 Other: TABE Assessment Costs	\$ 12,850	\$ 7,940	\$ 4,910		\$ 12,850
2.12 Other: WorkKeys Assessment Costs	\$ 20,000	\$ 12,358	\$ 7,642		\$ 20,000
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 103,360	\$ 63,866	\$ 39,494		\$ 103,360
2.6 Other Individualized Training Cost (TCTC Pre-Employment Work)	\$ 50,000	\$ 30,895	\$ 19,105		\$ 50,000
2.6 Individual Training Account/Voucher Cost	\$ 231,700	\$ 165,500	\$ 66,200		\$ 231,700
2.8 WI Customer On-the-Job Training Costs					
Reimbursable Wages	\$ 136,800	\$ 116,640	\$ 20,160		\$ 136,800
2.10 WI Customer Awards & Recognition Costs	\$ 2,500	\$ 1,545	\$ 955		\$ 2,500
TOTAL TRAINING COSTS	\$ 627,160	\$ 441,966	\$ 185,194	\$ -	\$ 627,160
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ -				\$ -
3.2 WI Customer Transportation Costs	\$ 49,875	\$ 30,818	\$ 19,057		\$ 49,875
3.3 WI Customer Childcare Costs	\$ 13,260	\$ 8,193	\$ 5,067		\$ 13,260
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 10,000	\$ 6,179	\$ 3,821		\$ 10,000
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 5,000	\$ 3,090	\$ 1,910		\$ 5,000

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Henkels & McCoy, Inc. Contract # 12A995H1 & 12D995H1
 Project/Activity SC Works Operator Fund Source WIA Adult & DLW Formula Funds Mod # 3

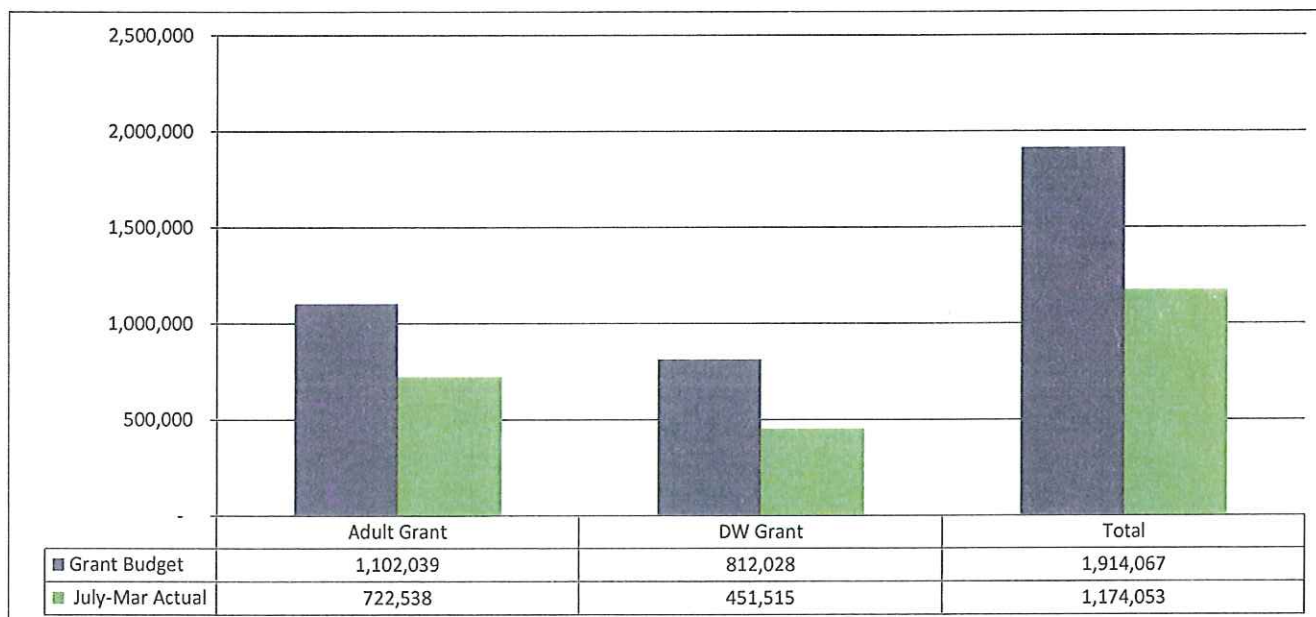
Categories & Line Items	Total Cost	ADULT	DLW	Administration	Non-Administration
3.6 Laptop Incentive (Youth Only)	\$ -				\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 78,135	\$ 48,280	\$ 29,855	\$ -	\$ 78,135
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 82,789	\$ 51,156	\$ 31,634		\$ 82,789
4.2 Audit Fee	\$ 12,730	\$ 7,866	\$ 4,864		\$ 12,730
TOTAL FEES / PROFIT COSTS	\$ 95,519	\$ 59,021	\$ 36,498	\$ -	\$ 95,519

* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

Henkels & McCoy
WIA Title I Adult & DW
Program Year 2012

Category	Original Budget	Adult	DW	July-Mar Actual	Balance	% Spent
Salaries & Fringe	\$ 728,201	\$ 302,511	\$ 217,442	\$ 519,953	\$ 208,248	71.40%
Facility Rent, Utilities, etc.	64,357	17,452	12,638	30,090	34,267	46.75%
Operating Expenses	157,931	45,225	32,571	77,796	80,135	49.26%
Customer Supplies, Books, Awards, etc.	48,779	16,181	10,078	26,259	22,520	53.83%
Customer Credentials, Tabe, WorkKeys, etc.	56,520	17,401	9,536	26,937	29,583	47.66%
GED, Workshops, & Tuition Costs	385,060	182,873	98,695	281,568	103,492	73.12%
OJT Payments	136,800	25,590	3,893	29,483	107,317	21.55%
Supportive Services	78,135	21,992	8,350	30,342	47,793	38.83%
Training Fee/Audit	95,520	31,461	19,660	51,121	44,399	53.52%
Indirect Costs	162,763	61,852	38,652	100,504	62,259	61.75%
	\$ 1,914,066	\$ 722,538	\$ 451,515	\$ 1,174,053	\$ 740,013	61.34%

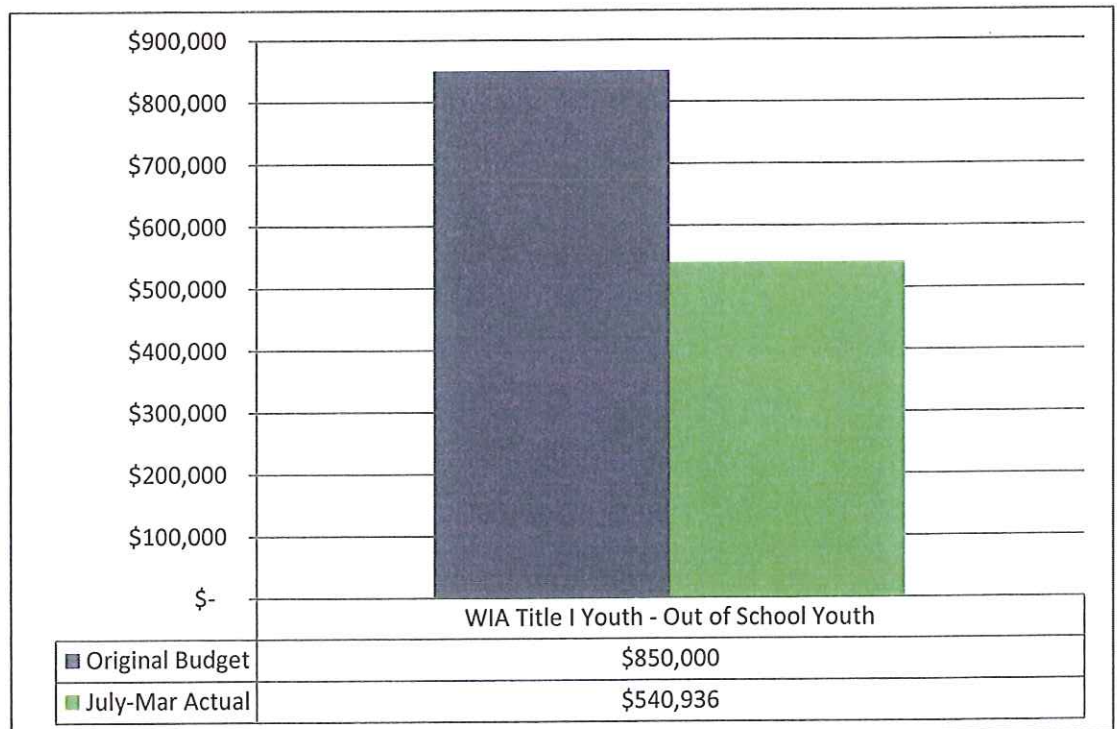
Grant Name	Grant Budget	July-Mar Actual	Balance	% Spent	% Goal Spent thru March	% Goal by 6/30/13
Adult Grant	1,102,039	722,538	379,501	65.56%	67.50%	90.00%
DW Grant	812,028	451,515	360,513	55.60%	67.50%	90.00%
Total	1,914,067	1,174,053	740,014	61.34%	67.50%	90.00%



Henkels & McCoy
WIA Title I Youth - Out of School Youth
Program Year 2012

Category	Original Budget	July-Mar Actual	Balance	% Spent
Salaries & Fringe	\$ 455,541	\$ 320,537	\$ 135,004	70.36%
Facilities/Rent Costs	12,000	12,000	-	100.00%
Non-Expendable Equipment Costs	11,243	10,198	1,045	90.71%
Operating Expenses	57,537	25,074	32,463	43.58%
Customer Wages & Fringe Benefits	27,840	19,675	8,165	70.67%
Individualized Training Costs	87,958	44,040	43,918	50.07%
Supportive Services Costs	30,400	14,753	15,647	48.53%
Needs-Based/Related Payment Costs	40,683	21,665	19,018	53.25%
Staff Training/Tech Services Costs	4,500	1,313	3,187	29.18%
Other Direct Costs	13,253	1,820	11,433	13.73%
Profit	36,765	23,555	13,210	64.07%
Indirect Costs	72,280	46,306	25,974	64.06%
	\$ 850,000	\$ 540,936	\$ 309,064	63.64%

% Spent 63.64%
Mar Goal 67.50%
6/30/13 Goal 90.00%



	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD March	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'12 Allocations (NFA-12-01)	\$ 763,248	\$ 84,805	\$ 850,452	\$ 94,495	\$ 851,486	\$ 94,610	\$ 2,739,096					
Carryover from PY'11	903,990	87,296	190,614	102,223	435,079	80,909	1,800,111					
	\$ 1,667,238	\$ 172,101	\$ 1,041,066	\$ 196,718	\$ 1,286,565	\$ 175,519	\$ 4,539,207					
Obligations												
Henkels & McCoy - Adult	\$ 1,102,039	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,102,039	\$ 722,538	65.56%	\$ 826,529	75.00%	\$ 379,501
Henkels & McCoy - DW	-	-	812,028	-	-	-	812,028	451,515	55.60%	609,021	75.00%	360,513
Undesignated Funds	282,089	88,616	144,163	104,996	366,555	58,186	1,044,605	-	0.00%	-	0.00%	1,044,605
Henkels & McCoy - Youth	-	-	-	-	850,000	-	850,000	540,936	63.64%	637,500	75.00%	309,064
Total Pass-Through Contracts	\$ 1,384,128	\$ 88,616	\$ 956,191	\$ 104,996	\$ 1,216,555	\$ 58,186	\$ 3,808,672	\$ 1,714,989	45.03%	\$ 2,073,050	54.43%	2,093,683
Total Revenue after Obligations	\$ 283,110	\$ 83,485	\$ 84,875	\$ 91,722	\$ 70,010	\$ 117,333	\$ 730,535					
In-House Expenses												
Salaries	142,000	27,000	41,500	35,000	32,500	52,000	330,000	217,276	65.84%	247,500	75.00%	112,724
Fringe	45,000	8,775	13,250	11,175	10,300	16,500	105,000	67,882	64.65%	78,750	75.00%	37,118
Travel - Training/Conferences/Meetings	6,500	1,200	2,500	1,800	3,500	500	16,000	144	0.90%	12,000	75.00%	15,856
Travel - Committee/Board	1,980	-	660	-	3,360	-	6,000	1,308	21.80%	4,500	75.00%	4,692
Supplies - Consumable	-	800	-	900	-	800	2,500	1,627	65.08%	1,875	75.00%	873
Supplies - Non-Consumable	-	1,000	-	1,000	-	500	2,500	1,005	40.21%	1,875	75.00%	1,495
WorkKeys	190	-	35	-	-	-	225	224	99.33%	225	100.00%	2
Consulting	-	150	-	100	-	100	350	-	0.00%	263	75.00%	350
Insurance - Tort	-	2,500	-	2,500	-	2,000	7,000	5,177	73.96%	5,250	75.00%	1,823
Insurance - Auto C&C	-	75	-	75	-	75	225	140	62.19%	169	75.00%	85
Insurance - Auto Liab	-	350	-	250	-	200	800	570	71.25%	600	75.00%	230
Postage	-	850	-	800	-	850	2,500	773	30.91%	1,875	75.00%	1,727
Printing	-	1,400	-	1,300	-	1,300	4,000	3,036	75.90%	3,000	75.00%	964
Telephone Voice & LD & Cellphones	-	3,500	-	3,500	-	3,500	10,500	7,513	71.55%	7,875	75.00%	2,987
Web Site Hosting & Renewal Fees	-	5,040	-	2,520	-	2,520	10,080	5,149	51.08%	7,560	75.00%	4,931
Newspapers, Magazines, & Books	-	700	-	650	-	350	1,700	-	0.00%	1,275	75.00%	1,700
Memberships, Dues, & Prof Fees	-	2,000	-	1,300	-	1,000	4,300	2,702	62.84%	3,225	75.00%	1,598
Training	9,800	-	3,500	-	6,700	-	20,000	190	0.95%	15,000	75.00%	19,810
Conf & Mtg Fees	-	700	-	300	-	-	1,000	-	0.00%	750	75.00%	1,000
Job Fair Expenses	18,000	-	6,000	-	-	-	24,000	10,272	42.80%	18,000	75.00%	13,728
Rent - WorkLink Storage	-	480	-	380	-	340	1,200	890	74.17%	900	75.00%	310
Rent - WorkLink Office	-	7,000	-	6,000	-	6,000	19,000	12,457	65.56%	14,250	75.00%	6,543
R&M - Equipment	-	500	-	250	-	250	1,000	290	29.00%	750	75.00%	710
R&M & Gas - WIA Car	-	1,000	-	1,000	-	1,000	3,000	1,512	50.40%	2,250	75.00%	1,488
IT Maint/Support	-	1,500	-	1,500	-	1,000	4,000	2,979	74.47%	3,000	75.00%	1,021
Outreach	-	1,000	-	500	-	500	2,000	1,697	84.87%	1,500	75.00%	303
COG Meeting Expense	-	1,000	-	1,000	-	3,000	5,000	2,119	42.38%	3,750	75.00%	2,881
Equipment	-	3,625	-	3,222	-	1,208	8,055	-	0.00%	-	0.00%	8,055
Indirect Cost Pool	59,640	11,340	17,430	14,700	13,650	21,840	138,600	98,419	71.01%	103,950	75.00%	40,181
Total In-House	\$ 283,110	\$ 83,485	\$ 84,875	\$ 91,722	\$ 70,010	\$ 117,333	\$ 730,535	\$ 445,349	60.96%	\$ 541,916	74.18%	\$ 285,186

* - Approved by Executive Committee email vote on 4-5-13
To purchase Xerox Copier for \$7,599 + tax = \$8,055

Program Year 20(12)
Workforce Investment Act (WIA)
Fund Transfer Request Form

LWIA Name:

- Provide the information requested and submit to your Workforce Development Local Operations Coordinator.
- Each transfer requires a separate request form.
- **Attach documentation of LWIB approval** (excluding Administration to Program transfers within a fund stream).

I. TRANSFER TYPE (check only one box)

Program Fund Transfer

- ☐ From Adult to Dislocated Worker
☒ From Dislocated Worker to Adult

Administration Fund Transfer

- ☐ Adult
☐ Dislocated Worker
☐ Youth

II. TRANSFER AMOUNT

- Provide the following information for program fund transfers (**do not include administration funds**):

PY/FY Allocation (according to last NFA): \$850,452

% of Allocation Requested for Transfer: 25%

\$ Amount of Allocation Requested for Transfer: \$212,613

- Provide the following information for administration fund transfers:

Current Administration:  Balance (CA-TA=B):

Transfer Amount:

Current Program:  Balance (CP+TA=B):

Transfer Amount:

III. TRANSFER JUSTIFICATION

Transfer of 25% of PY'12 DW funds to set aside for Adult in the amount of \$212,613.

IV. SIGNATURES

LWIA

SC Department of Employment and Workforce

Jennifer Kelly
Interim Workforce Development
Administrator

Date

Pat Sherlock
Workforce Development Director

Date

WorkLink Program Year 2012 Financial Status

12RRIWT11 - Rapid Response Grant

	Program Revenue					
	\$ 34,599					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Bowers EMS/Signature Services	\$ 34,599	34,599	100%	-	0.00%	\$ 34,599
Grant Period: 1/2/13-5/31/13						

WorkLink Program Year 2012 Financial Status

12RRIWT18 - Rapid Response Grant

	Program Revenue					
	\$ 24,100					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Pace Labels, Inc Grant	\$ 24,100	24,100	100%	-	0.00%	\$ 24,100
Grant Period: 2/25/13-10/31/13						

***NEW**

WorkLink Program Year 2012 Financial Status

11INC01 - Incentive Grant

	Program Revenue					
	\$ 57,999					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Supplies - Non-Consumable	\$ 900	900	100%	-	0.00%	\$ 900
CDF Training - Adult/DW	3,846	3,846	100%	3,846	100.00%	-
WorkKeys Profiles - Employers	13,500	13,500	100%	-	0.00%	13,500
SC Works Orientation Video	1,100	1,100	100%	1,100	100.00%	-
ADA Computer Equipment	3,802	3,802	100%	3,802	100.00%	-
AOP Business Showcase	10,000	10,000	100%	10,000	100.00%	-
Training - WIA Staff	5,151	5,151	100%	5,151	100.00%	-
Building Renovations	19,700	-	0%	-	0.00%	19,700
Total In-House	\$ 57,999	\$ 38,299	66%	\$ 23,899	41.21%	\$ 34,100
Grant Period: 4/16/12-6/30/13						

WorkLink Program Year 2012 Financial Status

11HPW01 - Incentive Grant

	Program Revenue					
	\$ 25,000					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Staff Travel & Training	\$ 6,500	5,586	86%	3,735	57.46%	\$ 2,765
Printing	4,125	3,452	84%	3,452	83.70%	673
Youth WorkKeys	11,000	11,000	100%	-	0.00%	11,000
EMSI	3,375	3,375	100%	1,688	50.00%	1,688
Total In-House	\$ 25,000	\$ 23,414	94%	\$ 8,875	35.50%	\$ 16,125
Grant Period: 7/16/12-6/30/13						

WorkLink Program Year 2012 Financial Status

12INC01 - Incentive Grant

	Program Revenue					
	\$ 5,417					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
2013 AOP BIS Transportation	\$ 5,417	-	0%	-	0.00%	\$ 5,417
Grant Period: 4/1/13-6/30/14						

***NEW**

Comparison of Funding from PY'10-PY'13

	Adult	DW	Youth	Total
2010	1,082,794.00	1,454,396.00	1,205,230.00	3,742,420.00
2011	965,507.00	1,105,107.00	1,075,378.00	3,145,992.00
	(117,287.00)	(349,289.00)	(129,852.00)	(596,428.00)
	-11%	-24%	-11%	-16%
2011	965,507.00	1,105,107.00	1,075,378.00	3,145,992.00
2012	848,053.00	944,947.00	946,095.00	2,739,095.00
	(117,454.00)	(160,160.00)	(129,283.00)	(406,897.00)
	-12%	-14%	-12%	-13%
2012	848,053.00	944,947.00	946,095.00	2,739,095.00
2013	825,821.00	851,708.00	909,085.00	2,586,614.00
	(22,232.00)	(93,239.00)	(37,010.00)	(152,481.00)
	-3%	-10%	-4%	-6%

*Estimate
as of
3/20/13*

Program Year 2013 WIA Projections
Based on USDOL TEN 27-12, Dated March 20, 2013
Projections Utilize USDOL 5% Sequester Methodology
Program Year 2012 LWIA Shares Used

LWIA	Adult 95% to LWIAs	Youth 95% to LWIAs	Dislocated Worker 80% to LWIAs	Total
Trident	1,325,336	1,370,030	1,408,738	4,104,104
Greenville	845,935	905,594	1,045,674	2,797,203
Upper Savannah	688,370	706,549	682,610	2,077,529
Upstate	953,215	947,497	1,038,214	2,938,925
Midlands	1,302,987	1,500,398	1,608,921	4,412,306
WorkLink	825,821	909,085	851,708	2,586,614
Lower Savannah	886,165	899,773	1,341,596	3,127,534
Pee Dee	1,184,534	1,245,482	1,101,626	3,531,642
Catawba	1,052,671	1,097,653	867,872	3,018,196
Santee Lynches	610,147	607,608	578,167	1,795,922
Lowcountry	517,395	480,733	549,569	1,547,697
Waccamaw	983,387	970,777	1,359,003	3,313,167
Local Area Total	11,175,962	11,641,178	12,433,699	35,250,839
Statewide Reserve	588,209	612,694	777,106	1,978,009
State Rapid Response			2,331,319	2,331,319
State Level Totals	588,209	612,694	3,108,425	4,309,328
Total Allotment	11,764,171	12,253,872	15,542,124	39,560,167

Brandi Runion

From: Jennifer Kelly
Sent: Tuesday, March 26, 2013 2:30 PM
To: Brandi Runion
Subject: FW: WIA Program Year 2013 Funding Projections
Attachments: TEN 27-12.pdf; LWIA Projected Allocations 5% Sequester.xlsx

Follow Up Flag: Follow up
Flag Status: Completed

...

Jennifer M Kelly
Interim Director

WorkLink Workforce Investment Board
511 Westinghouse Road
Pendleton, SC 29670
P: 864-646-5898 Relay Service Dial 711 (TTY)
F: 864-646-2814
Email: jkelly@worklinkweb.com
Website: worklink.scworks.org

** Once these have
been applied #s
will change!*

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From: Sherlock, Pat [mailto:PSherlock@dew.sc.gov]
Sent: Tuesday, March 26, 2013 1:44 PM
To: Lawson, Abby; Angermeier, Ann; Clark, Aretha; Austin, Bonnie; Jones, Dean; Amundson, Hank; Wood, Jamie; Jennifer Kelly; Dukes, Joette; Lawing, Nicole; Jordan, Sam; Johnson, Sandra
Cc: King, Dennis; Paczynski, Michelle; Schmick, Mary Jo; Lucas, Amanda S.; Anderson, Andre; Greene, Tammie; Ferguson, Scott; Jackson, LaCrystal
Subject: WIA Program Year 2013 Funding Projections

On March 20th, USDOL issued TEN 27-12 (attached) for planning and informational purposes regarding projected state allotments and the impact of sequestration. USDOL has chosen to apply the sequestration amount entirely to the PY 2013 base funds (funding available July 1, 2013 from the FY 2013 appropriation) so that the funding previously provided for activities for PY 2012 would not be impacted by sequestration. We have utilized the 5% sequestration level projections to calculate LWIA projections for Program Year 2013. The 2nd attachment reflects these projections. The following should be noted:

- * The demographic data used for the in-state distribution methodology has not been updated yet. Therefore, the LWIA shares in each of the three WIA funding streams are identical to those in Program Year 2012.
- * USDOL will publish separate guidance related to updated economically disadvantaged data used in the WIA Adult and Youth formulas. Until the end of last year, the data came from the 2000 Census.
- As you are aware, WIA Adult and Dislocated Worker programs are funded in two separate appropriations. The "base" funds become available July 1st and the "advance" funds become available October 1st. Page 2 of the

projected allocations reflects the Program Year 2013 "base" funds for the Adult and Dislocated Worker programs. Due to sequestration, the Adult "base" funds represent 2.8% of the projected annual allocation and the Dislocated Worker "base" funds represent 10.3% of the projected annual allocation.

- Because of reduced Program Year 2013 "base" funding levels, LWIAs are encouraged to utilize fund transfer/earmark flexibility (up to a maximum of 50%) between their local Adult and Dislocated Worker fund streams during the current Program Year. In addition, LWIAs may request Rapid Response Additional Assistance funds from the state to fill financial gaps left in their Dislocated Worker program due to transfer/earmark of funds for the Adult program.
- Initial annual projections from USDOL do not appear to hit South Carolina as hard as many other states:
 - 70% receiving larger decreases in Adult funds
 - 56% receiving larger decreases in Youth funds
 - 40% receiving larger decreases in Dislocated Worker funds.
- Although the attached projections are in no way final, LWIAs should begin planning based on these estimates and anticipated carryover funds. It is expected that WIA services continue and that no workforce area bring services to a halt. Again, utilization of fiscal transfers/earmarks and requests for Rapid Response funds can ensure continuity of services.

Pat Sherlock

Workforce Development Director

SC Department of Employment and Workforce

Office: 803.737.2601 | Fax: 803.737.2119 | TTY: 711

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PY'13 Henkels & McCoy Budget Negotiation Teams

Adult/DW Grant - \$1,650,000

Jennifer Kelly – Interim Director/Program Director

TBD – Executive Director

Brandi Runion – Finance Director

Richard Blackwell – WSEC Chair/Board Member/Executive Committee Member

Burriss Nelson – WSEC Member/Board Member/Executive Committee Member

Youth Grant - \$850,000

Sharon Crite – Youth Services Manager/Education Outreach

Jennifer Kelly or TBD – Interim Director or Executive Director

Brandi Runion – Finance Director

Kristi King-Brock – Youth Council Chair/Board Member

Robert Halfacre – Youth Council Member/Board Member

Melvin Martin – Youth Council Member/Board Member

Grant amounts will be approved by the Finance Committee once final allocation estimates have been received by the State.

PY 2012 WIA Quarterly Report Summary - 2nd Quarter (rolling 4 quarters)

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	66.0	52.8	67.5	73.8	59.1	72.6	75.3	60.1	69.9	79.3	63.5	84.1	67.2	53.8	58.5	71.8	57.5	68.6	62.7	50.2	66.0
*Attainment of Degree or Certificate	Youth (14-21)	67.0	53.6	71.3	77.7	62.2	80.7	72.9	58.4	75.3	86.0	68.8	84.3	66.5	53.2	62.9	65.0	52.0	68.6	76.6	61.3	73.2
***Literacy or Numeracy	Youth (14-21)	52.0	41.6	54.6	67.3	53.9	64.2	53.3	42.7	57.7	85.0	68.0	87.3	52.0	41.6	73.3	49.4	39.6	45.8	60.4	48.4	62.0
Gains	Adults	66.4	53.2	67.6	69.1	55.3	64.7	72.1	57.7	68.9	71.7	57.4	69.3	67.2	53.8	67.2	74.5	59.6	75.6	65.4	52.4	64.3
Employment	DW	73.5	58.8	72.7	69.8	55.9	61.8	81.2	65.0	76.7	75.0	60.0	74.4	75.6	60.5	60.6	85.2	68.2	85.3	74.8	59.9	68.9
**Retention	Adults	86.4	69.2	84.9	88.8	71.1	87.1	82.2	65.8	84.5	91.0	72.8	87.3	87.1	69.7	82.8	89.5	71.6	84.7	86.0	68.8	81.5
Rate	DW	91.5	73.2	92.1	95.2	76.2	93.2	92.5	74.0	93.1	96.3	77.1	95.9	94.4	75.6	90.8	90.7	72.6	88.7	90.1	72.1	90.2
**Average	Adults	10,700	8,560	10,512	11,538	9,230	11,139	10,165	8,132	9,858	12,834	10,267	11,977	11,889	9,511	10,753	10,769	8,615	10,361	11,054	8,843	10,520
Earnings	DW	15,100	12,080	15,125	14,760	11,808	14,841	14,043	11,234	13,328	15,643	12,514	15,167	17,319	13,855	15,607	14,555	11,644	14,911	17,720	14,176	17,517

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	64.7	51.8	66.9	62.7	50.2	53.8	62.7	50.2	57.2	62.7	50.2	59.5	74.1	59.3	76.6	64.9	52.0	70.3
*Attainment of Degree or Certificate	Youth (14-21)	78.8	63.1	85.7	63.7	51.0	42.2	63.7	51.0	65.3	63.6	50.9	56.2	75.2	60.2	70.0	68.6	54.9	68.8
***Literacy or Numeracy	Youth (14-21)	63.0	50.4	66.7	49.4	39.6	35.9	55.8	44.7	60.6	49.4	39.6	46.4	49.4	39.6	36.1	52.0	41.6	46.7
Gains	Adults	63.1	50.5	66.6	63.1	50.5	60.5	63.1	50.5	61.6	66.4	53.2	74.9	70.8	56.7	74.3	64.3	51.5	67.2
Employment	DW	72.6	58.1	72.7	76.0	60.8	70.2	71.8	57.5	75.4	69.8	55.9	51.5	82.2	65.8	76.5	71.6	57.3	70.7
**Retention	Adults	85.6	68.5	84.1	87.5	70.0	86.1	83.9	67.2	86.4	90.9	72.8	91.9	85.4	68.4	86.1	85.9	68.8	81.9
Rate	DW	92.0	73.6	93.4	91.4	73.2	91.9	90.7	72.6	92.3	91.5	73.2	94.9	92.7	74.2	92.9	86.9	69.6	88.3
**Average	Adults	10,340	8,272	10,433	10,165	8,132	9,383	11,114	8,891	11,238	10,781	8,625	11,171	10,350	8,280	10,115	9,951	7,961	9,880
Earnings	DW	14,038	11,230	14,561	14,345	11,476	13,622	16,128	12,902	15,344	13,800	11,040	12,110	15,100	12,080	22,932	13,968	11,174	11,418

*These measures include program exits from 4/1/11 to 3/31/12.
 **These measures include program exits from 10/1/10 to 9/30/11.
 ***These measures include program exits from 1/1/12 to 12/31/12.

Service Provider
Status Update
July 2011 - June 2012

ENROLLMENT REPORT	PYC					
*Special notes:						
Board Goal	155					
PY'11 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover		72				
July	7	79	5	140%	8%	51%
August	7	86	5	140%	17%	55%
September	12	98	10	120%	31%	63%
October	10	108	5	200%	43%	70%
November	4	112	5	80%	48%	72%
December	4	116	5	80%	53%	75%
January	6	122	10	60%	60%	79%
February	6	128	10	60%	67%	83%
March	12	140	10	120%	82%	90%
April	0	140	10	0%	82%	90%
May	0	140	8	0%	82%	90%
June	0	140	0	#DIV/0!	82%	90%
Totals	68	140	83			