SC WORKS BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER
WORKLINK
ANDERSON-OCONEE-PICKENS

WORKFORCE INVESTMENT CORPORATION
Youth Council Meeting Minutes
May 5, 2014 @ 11:00 am
Board Room, Madren Center- Clemson, SC

Members Present

Kristi King-Brock	Betsy Burkett	Sandy Jordan
Robert Halfacre	Jason Duncan	Tim Mays
Rick Murphy	Crystal Noble	Jeff Trahan
Janice Walpole	Janice Ward	

Members Absent:

Elaine Bailey	Tina Brown	Amy Holbrooks
Karen Kay Smith	Amy Bradshaw	

Providers:

Karen Craven	Ann Marie Baker	Kal Kunkel

Staff Present:

Sharon Crite	Patty Manley	Brandi Runion

Guest Present:

Scott Ferguson	Danny Brothers	Dana Grant
Mike Wallace		

I. Welcome and Introductions

Chair Kristi King-Brock called the meeting to order welcomed everyone in attendance and recognized new Youth Council member, Jeff Trahan as well as guest Mike Wallace. Chair King-Brock also recognized Dana Grant for her 8 year service to the Youth Council informing Council members that she has resigned her position with Henkels & McCoy.

Chair King-Brock announced the meeting was being recorded for processing of minutes and that a quorum was present to conduct business of the Council.

II. Approval of Minutes

The minutes from the March 3, 2014 meeting were emailed with the meeting notice and included in the meeting packet, Chair King-Brock called for any corrections or amendments to the minutes.

Janice Walpole stated she believes she was present for the March 3, 2014 meeting. Patty Manley will verify the status of her attendance and make correction if necessary.

COUNCIL ACTION TAKEN: Tim Mays made a motion to approve the minutes from the March 3, 2014 meeting with above verification of attendance of Janice Walpole, seconded by Rick Murphy. The motion carried with a unanimous voice vote.

III.   **Palmetto Youth Connections (PYC) Report**

Karen Craven provided an update on the Palmetto Youth Connections (PYC) Dashboard report through April 2014. Ms. Craven gave a brief update highlighting the demographics of participants who have registered and the caseload breakdown by Career Coach as well as County stating this at the time the report was pulled they were working 181 participants. Ms. Craven reported currently the Literacy/Numeracy Gaines are 39 participants, 48 GED/HS Diploma participants and 43 placements in employment, post-secondary education or military.

Ms. Craven provided a status update of the PY'13 Goals stating they are exceeding each of the goals. The Literacy-Numeracy Gains are 100%; Placements are currently 88.9%; and Credentials are currently 85.7%. Ms. Craven referred to Monthly Update Report through May 5, 2014 which correlates with the above dashboard report but in a different format and provided an update on numbers being served via county breakdown: Anderson – 74; Oconee – 40 and Pickens – 45.

a.   **PY 13 Youth Outreach Update**

Ms. Craven referred to pages 6-9 of the meeting packet and provided an update on the outreach efforts which began at the end of 2013. Flyers from phase 2 have been placed in various locations around Anderson, Oconee, and Pickens counties and the pump toppers for phase 3 will be placed at Bounty Land Quick Stop facilities and Stop-a-Minute facilities this month. Ms. Craven deferred to Mike Wallace to provide information regarding other outreach plans. Mr. Wallace informed Council members that bag stuffers/coupons will distributed at the above mentioned convenience locations and that Northland Cable has proposed a 30 second commercial spot to be aired at very minimal cost on several stations. Ms. Craven accessed a video created for PYC outreach for Council members to view and stated this would be the condensed, if possible, and used for the 30 second commercial spot Northland Cable is proposing. Mr. Wallace and Ms. Craven will continue to work on this and will keep members apprised of the progress.

IV.   **New Business**

PY'13 Grant Expenditures (2/24/14-3/23/14)

Chair King-Brock deferred to Brandi Runion to provide report. Ms. Runion referred to page 10 of the meeting packet and provided a brief update of expenditures stating 63.03% of the 67.5% goal has been spent through March 2014. Ms. Runion reported that several line items are quarterly expenses so the expenditure rate goal will increase as those invoices are processed and therefor does not foresee any problems with PYC meeting the overall 90% expenditure goal.

Ms. Craven stated they are working with Tri-County Technical College to offer Hospitality Support Specialist classes which includes the Serve Safe credential as well as the Support Specialist which will give our participants something to fall back on.

PY'13 2nd Quarter Youth Performance Report
Sharon Crite referred to page 11 of the packet and provided a brief explanation of the youth performance report as information.

Youth Career Connect Grant Information
Ms. Crite reported that Anderson Districts 3, 4 & 5 applied for this grant but was not chosen as recipients.

Status of Option to Serve In-School Youth
Chair King-Brock stated since those school districts did not receive the Youth Career Connect Grant, the Youth Council should address this need for 2015. Chair King-Brock also stated the possibility of partnering with Tri-County Technical College and high schools in our service region to assist students in building stackable credentials beginning in high school adding the Council will address the in-school piece at RFP time in 2015.

COUNCIL ACTION TAKEN: Crystal Noble made a motion to look at the need for serving in-school youth and put out for RFP for PY'15, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

PY'14 Youth Negotiation Team – Finalized Budget (100% out-of-school youth)
Ms. Runion referred to page 12 of the meeting packet explaining WorkLink will be receiving an allocation of $877,533 for PY'14 which is 1.56% reduction from PY'13 allocations. Ms. Runion also provided an explanation of how these funds are distributed stating the Negotiations Committee voted to approve $800,000 for the Henkels & McCoy Youth Grant.

Ms. Runion referred to pages 13-16 stating the Negotiations Committee voted to fund 100% out-of-school youth since the Anderson school districts did not receive the grant mentioned above. Pages 13 & 14 show the line items for how the funds will be distributed and page 15 provides additional in-depth details of the funds.

Ms. Crite referred to page 16 and provided a brief synopsis of the number to serve stating this number may adjust up or down once the final participant true carryover numbers are confirmed in October 2014.

Ms. Runion stated this budget has been approved the Youth Council Budget Negotiations Committee and will be presented at the May 19, 2014 Finance Committee meeting and again at the May 28, 2014 Executive Committee meeting.

COUNCIL ACTION TAKEN: Youth Council Budget Negotiations Committee made a motion to move forward with the PY'14 Youth budget as presented, seconded by Tim Mays. The motion carried with a unanimous voice vote.

Youth Waiver Requests from DOL
Chair King-Brock referred to page 17 which are two waivers that are being requested from DOL regarding Mentoring and Registered Apprenticeships stating the main issue with the Mentoring waiver is the time frame and requesting to remove the time frame piece out so that we're not tied into a specific time frame. The Registered Apprenticeships are tied to in-school pieces and we're requesting a waiver to include out-of-school youth.

COUNCIL ACTION TAKEN: Crystal Noble made a motion to request these waivers with Youth Council's approval, seconded by Robert Halfacre. The motion carried with a unanimous voice vote.

V.   Other Business

2014 AOP Business & Industry Showcase
Chair King-Brock reminded members the Youth Council previously voted to approve $5,000 to be used for transportation for the AOP BIS and deferred to Rick Murphy to provide an update on the Showcase.

Mr. Murphy stated they are working on a curriculum for the showcase with the Superintendents from all 7 school districts that would make the Showcase more than a field trip. All Superintendents approved to have personnel assigned by the summer working on this. Mr. Murphy stated Littlejohn is being renovated so they are working with the Anderson Civic center for upcoming events.

Next Meeting Explore & Discuss
Chair King-Brock requested that Youth Council members begin to think ahead of items and areas that need to be addressed in the next Youth Council meeting to be included in the RFP for PY'15.

The next Youth Council meeting is scheduled for August 4, 2014 to be held at the Madren Center at 11:00am.

VI.   Adjourn
With no further business to discuss, the Youth Council meeting was adjourned.

Respectfully submitted by: Patty Manley, Office Manager

Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses	codes	Budget	1403-I1011 5/26-6/22	1403-I1012 paid accrual	1403-I1013 6/23-6/30	ACCRUAL	Total Expenses	Balance	% Spent
		Mod #1							
Salary Total	00	325.644	22.217	6.777	(47)		312.316	13.328	95.91%
Fringe Benefit Total	01-05	123.066	7.444	2.275	(32)		105.521	17.545	85.74%
Subtotal		$448.710	$29.661	$9.052	-$79		$417.837	$30.873	93.12%
Operating Costs									
Staff Consumable Supplies	12	6.000	379	4.309	0		5.459	541	90.98%
Advertising	13	9.000	3.300	899	0		9.870	(870)	109.67%
Printing/Copies	14	4.800	309	1.784	15		4.479	321	93.31%
Communications	15	10.746	647	24	0		10.646	100	99.07%
Staff Travel	16	26.590	466	2.509	136		17.954	8.636	67.52%
Staff Training/Conferences	17	6.000					1.732	4.268	28.87%
Computer Leases/Software	18	11.360	1536				10.743	617	94.57%
Postage	19	3.585	502				2.849	736	79.47%
Subtotal		$78.081	$7.139	$9.525	$151		$63.732	$14.349	81.62%
Individualized Training Cost									
Participant Supplies	21	6.400		700	38		6.421	(21)	100.33%
Participant Books	22	8.000	46	745	131		7.933	67	99.16%
Assessment/Exam Fees(inc wor)	23	8.650	444	2087	-80		9.152	(502)	105.80%
TABE Testing Materials	24	2.050					2.050	0	100.00%
Tuition (Adult Education)	25	38.758		0	0		38.756	2	99.99%
Tuition (College or Vocational)	26	24.990	1524	5729	0		16.910	8.080	67.67%
Work Experience	29	41.760	1301	787	134		29.578	12.182	70.83%
Awards/Events	2.10	1.600					1.600	0	100.00%
Subtotal		$132.208	$3.315	$10.048	$223		$112.400	$19.808	85.02%
Customer Supportive Services Cost									
Student Incentives (skills &inc con)	31	40.491	2747	475	675	50	29.730	10.761	73.42%
Transportation	32	22.500	1.275	245	280	80	16.930	5.570	75.24%
Childcare	33	4.800	362		40		972	3.828	20.25%
Training Support Materials	34	3.200		745	61		2.809	391	87.78%
Emergency Assistance	35	3.500					458	3.042	13.09%
Subtotal		$74.491	$4.384	$1.465	$1.056	$110	$50.899	$23.592	68.33%
Other									
Training Fee (Profit)	41	36.675	2.225	1.505	118	10	32.299	4.376	88.07%
Audit	42	5.584					5.584	0	100.00%
Subtotal		$42.259	$2.225	$1.505	$118	$10	$37.883	$4.376	89.64%
Indirect		64.180	3.894	2.636	68	8	56.377	7.803	87.84%
TOTALS		$839.929							
Monthly Actual Expenses									
			$50.618	$34.231	$1.537	$126	$739.128	$100.801	88.00%

Budgeted Expenses		Budget	1403-I1000	1403-I1001	1403-I1002	1403-I1003	1403-I1004	1403-I1005	1403-I1006	1403-I1007	1403-I1008	1403-I1009	1403-I1010	Total Expenses	Balance	% Spent
			7/1-7/28	7/29-8/25	8/26-9/29	9/30-10/27	10/28-11/24	11/25-12/29	12/30-1/26	1/27-2/23	2/24-3/23	3/24-4/27	4/28-5/25			
		Mod #1														
Salary Total	0.1	325,644	21,542	22,679	36,706	26,163	25,050	30,600	24,730	25,309	26,160	28,360	22,393	283,349	42,275	87.02%
Fringe Benefit Total	01-05	123,396	7,829	8,000	10,467	8,284	8,227	10,760	8,566	8,480	8,410	8,942	7,468	95,734	27,212	77.87%
Subtotal		$449,716	$29,671	$30,679	$47,293	$33,446	$33,277	$41,570	$33,294	$33,788	$33,558	$36,301	$29,852	$379,203	$69,957	84.51%
Operating Costs																
Staff Consumable Supplies	12	6,000	79		19	142		100	80	80	60	80	212	771	5,229	12.95%
Advertising	13	9,000						4,272		804		660	235	5,671	3,329	63.01%
Printing/Copies	14	4,800		8	304	373		8	300	148	400	679	250	2,371	2,429	49.40%
Communications	15	10,746	817	672	821	857	819	924	812	800	878	1,015	674	9,075	771	22.83%
Staff Travel	16	26,590	804	667	1,788	1,279	1,460	1,287	1,134	1,538	2,191	2,106	722	14,843	11,747	55.82%
Staff Training/Conferences	17	6,000						1,790	(641)		1,636	(63)	483	1,732	4,268	28.87%
Computer Leases Software	18	11,360		3000	2170	1000		804			1636			9,207	2,153	81.05%
Postage	19	3,585	80	100	230	246	234	300	17	400	130	542	179	2,347	1,238	65.47%
Subtotal		$78,081	$1,804	$5,067	$5,342	$3,884	$2,903	$7,705	$4,152	$2,716	$6,362	$4,799	$2,023	$45,917	$31,164	60.98%
Individualized Training Cost																
Participant Supplies	21	6,400	0			15		142			0	5,496		5,663	717	88.80%
Participant Books	22	5,000				80			130	220	600	3847		7,011	989	87.04%
Assessment/Exam Services	23	9,850				806		3062	1523	600	23	777	370	8,701	1,949	77.47%
TANF Training Materials	24	2,050										3042		3,058	0	100.00%
Tuition (Adult Education)	25	38,750		7287		9440	3422		7297	2422		9630		38,748	2	99.99%
Tuition (College or Vocation)	26	24,380		46		790	790	278	444	3831	2882	466	36	9,067	15,333	38.64%
Work Experience	27	41,780	768	1960	4661	3347	9630	6616	3846	2173	1866	319		27,396	14,484	94.91%
Awards/Events	28-10	1,850										1,850		1,850	0	100.00%
Subtotal		$132,300	$768	$6,881	$1,881	$14,343	$8,713	$10,290	$13,220	$9,346	$4,073	$26,343	$346	$98,814	$33,384	74.74%
Customer Supportive Services Cost																
Student Incentive (HiSA-Inc)	31	40,491	2297	1608	2153	3151	3854	1675	4790	1187	1308	2000	1990	25,783	14,708	63.68%
Transportation	32	22,500	626	800	1,585	1,046	2,004	1,005	1,370	600	1,200	1,770	1,610	15,070	7,410	66.98%
Childcare	33	4,800						360	190					570	4,230	11.88%
Training Support Materials	34	3,200		9	138	337	138	384	207	271	307	30	223	2,003	1,197	62.59%
Emergency Assistance	35	3,500							806		256			458	3,042	13.08%
Subtotal		$74,491	$2,953	$2,408	$4,857	$6,443	$4,791	$4,306	$6,729	$2,066	$3,117	$3,800	$3,483	$43,884	$30,607	58.91%
Other																
Training Fee (Profit)	41	36,875	1,780	2,381	2,867	2,864	2,464	3,180	2,878	2,307	2,337	3,711	1,831	28,441	8,234	77.08%
Audit	42	5,584											5584	5,584	0	100.00%
Subtotal		$42,296	$1,780	$2,381	$2,867	$2,864	$2,464	$3,180	$2,878	$2,307	$2,337	$3,711	$7,415	$34,025	$16,234	80.82%
Indirect		64,100	3,080	4,167	4,667	4,909	4,312	5,540	5,623	4,194	4,080	6,484	3,304	49,773	14,407	77.68%
TOTALS		$830,829														
Monthly Actual Expenses			$40,043	$54,173	$60,667	$64,837	$56,066	$72,084	$66,393	$54,633	$53,167	$64,418	$47,232	$652,810	$167,313	77.79%

Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses	Budget Mod #1	1403-I1000 7/1-7/29	1403-I1001 7/23-8/25	1403-I1002 8/26-9/29	1403-I1003 9/30-10/27	1403-I1004 10/28-11/24	1403-I1005 11/25-12/29	1403-I1006 12/30-1/26	1403-I1007 1/27-2/23	1403-I1008 2/24-3/23	1403-I1009 3/24-4/27	Total Expenses	Balance	% Spent
Salary Total	325,044	21,842	22,670	36,796	25,143	25,060	30,680	24,738	25,306	25,190	28,350	260,375	64,958	80.14%
Fringe Benefit Total	123,006	7,829	8,009	10,457	8,296	8,227	10,190	6,556	8,480	6,419	8,942	88,375	34,601	71.81%
Subtotal	$448,710	$29,671	$30,679	$47,253	$33,449	$33,277	$41,070	$31,295	$33,786	$31,366	$39,301	$349,351	$99,359	77.86%
Operating Costs														
Staff Consumable Supplies	6,000	75		19	163		109	64	50	64	59	559	5,441	9.32%
Advertising	9,000						4,272		505		669	5,446	3,554	60.51%
Printing Copies	4,800		8	204	372		8	305	180	469	979	2,133	2,667	44.44%
Communications	10,746	817	972	821	837	819	824	632	966	978	1,015	9,101	1,645	84.60%
Staff Travel	26,520	804	667	1,796	1,279	1,450	1,291	1,134	1,139	2,181	2,165	14,121	12,400	53.11%
Staff Training Conferences	6,000							1,796	(484)		(63)	1,249	4,751	20.82%
Computer License Software	11,360		3400	2178	1000		695			1538		9,207	2,153	81.05%
Postage	3,585	89	180	238	245	234	206	17	486	130	342	2,168	1,417	60.47%
Subtotal	$78,081	$1,885	$5,657	$5,342	$3,854	$2,503	$7,709	$4,152	$2,750	$5,362	$4,765	$43,984	$34,097	56.33%
Individualized Training Cost														
Participant Supplies	6,400	0			15		142			61	5465	5,683	717	88.10%
Participant Books	8,300				66			130	220	600	5057	7,311	989	87.84%
Assessment Exam Fees/inc	8,650				405		3063	1523	800	23	777	6,391	2,259	73.88%
TABE Testing Materials	2,050										2050	2,050	0	100.00%
Tuition (Adult Education)	38,758		7267		9480	3423		7767	2422		9680	38,756	2	99.99%
Tuition (College or Vocation)	24,390		45		799	799	275	444	3031	2892	483	9,822	15,368	38.30%
Work Experience	41,780	765	1568	1881	3337	5530	6819	3655	2173	1088	719	27,336	14,404	65.51%
Awards/Events	1,800										1,800	1,800	0	100.30%
Subtotal	$132,308	$765	$8,881	$1,881	$14,342	$8,712	$10,299	$13,220	$9,348	$4,873	$26,342	$98,489	$33,738	74.48%
Customer Supportive Services Cost														
Student Incentives (Adult & re	40,491	2257	1800	3152	3451	2651	1873	4750	1197	1200	2000	24,133	16,358	59.60%
Transportation	22,900	625	605	1,505	1,565	2,005	1,065	1,370	800	1,380	1,770	13,460	9,040	58.82%
Childcare	4,800						380	190				570	4,230	11.88%
Training Support Materials	3,200		3	120	337	138	385	207	271	297	35	1,780	1,420	55.63%
Emergency Assistance	3,500							208		250		458	3,042	13.09%
Subtotal	$74,491	$2,882	$2,408	$4,857	$5,443	$4,791	$4,309	$6,725	$2,068	$3,117	$3,805	$40,401	$34,089	54.24%
Other														
Training Fee (Profit)	36,675	1,780	2,381	3,067	3,854	2,464	3,169	2,879	2,397	2,337	3,711	26,610	10,065	72.56%
Audit	5,564											0	5,564	0.00%
Subtotal	$42,239	$1,780	$2,381	$3,067	$3,854	$2,464	$3,169	$2,879	$2,397	$2,337	$3,711	$26,610	$15,649	62.87%
Indirect	64,180	3,080	4,167	4,667	4,995	4,317	5,546	5,023	4,195	4,090	6,494	46,500	17,611	72.36%
TOTALS	$839,929													
Monthly Actual Expenses		$40,043	$54,173	$60,867	$64,937	$56,050	$72,084	$65,293	$64,533	$53,167	$64,418	$605,384	$234,545	72.08%

WorkLink PYC Budget Comparison
PY13 Mod #2 vs. Under Expenditures in Salary & Operating

	Rate	PY13 Budget Mod #2	Rate	PY13 Budget Under	Amt of Increase or Decrease	% of Increase or
Slot Level						
		160		160	0	
Staff Costs						
1. Regional Manager		$ 19,294.08		$ 19,294.08	$ -	0.00%
2. Fiscal Representative		$ 9,684.48		$ 9,684.48	$ -	0.00%
3. PM Data-Fiscal Analyst		$ 4,499.04		$ 2,768.64	$ (1,730.40)	-62.50%
4. Data-Fiscal Analyst		$ 5,438.16		$ 5,438.16	$ -	0.00%
5. PM Continuous Improvement		$ 8,528.00		$ 7,544.00	$ (984.00)	-13.04%
6. Program Manager II (Busn Dev)		$ 29,296.80		$ 24,226.20	$ (5,070.60)	-20.93%
7. Program Manager II (Case Mgmt)		$ 27,716.00		$ 27,716.00	$ -	0.00%
8. Lead Career Coach		$ 43,326.40		$ 43,326.40	$ (0.00)	0.00%
9. Career Coach		$ 32,718.40		$ 32,718.40	$ -	0.00%
10. Career Coach		$ 39,603.20		$ 39,603.20	$ -	0.00%
11. Career Coach		$ 38,376.00		$ 38,376.00	$ -	0.00%
12. Career Coach		$ 33,883.20		$ 33,883.20	$ -	0.00%
13. Workforce Specialist		$ 33,280.00		$ 33,280.00	$ -	0.00%
Sub-Total of Staff Costs		**$ 325,643.76**		**$ 317,858.76**	**$ (7,785.00)**	**-2.45%**
Fringe Benefits	**Rate**		**Rate**			
Health Insurance	18.89%	$ 76,727.04	23.64%	$ 60,047.40	$ (16,679.64)	-27.78%
FICA	7.65%	$ 24,911.75	7.65%	$ 24,316.20	$ (595.55)	-2.45%
State UEC-SUI	3.05%	$ 9,932.13	3.05%	$ 9,694.69	$ (237.44)	-2.45%
FUT	0.14%	$ 455.90	0.14%	$ 445.00	$ (10.90)	-2.45%
SC WC	0.34%	$ 1,107.19	0.34%	$ 1,080.72	$ (26.47)	-2.45%
Public-General Liability	3.05%	$ 9,932.13	3.05%	$ 9,694.69	$ (237.44)	-2.45%
Sub-Total Fringe:	**33.12%**	**$ 123,066.14**	**37.87%**	**$ 105,278.70**	**$ (17,787.44)**	**-16.90%**
Operating Costs						
1.1 Facility, Utilities, Maintennace		$ -		$ -	$ -	0.00%
1.2 Staff Consummable Supplies		$ 6,000.00		$ 6,000.00	$ -	0.00%
1.3 Advertising, Outreach		$ 9,000.00		$ 9,000.00	$ -	0.00%
1.4 Copy, Print		$ 4,800.00		$ 4,800.00	$ -	0.00%
1.5 Communications		$ 10,746.00		$ 10,570.33	$ (175.67)	-1.66%
1.6 Staff Travel		$ 26,590.00		$ 25,780.00	$ (810.00)	-3.14%
1.7 Staff Conferences, Training		$ 6,000.00		$ 6,000.00	$ -	0.00%
1.8 Staff Computer Leases		$ 7,519.50		$ 7,449.44	$ (70.06)	-0.94%
1.9 Postage		$ 3,585.00		$ 3,585.00	$ -	0.00%
Sub-Total Operating		**$ 74,240.50**		**$ 73,184.77**	**$ (1,055.73)**	**-1.44%**

WorkLink PYC Budget Comparison
PY13 Mod #2 vs. Under Expenditures in Salary & Operating

		PY13 Budget Mod #2		PY13 Budget Under	Amt of Increase or Decrease	% of Increase or
Training						
2.1 Participant Supplies		$ 6,400.00		$ 6,400.00	$ -	0.00%
2.2 Participant Books		$ 8,000.00		$ 8,000.00	$ -	0.00%
2.3 Credential Exam Fees (NRP, C.N.A., GED, etc.)		$ 8,650.00		$ 8,650.00	$ -	0.00%
2.4 TABE Testing Materials		$ 2,050.00		$ 2,050.00	$ -	0.00%
2.5 Tuition (Adult Education)		$ 38,758.40		$ 38,758.40	$ -	0.00%
Vocational)		$ 24,990.00		$ 24,990.00	$ -	0.00%
2.7 Dual Credit Diploma (GTC or Other)		$ -		$ -	$ -	
2.8 On-the-Job Training		$ -		$ -	$ -	
2.9 Work Experience		$ 41,760.00		$ 41,760.00	$ -	0.00%
2.10 Awards / Events		$ 1,600.00		$ 1,600.00	$ -	0.00%
2.11 Software Licenses		$ 3,840.00		$ 3,840.00	$ -	0.00%
2.12 Work Keys		$ -		$ -	$ -	0.00%
Sub-Total Training		**$ 136,048.40**		**$ 136,048.40**	**$ -**	**0.00%**
Supportive Services						
3.1 Participant Incentives (Skill Invoices)		$ 40,491.35		$ 40,491.35	$ 0.00	0.00%
3.2 Transportation		$ 22,500.00		$ 22,500.00	$ (0.00)	0.00%
3.3 Childcare		$ 4,800.00		$ 4,800.00	$ -	0.00%
3.4 Training Support Materials		$ 3,200.00		$ 3,200.00	$ -	0.00%
3.5 Emergency Assistance		$ 3,500.00		$ 3,500.00	$ -	0.00%
3.6 Laptop Incentive		$ -		$ -	$ -	
Sub-Total of Supportive Services		**$ 74,491.35**		**$ 74,491.35**	**$ 0.00**	**0.00%**
Sub-Total of Contract Costs		**$ 733,490.15**		**$ 706,861.98**	**$ (26,628.17)**	**-3.77%**
Indirect Cost & Fees						
Training Fee (Profit)	5.00%	$ 36,674.51	5.00%	$ 35,343.10	$ (1,331.41)	-3.77%
Indirect Cost	8.75%	$ 64,180.39	9.83%	$ 61,850.42	$ (2,329.97)	-3.77%
Audit Fee	0.70%	$ 5,583.69	0.70%	$ 5,380.99	$ (202.70)	-3.77%
Sub-Total of Indirect & Fees		**$ 106,438.59**		**$ 102,574.51**	**$ (3,864.08)**	**-3.77%**
		$ 839,928.74		**$ 809,436.49**	**$ (30,492.25)**	**-3.77%**

PY 2013 WIA Quarterly Report Summary - 3rd Quarter (rolling 4 quarters)

State

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	67.4	103.7%	
*Attainment of Degree or Certificate	Youth (14-21)	68.3	104.5%	
***Literacy or Numeracy Gains	Youth (14-21)	53.6	108.6%	
*Entered Employment Rate	Adults	69.7	103.1%	
	DW	73.9	107.2%	
**Retention Rate	Adults	86.4	99.4%	85.9
	DW	91.5	101.3%	
**Average Earnings	Adults	10,514	103.7%	$10,904
	DW	15,100	96.1%	$14,506

WorkLink

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	75.3	115.4%	86.9
*Attainment of Degree or Certificate	Youth (14-21)	77.7	107.2%	83.3
***Literacy or Numeracy Gains	Youth (14-21)	65.3	124.8%	81.5
*Entered Employment Rate	Adults	69.1	99.6%	68.8
	DW	71.2	107.3%	76.4
**Retention Rate	Adults	88.8	97.6%	86.7
	DW	93.3	99.7%	93.0
**Average Earnings	Adults	11,538	90.3%	$10,414
	DW	14,908	104.2%	

Upper Savannah

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	73.8	93.2%	68.8
*Attainment of Degree or Certificate	Youth (14-21)	74.4	97.0%	72.2
***Literacy or Numeracy Gains	Youth (14-21)	55.0	97.8%	53.8
*Entered Employment Rate	Adults	71.0	91.3%	64.8
	DW	80.0	103.1%	
**Retention Rate	Adults	83.8	102.0%	
	DW	92.0	104.5%	
**Average Earnings	Adults	10,063	92.4%	$9,300
	DW	13,621	100.1%	

Upstate

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	74.5	110.1%	
*Attainment of Degree or Certificate	Youth (14-21)	75.0	114.9%	
***Literacy or Numeracy Gains	Youth (14-21)	68.0	124.4%	
*Entered Employment Rate	Adults	71.0	104.8%	
	DW	75.0	109.5%	
**Retention Rate	Adults	88.3	103.2%	
	DW	93.2	100.2%	
**Average Earnings	Adults	12,192	92.1%	$11,226
	DW	15,100	86.3%	$13,036

Greenville

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	67.2	97.5%	65.5
*Attainment of Degree or Certificate	Youth (14-21)	66.5	83.9%	55.8
***Literacy or Numeracy Gains	Youth (14-21)	53.0	97.0%	51.4
*Entered Employment Rate	Adults	70.5	102.1%	
	DW	76.4	98.0%	74.8
**Retention Rate	Adults	87.1	98.1%	85.4
	DW	94.3	101.4%	
**Average Earnings	Adults	11,889	93.7%	$11,145
	DW	17,319	81.9%	$14,192

Midlands

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	68.5	91.2%	62.5
*Attainment of Degree or Certificate	Youth (14-21)	65.0	72.5%	47.1
***Literacy or Numeracy Gains	Youth (14-21)	50.0	101.2%	
*Entered Employment Rate	Adults	75.4	100.5%	
	DW	85.2	99.9%	85.1
**Retention Rate	Adults	89.5	94.4%	84.5
	DW	90.7	102.2%	
**Average Earnings	Adults	10,769	107.3%	
	DW	15,000	109.6%	

Trident

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	64.0	112.3%	
*Attainment of Degree or Certificate	Youth (14-21)	77.0	99.3%	76.6
***Literacy or Numeracy Gains	Youth (14-21)	61.5	96.0%	59.1
*Entered Employment Rate	Adults	66.7	97.6%	65.1
	DW	75.5	105.7%	
**Retention Rate	Adults	86.0	97.8%	84.1
	DW	90.1	98.8%	89.0
**Average Earnings	Adults	11,054	97.9%	$10,816
	DW	17,800	88.2%	$15,693

Pee Dee

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	66.0	124.8%	
*Attainment of Degree or Certificate	Youth (14-21)	80.0	113.3%	
***Literacy or Numeracy Gains	Youth (14-21)	64.3	119.8%	
*Entered Employment Rate	Adults	66.3	107.5%	
	DW	72.6	104.6%	
**Retention Rate	Adults	85.6	102.8%	
	DW	92.0	101.5%	
**Average Earnings	Adults	10,443	107.7%	$11,244
	DW	13,898	101.0%	$14,042

Lower Savannah

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	67.4	97.9%	66.0
*Attainment of Degree or Certificate	Youth (14-21)	64.0	105.2%	
***Literacy or Numeracy Gains	Youth (14-21)	50.9	110.9%	
*Entered Employment Rate	Adults	66.3	103.3%	
	DW	76.0	93.9%	71.4
**Retention Rate	Adults	87.5	90.1%	78.8
	DW	91.4	97.4%	89.0
**Average Earnings	Adults	10,165	102.9%	$10,458
	DW	14,345	93.9%	$13,472

Catawba

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	63.3	93.7%	59.3
*Attainment of Degree or Certificate	Youth (14-21)	65.0	112.8%	73.3
***Literacy or Numeracy Gains	Youth (14-21)	57.5	104.3%	
*Entered Employment Rate	Adults	66.9	113.0%	
	DW	75.4	111.7%	
**Retention Rate	Adults	84.3	105.8%	
	DW	92.1	101.1%	
**Average Earnings	Adults	11,225	100.7%	
	DW	15,100	101.7%	

Santee Lynches

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	63.6	98.6%	62.7
*Attainment of Degree or Certificate	Youth (14-21)	65.6	97.4%	63.9
***Literacy or Numeracy Gains	Youth (14-21)	51.9	104.2%	
*Entered Employment Rate	Adults	69.7	109.0%	
	DW	71.0	111.5%	
**Retention Rate	Adults	89.1	97.8%	87.1
	DW	91.5	103.3%	
**Average Earnings	Adults	11,104	113.0%	
	DW	13,800	103.3%	

Waccamaw

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	74.8	110.4%	
*Attainment of Degree or Certificate	Youth (14-21)	72.0	92.6%	66.7
***Literacy or Numeracy Gains	Youth (14-21)	51.9	134.0%	
*Entered Employment Rate	Adults	72.4	110.5%	
	DW	78.1	102.4%	
**Retention Rate	Adults	85.8	102.1%	
	DW	91.7	102.5%	
**Average Earnings	Adults	10,350	100.3%	
	DW	15,100	95.9%	$14,488

Lowcountry

Performance Measure	Group	Goal	% of Goal	Actual
*Placement In Employment or Education	Youth (14-21)	67.4	77.3%	52.1
*Attainment of Degree or Certificate	Youth (14-21)	68.6	92.4%	63.4
***Literacy or Numeracy Gains	Youth (14-21)	50.0	93.3%	46.7
*Entered Employment Rate	Adults	67.3	114.4%	
	DW	72.0	94.6%	68.1
**Retention Rate	Adults	85.9	89.9%	77.2
	DW	87.3	99.1%	86.5
**Average Earnings	Adults	9,751	91.4%	$8,914
	DW	13,270	88.4%	$11,729

*These measures include program exiters from 7/1/12 to 6/30/13.

**These measures include program exiters from 1/1/12 to 12/31/12.

***These measures include program exiters from 4/1/13 to 3/31/14.

Final Performance Goals for Program Year 2014

State WIA and W-P Performance Goals

WIA Requirement at Section 136(b)	Program Year 2013 Performance Goals	Program Year 2013 Actual Performance *(thru 3rd Quarter)*	Program Year 2014 Performance Goals
Adults			
Entered Employment Rate	69.7%	71.8%	72.0%
Employment Retention Rate	86.4%	85.9%	87.0%
Average Six Month Earnings	$10,514	$10,908	$11,000
Dislocated Workers			
Entered Employment Rate	73.9%	79.2%	79.5%
Employment Retention Rate	91.5%	92.7%	92.7%
Average Six Month Earnings	$15,100	$14,506	$15,100
Youth			
Placement in Employment or Education	67.4%	69.9%	70.5%
Attainment of Degree or Certificate	68.4%	71.5%	71.0%
Literacy or Numeracy Gains	53.6%	58.2%	58.5%
Wagner-Peyser Requirement at Section 13(a)			
Entered Employment Rate	58.5%	58.2%	59.5%
Employment Retention Rate	83.9%	82.2%	85.0%
Average Six Month Earnings	$11,600	$11,550	$11,800

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
Service Providers are working in silos	Integrate work systems and process	By June 30. 2011 enhance the service mapping data base by identifying Faith Base Organizations, Churches, and Service Organizations for families in the three county areas.	Establish/ identify service mapping parameters **2-1-1 SYSTEM IS SPONSORED AND SUPPORTED BY THE UNITED WAY OF ANDERSON-OCONEE-PICKENS COUNTIES.**	✓ Identify all stakeholders ✓ Define information needed about each service ✓ Determine which services need to be included within the database ✓ Decide audience access 　○ partners 　○ organizations 　○ businesses 　○ families 　○ community ✓ Decide who qualifies as a service provider to be on database ✓ Identify list of agencies to participate 　✓ **Accomplished** – Temp. staff hired to complete all tasks listed above in collaboration with each United Way of AOP. See June 6, 2011 YC meeting minutes.	**Service Integration**
			Resources	✓ Identify youth partners in AOP ✓ Research 211, ASA book of services ✓ Review /research www.indyserves.com website and templates ✓ Youth provider to educate families of available resources in the three county areas. – **On-Going**	
			Collect/ Input service map data	✓ Communicate the need of the youth provider to have partners to serve at-risk youth in the three county areas. – **On-Going** ✓ Advocate/solicit partner involvement – **On-Going** 　○ Local church time/talent banks 　○ Talk to local service clubs 　○ Talk to retiree groups ✓ Youth Provider (PYC) to track all partner information in the Effort to Outcome (ETO) system. – **On-Going**	
			Disseminate the Product	✓ Develop marketing plan for database ✓ Market service mapping resource	

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
				✓ Define method for letting partners know of database ✓ **Accomplished - 2-1-1 marketing collaboration with each United Way of AOP was funded jointly with WorkLink Youth Council/WIB and the United Ways. Bill Boards and Brochures were produced and outreach currently continues. Bill Boards are still posted and Brochures are distributed at each WorkLink event.**	
			Identify/ address gaps in community services **2-1-1 SYSTEM IS AN ON-GOING MAPPING SERVICE AVAILABLE 24/7 WITH THE CAPABILITY OF UP-DATING ADDING/DELETING AGENCIES, PARTNERS, ORGANIZATIONS, BUSINESSES, AND COMMUNITY SERVICES.**	✓ Disseminate to Youth Council, WIB, service providers and partners. – ON-GOING ✓ Determine how to address gaps	
Lack of work ethics, soft skills, basic skills	Improve work ethic/ soft skills, and basic skills	By June 30, 2012, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%	Establish the baseline Final Results to be calculated June 30, 2014 end of program year and five year strategic plan.	✓ Review data from the surveys ✓ Provide the Youth Council/WIB with the survey scores of the youth on work readiness/soft skills ✓ Finalize the baseline data ✓ **Accomplished- Survey/Evaluation use: WorkLink Work Readiness Tool for the WIA Youth Program.** The local business/ employer granting a work experience assignment for our youth participants completes the survey/evaluation at the mid-point and final timeframe of the work experience assignment Currently, surveys/evaluations data (forms) are being collected and saved for review by Youth Provider (PYC) to comply with the June 30, 2014 deadline.	Work Readiness

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
			Teach the soft skills	✓ Research work readiness/soft skills curriculum ✓ Choose/create work readiness/soft skills curricula ✓ Implement work readiness/soft skills curricula . ✓ **Accomplished**-Soft skills Ad Hoc Comm. was formed, last mtg. 3/2010- Providers are to determine and use their own curricula. PYC identified curricula is: **Tackling the Tough Skills and Career Smart** as of PY 12 (Oct. 2012). **ON-GOING**	
			Evaluate progress by June 30, 2014. Final Results to be calculated June 30, 2014 end of program year and five year strategic plan.	• Survey businesses to determine increase in work readiness/soft skills of youth - **On-going**	
		Improve awareness and Implementation of WorkKeys	Work with WIB Business Partnership and Workforce Skills and Education Committees to address this	✓ See action plans of WIB committees ✓ **Accomplished** -WorkKeys was given to in-school and out- of school youth Summer 2009/Summer 2010 by our local One Stops. WorkKeys is administered by our local School Districts, Adult Educ. Centers, and Tri County Technical College. Currently, SC Work Ready Communities imitative in development. All WIA youth participants are offered WorkKeys testing.	
Weakened family units/ Not enough focus on families – no structured system for support	Increase awareness and resources available to family units.	Introduce 90% of our partners to family services available in our geographical area.	Hold round table discussions with partners, agencies, and community services in three county areas. Youth Provider (PYC) is already doing this throughout the program year.	✓ Youth Provider to conduct/ participate in partners, agencies, and community services discussions in the three county areas. – On-Going ✓ **Verified WIA and Youth Council partnerships are already in the 2-1-1 system.**	**Family Services**

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WorkLink Youth Council Strategic Plan

	WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans				
Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
			Encourage partners to distribute appropriate information /materials on education options to youth parents/adults in the family	✓ Determine what information needs to be distributed – On-going ✓ Identify and collect information for 211 system – On-going ✓ **Accomplished** Determine distribution process ✓ **Accomplished** Implement process **Job Fair, Business Showcase, Career Fair, Youth Provider booth exhibit, SC Works Centers resource area and booth exhibit**	
			Offer by June 10, 2010 a "services fair" to families (free of charge) to feature community services /programs	✓ Accomplished - May 22, 2010 @Tri County Technical College, Pendleton Campus 8:30am-12:30pm.	
			Use results of Youth Forum to guide planning efforts by August 1, 2009	✓ Accomplished- Youth Forum 2010 meetings held March 1, 2010-May 4, 2010.	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee

			By July 2011, engage FBOs in programming plans and activities
			
			300+ letters were sent to local churches throughout our AOP community. The letter was sent as an invite to become involved and identify available services for the youth population. Time invested (Staff, Youth Council/Committee Members) and youth funds were invested for postage, letterhead, and envelopes. Results: Zero (0) response.
			
			Youth Provider (PYC) are already actively engaged and involved with FBO's (AIMS, Ripple of One, etc.).
				✓ Accomplished -Identify FBO's and contact persons in AOP
				  o Contact existing groups/ Associations
				  o Develop a list/database of FBOs in service area
				  o Find organizations
				  o Contact organizations
				• Identify 3 representative contacts of FBOs to serve on subcommittee
				  o review the FBO list
				  o determine key contacts
				• Create "buy-in"
				  o invite key contacts to Youth Council meeting
				  o Encourage Church Associations
				  o Train/orient key contacts to subcommittee
				  o provide youth Council Strategic Plan
				• Implement a joint plan to work together to serve the families
				  o convene the FBOs for a discussion of key issues regarding strengthening family units
				  o develop a plan
				  o Implement cooperative strategies	

Too many youth are disengaged[i] from school and work.	Increase the number of youth who are com-pleters[ii] and employed in jobs	Produce 240 general completers by June 30, 2014. Produce 35 postsecondary completers[iii] by June 30, 2014.	Address: -Idle teens (16-19) -Recent dropouts -Certificate students -Transition students -Upper youth (20-21) -Youth who move into the service area and are not enrolled in school.	• Determine the issues pertinent to each group. • Identify promising, practical solutions to each issue. • Implement action plans. • Evaluate results. • Engage appropriate WIA partners to assist in accomplishing goals and successes for all youth.	Education

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans

Critical Issue	Goal	Objective	Strategy	Action Plan	Sub-Committee
	paying with an average more than minimum wage. (See end notes.)	Placement in employment of 150 exiters (older youth) with an average more than minimum wage by June 30, 2014. (See end notes.)	Advocate for improved state policies, local awareness and responsiveness regarding high school dropouts. Develop a system wide support infrastructure (e.g., mentoring, transportation, life skills training, tutoring, community resources data bank, etc.).	• Identify state and local policies and practices that negatively impact completion rates. • Create discussion points for meetings with key stakeholders. • Conduct roundtables or focus groups with stakeholder groups. • Develop action plans (including specific areas of responsibility and follow-up milestones).	

End notes

[i] Not high school graduates (or GED completers), not in school, and not employed.
[ii] General completers means youth who complete a high school diploma, GED, certificates, and credentials.
[iii] Postsecondary completers means youth who earn any credential (certificate, diploma, or associate's degree) from a regionally accredited institution of higher education.

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WORKLINK WORK READINESS TOOL FOR THE WIA YOUTH PROGRAM

EMPLOYER NAME:	EMPLOYEE EVALUATION				
Participant Name:	Worksite:				
Participant Job Title:	Worksite Supervisor/Reviewer:				
Start Date:	Review Date #1:			Review Date #2:	

FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
			See page 3 for more detailed grading descriptions		
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	☐	☐	☐	☐
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	☐	☐	☐	☐
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	☐	☐	☐	☐
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	☐	☐	☐	☐
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	☐	☐	☐	☐
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	☐	☐	☐	☐
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	☐	☐	☐	☐
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	☐	☐	☐	☐
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	☐	☐	☐	☐
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	☐	☐	☐	☐
Would you hire this person?	**Comment:**				
Youth Provider:					
Grant Period:					
Employers may add as many or few additional skills as they see fit based on the position.	**TOTAL SCORE** _____ *(add 4-box total; average score = total/# of skills)*	# checked X 1 Total: _____	# checked X 2 Total: _____	# checked X 3 Total: _____	# checked X 4 Total: _____

To meet work readiness skill attainment:	Employee had satisfactory work performance and has met minimum total score:
(1)* employee must have an overall average score that is "proficient" (3.0) or employee must meet "proficient" standard in 80% of the total categories listed. (2) supervisor MUST verify that performance on job was satisfactory. (3) employee must not have been fired from this work experience. *Examples: If there are 10 skill categories, participant must have a minimum score of 30 (3 x 10) out of a possible 40 or be proficient in at least 8 of the 10 categories. If an employer chose 15 skills to measure, participants would need minimum score of 45 (3 X15) out of a possible 60 or be proficient in at least 12 of the 15 categories.*	Employer Signature: _____ Employee Signature _____ Date: _____ (see page 2 for comments)

Review Comments/Goals/Other:

_____

_____

_____

_____

TIPS FOR IMPLEMENTING WORK READINESS TOOL

- **FLEXIBILTY: This work readiness tool is modifiable to best meet employer's needs.** Ten foundation skills have already been listed. Employers may measure all or most of these skills and are also encouraged to add any additional workplace and career skills.
- **SAMPLE SKILLS:** Listed below are examples of potential additional skills.

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
-- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry	-- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills	-- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing	-- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION: Employers should review tool with the youth on or prior to the first day of the work experience.** Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.

- **FREQUENCY: It is recommended that employers conduct more than one evaluation.** Benefits of administering bi-weekly or "mid-point" assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.

- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a "1" in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.

- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the "general key" and modify as they see fit.

- **SUPPORT: Local area program staff are available to make evaluation process as simple and seamless as possible.** Through employer orientations, worksite monitoring, and on-going communication, summer youth program staff are available to address any outstanding questions or concerns by the employer. They may also be available to assist with job descriptions, and provide additional supportive work readiness training to participants. Sharon Crite, Youth Services Coordinator can be reached at 864-646-1828.

SUMMER EMPLOYEE EVALUATION GRADING SCALE

ATTENDANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive absences consistently impact work performance. Additional training is needed.	Below 90% attendance, but participant seeks out opportunities to make up missed work.	Maintains 90% attendance and notifies supervisor ahead of time prior to absence.	100% attendance or missed one day with valid reason that did not occur during first two weeks.

PUNCTUALITY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Excessive lateness consistently impacts work performance. Additional training is needed.	Inconsistent in arriving to work, returning from breaks on time, and calling supervisor prior to lateness.	Arrives to work & returns from breaks on time with rare exception. If late, calls supervisor ahead of time.	Perfect or near perfect in arriving for work and returning from breaks on time. Model for other workers.

WORKPLACE APPEARANCE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate appearance and/or personal hygiene for position and duties.	Inconsistent in demonstrating appropriate appearance and/or personal hygiene for workplace.	Dresses appropriately and practices hygiene for position and duties with rare exception.	Consistent display of professional appearance and hygiene serves as a model for other workers.

TAKING INITIATIVE

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to begin tasks without significant staff intervention. Needs frequent reminders. Additional training may be needed.	Inconsistently begins or remains on task. Needs occasional prompting. Often satisfied with bare minimum performance.	Begins and remains on task until completion with rare exception. Can work independently. Initiates interaction for next task.	Consistently begins/remains on task until completion, and initiates interaction for next task. Can work independently, and leads others.

QUALITY OF WORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet given best effort. Rarely evaluates work and utilizes feedback. Completes work inconsistently. Additional training may be needed.	Uneven work quality. Sometimes evaluates own work and utilizes feedback, but inconsistent in meeting quality standards.	Quality of work meets expectations. Evaluates own work, and utilizes employer feedback to improve performance.	Quality of work often exceeds expectations. Consistently gives best effort. Evaluates own work and utilizes employer feedback.

COMMUNICATION SKILLS

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Seldom speaks clearly or listens attentively. Repeatedly uses inappropriate language for the workplace. May need additional training and support.	Inconsistent in communicating in manner and language appropriate for workplace. Inconsistent in effort to speak clearly or listen attentively.	Demonstrates positive oral and non-verbal communication with rare exception. Listens attentively and uses language appropriate for workplace.	Consistently demonstrates positive oral/non-verbal communication skills. Speaks clearly and listens attentively. Can effectively present to a group if needed.

RESPONSE TO SUPERVISION

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Reluctant to accept feedback and constructive criticism from supervisor. Responds with poor verbal or non-verbal communication. Additional training may be necessary.	Inconsistent in accepting direction, feedback, and constructive criticism from supervisor. Shows potential for improvement.	Accepts direction and constructive criticism with positive attitude with rare exception. Uses feedback to improve work performance.	Consistently accepts direction and constructive criticism with positive attitude. Uses feedback to improve work performance, and provides new and useful ideas to employer.

TEAMWORK

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not yet demonstrated appropriate group behaviors. Improvement needed in treating others with respect. Rarely contributes to group efforts. Additional training may be necessary.	Inconsistent in promoting positive group behaviors amongst coworkers, and in contributing to group efforts. Shows potential for improvement.	Works well with co-workers, is respectful, and contributes to group efforts with rare exception. Respects diversity within the workplace.	Consistently facilitates positive group dynamics. Demonstrates leadership that plays a significant role in success of group efforts. Promotes larger group unity.

PROBLEM-SOLVING/CRITICAL THINKING

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Makes little or no effort to use knowledge learned from the job to solve workplace problems.	Inconsistent in using sound reasoning to solve work problems. Shows potential for improvement.	Uses sound reasoning, and job knowledge to solve workplace problems. Shows initiative in improving skills.	Consistently applies sound reasoning to solve work problems. Identifies potential problems before they can occur.

WORKPLACE CULTURE, POLICY AND SAFETY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Has not demonstrated understanding of workplace policies/ethics. Has not completed applicable training on workplace .	Inconsistent in demonstrating understanding of workplace culture, policies, and safety rules.	Demonstrates understanding of workplace policies. Completed safety training if applicable, and adheres to rules. Exhibits honesty and integrity.	Shows clear understanding of work policies and safety rules. Exhibits honesty and integrity. Has completed applicable safety trainings and has led coworkers.

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.
This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.			

Palmetto Youth Connections(PY 11-PY 14) - 6/30/14				
Work-Readiness Basic/Soft Skills Baseline	TOTAL			
Basic/Soft Skills Score:	1	2	3	4
ATTENDANCE	3	12	15	13
PUNCTUALITY	1	8	18	16
WORKPLACE APPEARANCE	0	7	22	14
INITIATIVE	1	10	15	17
QUALITY OF WORK	0	5	17	21
COMMUNICATION SKILLS	1	8	18	16
RESPONSE TO SUPERVISOR	0	4	16	23
TEAMWORK	0	1	16	26
PROBLEM SOLVING/CRITICAL THINKING	1	9	20	13
WORKPLACE CULTURE POLICY AND SAFETY	1	1	18	23
WOULD YOU HIRE THIS PERSON? YES 24				
WOULD YOU HIRE THIS PERSON? NO 14				
NO RESONSE NR) 05				
Completed by 17 Employers for 43 participants.				
Satisfactory Work Performance = Score of 3.0				

Palmetto Youth Connections PY 13				
Work-Readiness Basic/Soft Skills Baseline	PY 13			
Basic/Soft Skills Score:	1	2	3	4
ATTENDANCE	1	2	6	5
PUNCTUALITY		2	6	6
WORKPLACE APPEARANCE			8	6
INITIATIVE		4	4	6
QUALITY OF WORK		2	6	6
COMMUNICATION SKILLS		4	5	5
RESPONSE TO SUPERVISOR		2	5	7
TEAMWORK		1	5	8
PROBLEM SOLVING/CRITICAL THINKING	1	2	6	5
WORKPLACE CULTURE POLICY AND SAFETY		1	6	7
WOULD YOU HIRE THIS PERSON? YES 09				
WOULD YOU HIRE THIS PERSON? NO 04				
NO RESPONSE (NR) 01				
Data Colllected from WorkLink Work Readiness				
Tool for WIA SYEP 2010 Summer Work Experience				
Completed by 9 Employers for 14 participants.				
Satisfactory Work Performance = Score of 3.0				

Palmetto Youth Connections PY 12				
Work-Readiness Basic/Soft Skills Baseline	PY 12			
Basic/Soft Skills Score:	1	2	3	4
ATTENDANCE		5	4	2
PUNCTUALITY		4	5	2
WORKPLACE APPEARANCE		1	5	5
INITIATIVE		3	5	3
QUALITY OF WORK			6	5
COMMUNICATION SKILLS	1	1	7	2
RESPONSE TO SUPERVISOR			7	4
TEAMWORK			6	5
PROBLEM SOLVING/CRITICAL THINKING		3	7	1
WORKPLACE CULTURE POLICY AND SAFETY	1		6	4
WOULD YOU HIRE THIS PERSON? YES 07				
WOULD YOU HIRE THIS PERSON? NO 03				
NO RESPONSE (NR) 01				
Data Colllected from WorkLink Work Readiness				
Tool for WIA Work Experience Training Opportunity				
Completed by 8 Employers for 11 participants.				
Satisfactory Work Performance = Score of 3.0				

Palmetto Youth Connections PY 11				
Work-Readiness Basic/Soft Skills Baseline	PY 11			
Basic/Soft Skills Score:	1	2	3	4
ATTENDANCE	2	5	5	6
PUNCTUALITY	1	2	7	8
WORKPLACE APPEARANCE	0	6	9	3
INITIATIVE	1	3	6	8
QUALITY OF WORK	0	3	5	10
COMMUNICATION SKILLS	0	3	6	9
RESPONSE TO SUPERVISOR	0	2	4	12
TEAMWORK	0	1	4	13
PROBLEM SOLVING/CRITICAL THINKING	0	4	7	7
WORKPLACE CULTURE POLICY AND SAFETY	0	0	6	12
WOULD YOU HIRE THIS PERSON? YES 08				
WOULD YOU HIRE THIS PERSON? NO 07				
NO RESPONSE (NR) 03				
Data Colllected from WorkLink Work Readiness				
Tool for WIA Work Experience Training Opportunity				
Completed by 10 Employers for 18 participants.				
Satisfactory Work Performance = Score of 3.0				

| Palmetto Youth Connections SYEP 2010 | | | | | |
| Work-Readiness Basic/Soft Skills Baseline | | | | | |
Basic/Soft Skills Score:	NR	1	2	3	4
ATTENDANCE		6	7	26	31
PUNCTUALITY		7	7	14	42
WORKPLACE APPEARANCE		4	4	32	30
INITIATIVE	1	7	11	24	27
QUALITY OF WORK		7	6	27	30
COMMUNICATION SKILLS		3	8	34	25
RESPONSE TO SUPERVISOR		4	3	29	34
TEAMWORK		6	5	22	37
PROBLEM SOLVING/CRITICAL THINKING	1	5	8	35	21
WORKPLACE CULTURE POLICY AND SAFETY		4	4	23	39
Data Colllected from WorkLink Work Readiness					
Tool for WIA SYEP 2010 Summer Work Experience					
Completed by 26 Employers for 70 participants.					
Satisfactory Work Performance = Score of 3.0					
Not Recorded (NR)					

This is through 3rd Quarter (Rolling 4 Quarters) Only:

'13 Total Youth Participants 07/01/2013 – 06/30/2014 = 168 (03/31/2014)

- Older Youth 88 (48 received training)

- Younger Youth 80 (57 received training)

'13 Total Youth Exiters 04/01/2013 – 03/31/2014 = 104

- Older Youth 55 (33 received training)

- Younger Youth 49 (24 received training)

No Wages Report on this yet.

Attainment of a Degree or Certificate (10/01/12 – 09/30/13)

Total of 100 participants attained certificate out of 104.

Placement in Employment or Education (10/01/20112 – 09/30/2013)

Total of 5 participants enrolled in post-secondary and 85 entered employment out of 104.

'12 Total Youth Participants 07/01/2012 – 06/30/2013 = 170

- Older Youth 83 (44 received training)
- Younger Youth 87 (54 received training)
- ARRA 1
- ARRA 1 co-enrolled (1 received training)
  - Older Youth 5 (3 received training)

'12 Total Youth Exiters 04/01/2012 – 03/31/2013 = 129

- Older Youth 56 (17 received training)
- Younger Youth 73 (29 received training)
- ARRA 3
- ARRA 3 co-enrolled (2 received training)
  - Older Youth 2 (1 received training)
  - Younger Youth 1(1 received training)

Older Youth average wages $4020.80.

Attainment of a Degree or Certificate (10/01/11 – 09/30/12)

Total of 124 participants attained certificate out of 129.

Placement in Employment or Education (10/01/2011 – 09/30/2012)

Total of 6 participants enrolled in post-secondary and 58 entered employment out of 129.

'11 Total Youth Participants 07/01/2011 – 06/30/2011 = 220

- Older Youth 100 (26 received training)
- Younger Youth 120 (28 received training)
- ARRA 6
- ARRA 6 co-enrolled (4 received training)
  - o Older Youth 5 (3 received training)
  - o Younger Youth (1 received training)

'11 Total Youth Exiters 04/01/2011 – 03/31/2012 = 144

- Older Youth 62 (10 received training)
- Younger Youth 82 (16 received training)
- ARRA 7
- ARRA 7 co-enrolled (3 received training)
  - o Older Youth 4 (2 received training)
  - o Younger Youth 3 (1 received training)

Older Youth average wages $4064.50.

Attainment of a Degree or Certificate (10/01/10 – 09/30/11)

Total of 99 participants attained certificate out of 106.

Placement in Employment or Education (10/01/2010 – 09/30/2011)

Total of 17 participants enrolled in post-secondary and 95 entered employment out of 133.

'10 Total Youth Participants 07/01/2010 – 06/30/2011 = 348

- Older Youth 100 (26 received training)
- Younger Youth 126 (34 received training)
- ARRA 154
- ARRA 32 co-enrolled into the year around program (13 received training)
    - Older Youth 18 (7 received training)
    - Younger Youth 14 (6 received training)

'10 Total Youth Exiters 04/01/2010 – 03/31/2011 = 235

- Older Youth 38 (12 received training)
- Younger Youth 68 (15 received training)
- ARRA 164
- ARRA 35 co-enrolled into the year around program (13 received training)
    - Older Youth 20 (8 received training)
    - Younger Youth 15 (5 received training)

Older Youth average wages $2415.60.

Attainment of a Degree or Certificate (10/01/09 – 09/30/10)

Total of 107 participants attained certificate out of 116.

Placement in Employment or Education (10/01/2009 – 09/30/2010)

Total of 37 participants enrolled in post-secondary and 110 entered employment out of 177.

'09 Total Youth Participants 07/01/2009 – 06/30/2010 = 808

- Older Youth 98 (29 received training)
- Younger Youth 169 (39 received training)
- ARRA 642
- ARRA 101 co-enrolled into the year around program (34 received training)
  - Older Youth 40 (16 received training)
  - Younger Youth 61 (18 received training)

'09 Total Youth Exiters 04/01/2009 – 03/31/2010 = 711

- Older Youth 71 (14 received training)
- Younger Youth 139 (18 received training) ARRA 501
- ARRA 57 co-enrolled into the year around program (17 received training)
  - Older Youth 15 (6 received training)
  - Younger Youth 42 (11 received training)

Older Youth average wages $742.50.

Attainment of a Degree or Certificate (10/01/08 – 09/30/09)

Total of 47 participants attained certificate out of 54.

Placement in Employment or Education (10/01/2008 – 09/30/2009)

Total of 10 participants enrolled in post-secondary and 83 entered employment out of 170.

The Workforce Innovation and Opportunity Act

Investing in America's Competitiveness

The Problem:

- By 2022 the United States will fall short by 11 million the necessary number of workers with postsecondary education, including 6.8 million workers with bachelor's degrees, and 4.3 million workers with a postsecondary vocational certificate, some college credits or an associate's degree.[i]
- Fifty-two percent of adults (16-65) in the United States lack the literacy skills necessary to identify, interpret, or evaluate one or more pieces of information; a critical requirement for success in postsecondary education and work.[ii]
- Individuals with disabilities have the highest rate of unemployment of any group, and more than two-thirds do not participate in the workforce at all.[iii]

The Workforce Innovation and Opportunity Act (WIOA):

WIOA is bipartisan, bicameral legislation that will improve our nation's workforce development system and help put Americans back to work. Now more than ever, effective education and workforce development opportunities are critical to a stronger middle class. We need a system that prepares workers for the 21st century workforce, while helping businesses find the skilled employees they need to compete and create jobs in America.

WIOA creates:

A streamlined workforce development system by:

- Eliminating 15 existing programs.
- Applying a single set of outcome metrics to every federal workforce program under the Act.
- Creating smaller, nimbler, and more strategic state and local workforce development boards.
- Integrating intake, case management and reporting systems while strengthening evaluations.
- Eliminating the "sequence of services" and allowing local areas to better meet the unique needs of individuals.

Greater value by:

- Maintaining the 15 percent funding reservation at the state level to allow states the flexibility to address specific needs.
- Empowering local boards to tailor services to their region's employment and workforce needs.
- Supporting access to real-world education and workforce development opportunities through:
    - o On-the-job, incumbent worker, and customized training;
    - o Pay-for-performance contracts; and
    - o Sector and pathway strategies.

Better coordination by:

- Aligning workforce development programs with economic development and education initiatives.
- Enabling businesses to identify in-demand skills and connect workers with the opportunities to build those skills.
- Supporting strategic planning and streamlining current governance and administration by requiring core workforce programs to develop a single, comprehensive state plan to break down silos, reduce administrative costs, and streamline reporting requirements.
- Ensuring individuals with disabilities have the skills necessary to be successful in businesses that provide competitive, integrated employment.

Improved outreach to disconnected youth by:

- Focusing youth program services on out-of-school youth, high school dropout recovery efforts, and attainment of recognized postsecondary credentials.
- Providing youth with disabilities the services and support they need to be successful in competitive, integrated employment.

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[i] The Georgetown University Center on Education and the Workforce.

[ii] Based on data from the Program for the International Assessment of Adult Competencies (PIAAC), 2012.

[iii] Based on data from the Current Population Survey, Bureau of Labor Statistics.

The Workforce Innovation and Opportunity Act
Investing in America's Competitiveness

<u>KEY IMPROVEMENTS FROM CURRENT LAW</u>

Changes to the Workforce Development System:
- Eliminates 15 programs; 14 within WIA and one higher education program.
- Applies one set of accountability metrics to every federal workforce program under the bill.
- Requires states to produce one strategic plan describing how they will provide training, employment services, adult education and vocational rehabilitation through a coordinated, comprehensive system.
- Reduces the number of required members on state and local workforce boards.
- Strengthens alignment between local workforce areas and labor markets and economic development regions.
- Strengthens evaluation and data reporting requirements.
- Specifies authorized appropriation levels for each of the fiscal years 2015-2020.
- Adds a minimum and maximum funding level to the dislocated worker formula beginning in fiscal year 2016 to reduce volatility.

Changes to Training and Employment Services:
- Eliminates the "sequence of services" and merges "core and intensive activities" into a combined "career services."
- Emphasizes access to real-world training opportunities through:
  - Increasing the ability to use on-the-job training (*reimbursement rates up to 75 percent for eligible employers*), incumbent worker training (*may use up to 20 percent of local funds*), and customized training;
  - New opportunities to utilize prior learning assessments;
  - Pay-for-performance training contracts for adults and youth (*local boards may use up to 10 percent of funds*); and
  - Requirements for implementation of industry or sector partnerships and career pathway strategies.
- Requires 75 percent of youth funding to support out-of-school youth, of which 20 percent is prioritized for work-based activities.

Changes to Job Corps:
- Improves the procurement process for center operators to support high-quality services by:
  - Collecting information on key factors indicating the ability of an applicant to operate a center;
  - Providing the operator of a high-performing center the opportunity to compete for contract renewal; and
  - Placing limits on the ability of an operator of a chronically low-performing center to compete for a contract renewal, or to continue to operate that center.
- Allows the U.S. Department of Labor to provide technical assistance to Job Corps operators and centers to improve operations and outcomes.
- Collects more data on Job Corps operations and financial management to better inform Congress and the public about the program.

Changes to Adult Education:
- Strengthens the connection between adult education, postsecondary education, and the workforce.
- Improves services to English language learners.
- Requires evaluations and additional research on adult education activities.

Changes to State Vocational Rehabilitation Services:
- Sets high expectations for individuals with disabilities with respect to employment.
- Provides youth with disabilities the services and supports necessary to be successful in competitive, integrated employment.

Comparison of the Workforce Investment Act of 1998 (WIA) & the Workforce Innovation and Opportunity Act (WIOA) as of 5/27/14

Areas of Interest	Workforce Investment Act of 1998	Workforce Innovation & Opportunity Act
Workforce Investment Boards	Majority of members be representatives of businesses and include representatives from education, labor, community-based orgs, economic development, and each "One-Stop" partner.	Reduces the number of required members. Current structure is generally maintained: business majority, business "led", and participation of organized labor; eliminates the requirement of one-stop partners on the Board. Requires three committees focused on: system/One-stop operations, youth, and individuals with disabilities.
Local Area Designation	The Governor must make designation in consultation with the State Workforce Board (SWIB) and chief elected officials and consider comments through the public comment process. Requirements for automatic designation relate to units of local government with a population of 500,000 or more and to rural concentrated employment programs. Governor has authority to determine the source of population data. Currently over 600 local areas nationally, and 33 in New York State.	Goal is to promote local alignment with the labor market and economic development activities and "preserve locally driven workforce system". State will be required to "consult with local boards and chief elected officials in order to identify local areas and planning regions" Bill allows for initial and subsequent designations based on performance, fiscal integrity and participation in "regional coordination activities". Does require that States provide funding and technical assistance for local areas that choose to become a single workforce area.
WIB Director Qualifications	N/A	Local Board sets the qualifications for the Director. There is a cap on salary and bonuses to align with the "Annual rate of basic pay prescribed for level II of the Executive Schedule under section 5313 of title 5, United States Code. "
Performance Measures	Adult Program and Dislocated Worker (DW) program performance measures: entry and retention into unsubsidized employment; earnings for adults six months after entry - for dislocated workers relative to earnings of job dislocation; and attainment of credential related to educational skills.	Creates a single set of common measures for adults across all core programs authorized under the bill, including both occupational training and adult education programs, and a similar set of common measures across all youth-serving programs. Adult measures include: unsubsidized employment and employed during second Q after exit and fourth Q after exit; median earnings at second Q after exit; receipt of a secondary diploma or recognized postsecondary credential in or within 1 year of exit; measurable skills gains toward a credential or employment; and employer engagement (still to be developed). For youth, includes percentage of participants in education, training or unsubsidized employment after second Q exit and fourth Q exit.

Comparison of the Workforce Investment Act of 1998 (WIA) & the Workforce Innovation and Opportunity Act (WIOA) as of 5/27/14

Areas of Interest	Workforce Investment Act of 1998	Workforce Innovation & Opportunity Act
Funding	Does not specify dollar amount, instead states "such sums as necessary" providing for complete latitude for Congress relating to funding. As of 2009, 30% Adult/DW transfer rate.	Includes specific funding levels for each fiscal year (FY) 2015 through 2020 for the WIA Youth, Adult, & Dislocated Worker (DW) programs. FY'15, is at the expected post-sequester level; and funding levels are increase each year bringing us back to FY'10 levels by FY 2017. NOTE: These are authorization levels -- NOT actual funding levels. Funding is determined through the annual appropriations process. As shared by the National Skills Coalition, unless Congress takes steps to undo the existing budget caps and mandatory cuts under sequestration, it is extremely unlikely that programs will be fully funded at these authorized levels. Maintains reservations for governor's statewide and rapid response activities. Allows local boards to transfer 100% between adult and DW funding.
Role of the State and State/Local Planning	The law "permits and encourages" the State to submit a unified plan for any of programs or sections described in WIA including DOL programs and activities: five-year strategic WIA and Wagner-Peyser plan; Trade Adjustment assistance activities; Veteran's programs; programs authorized under State unemployment compensation laws; Welfare-to-Work programs; Senior Community Service Employment Programs.	Requires a single, unified State (every 4 years) plan covering all core programs authorized under the bill. The plan must describe the State's overall strategy for workforce development and how the strategy will meet identified skill needs for workers, job seekers and employers. Local plans must be aligned to the strategy described in the State plan, and must describe how services provided at the local level will be aligned to regional labor market needs. Also, provide an overview of how administrative costs and reporting requirements can be reduced.
State Set Aside	Original 15%; reduced to 5%	Restores the state set aside to 15%
One Stop Centers "America's Job Centers"	One Stop delivery is a system which collaborates to create a seamless system of service deliver. WIA assigns responsibility at local, State, and Federal level to ensure creation and maintenance of One-Stop Delivery. System must include at least one comprehensive physical center in each local area that must provide the core services specified in WIA and must provide access to programs and activities carried out by One-Stop partners. Specific partners required.	Requires State Workforce Investment Boards (SWIB) establish criteria for use by local boards to assess the "effectiveness, physical and programmatic accessibility, and continuous improvement" of Centers at least every three years. Maintains current requirements for mandatory one-stop partners to reach a voluntary agreement to fund infrastructure costs; however, if local areas fail to come to an agreement, a State mandated funding mechanism may be imposed upon those local areas. Additionally, it indicates that each local area "shall include in the identification of products, programs... a common one-stop delivery identifier" that "shall be developed by the Secretary" no later than the second year after enactment.

NYATEP
THE FORCE IN WORKFORCE DEVELOPMENT

Comparison of the Workforce Investment Act of 1998 (WIA) & the Workforce Innovation and Opportunity Act (WIOA) as of 5/27/14

Areas of Interest	Workforce Investment Act of 1998	Workforce Innovation & Opportunity Act
Employment & Training Activities	Adults and Dislocated Workers can access continuum of services organized into three levels: core, intensive, and training. Core services must be made available in at least one physical One-Stop center in each LWIA; One-Stop Centers also make intensive services available as needed; and workers needing training are provided Individual Training Accounts (ITA's) and access to lists of eligible providers and programs of training.	Eliminates the "sequence of services" and merges "core and intensive activities" into a combined "career services." The goal is to provide MORE flexibility locally to meet the needs of participants. For example, under certain guidelines locals can now pay for "classes" for group training, transitional jobs, on-the-job training, etc. New emphasis on training -- taking into account best practices that have emerged in the past 10 years -- Increases the ability to use on-the-job training (reimbursement rates up to 75% for eligible employers), incumbent worker training (may use up to 20% of local funds), and customized training. Indication of an interest in the expansion of career pathways (including integrated or contextualized ABE, ESL, and occupational training); industry or sector partnership (local WIBs are required to "convene, use, or implement" sector partnerships); and an increased focus on the attainment of industry-recognized certificates and credentials linked to in-demand occupations. Training providers need to continue to be eligible and on the ETPL.
Youth Services	Eligible Youth age 14 through 21; 30% requirement of youth funds be used to provide activities to out-of-school youth; free lunch not included in eligibility	Keeps a separate youth funding stream. Places a priority on out-of-school youth (75% of funding at State and Local level). Focus on career pathways for youth, drop out recovery, and education & training to lead to high school diploma and a recognized postsecondary credential. Also includes priority for work-based learning activities. Free and reduced lunch is considered an eligibility threshold.
Wagner Peyser	Required One-stop partner and retains separate funding stream.	To improve service delivery and avoid duplication, requires co-location of one-stops with employment service offices and staff. Aligns measures with the WIOA performance measures.

Comparison of the Workforce Investment Act of 1998 (WIA) & the Workforce Innovation and Opportunity Act (WIOA) as of 5/27/14

Areas of Interest	Workforce Investment Act of 1998	Workforce Innovation & Opportunity Act
Adult Education or "Title II"	Entities that carry out activities assisted under the Adult Education and Family Literacy Act are mandatory partners in the one-stop delivery system. Such entities include: institutions of higher education, local educational agencies, nonprofit organizations, other organizations or agencies. Measures include: Demonstrated improvements in literacy skill levels in reading, writing, and speaking the English language; numeracy; problem solving; English language acquisition; and other literacy skills and placement in, retention in, or completion of, postsecondary education, training, unsubsidized employment, or career advancement.	It was clear the authors understood the challenges of serving those with low basic skills. The term "measurable skill gains: under indicator V for performance relating to adults and youth is intended to encourage eligible providers under title II to serve low level adults. Also, states the goal as providing better, and more integrated services that meet the needs of adult learners and workers -- including models that integrate adult education and literacy with workforce training or preparation (i.e. I-Best models)
Vocational Rehab/People with Disabilities	Title IV of WIA is primary state/federal program assisting individuals with disabilities including those with most severe disabilities to secure employment and link to State and Federal workforce development systems. Current system is criticized for not serving those with disabilities effectively through One-stop system.	The State unified plan will include a description of how "one stop system in State will comply with the applicable requirements of section 188 and the Americans with Disabilities Act regarding the accessibility of programs and facilities for people with disabilities". Requires 15% of the State allotment goes to "pre-employment transition services"
Program Consolidation	N/A	Eliminates 15 programs including: Youth Opportunity Grants, 21st Century Workforce Commission, National Institute for Literacy under Adult Education, Health Care Gap Coverage for TAA, WIA Incentive Grants, WIA Pilots and Demonstration Projects, Community-based Job Training Grants, Green Jobs Act, Projects with Industry, "in-service" training, Migrant and Seasonal Farmworker Program & Recreation Programs under the Rehabilitation Act amendments, WIA Veterans Workforce Investment Program, WIA Workforce Innovation Fund, Grants to States for Workplace and Community Transition Training for Incarcerated individuals under the 1998 Amendments to Higher Education Act.

NYATEP
THE FORCE IN WORKFORCE DEVELOPMENT

Comparison of the Workforce Investment Act of 1998 (WIA) & the Workforce Innovation and Opportunity Act (WIOA) as of 5/27/14

Areas of Interest	Workforce Investment Act of 1998	Workforce Innovation & Opportunity Act
Job Corps	Job Corps centers must provide academic, vocational, employability and social skills training; work-based learning; and recreation, counseling and other residential support services. In addition, must provide students access to WIA core services. Performance is assessed on an ongoing basis, including a national performance measurement system issued by the Secretary. (i.e., number of graduates and rate of graduation analyzed by the type of vocational training received and training provider)	Will collect information on key factors indicating the ability of an applicant to operate a center, and provide the operators of a high-performing center the opportunity to compete for contract renewal, while limiting the ability of low-performers to renew. U.S. Department of Labor will be empowered to provide technical assistance to Job Corps operators and centers to improve operations and outcomes. More data will be collected on Job Corps operations and financial management to better inform Congress and the public about the program.
YouthBuild	Grant selection criteria includes extent of coordination with One Stops; increased emphasis placing youth for in-demand occupations; common performance measures applicable	Aligns performance indicators for YouthBuild with performance accountability indicators for all youth activities; allows for training linked to industries in-demand.
Role of Community Colleges	Considered a partner to the system.	Continues to be considered a "partner" to the system. No specific training activities are required through the community college system, but does list higher education institutions as a eligible training provider. Does indicate need for coordination with community colleges in State and Local plans.
"Low-Income" Definition	WIA defines "low income individual" as an individual who received income for a 6 month period that does not exceed the higher level of the poverty line or 70% of the LLSIL. Receives SNAP (or has in past 6 months); total family income that does not exceed poverty line of LLISL; Homeless; foster child or individual with a disability who meet requirements for state payment.	Expanded definition to include free or reduced lunch.
Additional Info	N/A	"Reduction of Reporting Burdens and Requirements" -- Instructs the Secretaries of Labor, Education, and HHS to establish procedures and criteria by which State and Local Boards may reduce reporting burdens and requirements.

Training Services Group

6/30/2014

To: WorkLink Work Investment Board, Youth Council, and WorkLink Administrative Staff

Subject: Request to Modify WIA Supportive Service Policy, Incentive Policy, and the Satisfactory Progress Policy

Policy Background:
In accordance with the Workforce Investment Act of 1998, Palmetto Youth Connections will provide supportive services to WIA eligible customers to enable their entry and retention in the workforce.

Purpose:
The purposes of this policy is to establish guidelines for the provision of supportive services in the form of transportation to WIA eligible customers as per the Individual Employment/Service Plan.

Policy Updates Requested:

- **Transportation:**

WIA transportation funded supportive services will be provided to WIA eligible youth in accordance with the following policy and based on the customer's plan.

Transportation Assistance is currently reimbursed at a maximum of $400 per training activity. The new GED requires more time in class to prepare for the four core areas: English/Writing, Science Social Studies and Science.

Request that the transportation assistance maximum be **increased to $1000 per training activity.**

For example, this increase will provide **50 weeks** of transportation at $20 per week in comparison to the current policy which provides for **20 weeks** of transportation at $20 per week. Mileage dictates the amount reimbursed as follows per the current Supportive Service Policy:

Under 75 Miles: $20 per week
75-150 Miles: $40 per week
151-224 Miles: $60 per week
225 miles or more: $80 per week

Participants must adhere to Educational and Occupational Training Programs attendance policy to receive assistance. Participants must notify their Career Coach immediately of emergencies that prevent class attendance.

For **Work Experience,** revise the limit for transportation assistance to the first eight (8) weeks of the twelve (12) week training. During the last four (4) weeks of training the participant must demonstrate soft skills mastery and require no remediation to continue to receive transportation assistance.

Customer Incentives:

Customers are eligible for incentives, upon completion of goals, and will be awarded as outlined in the PYC PY 14 Skill Invoice Criteria Form, if approved.

Customers must provide the appropriate documentation to their Career Coach to receive incentives.

See Skill Invoice Criteria below for proposed changes:

PY13 Skill Invoice Criteria
(Incentives)

MEASURE	Current Policy		Proposed Changes for PY 14
Common Measure: **Literacy & Numeracy**			
1 EFL Gain in Reading and/or Math	$ 50.00		
Note: A Student can receive $50 per EFL Gain in Reading and/or Math until they are no longer BSD.			
Non-Common Measure: **Pre-Employment Work Maturity Skills**			
Complete Resume Workshop & Resume	$ 25.00		
Complete NIOSH or OSHA Safety Course	$ 25.00		
Complete Financial Literacy Workshop	$ 25.00		
Complete Parenting Workshop or Class	$ 25.00		
Complete 5 Skills Tutor Remediation Sessions	$ 25.00		
Complete MS-Office Training	$ 25.00		Eliminate
National Honor Society Application Fee	$15.00		Eliminate
Non-Common Measure: **WorkKeys Certification** **(Only eligible to earn one)**			
Bronze WorkKeys Certificate	$ 25.00		
Silver WorkKeys Certificate	$ 50.00		
Gold or Platinum WorkKeys Certificate	$ 75.00		

Common Measure:
  Credential Attainment
  (Secondary Ed. or Occupational)			

Obtain GED or High School Diploma (Available through the end of 3rd Quarter after Exit) (May be earned in $50 increments if the GED is taken in sections)	$ 150.00		$200
Obtain a Nationally Recognized Occupational Skills Credential (Available through the end of 3rd Quarter after Exit)	$ 75.00		

Common Measure:
  Placement
  (Employment, Military, or Post-Secondary)			

Enter Employment or Military by the end of the 1st Quarter after Exit if not employed at Registration	$ 75.00		
Enter Full-time Post-Secondary verified through the National Student Clearing House	$ 75.00		

Enter Degree Program in Post-Secondary to obtain two or four year degree (Full Time students must take 12 hours or more with verification of Clearing House documentation prior to lap top eligibility). Part-time students must take 6 hours and be employed a minimum of 15-20 hours per week. To qualify, part-time students will require employment verification from, first semester to the present, and 2nd semester Clearing House verification documented prior to lap top eligibility. In addition satisfactory progress must be documented for the 6 credit hours earned for a cumulative GPA of 2.0 or higher.)	Laptop Computer not to exceed $650

- **Emergency Assistance:**

Minor Car Repair limit is currently $250. Would like to raise to $500 to assist with tire purchases.

Supportive Service Reference Sheet

Maximum amount allowable in one year	$3,000.00
Childcare/dependent care each day	
Pre-School Children	$20
School-age Children up to 12 years old	$8
Dependent Adults	$8
One Time Emergency Costs	
Minor Car Repair (maximum)	$250 (proposed limit increase to $500)
Transportation Reimbursement	
Less than 75 miles	$20
76-150 miles	$40
151-244 miles	$60
225 miles or greater	$80
Supportive Services available after enrollment and before other activities	
Transportation	
Childcare/Dependent Care	
Emergency Costs	
Test Fees	

Notes: WIA is always the payer of last resort. Efforts to obtain supportive services through other agencies must be documented.

- **Satisfactory Progress Policy:**

GED Ready Practice Exam: Current Satisfactory Progress Policy allows for the WIA program to pay for one (1) retake of the GED test at $150 dollars, if a participant fails an exam, license, or certification which is WIA funded.

Request that the limit for the GED Ready Practice Exam allow for three (3) practice tests at $3 per core area (total of 4) at total maximum cost of $36 dollars.

Request that the policy be further revised to limit retake of any exam, license or certification which is WIA funded to **not include** missed testing unless the participant can provide a valid documented explanation.

The Option to Serve In-School Youth

VISION

To serve a small amount of in-school youth and assist our community by offering a career pathway "Summer Only" work experience training opportunity. This opportunity will grant the in-school youth participation in work readiness preparation, training in a career pathway and/or in-demand career cluster, and experience other than fast food or retail for the summer.

The outcome is to keep the in-school youth engaged throughout the summer with a training opportunity, keep the youth participant's career pathway goal front and center, an assist youth participant in the next step(s) towards post-secondary education (Associates Degree) in their career pathway/ in-demand career cluster goals.

1. The option to serve up to ten (10) in-school youth.

2. Partnership with Community College which serves all three (3) counties.

3. Identify In-School Youth (**Senior – Must be age 18 before or by H. S. Graduation date) – Graduate to Obtain**: WorkKeys Certificate, HS Diploma, and Career Pathway Dual Credit Certification in an In-demand Career Cluster.   Intention of entering into Post-Secondary and continuation of Career Pathway.

   a. Manufacturing company/companies want youth to be age 18 before being allowed on floor.

   b. Youth H.S. Graduate age 18-21 can always apply for WIA youth services. The youth is considered an out- of- school youth or they may choose to apply for WIA Adult services.

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4. Youth must meet WIA Youth Criteria of Low Income with Youth Barrier and go through WIA Eligibility (Certification) Process.

    a. Would like to begin accepting in-school youth referrals from the identified Community College staff that work directly with all seven (7) school districts within our three county areas in March 2015.

    b. WIA Certification and enrollments to be complete, with Work Readiness Preparation classes complete in order for WIA in-school youth participate to start on WKE assignment June 1, or thereafter.

5. WIA Youth Program can offer Work Readiness Preparation prior to placement on a Paid Work Experience (WKE) Training Opportunity, Stipend, and Monitoring of WIA youth participant and Work Experience Site. "Summer Only WKE (WIA Summer June 1- September 1)".

    a. Number of WKE weeks and hours available to work a stipend paid work experience to be determined.

Partnership Needs:
To identify and secure work experience sites (company or companies) that align the WIA youth participant's in- demand career cluster/career pathways/ dual credit certification, and goals with their next step/phase toward a post-secondary credential or employment.

1. Ask our Community College to identify company or companies that would agree to a stipend paid work experience opportunity that aligns with the in-demand career cluster/career pathway, dual credit certification, and goals of our youth participant.

    a. Our Community College has established relationships with the manufacturing or larger company/companies in our three county communities. By opening these doors for and to our youth provide and youth participants this will offer an opportunity to build upon and add new community partnerships/relationships.

2. Ask our Community College to refer up to ten (10) in-school youth that comply with the age 18 by graduation, Career Pathway dual credit credential, WorkKeys credential, H.S. Diploma, and intention to enter post-secondary and/or continuation of career pathways. In addition, comply with WIA Youth Eligibility guidelines of Low Income with Youth Barrier(s) utilizing the county fair share ratio guidance.

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3. Development of MOA/MOU to outline partnership specific responsibilities and/or commitments.

4. WorkLink WIA Youth Provider will be responsible for: Eligibility, Enrollment, Work Readiness Preparation classes and all aspects of the WIA work experience site agreement with company or companies, participant paper work, participant placement, monitoring, collection of signed/dated time sheet, and insure accuracy prior to payment of $8.00 WKE stipend to WIA youth participant. Additional value added classes and/or opportunities.

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