



**WORKLINK WORKFORCE DEVELOPMENT BOARD
A CONSORTIUM OF
ANDERSON, OCONEE, AND PICKENS COUNTIES
FOR THE IMPLEMENTATION OF PL 113-128**

BY-LAWS

ARTICLE I – PURPOSE

- A. To carry out the intent and purpose of ~~PL 105-220, Workforce Investment Act of 1998 (WIA)~~ PL 113-128, the Workforce Innovation and Opportunity Act, according to the consortium agreement entered into between Anderson, Oconee, and Pickens Counties, as the ~~workforce Investment Area (WIA)~~ Workforce Development Area designated by the Governor, with respect to the WorkLink ~~Workforce Investment Board (WIB)~~ WorkLink Workforce Development Board (WDB) responsibilities as defined in the Act.
- B. To provide workforce investment activities, through local workforce ~~investment development~~ systems, that increase the employment, retention, and earnings of the participants and increase occupational skill attainment by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the ~~Workforce Investment Area~~ Workforce Development Area.

ARTICLE II – BOARD

A. MEMBERSHIP

- 1. Number – ~~The total membership of the board shall be no greater than 24~~ 25 Membership from each county shall be to the degree possible in the same

Comment [TA1]: This is the number of the current board, without duplication

percentage as that county's percentage of the total population of all three counties using the latest available census data. However, the chief local elected officials (County Council Chairs) may alter this representation to ensure appropriate inclusion of federally mandated membership categories.

2. Appointment – Members shall be appointed by the County Council Chairs of the representative counties. ~~Composition. The composition of the WDB will be in compliance with Section 117(b)(2) of the Act~~ Section 107(b)(2) of the Act, as well as additional criteria established by the Governor.
3. Term of Office – Following the appointment of the initial Board in which terms will be staggered in periods of one, two, or three years respectively, ~~Term the term~~ the term of office shall be for three years. Any vacancy in the membership shall be filled in the same manner as the original appointment. Regardless of the date of appointment, the term shall begin as of July 1 each year. A member shall serve until his/her successor has been duly appointed. There is no limit as to the number of successive terms for which a member may serve.
4. ~~Categories of Membership — All members shall be classified as "Business Sector" or "General Sector" members. The membership shall at all times be not less than 51% representative of the "Business Sector". At least two members from each of the following categories: local educational entities, labor organizations, community-based organizations, and economic development will be included in the membership. In addition, representatives of each of the one-stop partners will be on the board. If applicable, a member may count for more than one category. Membership may include other individuals or representatives of entities as the County Council Chairs deem appropriate.~~

Comment [TA2]: Council chairs agree that this section is redundant, based on the definition of WDB composition in item 2. "Appointment"

5. Resignations – Any member may resign by written notice to the Chairperson of the ~~WIB~~ WDB.

6. Removal of Members – Any member of the ~~WIB~~ Workforce Development Board may be removed for cause by two-thirds affirmative vote of the entire membership of the ~~WIB~~ WDB. "Cause" for removal of a member under this section shall be fraudulent or dishonest acts, gross abuse of authority, or failure to discharge duties. Removal shall be established after written notice of specific charges has been filed and the Board member so charged has been given opportunity to refute such charges.

The County Council Chairs have the authority to remove board members in the best interest of the ~~WIB~~ WDB.

7. Vacancies – Vacancies within the Board or in any office shall be filled for the unexpired term in the same manner as the position was originally filled.

B. OFFICERS

1. Chairperson – The Chairperson must be a representative from ~~"Business Sector"~~ business. The Chairperson shall preside at all meetings of the board and execute on behalf of the board all official instruments and documents authorized by the board. He/she shall appoint committees and call special meetings as necessary. He/she shall preserve order and establish whether a quorum is present at all meetings, and shall state every question coming before the board, announce the decision of the board and decide questions of order. The Chairperson shall be elected by majority vote of the members of the board to serve a one-year term from ~~January~~ July 1 through ~~December~~ June 30.

2. Vice-Chairperson – Members of the board shall elect a Vice-Chairperson, which must be a representative from business. The Vice-Chair serves in this capacity for one year. In the event that the Chairperson is unable to serve, the Vice-Chairperson shall succeed to that office until the vacancy of the Chairperson is filled by vote of the members of the board. When the Chairperson is absent from a regular or special meeting of the board, or unavailable at the time action on behalf of the board is necessary, the Vice-Chairperson shall execute on behalf of the board all official instruments or documents which have been adopted or authorized by the board. The Vice-Chairperson shall serve for a term of one year, from ~~January 1 through December 31~~ July 1 through June 30.
3. Other Officers – The board shall elect such other officers as they deem appropriate or necessary to fulfill the responsibilities of the board.

C. MEETINGS AND ATTENDANCE

1. Meetings – The board shall meet a minimum of five (5) times per year.
2. Quorum – Forty percent ~~(40%)~~ (50%) of members in good standing shall constitute a quorum for the purpose of transacting business.
3. Attendance – Members shall be expected to attend all meetings of the full ~~Workforce Investment Board~~ Workforce Development Board unless excused from the meeting by the Chairperson. Excused absences must be for good cause. Members must notify the staff if circumstances will prevent attendance at any meeting of the full ~~WIB~~ WDB or its committees. Members who have more than two (2) unexcused absences in a one (1) year period will be considered to have resigned from the ~~WIB~~ WDB. For purposes of determining who is present, any or all Members may participate in any regular or called

Comment [TA3]: Council chairs request that the quorum be established at 50%

special meeting by any means of communication by which all Members participating may hear each other simultaneously during the meeting. Any Member participating by such means is deemed present at the meeting.

4. Voting Authority – Votes shall be cast only by duly appointed Board members present. Persons sent to represent absent Board members and visitors in the audience may participate in business discussions only if recognized by the Chairperson of the Board; however, neither may make motions nor cast votes. The Board is allowed to vote via electronic means for time constrained issues that must be resolved prior to a face-to-face meeting. The item to be voted on must be posted to the website for public viewing and the results must be published. In the event that an electronic vote is held, the voting procedure shall be the same as that of a face-to-face meeting.

5. Notice of Meetings – All meetings of the ~~Workforce Investment Board~~ Workforce Development Board are open to the public and notice must be given as required by the ~~SC FOIA Act~~ South Carolina Freedom of Information Act. Upon establishment of the meeting schedule, a notice will be sent to all major stakeholders. All agendas of the Board will include the next meeting date, time, and location.

D. COMMITTEES

The Chairperson of the Board shall appoint such operational committees, as he/she deems necessary to effectively fulfill the purpose of the ~~WIB~~ WDB. The Chairperson of the Board shall be an ex-officio member of each board committee. A Standing Committee may be terminated, or consolidated with another committee, by vote of the Board.

Standing Committees

- o Executive Committee: The Executive Committee shall be comprised of the Chairperson, Vice-Chairperson, immediate past board chairperson, the president of Tri-County Technical College, and three at large members appointed by the three County Council chairs from among the membership. The Executive Committee may act on behalf of the full Board between regular business meetings to expedite the decision-making process. Such actions by the Executive Committee will be reported by the Chairperson of the Board back to the full Board membership at the next regularly scheduled business meeting and must be included in the minutes of the Board's business meeting. The Executive Committee will act as the Board's Personnel and Governance Committees.
- o ~~Marketing Committee: Creates, publishes, and implements a marketing plan for the WIB; markets all WIB initiatives; creates a common theme that ensures the WIB members, Youth Council, partnering consortium, service providers, businesses and the community understand the vision of the future for, and the role of all players within, the workforce development system.~~
- o Youth Council Committee: Serves as the ~~WIB's~~ WDB's architect for a comprehensive youth service delivery system in the WorkLink region.
- o ~~Workforce Skills and Education One-stop Operations~~ Committee: Supports the alignment of entities that work in partnership to promote, develop and organize on-going activities and services to continually advance the skills of the regional workforce. ~~Also serves as the committee which develops actions and implements strategies to address business~~

needs and increase business involvement in workforce development activities.

- o Finance Committee: Establishes annual budget; serves as audit and monitoring committee; establishes and implements a plan to leverage and increase the funds within the organization; establishes strategies for the development of organizational products and services that can be sold to generate unrestricted resources for the organization.
- o Persons with Disabilities Committee: Provides information and assists with operational and other issues relating to the provision of services to individuals with disabilities.
- o ~~Business Partnerships Committee: Develops actions and implements strategies to address business needs and increase business involvement in workforce development activities.~~

Ad Hoc Committees

- Ad Hoc: ~~Assigned to Workforce Issues and their goals, in place as long as work is necessary, not a standing committee.~~ The Board may also create such other standing or ad hoc committees as is deemed appropriate, from time to time.

E. SUPPORT STAFF

Support staff will be provided from ~~WorkLink Workforce Investment Board~~ WorkLink Workforce Development Board resources to ensure minutes of all meetings are taken accurately and are kept as a part of the permanent record.

ARTICLE III – ACTIVITIES

A. ADMINISTRATIVE RESPONSIBILITY

The County Council Chairs shall designate an administrative entity pursuant to ~~Section 117(d)(3)(B)(i)(III)~~ Section 107(d)(12)(B)(i)(II) of the Act. Such designation however, does not relieve the County Council Chairs of the liability for any misuse of grant funds as described in ~~Section 117(d)(3)(B)(i)(I)~~ Section 107(d)(12)(B)(i)(I). An appropriate entity, which may be other than the administrative entity will provide financial management services and staff to the ~~WIB- WDB~~ in accordance with its fiscal policies and procedures.

The ~~WIB- Workforce Development Board~~ shall be appropriately staffed. Staff will be provided by the Administrative Entity as approved and budgeted for by the ~~WIB WDB~~.

Personnel Accountability – All employees shall be subject to approved personnel policies or other approved standards of the Board. The executive committee of the board shall conduct an annual evaluation of the WorkLink ~~executive-director~~ Executive Director.

Financial Accountability – All financial records shall be kept in compliance with the requirements of, and as approved by, the United States Department of Labor. An annual report shall be rendered to each county governing body after the close of each program year. An annual audit will be provided. The results of all audits will be reported to the Board and the County Council Chairs.

B. REVIEW BY COUNTY COUNCIL

The operations of the ~~WIB- WDB~~ shall be determined by the ~~WIB- WDB~~ consistent with the Federal Regulations and South Carolina law as interpreted by

the County Council Chairs. All activities will be reviewed by the County Councils of the respective counties. The Executive Director of the Board will be responsible for developing contracts which implement Board decisions. The Executive Director, or other designated official of the administrative entity, shall be responsible for executing and managing contractual obligations.

ARTICLE IV – CONFLICT OF INTEREST

~~A Board member may not cast a vote nor participate in any decision-making capacity, on the provision of services by such member or any member of the individual's immediate family (or any organization which that member or a member of his/her immediate family directly represents), nor on any matter which would provide any direct financial benefit to that member or a member of his/her immediate family.~~ Pursuant to Section 107(h) of the Act, "A member of the local board, or a member of a standing committee, may not- (1) vote on a matter under consideration by the local board- (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as is specified in the State plan". Each such conflict of interest shall be declared by the member and so recorded in the official minutes. Any concerns or questions that may arise during meetings regarding conflict of interest may be directed to the Board Chairperson for clarification.

ARTICLE V – SPECIAL PROVISIONS

A. ROBERT'S RULES OF ORDER

Roberts Rules of Order shall apply in all procedural circumstances not covered in these by-laws.

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B. SUNSHINE PROVISION

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The Board and staff shall assure compliance with the Sunshine Provision of the Act, as detailed in Section 107(e) of the Act.

ARTICLE VI – AMENDMENTS

These by-laws may be amended in any of three manners.

- A. By-laws amendment initiated by the Board. The Board may submit a proposed By-laws amendment to the County Council Chairs. Such a proposal shall require the vote of a majority of Board members, and shall require a minimum fifteen (15) day notification period, in which the proposed amendment is distributed to all Board members for review. The County Council Chairs shall either approve, deny, or modify the proposal submitted by the Board. If modified, the proposal shall be sent back to the Board for comment. County Council Chairs shall consider any comments from the Board prior to final approval.
- B. By-laws amendment initiated by the County Council Chairs. The County Council Chairs shall be authorized to submit a proposed amendment to the By-Laws to the Board for review. The Board shall offer a recommendation of approval, denial, or modification on the proposed amendment. Such Board action shall require a vote by a majority of Board members, and shall require a minimum fifteen (15) day notification period, in which the proposed amendment is distributed to all Board members for review. After considering the recommendation submitted by the Board, the County Council Chairs shall approve the proposed amendment, as originally written, approve the amendment as modified by the Board, or deny the proposed amendment. If the County Council Chairs do not receive a recommendation from the Board within sixty (60)

days of submitting a proposed amendment for review, it will be deemed that the Board has recommended approval.

- C. By-laws amendment to comply with federal or state regulations. The by-laws shall be automatically amended at any time to conform to applicable state or federal statutes and regulations. Such changes may be initiated by either the County Council Chairs, or the Board.

These by-laws are adopted by the ~~County Councils~~ **County Council Chairs** of Anderson, Oconee, and Pickens Counties, upon consideration of comments provided by the WorkLink Board of Directors, as of the **TBD** and become effective as of the **TBD**.

_____, Chair
WorkLink Workforce Development Board

Date

County Council Chairs

Tommy Dunn, Chair
Anderson County Council

Date

Wayne McCall, Chair
Oconee County Council

Date

Jennifer H. Willis, Chair
Pickens County Council

Date

**WORKFORCE DEVELOPMENT BOARD
CONFLICT OF INTEREST DISCLOSURE FORM**

Article IV of the WorkLink Workforce Development Board (WDB) By-laws addresses Conflicts of Interest for board members, to include any subgroup performing duties on behalf of the WDB, in the following manner:

Pursuant to Section 107(h) of the Act, "A member of the local board, or a member of a standing committee, may not- (1) vote on a matter under consideration by the local board- (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as is specified in the State plan".

Each such conflict of interest shall be declared by the member and so recorded in the official minutes. Any concerns or questions that may arise during meetings regarding conflict of interest may be directed to the Board Chairperson for clarification.

By signing below, the signee acknowledges that he or she has read the conflict of interest definition and policy outlined in the preceding paragraphs and pledges to adhere to this policy to the best of his or her ability.

Signature: _____ Date: _____

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

June 10, 2015 - Minutes

Board Room - Martin Inn & Conference Center – Clemson University

Members Present:

Danny Brothers
Kristi King-Brock
Patrick Pruitt
Mike Wallace

Doug Newton
Jeff Trahan
Ed Parris
Brooke Dobbins (via conference call)

Stephanie Collins
Pamela Smith
Robert Halfacre
Ray Farley

Members Absent:

Amanda Hamby
Elaine Bailey
David Bowers
Mike Crawford
Ronnie Booth

Billy Gibson
Burriss Nelson
Mary Gaston
Terence Hassan
Richard Blackwell

David Collins
Butch Harris
Michael Keith
Jason Duncan

Staff Present:

Trent Acker
Jennifer Kelly

Patty Manley
Sharon Crite

Brandi Runion
Windy Graham

Guest Present:

Karen Craven
Kal Kunkel
Renee Alexander

Steve Riddle
Diana Goldwire

AnnMarie Baker
Jennifer Campbell

I. Call to Order

Chair Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board however, due to time constraints all items requiring a vote would be given priority. Chair Brothers stated the meeting was being recorded for processing of minutes, then welcomed everyone in attendance and introductions were made by all.

II. Approval of Minutes

The minutes from the April 08, 2015 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Robert Halfacre made a motion to approve the minutes as submitted, second by Doug Newton. The motion carried with a unanimous voice vote.

III. Special Presentation

Chair Brothers stated due to changes in Board membership as required by WIOA, we have 3 Board members whose term will be ending 6/30/15: Leon "Butch" Harris; Elaine Bailey; and Jeff Trahan. Chair Brothers stated Mr. Harris and Ms. Bailey was not able to attend the meeting however, Jeff Trahan was in attendance and Chair Brothers presented him with a plaque in appreciation for his service to the Board.

IV. Director's Report

A.) Local Area Designation Petition Update

Mr. Acker referred to page 11 and provided an update on the progress of the Local Area Designation Petition stating all of the necessary steps taken, signatures obtained and forms filed with the State as required. Mr. Acker stated the petitions will be taken up by the State Workforce Investment Board on Thursday, 6/11/15 adding that WorkLink along with 12 other Local Area Workforce Boards will be grandfathered in since we are in compliance and are not anticipating any surprises. As of 7/1/15 we will be designated as a Workforce Development area under the Workforce Innovation & Opportunity Act.

B.) PY'15 Local Area Allocations

Mr. Acker referred to pages 45-46 which shows a comparison of budgets between PY'11 – PY'15. Mr. Acker reported that WorkLink is the 4th largest workforce area in the State and received the 4th lowest amount of funding noting that we received a 22-23% cut. The majority of the way the funding allocations are determined are based on unemployment relative to other areas and the WorkLink area's unemployment rate has gone down. One other item attributed to our decrease is the State held back more funds than have been held back in previous years for State funded activities. In previous years the State had been withholding only 5% but this year they held 15% as they are allowed to.

C.) DEW – Local Area Agreement

Mr. Acker provided a very brief summary of the Local Area Agreement received from DEW stating COG Directors employed a consultant to review the document from a legal standpoint and provide comments. Mr. Acker reported he and staff are reviewing and will keep the Board apprised as the agreement continues to be drafted.

D.) Board Membership Update

Mr. Acker provided a general update on the Board composition and certification, committees and elections stating there would be very few change in requirements with implementation of WIOA. County Council Chairs approved a new member beginning 7/1/15, Edgar Brown of Anderson County, who will be representation of the Labor seat, and will attend first meeting on 9/9/15. Mr. Acker reported the County Council Chairs chose to have a small board going forward stating we will have a 25 member board with 23 seats in that 2 members will have dual roles.

Mr. Acker provided an update on the ADA enhancements stating he has engaged Mr. Workman with Trehel who will be tackling the accessibility at the entrance issues first and will then look at the funds available and move forward from there.

V. Committee Reports

A.) Executive Committee

1) Business Services Position

Chair Brothers reported as a result of reduced funding, the Executive Committee has made the decision that the Business Services Position will remain vacant until further notice.

B.) Youth Council

Kristi King-Brock deferred to Karen Craven to report on the revised Transportation Policy and PYC Incentive Policy.

1) Revised PYC Transportation Policy – PY'15 (add 75% Attendance)

Ms. Craven stated in an effort to hold students more accountable they are proposing a 75% attendance rate vs. having students abide by the attendance policy of the training institution as currently stated in the Supportive Services Policy.

BOARD ACTION TAKEN: Motion from the Youth Council for Board approval to revise the Supportive Services Policy to make Transportation assistance available based on 75% attendance rate beginning 7/1/15, seconded by Stephanie Collins. The motion carried with a unanimous vote.

2) Revised PYC Incentive Policy – PY'15 (decreased)

Ms. King-Brock again deferred to Ms. Craven who referred to page 13 and provided explanation for the revision of the Incentive Policy stating the request for the reduction is an effort to align with the budgets for PY'15.

BOARD ACTION TAKEN: Motion from the Youth Council for Board approval to revise the Incentive Policy as presented beginning 7/1/15, seconded by Mike Wallace. The motion carried with a unanimous vote.

3) Outreach Items for WIOA – Revised for PY'15

Ms. King-Brock referred to page 14 which is the revised PYC flyer for PY'15 and included for Board members as information.

4) In-School Youth (Pilot) – Summer Work Experience Opportunity 06/15

Ms. King-Brock acknowledged Sharon Crite for efforts in the Pilot program reporting that PYC has certified and enrolled 6 students from Crescent HS in the program who have a gold or silver WorkKeys, a HS Diploma, dual credit credentials in Basic Electronics at Tri County Tech. Ms. King-Brock also recognized Doug Newton with TTI for agreeing to place 2 of these students in a work experience opportunity and called on other Board members to help spread the word on work experience opportunities.

Chair Brothers recommended Board members be informed on how they might share this information with other businesses. Ms. Craven deferred to Jennifer Campbell to provide a brief overview of the process she uses to engage businesses.

Mr. Newton followed up stating the approach is very stream-lined and with these students being in the electronics field they made for a very good fit for their facility.

5) PY'14 Local Youth Monitoring Report – Information

Ms. King-Brock stated the Youth Monitoring report was included on pages 15-20 for Board members review.

6) Fact Sheet: Youth Program Changes for WIOA

On pages 21-22 Ms King-Brock stated the WIOA Fact Sheet regarding the Youth Program was included and information on the changes was provided in the Finance report.

7) PY'14 Budget Mod #3 & PY'15 Negotiated Youth Budget

Ms. King-Brock stated Ms. Runion provided a details on these items during the Finance report.

C.) Workforce Skills & Education Committee

1) SC Works Operator Update

Jennifer Kelly referred to pages 23-26 and provided a brief update from the 5/20/15 Workforce Skills & Education Committee meeting:

a) Partnerships

Ms. Kelly reported we are working on a partnership with AIM that has been proposed for SNAP recipients stating this will allow us to leverage other resources in the community and help pay for services by utilizing other sources. This will also allow us to have a process that we can refer participants to other avenues for training & sources for payment for training and services and we can utilize our funds for those most in need &/or hopefully toward supportive services.

b) Outreach

Ms. Kelly reported that monthly meetings are ongoing adding an additional mailer will be going out soon since the first mailer recived a good return on investment. Ms Kelly stated staff will be attending additional community meetings and networking as another avenue to outreach.

c) Office Hours

Ms. Kelly provided an explanation for the request from the Operator to modify the office hours for the Satellite Centers in Anderson, Easley, and Seneca stating the reason is to accommodate staff lunch breaks.

Board Action Taken: Motion from the Workforce Skills & Education Committee for the Board to approve new office hours for the Satellite Centers as follows to allow for staff lunch breaks: Anderson and Seneca – Monday through Friday, 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch); Easley – Monday through

Thursday, 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch). The Clemson Center will not be affected. Seconded by Kristi King-Brock.

Discussion followed with Board members wanting to ensure there would be sufficient notification and signage posted for participants and visitors. A question was also raised regarding the volume of traffic during the 12pm-1pm hour in which Pat Pruitt the Seneca location does has high volume between that hour and requested the Board consider a lunch hour of 1pm–12pm for the Seneca Center. Following these discussions Chair Brothers called for a new motion.

Board Action Taken: Kristi King-Brock made a motion to approve new office hours for the satellite Centers as follows to allow for staff lunch breaks: Anderson – Mon. through Fri., 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch); Seneca – Mon. through Fri., 8:30am – 1:00pm, 2:00pm – 5:00pm (closed for lunch); Easley – Mon. through Thurs., 8:30am – 12:00pm, 1:00pm – 5:00pm (closed for lunch); The Clemson Center will not be affected. Seconded by Stephanie Collins. Motion carried with a unanimous vote.

2) WIA Adult & DW Program Report

a) Usage Reports

Ms. Kelly stated the program usage reports are included on pages 27-31 as information for Board members.

b) Success Stories

Ms. Kelly referred to pages 32-33 which are participant success stories for Board members to view.

c) Standards of Behavior Policy

Ms. Kelly referred to pages 34-35 and provided an explanation of recent events that have led to the need to adopt a Standards of Behavior Policy to be posted for use in the Centers.

BOARD ACTION TAKEN: Motion from the Workforce Skills & Education Committee for the Board to approve and adopt the Standards of Behavior Policy as outlined, seconded by Doug Newton. The motion carried with a unanimous vote.

d) Training Cap

Ms. Kelly reported in previous years the Board set a cap on training funds at \$5,000 per program year not to exceed \$10,000 per lifetime per participant within that policy, it is at the Executive Director's discretion to approve case by case exceptions. Ms. Kelly gave ArcLabs as an example as their fee is \$7,000 per program year for Welding. Ms. Kelly stated the WSEC was bringing a motion that there be no more exceptions to the Training Cap stating it is due to reduction in funding and to set precedent. Ms. Kelly added we are working with partners to identify additional funding to pay for training that exceeds the \$5,000 per program year training cap.

BOARD ACTION TAKEN: Motion from the Workforce Skills & Education Committee for Board approval that there be no more exceptions to the Training Cap going forward unless lifted by the Board, seconded by Mike Wallace.

Following discussion from Board members, Chair Brothers recommended amending the following verbiage in the motion: "there be no more *than 5* exceptions" and called for the motion to be restated.

BOARD ACTION TAKEN: Motion from the Workforce Skills & Education Committee for Board approval that there be no more than 5 exceptions to the Training Cap going forward unless lifted by the Board, seconded by Stephanie Collins. The motion carried with a unanimous vote.

D.) Business Partnerships Committee

1) Committee Update

Mr. Parris referred to page 36 and provided an update from the final Business Partnerships Committee's 5/14/15 meeting beginning with OJT stating currently we have 16 contracts in place.

Congratulations to our three Economic Developers for their efforts in the Work Ready Communities Initiative, all three counties have attained 100% of the goals and are now Work Ready Certified Counties and have received gold status

Mr. Parris stated there have been no new Rapid Response events to date which is good news. An update was provided on the IWT RR Grants stating Kroeger Marine and Roylco Inc. have ended; AFR is in the final stages; and Ulbrich Wire is ongoing with a wrap up date in late 2015.

Mr. Parris reported the Board approved the recommendation from the RFP Committee to bring the business engagement portion of the OJT Program in-house and allow the case management portion to remain with career counseling.

E.) Finance Committee

1) PY'14 Budget Overview

Stephanie Collins reported there was a great deal of financial information to cover and deferred to Brandi Runion to provide financial update.

a) WorkLink Grants

Ms. Runion referred to page 37 providing a brief overview of the PY'14 In-House budget and stated with a staff vacancy and other items not being spent as planned coupled with reduced allocations we propose to modify the PY'14 In-House Budget and move \$17,581 into contingency to carry into the PY'15 budget:

- Decrease Travel by \$6,000
- Increase Consumable Supplies by \$565
- Decrease Non-consumable Supplies by \$625
- Decrease Outside Services by \$2,050
- Decrease Auto Insurance by \$205

- Increase Postage by \$150
- Decrease Membership, Dues & Prof Fees by \$325
- Decrease Training by \$4,300
- Decrease Job Fair/Hiring Events by \$1,500
- Decrease Indirect cost Pool by \$3,291

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve modification of the PY'14 budget by \$17,581 as presented, seconded by Doug Newton. Motion carried with a unanimous voice vote.

Ms. Runion continued on page 37 which shows the Fund Utilization Rate through April Expenditures at 71% for Adult fund stream, 72% for DW fund stream, and for 60% Youth fund stream with a goal of 58%. Ms. Runion stated, since we have met our 70% requirement for Adult & DW a recommendation is being brought that we remove the 90% expenditure rate requirement from Henkels & McCoy with the reduced allocations received for PY'15. Ms. Runion stated currently we are at 60% for Youth so we will keep the 93% expenditure rate requirement for them until we reach 70% however, if we reach 70% after May, we recommend removing that requirement as well.

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board remove the 90% expenditure rate requirement from the Henkels & McCoy Adult/DW grant since we have met our 70% Fund Utilization Rate requirement and to evaluate the 93% expenditure rate requirement for the Henkels & McCoy Youth grant once the 70% FUR goal has been reached, seconded by Robert Halfacre. Motion carried with a unanimous voice vote.

Continuing on page 37 and page 38, Ms. Runion explained the transfer of funds if needed stating the Insurance Reimbursement has a current balance of \$3,857.41 which will be used for ADA upgrades that Mr. Acker has been working with Trehel on. Ms. Runion reported per the COG, this needs to be spent before June 30, 2015 however, since we are uncertain if the updates will be completed by this deadline we propose a provisional vote that if the funds are unable to be spent by 6/30/15, reclassify funds previously paid for out of the general budget to transfer into this reimbursement. Those funds can then be de-obligated and added to the ADA upgrades in the PY'15 budget with the contingency funds that are freed up.

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve that the \$3,857.41 budgeted to ADA upgrades be spent on something already paid for in the general budget if the ADA upgrades are not able to be completed by June 30, 2015. ADA upgrades will then be put in the PY'15 budget with the contingency funds available from the transfer, seconded by Ed Parris. Motion carried with a unanimous voice vote.

b) Henkels & McCoy Grants

Ms. Runion continued on page 38 which is the Adult/DW Grant and expenditures stating we have been meeting with Henkels monthly to look at expenditures. Through April they have spent 76.32% out of a goal of 75% and are right on target (This increases to 82.02% after the Mod#5 changes on

page 39). We do have a modification request #5 from H&M due to some staff vacancies that have made funds available to move into Training and Training Support Materials line items. We also have a deobligation request of DW funds to go in the PY'14 Contingency funds and ultimately into the PY'15 Carryover funding. This deobligation is due to the low number of DW participants and the fact that all DW participants served were paid for out of the DW-NEG grant that ends on 6/30/15. You will see a slight increase in the Adult Grant with this modification due to an error on Mod 4 in profit and indirect that was corrected.

With the deobligation comes a request to decrease the number of participants served for the remainder of the year. The number of participants has decreased from 479 to 350 new. The overall total to be served decreased from 1,069 to 957. This was not approved as part of Mod#5 that was presented to WSEC and Finance so we will need a new motion to approve Mod #5.

BOARD ACTION TAKEN: Motion from Doug Newton to approve modification #5 as presented to transfer funds from Staff Costs/Fringe into Operating, Training, and Training Support Materials, increasing the Adult grant by \$7,028 due to an error in Mod #4, deobligate \$107,794 from the DW grant, and decreasing total participants served from 1,069 to 957. Seconded by Ed Parris. Motion carried with a unanimous voice vote.

2) Ongoing Grants

13DWT01 – Dislocated Worker National Emergency Grant

Ms. Runion referred to the DWT NEG on page 39 that is sub granted to Henkels & McCoy stating the expenditure rate through April is 71.41% stating a modification was requested from DEW to transfer \$2,960 from OJT into Tuition, Books, & Supplies line item. An email approval was received and we are waiting on the paperwork to finalize this grant.

13RROJT01 – Rapid Response On the Job Training Grant

Continuing on page 39 is the RR OJT grant also sub granted to Henkels & McCoy, Ms. Runion reported this grant ends on 6/30/15 adding that DEW has stated there will be no extensions on these grants. Ms. Runion stated 81.46% has been spent through April and they anticipate spending 100% by 6/30/15 adding a modification was done as also shown on page 39.

Youth Grant

Ms. Runion referred to pages 40 which shows the Youth Grant through April stating they have spent 75.84% and are on target to meet the 93% expenditure rate by 6/30/15. Modification #3 was approved by the Youth Council as well as via email by Finance and Executive Committees. Ms. Runion stated mod #3 was essentially a move of funds between line items and did not effect the overall budget amount adding the details can be found on page 40.

Ms. Runion referred to pages 40-41 and provided a brief financial update on each of the other ongoing grants as follows:

- **Rapid Response Incumbent Worker Training Grants**
 - Kroeger Marine in Oconee County & Roylco In Anderson County did not complete all of their trainings and have been closed as their grants have ended.

- Alfmeier, Fredrichs & Rath is ongoing with an end date of 7/31/15.
- Ulbrich in Oconee County has training ongoing and an end date of 12/30/15.
- Local IWT - 14IWT01
Page 40 shows the 10 companies awarded the Local IWT Grant funds which ends 06/30/15. Ms. Runion reported we are still waiting on final reimbursement requests & program reports from three companies.
- PY'14 Incentive Grant - 14INC01
Page 41 shows the PY'14 Incentive Grant of \$1,404 which is ongoing through 06/30/16. The funds related to ADA upgrades will be paid out of the Insurance Reimbursement prior to being paid out of this grant.
- Make It In America Grant (MiiA)
Ms. Runion reminded Board members this is a grant from DOL that ends 09/30/16. Monitoring was completed by Ms. Runion and Ms. Kelly on the participating Technical Colleges in late April and May and reports are scheduled to go out this week. Ms. Runion also noted several success stories included on page 41 regarding this grant for Board members.

3) PY'15 Budget Overview

a) WorkLink Grants

Ms. Runion referred to page 42 explaining PY'15 allocations were lower than expected reporting the State took a cut in the following areas: Adult 8.75%, DW 19.71%, & Youth 8.74% and WorkLink received a 22.09% cut in the following areas: Adult 18.4%, DW 30.47%, & Youth 18.60%.

Ms. Runion provided a brief overview of the proposed PY'15 WorkLink In-House Budget stating due to the allocations that were received and the dwindling carryover in all funds, this budget has been reduced from the prior year.

Under WIOA regulations, Ms. Runion reported local WIB's will have the option to transfer up to 100% of DW funds to Adult funds vs. 50% with WIA stating the Finance Committee recommends approving a transfer of 64% of DW funds to Adult in PY'15 adding this will be reevaluated and possibly adjusted with carryover funds at the September Board meeting.

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve the PY'15 Budget as presented to include transferring 64% of the DW funds to Adult funds as well as the adjustment of Outreach and ADA upgrades that are deobligated from the PY'14 budget if needed, seconded by Robert Halfacre. Motion carried with a unanimous voice vote.

b) Henkels & McCoy Grants

Ms. Runion continued to page 43 which shows a snapshot of the PY'15 Adult/DW Operator Grant that includes some Staff costs and Operating expenses stating a detailed report is included on pages 47-48.

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve the PY'15 Operator Grant of \$90,000 as recommended by the Workforce Skills & Education Committee and RFP Committee, seconded by Doug Newton. Motion carried with a unanimous voice vote.

The PY'15 Adult/DW Program Services Grant snapshot is located on page 43 with the details of this grant on pages 49-53. Ms. Runion reported WIOA regulations present a couple changes to the Adult/DW Program; 1) Opportunity to transfer up to 100% of DW funds to Adult funds; 2) Changes in eligibility - restricted to those that have Basic Skills deficiency, low income, or are on public assistance. Ms. Runion also stated several items to note are:

- Reduction in staff
- Reduction in training
- Workshops not being offered by outside providers
- Adult Education MOU's are not finalized
- No transportation and childcare Supportive Services currently included

Ms. Runion added there is a recommendation from a Workforce Skills & Education Committee member that if any funds become available that we reinstate the Supportive Services for those most in need.

Kal Kunkel stated this option still warrants the lay-off of one Henkels & McCoy staff person, however Henkels & McCoy is working on other options in hopes of being able to retain that person/position. Mr. Kunkel also reported they are continuing to negotiate MOU's with Adult Education Centers to move away from annual rates to a per participant rate.

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve the PY'15 Adult/DW Program Services Grant of \$829,230 as recommended by the Workforce Skills & Education Committee and RFP Committee, seconded by Doug Newton. Motion carried with a unanimous voice vote.

Ms. Runion stated a snapshot of the PY'15 Youth Grant is shown on page 44 and the full details located on pages 54-58. Ms. Runion reported WIOA also presents a few changes to the PY'15 Youth Grant:

- Increase of Youth Program funds to be spent on Out of School Youth from 30% to 75%
- At least 20% of Youth Program funds to be spent on Work Experience stipends and staff development costs.
- Age increase from 17-21 to 17-24
- Out of School Eligibility change:
 - No longer includes low income as a criteria, it is now a barrier
 - Emphasis on individuals with disabilities
- New Youth Program Elements are: Financial Literacy, Entrepreneurship, emphasis on Career Pathways and Post-secondary

BOARD ACTION TAKEN: Motion from Finance as a recommendation for the Board to approve the PY'15 Youth Grant of \$700,000 as recommended by the Youth Council and RFP Committee, seconded by Doug Newton. Motion carried with a unanimous voice vote.

Ms. Runion continued on page 44 and reported on the following additional grants that have been applied for:

- **Adult Ed Grant**
SCDEW announced a grant opportunity to award 1 WIB in each Region a grant. We applied for this grant in our area however, the Greenville WIB was awarded this grant.

Mr. Acker added the State was divided into 4 Regions for the purpose of this grant and in our Region all 4 WIB's applied as opposed to other Regions where maybe only 1 or 2 WIB's applied for the grant.

- **AIM Collaboration**
A potential collaboration with Anderson Interfaith Ministries as mentioned in the Workforce Skills & Education Committee update. WorkLink staff have met with AIM staff to discuss opportunities to collaborate on funds they have received for training.
- **Sector Partnership Nation Emergencny Grant (SP NEG)**
The State applied for the SP NEG grant on behalf of 6 local Workforce Investment Boards (*WorkLink, Greenville, Upstate, Upper Savannah, Trident, & Lowcountry*) for a total of \$2,474,223 to be split among the 6 WIB's for a grant period of 6/30/15-6/30/2017. This grant is for Regional Planning, Occupational Training (including IWT), Supportive Services, On-the-Job Training, & Admin Staff Costs for Finance Director and Program Director. This grant will be able to serve dislocated workers who have been unemployed for at least 27 weeks or have been categorized as likely to exhaust their unemployment insurance.

F.) Strategic Plan

1) Ad Hoc Committee Report

Chair Brothers stated this an opportunity for the Strategic Plan Ad Hoc Committee Chair, Ed Parris, to present the goals and objectives that were created by the committee. Mr. Parris deferred to Mr. Acker to provide report and explanation.

Mr. Acker referred to pages 59-61 reporting there have been two meetings held by the Strategic Plan ad hoc Committee to address the items in the Strategic Plan that is being developed for us. The goals and objections as shown on pages 59-61 have been revised from what was developed and will need to be assigned out to Committees to make final decisions and strategies. Mr. Acker stated in the coming months, staff will be ironing out the details to ensure they land in the appropriate Committees and providing any technical assistance needed. We anticipate presenting the final plan at the September Board meeting.

VI. Other Business

Mr. Acker reported this is the last meeting of the Workforce Investment Act Board for WorkLink. Beginning 7/1/15 the new Workforce Development Board under the Workforce Innovation & Opportunity Act will be certified but the Board will not be in place since we do not have a meeting scheduled until 9/9/15. After seeking guidance from the State, Mr. Acker explained in the interim, this Board needs to designate the current Executive Committee to be the transitioning body to make any decision that might be necessary before the next meeting. The recommendation from staff is to appoint the members of the existing Executive Committee as the decision making body until the first WIOA board meeting is held in September. The members of the committee would be: Danny Brothers, Robert Halfacre, Ray Farley, Burriss Nelson, Richard Blackwell and Ronnie Booth.

BOARD ACTION TAKEN: Motion from Ed Parris as a recommendation for the Board to approve Danny Brothers; Robert Halfacre; Ray Farley; Burriss Nelson; Richard Blackwell; and Ronnie Booth, to serve as the Executive Transition Committee, seconded by Mike Wallace. Motion carried with a unanimous voice vote.

Following this vote, Chair Brothers excused Brooke Dobbins from the meeting and noted for a matter of record @ 43:45 minutes there was no longer a quorum therefor the Workforce Investment Board meeting was entering into an informational session.

Board member Ray Farley joined the meeting @ 44:35 minutes therefor a quorum was present and the meeting continued as a business meeting.

The meeting proceeded from this point with Committee updates for reporting and information and Special Presentation.

Pat Pruitt acknowledged and introduced, Diana Goldwire, SCDEW Area Director to Board members stating Ms. Goldwire covers 6 Regions in the State from the Columbia-Midlands area to the WorkLink area.

VII. Adjournment

With no further business to discuss the meeting was adjourned at 2:29pm.

Respectfully submitted by: Patty Manley, Office Manager

WorkLink Director's Report – 9/9/15

WorkLink Staffing Changes

The posting period for the WorkLink Finance Director position ended on 9/4/2015. An ad hoc hiring committee of Stephanie Collins, Robert Halfacre and Danny Brothers is in the process of reviewing the applications (with the assistance of staff) and will move forward with the process as quickly as is reasonable.

Local Area Designation Process

As of July 1, 2015 the WorkLink region has been officially designated as a Local Workforce Development Area under the Workforce Innovation and Opportunity Act of 2014. In addition, the WorkLink Board has been certified as the Local Workforce Development Board by meeting all required membership obligations.

Evolve SC

The SC Department of Employment and Workforce has issued a pilot program through which companies may partner with their local technical college to apply for grant funding to train incumbent workers, and in some cases, new employees.

The grant application must be submitted by the technical college and the deadline for submission is 10/1/2015.

ADA Construction

After processing the required paperwork, work will begin soon on the ADA upgrades required to enhance the entrance of the Clemson SC Works Comprehensive Center. The work will include upgrading the clearance between the entrance columns and the building, modifying and properly labeling ADA parking and installing an ADA compliant threshold for the main entrance door.

Work Ready Communities

The South Carolina Certified Work Ready Communities initiative has been extended through June 30, 2016. The WorkKeys tests and the Talent Assessments will continue to be covered under the ACT state contract and free to job seekers as they have been since the beginning of the initiative. To date, 33 of 46 counties in South Carolina have been certified.

A proud partner of the **AmericanJobCenter** network

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

1376 Tiger Blvd Suite 102 Clemson SC 29631 P. 864.646.1515 F. 864.646.2814 Relay Service Dial 711 (TTY)

Below is a list of the recent meetings, training sessions and events that the WorkLink staff has participated in since the last board meeting. This list is not comprehensive, but includes many highlights of the staff's interactions with our partners and the community at large.

Meetings | Training Sessions | Events

- BSIT Meeting – 6/19/15
- Succeed SC Taskforce Meeting – 6/25/2015
- Pickens County SHRM – 6/25/15
- Anderson County Hiring Event – 6/26/15
- PY 15 Statement of Work and WIOA/Technical Assistance Orientation with PYC - 6/24/15
- Make it in America Conference Call – 6/30/15
- Administrators' Meeting – 7/8/15
- Statewide Business Services Meeting – 6/30/15
- Statewide Youth Coordinator Meeting – 7/15/15
- Upstate Regional Forum – 7/16/15
- Pickens County Hiring Event – 7/17/15
- Informal Work Experience Monitoring (In-School Youth Pilot) – 7/21-22/15
- ADA Training for Local Governments – 7/21/15
- Meeting with Dream Center of Pickens County 7/22/15
- SWIB Board Governance Meeting – 7/23/15
- Oconee Small Business Resource Fair – 7/28/15
- Outreach meeting with New Foundation Group Home, Anderson – 7/30/15
- Career Pathways Meeting with TCTC and Adult Ed. – 7/30/15
- Administrators' Meeting – 8/12/15
- Outreach meeting with Regional Director-Department of Social Services – 8/13/15
- Evolve SC Local Meeting – 8/13/15
- BSIT Meeting – 8/14/15
- WorkKeys Presentation Meeting TATT – 8/17/15
- United Way of Anderson County Education Vision Council Meeting – 8/24/15
- SC Workforce Leadership Team Meeting – 8/25/15
- Succeed SC Taskforce Meeting – 8/26/15
- SCWOS Eligibility Training – 8/25/15
- Pickens SHRM – 8/27/15
- Oconee Hiring Event – 8/28/15
- Anderson SHRM Event – 9/1/15
- Pickens County Business and Education Alliance Meeting – 9/1/15
- Meeting with TAA Regarding Covidien Closure – 9/2/15
- Presented in the MIIA Peer-to-Peer Conference Call – 9/3/15

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

July 1, 2015

Mr. Steven Pelissier
Executive Director
SC Appalachian Council of Governments
Post Office Drawer 6668
Greenville, South Carolina 29606

Re: Worklink Local Workforce Development Area Designation and Board Certification

Dear Mr. Pelissier:

Congratulations! The Worklink Local Workforce Development Area has met all requirements to be designated under the Workforce Innovation and Opportunity Act (WIOA) for program years 2015 and 2016. WIOA requires the designation of local workforce areas in order for the State to receive Adult, Dislocated Worker, and Youth funding under Title I, subtitle B, and further provides for the appointment and certification of a local workforce development board in each local area.

Local area designation and board certification is assessed by SC Department of Employment and Workforce staff according to WIOA Sections 106(b) and 107(a)-(c). The Worklink Local Workforce Development Area operated under the Workforce Investment Act of 1998 (WIA), performed successfully, and sustained fiscal integrity for the two years preceding the enactment of WIOA. Additionally, the Worklink Workforce Development Board consists of majority business members with optimum policy-making or hiring authority, and other members as statutorily required.

Effective July 1, 2015, the Worklink Local Workforce Development Area and Board must comply with the requirements of WIOA. Should you have any questions or need additional assistance, please contact Nina Staggers, WIOA Project Coordinator, at 803-737-0543 or nstaggers@dew.sc.gov.

Sincerely,

Rebecca Battle-Bryant, Ph.D
Assistant Executive Director
Workforce and Economic Development

cc: Trent Acker, Executive Director

EVOLVESC



Agenda

- ☐ Sub-committee Members
- ☐ Sub-Committee Purpose
- ☐ EvolveSC Concept
- ☐ EvolveSC Framework
- ☐ Grant Parameters/Requirements
- ☐ Grant Process
- ☐ EvolveSC Flowchart
- ☐ EvolveSC Reimbursement Process
- ☐ EvolveSC Proposed Metrics
- ☐ Questions

Sub-committee Members

- **Mike Buchman:** Co-lead (Grant Parameters/Requirements, Grant Application, and Documentation Workgroups)
- **Brad Neese:** Co-lead (Grant Parameters/Requirements and Grant Application Workgroups)
- **Susan Pretulak:** (Grant Parameters/Requirements and Grant Application Workgroups)
- **Zack Nickerson:** Grant Parameters/Requirements Workgroup
- **Rebecca Battle-Bryant:** Grant Process and Documentation Workgroups
- **Paige Childs:** Grant Process and Reimbursement Workgroups
- **Rick Cothran:** Grant Process and Documentation Workgroups
- **Vanessa Gill:** Reimbursement Workgroup
- **Kim Burke:** Reimbursement Workgroup

*NOTE: All committee members will participate in marketing the program

Sub-Committee Purpose

To develop the process by which businesses can access EvolveSC training grants.

EvolveSC Concept

Provide an opportunity for businesses that do not meet the criteria for other subsidized training programs (i.e. readySC or Rapid Response) to have access to funding for specialized training programs.

EvolveSC Framework



Grant Parameters/Requirements

Applications will be completed by the business and or consortium of businesses with the Technical College based on high-demand, emerging or specialized training required to support the business or consortium of businesses' outlined needs.

Grant Parameters/Requirements Cont.

Businesses seeking specialized training programs will be reviewed against the following criteria:

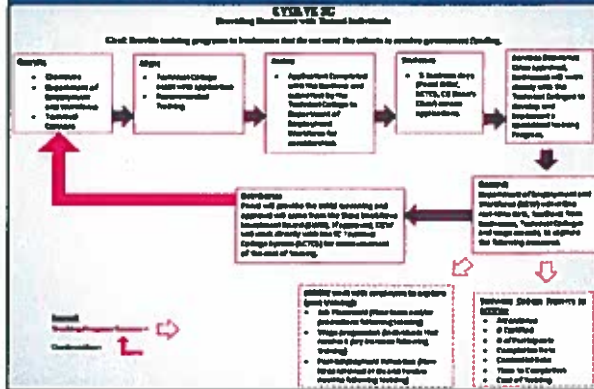
- Wages equal to or greater than the average for the occupation in the region.
- Number of new and existing employees.
- Current tax status.
- Lack of eligibility for other state funded training programs.
- Upward movement/career pathway.
- Cost per participant.

Grant Process

Business/consortium of businesses and the Technical College will complete an application and submit to Michael Buchman, Director of Economic Development at SCDEW.

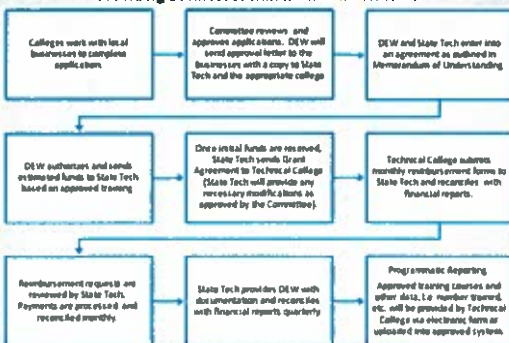
- Panel meet to screen applications within 5 business days of application receipt.
- Panel members: Mike Buchman, Brad Neese, and the Chair of Continuing Education Deans Peer Group (TBD).
- Approval of applications will come from the State Workforce Investment Board (SWIB). Determinations will be issued to the SC Technical College System, and Business requesting training from the SWIB.

EvolveSC Flowchart



Evolve SC Reimbursement Process

Providing Businesses with Trained Individuals



EvolveSC Proposed Metrics

Technical College Reports to SCDEW:

- Attendance
- # Certified
- # of Participants
- Completion Rate
- Credentialed Rate
- Time to Completion
- Cost of Training

SCDEW work with employers to capture (post training):

- Job Placement (New hires and/or promotions following training)
- Wage Progression (Individuals that receive a pay increase following training)
- Post-Employment Retention (New hires retained at six and twelve months following training)

Data Gathering:

Recommendations for capturing data are to provide monthly reports highlighting the information above using an Excel Spreadsheet. We would prefer to have this information entered into SCWOS and/or a data system that can be shared between the Technical College and SCDEW.

PY 2014 WIA Quarterly Report Summary - 3rd Quarter (Rolling 4 quarters)

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	70.5	104.3%	73.5	80.0	102.7%	82.2	73.8	103.1%	76.1	81.0	109.6%	88.8	67.2	105.3%	70.8	68.5	108.9%	74.6	71.9	93.3%	67.1
*Attainment of Degree or Certificate	Youth (14-21)	71.0	100.8%	71.6	80.0	104.4%	83.5	74.4	91.6%	68.1	78.0	101.6%	70.3	66.5	91.2%	60.6	64.0	100.6%	64.4	77.0	86.8%	66.9
***Literacy or Numeracy	Youth (14-21)	58.5	99.5%	58.2	67.6	118.3%	80.0	55.0	80.8%	44.4	84.6	110.0%	93.1	53.0	94.3%	50.0	50.6	96.4%	48.8	61.5	102.8%	63.2
Entered	Adults	72.0	104.4%	75.2	69.1	113.6%	78.5	71.0	111.8%	79.4	74.4	103.0%	76.6	72.0	104.8%	75.4	75.7	102.9%	77.6	66.7	111.8%	74.6
Employment Rate	DW	79.5	102.9%	81.8	76.4	101.8%	77.8	82.5	99.6%	82.2	82.1	111.6%	91.6	76.4	112.8%	86.2	85.2	99.1%	84.4	79.8	99.6%	79.3
**Retention	Adults	87.0	99.5%	86.6	88.8	97.4%	86.5	85.5	98.2%	83.9	91.1	98.2%	89.5	87.1	102.9%	89.6	89.5	94.0%	84.7	86.0	98.7%	84.9
Rate	DW	92.7	98.8%	91.6	93.3	93.7%	87.4	96.1	100.7%	96.8	93.4	99.7%	93.1	95.7	94.2%	90.1	92.7	94.9%	88.0	90.1	105.1%	94.7
**Average	Adults	11,000	100.2%	\$13,024	11,538	88.7%	\$10,239	10,063	90.8%	\$9,141	12,192	89.7%	\$10,939	11,889	94.7%	\$10,958	11,554	101.7%	\$11,753	11,054	99.8%	\$17,030
Earnings	DW	15,100	93.5%	\$14,116	15,532	84.7%	\$13,149	13,638	95.1%	\$12,071	15,100	95.3%	\$14,383	17,319	82.6%	\$14,302	16,433	96.1%	\$15,785	17,800	94.2%	\$16,767

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry			Color Coding		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	74.0	98.3%	72.7	67.4	112.1%	75.6	63.3	110.8%	70.1	63.6	90.4%	57.5	78.9	101.6%	80.2	67.4	96.2%	64.8			
*Attainment of Degree or Certificate	Youth (14-21)	83.0	99.4%	82.5	67.4	95.5%	64.4	72.6	108.9%	79.1	65.6	95.0%	62.3	72.0	103.4%	74.4	68.6	98.2%	67.4			
***Literacy or Numeracy	Youth (14-21)	70.0	108.1%	75.7	52.4	84.8%	44.4	60.0	123.9%	74.3	54.1	94.2%	50.9	60.0	76.7%	46.0	50.0	128.3%	64.2			
Entered	Adults	71.3	92.6%	66.0	68.5	109.1%	74.8	74.0	91.0%	67.3	76.0	97.8%	74.4	78.5	103.5%	81.3	77.0	99.4%	76.5			
Employment Rate	DW	76.0	108.0%	82.1	76.0	104.3%	79.3	81.1	95.2%	77.2	79.2	105.5%	83.5	80.0	99.7%	79.8	72.0	122.2%	88.0			
**Retention	Adults	88.0	100.4%	88.4	87.5	102.3%	89.5	89.2	99.2%	88.5	89.1	90.6%	80.7	87.6	103.6%	90.7	85.9	102.9%	88.4			
Rate	DW	93.4	97.3%	90.9	91.4	99.7%	91.3	93.1	101.7%	94.7	94.5	91.1%	86.1	94.0	98.3%	92.4	87.3	103.2%	90.1			
**Average	Adults	11,000	100.7%	\$11,079	10,458	106.4%	\$11,127	11,308	91.9%	\$10,388	12,547	85.2%	\$10,685	10,385	99.5%	\$10,537	9,751	97.3%	\$9,491			
Earnings	DW	14,042	110.0%	\$15,446	14,345	85.1%	\$12,209	15,358	85.3%	\$13,096	14,257	88.9%	\$12,673	15,100	85.2%	\$12,869	13,270	97.4%	\$12,924			

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

**These measures include program exiters from 10/1/12 to 9/30/13.

***These measures include program exiters from 1/1/14 to 12/31/14.

Within 1% of exceeding goal.

Federal ID#: 23-1535602
 Grant #: 14Y495H3
 Request for Payment #: 1503-11011
 Subgrantee Name: Henkels & McCoy, Inc
 Attention: Kate Melady
 Address: 2268 Collection Center Drive
 City, State, Zip Code: Chicago, IL 60693
 Grant Name: WIA Youth
 Grant Period: 7/1/14-6/30/15
 Original/Modification #:
 Payment Type: M
 (M=Monthly Request, F=Final Payment)
 Month Ending Date: 5/25/15-6/30/15

* Grant Award: \$900,000
 Grant Balance: \$2,567

EXPENDITURES		BUDGET	Budget	CURRENT MONTH EXPENDITURES	CURRENT MONTH EXPENDITURES	EXPENDITURES TO DATE	BALANCE TO DATE	ACCRUED EXPENDITURES	OBLIGATIONS
		MOD #2	Mod #3	5/25-6/30	June Final				
Staff Costs (00)									
STAFF COSTS									
Salaries	0 0	331,015	320,890	30,919		318,220	2,470		
Fringe Benefits	0 1-0 5	107,557	104,465	10,340		105,750	(1,285)		
STAFF COSTS TOTAL		\$438,572	\$425,355	\$41,259	\$0	\$423,970	\$1,185	\$0	\$0
OPERATING COSTS									
1.1 Facility Rent, Utilities, Maintenance, etc.	1.1			0		0	0		
1.2 Staff Expendable Supplies & Materials	1.2	3,027	4,500	(797)	7	5,039	(539)		
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	1.3	500	4,100	2,084		2,514	1,586		
1.4 Copy & Print Expenses	1.4	4,200	3,180	797	127	2,624	556		
1.5 Communications (Phone, Fax, Internet, etc.)	1.5	10,581	10,581	606	629	7,942	2,639		
1.6 Staff Travel	1.6	18,818	16,186	960	348	16,074	112		
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	1.7	2,400	3,900	0		3,220	680		
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	1.8	8,644	8,644	1436	69	6,307	2,337		
1.9 Postage (Stamps, FedEx, etc.)	1.9	3,493	3,493	649	63	2,973	520		
OPERATING COSTS TOTAL		\$51,461	\$54,584	\$5,735	\$1,244	\$46,694	\$7,890	\$0	\$0
TRAINING COSTS									
2.1 WI Customer Supplies & Materials Costs	2.1	3,700	10,177	5187	982	9,370	807		
2.2 WI Customer Book Costs	2.2	5,985	5,985	0		3,653	2,332	0	
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	2.3	12,925	12,925	3,783	396	12,631	95		
Other: TABE Assessment	2.4	1,825	1,825	0		1,825	0		
WorkKeys	2.12	0		0		0	0		
Tuition Cost (Adult Ed Skill Upgrade & GED)	2.5	38,758	38,758			38,757	1	0	
Individual Training Account/Voucher Cost	2.6	46,624	46,624	11488		48,487	(1,863)	0	
2.9 WI Customer Work Experience Costs	2.9	29,728	28,744	8672	4009	27,779	965		
2.10 WI Customer Awards & Recognition Cost	2.10	1,600	1,600	0		0	1,600		
2.11 WI Software License Costs	2.11	3,840	6,840	0		3,840	3,000		
TRAINING COSTS TOTAL		\$144,985	\$153,478	\$29,130	\$5,386	\$146,541	\$6,937	\$0	\$0
SUPPORTIVE SERVICES COSTS									
3.1 WI Customer Incentives	3.1	37,114	37,114	12,329	1,075	47,794	(10,680)		
3.2 WI Customer Transportation Costs	3.2	21,300	24,300	3,243	1,074	28,607	(4,307)		
3.3 WI Customer Childcare Costs	3.3	1,440	240	0		100	140		
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	3.4	2,000	2,000	264	313	1,578	422		
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	3.5	1,750	1,750	963		1,364	386		
SUPPORTIVE SERVICES TOTAL		\$63,604	\$65,404	\$16,799	\$2,462	\$78,444	-\$14,040	\$0	\$0
TRAINING/PROFESSIONAL FEES/PROFIT									
4.1 Profit (Professional Fee - 4%) Can be tied to Performance	4.1	34,931	34,931	4,655	455	34,716	215		
4.2 Audit Fee	4.2	5,318	5,318	5,318	0	5,318	0		
4.3 Indirect Costs	4.3	61,129	61,129	8,146	795	60,749	380		
TRAINING/PROFESSIONAL FEES/PROFIT TOTAL		\$101,378	\$101,378	\$18,119	\$1,250	\$100,783	\$595	\$0	\$0
TOTALS		\$800,000	\$799,999	\$111,042	\$10,342	\$797,432	\$2,567	\$0	\$0

I certify that this is a correct statement of expenditures for the period identified above and that the appropriate documentation to support these costs is attached.

Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved budget.

99.68%

Goal 93%

Authorized Official to Sign: Sue Gretchen

Date

Goal to Serve 185
PY14 Served - 198 (6 were in-school)

youth
PY14
Final

Fix sept formulas

JULY
8.3%

Line Item	Contract Amount	1603-11000	Cumulative Cost YTD	Remaning Balance
Regional Manager(Kal Kunkel)	\$15,125.76	1,551.20	\$2,036.27	\$13,089.49
Fiscal Rep (Mariah Yocum)	\$7,442.24	0.00	\$1,213.52	\$6,228.72
Admin Assistant(Charlotte McDonald)	\$4,992.00	252.00	\$540.00	\$4,452.00
Program Manager II (Karen Craven)	\$57,324.80	3,818.88	\$7,001.28	\$50,323.52
Lead Career Coach (Ann Marie Baker)	\$45,489.60	3,044.34	\$5,581.29	\$39,908.31
Career Coach (Christina McCurry-Cobb)	\$40,206.40	2,783.88	\$5,103.78	\$35,102.62
Career Coach (Nicole Smith)	\$38,958.40	2,656.44	\$4,870.14	\$34,088.26
Career Coach (Rhonda Wengerd)	\$34,382.40	1,316.10	\$3,290.25	\$31,092.15
WorkForce Specialist (Jennifer Campbell)	\$33,779.20	2,325.78	\$4,263.93	\$29,515.27
WorkForce Specialist (Loren Garr)	\$33,779.20	2,323.08	\$4,258.98	\$29,520.22
Justine Sheets		333.05	\$0.00	\$0.00
Staff Salary Total	\$311,480.00	20,404.75	\$38,159.44	\$273,320.56
Fringe Benefit Total	\$100,608.87	6,811.99	\$12,992.71	\$87,616.16
Staff Cost Total	\$412,089	27,216.74	\$51,152.15	\$360,936.72

Operating

1.1 Facility, Utilities	0.00	0.00	\$0.00	\$0.00
1.2 Staff Consumable Supplies	\$2,400.00	142.74	\$142.74	\$2,257.26
1.3 Advertising, Outreach	\$600.00	0.00	\$0.00	\$600.00
1.4 Copy, Print	\$2,400.00	19.54	\$19.54	\$2,380.46
1.5 Communications	\$9,465.40	541.41	\$606.41	\$8,858.99
1.6 Staff Travel	\$9,997.00	428.97	\$1,729.33	\$8,267.67
1.7 Staff Conferences, Training	\$2,400.00	0.00	\$0.00	\$2,400.00
1.8 Staff Computer Leases	\$9,937.92	2,000.00	\$2,837.70	\$7,100.22
1.9 Postage	\$1,445.00	101.42	\$296.91	\$1,148.09
Operating Total (01)	\$38,645.32	3,234.08	\$5,632.63	\$33,012.69

Direct Training

2.1 Participant Supplies	\$ 514.57	25.00	\$50.00	\$464.57
Tuition - includes WK assessment			\$0.00	
2.2 Instructional Related Costs (Books)	\$ 2,500.00	0.00	\$0.00	\$2,500.00
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,700.00	125.00	\$150.00	\$11,550.00
2.4 TABE Test Materials	\$ -	0.00	\$0.00	0.00
2.5 Adult Education Tuition	\$ 17,000.00	0.00	\$206.00	16,794.00
2.6 Tuition (College/Occupational Training)	\$ 25,726.00	1,667.00	\$1,667.00	24,059.00
✱ 2.9 Work Experience	\$ 53,856.00	<u>6,128.03</u>	\$13,391.53	40,464.47
2.10 Awards/Events	\$ -	0.00	\$0.00	0.00
2.11 Software Licenses (ETO)	\$ 3,840.00	0.00	\$0.00	3,840.00
2.12 Work Keys	\$ -	0.00	\$0.00	0.00
Direct Training Total (02)	\$115,136.57	7,945.03	\$15,464.53	\$99,672.04

Support Services

3.1 Participant Incentives (Skill Invoices)	\$ 18,018.75	350.00	\$1,200.00	\$16,818.75
3.2 Transportation	\$ 15,000.00	430.00	\$910.00	\$14,090.00
3.3 Childcare	\$ 542.95	0.00	\$0.00	\$542.95
3.4 Training Support Materials	\$ 2,000.00	15.00	\$37.00	\$1,963.00
3.5 Emergency Assistance	\$ 1,500.00	0.00	\$0.00	\$1,500.00
3.6 Laptop Incentive				

Support Service Total (03)		\$37,061.70	795.00	\$2,147.00	\$34,914.70
Sub-total		\$190,843.59	39,190.85	\$23,244.16	\$167,599.43
General Overhead (Indirect)	11.32%	\$68,251.95	4,436.40	\$8,421.66	\$59,830.29
Audit Cost	0.70%	\$4,698.29	274.336	\$520.77	\$4,177.52
Profit/Fee Held for Performance	4%	\$24,117.30	1,567.63	\$2,975.85	\$21,141.45
* Contract Total		\$700,000	45,469.22	\$86,314.60	\$613,685.40

PY15 Goal to Serve-175

The Workforce Innovation and Opportunity Act

Fact Sheet: Youth Program

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

HIGHLIGHTS OF THE WIOA REFORMS FOR THE YOUTH PROGRAM

WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other Federal, State, Local, and philanthropic resources to support in-school and out-of-school youth. WIOA affirms the Department's commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. WIOA authorizes the following changes:

Key Provisions

- WIOA requires a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth.
- Youth Councils no longer required; however, Local Boards are

WIOA PROGRAMS

WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL);
- Adult Education and Literacy Act programs administered by the Department of Education (DoED);
- Wagner-Peyser Act employment services administered by DOL; and
- Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the YouthBuild program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

The Workforce Innovation and Opportunity Act

encouraged to designate a standing Youth Committee, including an existing Youth Council, to contribute a critical youth voice and perspective.

Changes to Youth Eligibility

- Out-of-school youth must be aged 16-24, not attending any school, and meet one or more additional conditions, which could include:
 - School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- In-school youth must be aged 14-21, attending school, low income, and meet one or more additional conditions, which could include:
 - Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- Five new Youth Program elements
 - (1) Financial Literacy; (2) Entrepreneurial skills training; (3) Services that provide labor market and employment information in the local area; (4) Activities that help youth transition to postsecondary education and training; (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

Emphasis on Work-Experience

- At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing

EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE

In general, WIOA takes effect on July 1, 2015; however, the planning requirements common indicators of performance take effect on July 1, 2016 and other exceptions specifically noted in the law.

DOL is working in coordination with the Department of Education and the Department of Health and Human Services to support the public workforce system to implement WIOA. The DOL WIOA Resource Page (www.doleta.gov/WIOA) will include updated guidance and resources, as well as communicate opportunities to provide input. The WIOA Collection Page (wioa.workforce3one.org) provides links to technical assistance tools and information to support implementation. Questions regarding WIOA can be emailed to DOI.WIOA@dol.gov.



EMPLOYMENT AND TRAINING ADMINISTRATION
UNITED STATES DEPARTMENT OF LABOR

Print Form

SC WORKS BRINGING EMPLOYERS
WORKLINK AND JOBS SEEKERS TOGETHER
 ANDERSON·OCONEE·PICKENS

New

**WORKFORCE DEVELOPMENT BOARD
 YOUTH COMMITTEE APPLICATION**

Applicant Name: Melissa Rosier
 Applicant Address: 100 Vocational Drive
Seneca, SC 29672
 Education: Masters in Special Education, GCDF - Global Career Development Facilitator
 Business/Organization: School District of Oconee County
 Job Title: Transition Specialist
 County of Residence: Oconee
 Phone: 864-886-4427 Fax: 864-886-4426
 Cell Phone: 864-710-7784 E-mail: mrosier@oconee.k12.sc.us
 Category Represented: _____

Youth Services Agency (Specify):

<input type="checkbox"/> Dept. of Juvenile Justice Supervisor	<input checked="" type="checkbox"/> K-12 School Representative
<input type="checkbox"/> Local Police Representative	<input type="checkbox"/> Dept. Social Services Director
<input type="checkbox"/> SC Voc. Rehabilitation Director	<input type="checkbox"/> Youth Services/Agency/Programs

Youth Activity (Specify):

<input type="checkbox"/> Former Youth Participant	<input type="checkbox"/> Existing Youth Services for Planning Groups
<input type="checkbox"/> Local School to Work Director	<input type="checkbox"/> Current Youth Participant
<input type="checkbox"/> Local Recreation and Parks Director	

Other (Specify):

<input type="checkbox"/> One-Stop Operator	
<input type="checkbox"/> Adult Education Director	<input type="checkbox"/> Business Representative
<input type="checkbox"/> Community Based Organization	<input type="checkbox"/> Other

Describe how this applicant represents the indicated agency:

Provide support to the administrators, middle and high school special education teachers, IEP teams, and students with disabilities transitionin

Melissa Rosier
 Signature

8/19/15
 Date

Revised 8/4/15

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON·OCDONEE·PICKENS

New

WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE APPLICATION

Applicant Name: Lisa Gillespie

Applicant Address: 3001 Martin Luther King, Jr. Boulevard

Anderson, SC 29625

Education: Master's Degree

Business/Organization: SC Vocational Rehabilitation

Job Title: Area Supervisor

County of Residence: Anderson

Phone: 864-224-6391

Fax: 864-231-6993

Cell Phone: 864-437-4118

E-mail: lgillespie@scvrd.state.sc.us

Category Represented:

Youth Services Agency (Specify):

- ☐ Department of Juvenile Justice
☐ Local Police Representative
☒ Vocational Rehabilitation

- ☐ Youth Services Agency/Program/CBO
☐ K-12 School Representative

Youth Activity (Specify):

- ☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks
Director

- ☐ Existing Youth Services for Planning
Groups
☐ Current Youth Participant

Other (Specify):

- ☐ One-Stop Operator
☐ Adult Education Director

- ☐ Social Services Director
☐ Business Representative

Describe how this applicant represents the indicated agency:

Area Supervisor, Anderson Office, South Carolina Vocational Rehabilitation


Signature

7.29.2015
Date

7/23/15

SC WORKS
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 ANDERSON • OCONEE • PICKENS

**WORKFORCE DEVELOPMENT BOARD
 YOUTH COMMITTEE APPLICATION**

Applicant Name: Gene E. Williams

Applicant Address: 207 Whispering Stick Way
Seneca, SC 29678

Education: BA - Secondary Education(Math) & Masters - Secondary Principal - Supervisor

Business/Organization: School District of Oconee County

Job Title: Director - Adult Education

County of Residence: Oconee

Phone: 864-886-4429 Fax: 864-886-4430

Cell Phone: 864-710-9987 E-mail: genewilliams@oconee.k12.sc.us

Category Represented:

Youth Services Agency (Specify):

- | | |
|---|---|
| <input type="checkbox"/> Dept. of Juvenile Justice Supervisor | <input type="checkbox"/> K-12 School Representative |
| <input type="checkbox"/> Local Police Representative | <input type="checkbox"/> Dept. Social Services Director |
| <input type="checkbox"/> SC Voc. Rehabilitation Director | <input type="checkbox"/> Youth Services/Agency/Programs |

Youth Activity (Specify):

- | | |
|--|--|
| <input type="checkbox"/> Former Youth Participant | <input type="checkbox"/> Existing Youth Services for Planning Groups |
| <input type="checkbox"/> Local School to Work Director | <input type="checkbox"/> Current Youth Participant |
| <input type="checkbox"/> Local Recreation and Parks Director | |

Other (Specify):

- | | |
|--|--|
| <input type="checkbox"/> One-Stop Operator | <input type="checkbox"/> Business Representative |
| <input checked="" type="checkbox"/> Adult Education Director | <input type="checkbox"/> Other |
| <input type="checkbox"/> Community Based Organization | |

Describe how this applicant represents the indicated agency:

Serves the Young Adult population in preparation for HSED, HSD, & WorkKeys for career and/or college readiness.

Gene E. Williams

Signature

8-5-2015

Date

SC WORKS

WORKLINK

ANDERSON-O'CONNOR-PICKENS

WORKFORCE INVESTMENT BOARD
YOUTH COMMITTEE APPLICATION

Applicant Name:

Tim Mays

Applicant Address:

PO Box 329

Westminster SC 29693

Education:

BS Clemson University

Business/Organization:

Blue Ridge Electric Cooperative

Job Title:

Key Accounts Manager

County of Residence:

Darrell

Phone:

864-647-6647

Fax:

Cell Phone:

864-903-5146

E-mail:

tim.mays@blue-ridge.coop

Category Represented:

Youth Services Agency (Specify):

- ☐ Department of Juvenile Justice
☐ Local Police Representative
☐ Vocational Rehabilitation

- ☐ Youth Services Agency/Program/CBO
☐ K-12 School Representative

Youth Activity (Specify):

- ☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks Director

- ☐ Existing Youth Services for Planning Groups
☐ Current Youth Participant

Other (Specify):

- ☐ One-Stop Operator
☐ Adult Education Director

- ☐ Social Services Director
☒ Business Representative

Describe how this applicant represents the indicated agency:

Signature

Tim Mays

Date

8/3/15

7/23/15

WORKFORCE INVESTMENT BOARD
YOUTH COMMITTEE APPLICATION

Applicant Name: Rick Murphy
Applicant Address: 1057 Country Club Rd
Pickens SC 29671
Education: BS, MEd
Business/Organization: Dept. of Commerce
Job Title: Tri County Regional Workforce Advisor
County of Residence: Pickens
Phone: 864 646-1514 Fax: _____
Cell Phone: 864-419-8031 E-mail: rmurphy@sccommerce.com
Category Represented: Youth

Youth Services Agency (Specify):

☐ Department of Juvenile Justice
☐ Local Police Representative
☐ Vocational Rehabilitation

☐ Youth Services Agency/Program/CBO
☒ K-12 School Representative

Youth Activity (Specify):

☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks
Director

☒ Existing Youth Services for Planning
Groups
☐ Current Youth Participant

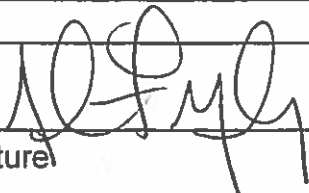
Other (Specify):

☐ One-Stop Operator
☐ Adult Education Director

☐ Social Services Director
☐ Business Representative

Describe how this applicant represents the indicated agency:

Signature



Date

8/3/15

SC WORKS

WORKLINK

ANDERSON-OCONEE-PICKENS

WORKFORCE INVESTMENT BOARD YOUTH COMMITTEE APPLICATION

Applicant Name: Amy Bradshaw, DJJ
 Applicant Address: PO Box 8002
Anderson, SC 29422
 Education: B.S. Sociology
 Business/Organization: DJJ
 Job Title: County Director
 County of Residence: Anderson
 Phone: 260-4041 Fax: 224-2594
 Cell Phone: 353-4203 E-mail: ALBRAD@SCDJJ.net
 Category Represented:

Youth Services Agency (Specify):

☒ Department of Juvenile Justice
☐ Local Police Representative
☐ Vocational Rehabilitation

☐ Youth Services Agency/Program/CBO
☐ K-12 School Representative

Youth Activity (Specify):

☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks Director

☐ Existing Youth Services for Planning Groups
☐ Current Youth Participant

Other (Specify):

☐ One-Stop Operator
☐ Adult Education Director

☐ Social Services Director
☐ Business Representative

Describe how this applicant represents the indicated agency:

I am responsible for the day to day operations of the
county office and ensuring juveniles needs are being met.

Amy Bradshaw
 Signature

8/3/15
 Date

SC WORKS
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ANDERSON-OCONEE-PICKENS

WORKFORCE INVESTMENT BOARD
YOUTH COMMITTEE APPLICATION

Applicant Name: Janice Ward
Applicant Address: 1348 Griffin Mill Road
Gaskey, SC 29640
Education: M.A. in Education - School Leadership
Business/Organization: School District of Pickens County
Job Title: Director of Accountability & Program Evaluation
County of Residence: Pickens
Phone: 864-397-1018 Fax: 864-855-8159
Cell Phone: 864-633-7117 E-mail: janice.ward@pickens.k12.sc.us
Category Represented:

Youth Services Agency (Specify):

☐ Department of Juvenile Justice
☐ Local Police Representative
☐ Vocational Rehabilitation

☐ Youth Services Agency/Program/CBO
☒ K-12 School Representative

Youth Activity (Specify):

☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks
Director

☐ Existing Youth Services for Planning
Groups
☐ Current Youth Participant

Other (Specify):

☐ One-Stop Operator
☐ Adult Education Director

☐ Social Services Director
☐ Business Representative

Describe how this applicant represents the indicated agency:

I work with our programs at all grade levels
(academic and CATE) and have an extensive
background at the secondary level.

Janice Ward
Signature

8/3/2015
Date

WORKFORCE INVESTMENT BOARD
YOUTH COMMITTEE APPLICATION

Applicant Name: JASON DUNCAN
Applicant Address: 2319 SANDFORD BLVD
WESTMINSTER SC 29693
Education: A.S. - CLEMSON UNIVERSITY
Business/Organization: OCONEE MACHINE & TOOL
Job Title: General Mgr
County of Residence: Oconee
Phone: 864-647-9595 Fax: 864-647-6944
Cell Phone: 864-723-2740 E-mail: jduncan@oconee-machine.com
Category Represented:

Youth Services Agency (Specify):

<input type="checkbox"/> Department of Juvenile Justice	<input type="checkbox"/> Youth Services Agency/Program/CBO
<input type="checkbox"/> Local Police Representative	<input type="checkbox"/> K-12 School Representative
<input type="checkbox"/> Vocational Rehabilitation	

Youth Activity (Specify):

<input type="checkbox"/> Former Participant	<input type="checkbox"/> Existing Youth Services for Planning Groups
<input type="checkbox"/> Local School to Work Director	<input type="checkbox"/> Current Youth Participant
<input type="checkbox"/> Local Recreation and Parks Director	

Other (Specify):

<input type="checkbox"/> One-Stop Operator	<input checked="" type="checkbox"/> Social Services Director
<input type="checkbox"/> Adult Education Director	<input checked="" type="checkbox"/> Business Representative

Describe how this applicant represents the indicated agency:

Jason Duncan
Signature

8/3/15
Date

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ANDERSON COUNTY OFFICIALS

WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE APPLICATION

Applicant Name: Crystal Noble

Applicant Address: 603 Walnut Way

Anderson, SC 29626

Education: B.S. Erskine College, 2001; M.S. Clemson University, 2010

Business/Organization: South Carolina Department of Juvenile Justice

Job Title: County Director

County of Residence: Anderson

Phone: 864-467-5886

Fax: 864-467-5899

Cell Phone: 864-940-6206

E-mail: cnobl@scdj.net

Category Represented:

Youth Services Agency (Specify):

- ☐ Department of Juvenile Justice
☐ Local Police Representative
☐ Vocational Rehabilitation

- ☒ Youth Services Agency/Program/CBO
☐ K-12 School Representative

Youth Activity (Specify):

- ☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks
Director

- ☐ Existing Youth Services for Planning
Groups
☐ Current Youth Participant

Other (Specify):

- ☐ One-Stop Operator
☐ Adult Education Director

- ☐ Social Services Director
☐ Business Representative

Describe how this applicant represents the indicated agency:

I am the County Director for the Greenville County Department of Juvenile Justice and also a resident of Anderson County.

I have over 14 years of experience working with youth in the Upstate SC area.

Crystal Noble
Signature

7-31-15
Date

7/23/15

SC WORKS BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER
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**WORKFORCE DEVELOPMENT BOARD
YOUTH COMMITTEE APPLICATION**

Applicant Name: Elaine W Bailey

Applicant Address: PO Box 827

Anderson SC 29622-0827

Education: MA

Business/Organization: South Carolina Department of Social Services

Job Title: Quality and Accountability Team Leader/Region 1

County of Residence: Anderson

Phone: 864-359-3048 Fax: _____

Cell Phone: 864-710-6160 E-mail: elaine.bailey@dss.sc.gov

Category Represented:

Youth Services Agency (Specify):

- ☐ Department of Juvenile Justice
☐ Local Police Representative
☐ Vocational Rehabilitation

- ☐ Youth Services Agency/Program/CBO
☐ K-12 School Representative

Youth Activity (Specify):

- ☐ Former Participant
☐ Local School to Work Director
☐ Local Recreation and Parks
Director

- ☐ Existing Youth Services for Planning
Groups
☐ Current Youth Participant

Other (Specify):

- ☐ One-Stop Operator
☐ Adult Education Director

- ☒ Social Services Director
☐ Business Representative

Describe how this applicant represents the indicated agency:

Responsible for child welfare service delivery in a six county region of DSS

Signature _____

Date _____

7/23/15

Youth Council Vision

Our vision provides a directional statement; a "picture" of a future state of the organization (what we are striving to become); it provides inspiration; it gives a framework for our area of influence/responsibility.

"To have youth, educated and prepared for self-sufficiency in work and in life."

Youth Council Mission

Our mission is a brief description of the organization's fundamental purpose (what we do)/reason for existence, articulated for those inside and outside of the organization.

"The WorkLink Youth Council facilitates collaboration and the delivery of services for youth, leading to educational, workplace and personal success."

Strategic Goals

Our goals grew out of an analysis of the region's focus group and survey results, recent and potential changes within the community and the workforce development industry, our identification of the characteristics of successful/winning workforce systems and Youth Council, and, the SWOT analysis. We chose to have four goals for this strategic plan that were directed at our four most immediate challenges:

- 1) *Service providers are working in silos, creating fragmentation within the workforce development system.*
- 2) *There is an increasing shortage of "work readiness" among area youth in terms of soft skills, basic skills and work ethic. Earlier intervention with at-risk youth and enhanced strategies are needed.*
- 3) *Too many workers lack the credentials necessary to meet the demands of modern business and industry.*
- 4) *There is a great need for more employer engagement with the workforce development and education systems in order to increase work-based training opportunities.*

The goals based on the above immediate challenges show us what our world will look like when we have accomplished our objectives.

Four Goals of the Youth Council

- 1) *Integrate workforce development systems, processes and networks.*
- 2) *Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce.*
- 3) *Bridge the current credentials gap between the workforce and business/industry requirements.*
- 4) *Increase the number of employers utilizing the Workforce Development System and services by X% per year.*

The objectives for each goal is the measurable statements towards which our efforts are directed. Each objective contains three elements: a specific statement of what is to be accomplished, a standard by which we can measure the accomplishment, and a timeframe and deadline within which to accomplish the objective. Finally, Strategies are the specific steps which need to happen to bring completion to the objective, and eventually, the goal.

The Youth Council and its sub-committees will assess the attainment of objectives at each meeting to assess progress on the successful completion of our goals.

Goals, Objectives and Action Strategies Narrative

Goal 1. Integrate workforce development systems, processes and networks

Responsible Subcommittee: Service Integration

Key Objective: Enhance both the service mapping database (211) and the personal provider-to-provider communication network by identifying and connecting workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.

Key Action Strategies:

- Further develop resource inventory, including the 211 database and a new partner/service "roadmap" matrix.
- Collect and input service map data.
- Consistent and aggressive product dissemination.
- Identify and address gaps in community services.
- Conduct an annual workforce development resource fair for service providers and the area H.R. community to *connect the dots* between the different services offered throughout the system.

Goal II. Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce

Responsible Subcommittee: Work Readiness

- **Key Objective:** Improve the community's perception of the general work readiness and work ethic of our youth by 10-25%.
Key Action Strategy: Based on established baseline data, evaluate progress of general work readiness/ethic perception in the tri-county area and monitor this progress annually.
- **Key Objective:** Improve awareness and implementation of WorkKeys as a way to combat the general work readiness issue.
Key Action Strategy: Work with *One Stop Operations Committee* to bolster awareness and implementation of WorkKeys.
- **Key Objective:** Enhance existing training for soft skill, basic skill and work ethic development throughout the youth service provider network
Key Action Strategy: Strengthen the existing curricula and training foundation for teaching soft skills, basic skills and work ethic by implementing the *Learning Express-Workforce Skills for 21st Century Skills* program.
- **Key Objective:** Facilitate earlier intervention for pre-high school youth who demonstrate deficiencies in soft skill, basic skill and work ethic.
Key Action Strategy: Through existing resource database and provider-to-provider networks, Youth Council is to serve as a resource connector to agencies and organizations who serve younger children (preschool, primary school, middle school).

Goal III. Bridge the current credentials gap between area workforce and business/industry job requirements.

Responsible Subcommittee: Work Readiness

Key Objective: Increase the number of workers who earn industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs, and post-secondary certifications.

Key Action Strategies:

- Increase communication, coordination and collective outreach between providers serving under the Workforce Innovation and Opportunity Act as well as other educational resources/partners in the tri-county area.
- Using *Palmetto Youth Connections* dashboard data as a baseline, increase the number of workers who earn industry-recognized credentials and degrees by 5% per year.

Goal IV. Increase the number of employers utilizing the Workforce Development System and Services by 10% per year.

Responsible Committee: Education

Key Objectives:

- **Key Objective:** Increase the number of employers who participate in work-based learning opportunities in the region.

Key Action Strategies: The youth workforce service provider is to execute at least 100 interactions per year with workforce development partners, business/industry, and education. From this effort, at least 10 business interactions/involvements per year are to be established.

- **Key Objective:** Increase opportunities for veterans, persons with disabilities, and youth through promotion of OJT, apprenticeships, and other work-based learning programs.

Key Action Strategies: In industry outreach events, showcase area success stories about veterans, persons with disabilities and youth who have successfully utilized work-based training to the benefit of themselves and of participating companies.

Summary Strategic Plan Tables

The tables on the following pages summarize the Youth Council goals, objectives, strategies, action items, and the parties responsible for implementation.

Strategic Plan Table 1: Reduce Fragmentation in the Youth Workforce Development System

Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Service providers are working in silos, creating fragmentation within the workforce development system.	Integrate workforce development systems, processes and networks.	Enhance both the service mapping database (211) and the personal provider-to-provider communication network by <u>identifying</u> and <u>connecting</u> workforce service providers, educators, faith based organizations (FBOs), service organizations, and other groups actively engaged in workforce development.	Further develop resource inventory	<ul style="list-style-type: none"> Identify youth partners in AOP Develop a resource/partner "roadmap" matrix or collaborate/partner with Tri-County Tech on their new roadmap template Regularly update the existing 211 database, ASA book of services Review/research www.indyserves.com website and templates Youth provider to educate families of available resources in tri-county area. Communicate the need for youth providers to partner with organizations who serve at-risk youth in the tri-county area – On Going Advocate/solicit partner involvement, including: <ul style="list-style-type: none"> Local church time/talent banks Civic/Service Organizations Relieve Groups Others TBD 	Service Integration
			Collect/Input service map data	<ul style="list-style-type: none"> Youth Provider (PVC) to track all information in the Effort to Outcome (ETO) system – On-Going 	
			Disseminate the product	<ul style="list-style-type: none"> Conduct consistent and aggressive front line agency visits Market service mapping resource Continue to improve methods for informing partners about database 	
			Identify/Address gaps in community services	<ul style="list-style-type: none"> Youth Council to go through formal gap analysis exercise with a third party facilitator Disseminate to Youth Council, WIB, service providers and partners – On-Going 	
			Conduct annual WF Development Resource Fair for service providers and the H.R. Community	<ul style="list-style-type: none"> Work with United Way as the logical event orchestrator Form YC task force to plan event logistics and format, including the setting up of resource provider booths, potential guest speakers, food, etc. Event to be open to the public, though primary purpose is for service providers, organizations, and area HR professionals to build connections and "connect the dots" between the different services offered by providers. 	

Strategic Plan Table 2: Combating Soft Skill, Basic Skill and Work Ethic Challenges				
Critical Issues	Goal	Objective	Strategy	Action Plan
1. Shortage of work ethic, soft skills, and basic skills 2. Earlier intervention among youth is needed to get ahead of the issue effectively	Improve the general work ethic, soft skills and basic skills of the tri-county area youth workforce	Improve the community's perception of general work readiness and work ethic of our youth by 10-25%	Monitor and evaluate progress of general work readiness/ethic perception in the tri-county area.	Survey businesses to determine increase in work readiness/soft skills of youth by comparing perceptions to the 06/30/14 baseline.
		Improve awareness and implementation of WorkKeys as a way to combat the issue	Work with One Stop Operations Committee to bolster awareness/implementation of WorkKeys	<ul style="list-style-type: none">See action plans of WDBContinue to coordinate administration and outreach through local One Stops and other WorkKeys administrators in the system (school districts, adult ed centers, tech colleges, etc.).
		Enhance existing training for soft skill, basic skill and work ethic development throughout the youth service provider network.	Strengthen the existing curricula and training foundation for teaching work ethic and soft/basic skills.	Utilize the Learning Express-Workforce Skills for 21st Century Success software program as the foundation and methodology for addressing general work readiness challenges.
		Facilitate earlier intervention for pre-high school youth who demonstrate deficiencies in soft skill, basic skill and work ethic.	YC to serve as a resource connector to agencies and organizations who serve younger children (preschool, primary school, middle school).	<ul style="list-style-type: none">In keeping with Strategic Plan Table 1, identify appropriate agencies and orgs for the 211 database, the new "roadmap" matrix, and the annual Service Provider Resource FairThrough increased communication with these providers, market their services and establish them internally as "go to" resources for early intervention in work readiness training.
				Work Readiness Subcommittee

Strategic Plan Table 3: The Need of More Workers to have Industry Recognized Credentials					
Critical Issue	Goal	Objective	Strategy	Action Plan	Subcommittee
Too many workers lack the technical qualifications necessary to meet the demands of modern business and industry	Bridge the current credentials gap between the workforce and business/industry job requirements.	Increase the number of workers who earn industry-recognized credentials and degrees, including WorkKeys testing, high school diplomas, GEDs and postsecondary certifications.	Increase communication, coordination and collective outreach between providers serving under the Workforce Innovation and Opportunity Act as well as other educational resources in the tri-county area.	<ul style="list-style-type: none"> See Action Plans of WDB Committees for outreach and implementation action items. Using <i>Palmetto Youth Connections</i> dashboard data as a baseline, increase the number of workers who earn industry-recognized credentials and degrees by 5% per year. 	Work Readiness

Strategic Plan 4: Increasing Work-Based Learning and General Employer Engagement in the WF Development System				
Critical Issue	Goal	Objective	Strategy	Action Plan
Increasing system-wide coordination and interaction between workforce development partners, business/industry, and the education system.	Increase the number of employers utilizing the Workforce Development System and services by 10% per year.	Increase the number of employers who participate in work-based learning opportunities in the region.	<ul style="list-style-type: none">See Strategy found in Strategic Plan Table #1: "Conduct annual WF Development Resource Fair for service providers and the H.R. Community"Educate employers about work-based learning opportunities through increased speaking engagements and other outreach events	<ul style="list-style-type: none">See Action Plan found in Strategic Plan Table #1: "Conduct annual WF Development Resource Fair for service providers and the H.R. Community"The youth workforce service provider is to execute at least 100 interactions per year with workforce development partners, business/industry, and education. From this effort, at least 10 business interactions/involvements per year are to be established.
		Increase opportunities for veterans, persons with disabilities, and youth through promotion of OJT, apprenticeships, and other work-based learning programs.	<ul style="list-style-type: none">Increase number of outreach events and speaking engagements which can educate industry about the benefits of work-based learning for veterans, persons with disabilities and youth.	<ul style="list-style-type: none">In industry outreach events, showcase area success stories about veterans, persons with disabilities and youth who have successfully utilized work-based training to the benefit of themselves and of participating companies.
				Work Readiness

These **Youth Barriers** have been defined by our Local Board under WIA and will need a **VOTE** to be grandfathered in under WIOA.

Note: The youth barriers below were written in our Youth RFP and are currently written in our Statement of Work (SOW).

➤ **WorkLink Youth Local Barrier is defined as:**

An individual who requires additional assistance to complete an education as determined by local area: (1) Does the applicant's physical, mental, emotional, or learning disability result in a substantial barrier to employment or to education? (2) Does applicant lack reliable transportation, defined as not having a valid driver's license or access to an automobile? (3) Is the applicant (youth 17-24) in need of work-readiness skills to include soft skills, life skills, occupational skills, and lack of work experience?

➤ **Deficient in Basic Literacy Skills is defined as:**

1. An individual who is determined to compute or solve problems, read, write, or speak English at or below 9th grade(level 8.9); or
2. An individual who is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.

TRAINING AND EMPLOYMENT GUIDANCE LETTER VISION FOR THE ONE-STOP SYSTEM DEPARTMENT OF LABOR Washington, D.C. 20210	CLASSIFICATION VISION FOR THE ONE-STOP SYSTEM
	CORRESPONDENCE SYMBOL ETA OWI
	DATE August 13, 2015

TRAINING AND EMPLOYMENT GUIDANCE LETTER WIOA NO: 4-15
OPERATING GUIDANCE for the WORKFORCE INNOVATION AND
OPPORTUNITY ACT (WIOA or Opportunity Act)

STATE AND LOCAL STAKEHOLDERS IN THE WORKFORCE
 INNOVATION AND OPPORTUNITY ACT
 STATE WORKFORCE ADMINISTRATORS
 STATE WORKFORCE LIAISONS
 STATE AND LOCAL WORKFORCE BOARD CHAIRS AND DIRECTORS
 AMERICAN JOB CENTER DIRECTORS
 SECTION 166 INDIAN AND NATIVE AMERICAN GRANTEEES

FROM: PORTIA WU 
 Assistant Secretary

SUBJECT: Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act (WIOA)

1. **Purpose.** This Training and Employment Guidance Letter (TEGL) lays out the vision for the one-stop delivery system under the Workforce Innovation and Opportunity Act (WIOA) and links to key technical assistance resources to support states and local areas as they integrate this vision into their one-stop delivery system (<http://www.doleta.gov/wioa>). This guidance is also being issued by the Department of Education's Office of Career, Technical, and Adult Education and Office of Special Education and Rehabilitation Services. It was developed in collaboration with these agencies, as well as the Department of Health and Human Services, Administration for Children and Families. The Employment and Training Administration (ETA) will soon issue additional guidance to other programs administered by DOL that covers governance, operational, and service delivery topics related to the one-stop delivery system.

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA supersedes titles I and II of the Workforce Investment Act of 1998 (WIA), and amends the Wagner-Peyser Act and the Rehabilitation Act of 1973.

RESCISSIONS None	EXPIRATION DATE Continuing
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The Departments of Labor and Education published a set of proposed regulations for implementing WIOA through the posting of five Notice of Proposed Rulemaking (NPRMs) documents. These NPRMs were open for public comment until June 15, 2015, and thousands of comments were received by both Departments. The Federal agencies will review, analyze, consider, and respond to the comments received. The Final WIOA rules will be issued in 2016.

In order to continue implementation prior to the final rule, a series of WIOA Operating Guidance documents are being issued in the form of Training and Employment Guidance Letters (TEGLs). These Operating Guidance documents on WIOA will inform the workforce system on how to begin the important planning and organizational work necessary to comply with the WIOA statutory requirements. The Operating Guidance TEGLs will provide a framework for program activities until the regulations are finalized. This TEGL is one in a series of WIOA Operating Guidance.

2. References. See Attachment.

- 3. Background.** The vision for the one-stop delivery system contained in this TEGL reflects the long-standing and ongoing work of dedicated workforce professionals around the country to align a wide range of publicly- and privately-funded education, employment, and training programs while also providing high-quality customer service to job seekers, workers, and businesses through the one-stop delivery system.

The creation of one-stop centers (currently branded as American Job Centers) was a cornerstone of WIA when it passed in 1998. In the years between the passage of WIA and WIOA—and longer for those communities that piloted one-stop centers under the Job Training Partnership Act of 1982—the workforce system has tested a variety of approaches to maximize the benefits of one-stop centers to its direct customers and their communities. In the last 10 years, technological advancements have opened up new avenues of service delivery, and the increased availability of evidence-based models has strengthened our shared understanding of the best of these approaches. In addition, the Obama Administration worked intensively with federal agencies in 2013 and 2014 to reform federal employment, education, and training programs to create a more integrated, job-driven service delivery system. A job-driven service delivery system is one that results in linking our nation's diverse talent with employers and businesses. As a result of this work, one-stop centers continue to be a valued community resource, known both locally and nationally as an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

WIOA recognizes the value of the one-stop delivery system, and provides the workforce system with important tools to enhance the quality of its one-stop centers. The law strengthens the ability of States, regions, and local areas to align investments in workforce, education, and economic development to regional in-demand jobs. It also places greater emphasis on achieving results for job seekers, workers, and businesses. Finally, it reinforces the partnerships and strategies necessary for one-stop centers to provide job seekers and workers with the high-quality career services, education and training, and the supportive services they need to obtain good jobs and stay employed; and to help businesses find skilled

workers and access other supports, including education and training for their current workforce.

Since the one-stop delivery system was established, technology has made lasting changes to our economy and society. Mobile workers and businesses with regional and national footprints that cross municipal borders are much more common. For that reason, there is an increased customer demand for consistent, high-quality education, employment, and training services across the country. The passage of WIOA supports the workforce system in meeting that demand, and the adoption of a national vision for the one-stop delivery system and its one-stop centers is an important first step in that work.

4. **Vision for the One-Stop Centers under WIOA.** The publicly funded workforce system envisioned by WIOA is quality-focused, employer-driven, customer-centered, and tailored to meet the needs of regional economies. It is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provide a comprehensive, accessible and high-quality workforce development system. This is accomplished by providing all customers access to high-quality one-stop centers that connect them with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

Under WIOA, partner programs and entities that are jointly responsible for workforce and economic development, educational, and other human resource programs collaborate to create a seamless customer-focused one-stop delivery system that integrates service delivery across all programs and enhances access to the programs' services. The one-stop delivery system includes six core programs (Title I adult, dislocated worker, and youth programs; Title II adult education and literacy programs; Title III Wagner-Peyser program; and Title IV vocational rehabilitation program), as well as other required and optional partners identified in WIOA¹. Through the one-stop centers, these partner programs and their service providers

¹ In addition to the core programs, required partners include the Senior Community Service Employment Program; job counseling, training, and placement services for veterans authorized under chapter 41 of title 38; career and technical postsecondary education programs authorized under the Carl D. Perkins Career and Technical Education Act of 2006; Trade Adjustment Assistance Programs; employment and training activities carried out under the Community Services Block Grant; U.S. Department of Housing and Urban Development (HUD) employment and training programs; Unemployment Compensation programs; programs authorized under the Second Chance Act of 2007, Section 212 (reintegration of ex-offenders); and programs authorized under the Social Security Act Title IV, Part A (TANF), unless the Governor determines that TANF is not a required partner.

Optional partners may include, with the approval of the local board and chief elected officials, the U.S. Social Security Administration (SSA) employment and training program (i.e. Ticket to Work programs); Supplemental Nutrition and Assistance Program (SNAP) employment and training programs; the Vocational Rehabilitation Client Assistance Program; National and Community Service Act Programs; and other employment, education or training programs such as those operated by libraries or in the private sector.

ensure that businesses and job seekers—a shared client base across the multiple programs identified above—have access to information and services that lead to positive employment outcomes. Under WIOA, one-stop centers and their partners:

- provide job seekers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages;
- provide access and opportunities to all job seekers, including individuals with barriers to employment, such as individuals with disabilities, to prepare for, obtain, retain, and advance in high-quality jobs and high-demand careers;
- enable businesses and employers to easily identify and hire skilled workers and access other supports, including education and training for their current workforce;
- participate in rigorous evaluations that support continuous improvement of one-stop centers by identifying which strategies work better for different populations;
- ensure that high-quality integrated data inform decisions made by policy makers, employers, and job seekers.

The management of the one-stop delivery system is the shared responsibility of States, local boards, elected officials, the core WIOA partners, other required partners, and one-stop center operators. The Departments encourage all of these entities to integrate the characteristics below into their work, including developing state, regional, and local strategic plans; establishing one-stop center certification criteria; examining the state, regional, and local footprint of one-stop centers; conducting competitions for selecting one-stop center operators; developing local Memoranda of Understanding (MOUs); updating other one-stop center policies and procedures; and operating and delivering services through the one-stop centers.

5. **Characteristics of a High-Quality One-Stop Center.** The characteristics identified below, consistent with the purpose and authorized scope of each of the programs, are designed to reflect elements that the Departments believe contribute to a high-quality one-stop delivery system. They demonstrate the spirit and intent of WIOA, and the Departments believe they will strengthen the successful integration and implementation of partner programs in one-stop centers. For clarity and readability the characteristics have been grouped into three functional categories: (a) Customer Service; (b) Innovation and Service Design; and (c) Systems Integration and High-Quality Staffing.

- a. **One-Stop Centers Provide Excellent Customer Service to Job Seekers, Workers and Businesses.** Meeting the needs of job seekers, workers and businesses is important in developing thriving communities where all citizens succeed and businesses prosper. High-quality one-stop centers:

- **Reflect a welcoming environment to all customer groups who are served by the one-stop centers.** All one-stop center staff are courteous, polite, responsive, and helpful to job seekers, businesses, and others who visit the one-stop centers, either in person or by telephone or e-mail. Moreover, one-stop center staff are sensitive to the unique needs of individuals with disabilities and are prepared to provide necessary accommodations.

- **Develop, offer, and deliver quality business services** that assist specific businesses and industry sectors in overcoming the challenges of recruiting, retaining, and developing talent for the regional economy. To support area employers and industry sectors most effectively, one-stop center staff identify and have a clear understanding of industry skill needs, identify appropriate strategies for assisting employers, and coordinate business services activities across one-stop center partner programs, as appropriate. This includes the incorporation of an integrated and aligned business services strategy among one-stop center partners to present a unified voice for the one-stop center in its communications with employers. Additionally, one-stop centers use the forthcoming performance measure(s) on effectiveness in serving employers to support continuous improvement of these services.
 - **Improve the skills of job seeker and worker customers.** One-stop centers offer access to education and training leading to industry-recognized credentials through the use of career pathways, apprenticeships, and other strategies that enable customers, including those with disabilities, to compete successfully in today's global economy. They provide businesses with access to the quantity and quality of talent they need and support upskill/backfill strategies that expand job opportunities in the community.
 - **Create opportunities for individuals at all skill levels and levels of experience** by providing customers, including those with disabilities, as much timely, labor market, job-driven information and, choice as possible related to education and training, careers, and service delivery options, while offering customers the opportunity to receive both skill-development and job placement services.
 - **Provide career services that motivate, support and empower customers,** including individuals with disabilities, to make informed decisions based on local and regional economic demand and effectively attain their personal employment and education goals.
 - **Value skill development** by assessing and improving each individual's basic, occupational, and employability skills.
- b. One-Stop Centers Reflect Innovative and Effective Service Design.** High-quality one-stop centers:
- **Use an integrated and expert intake process for all customers entering the one-stop centers.** Frontline staff are highly familiar with the functions and basic eligibility requirements of each program, and can appropriately assist customers and make knowledgeable referrals to partner programs, as needed and as appropriate given the authorized scope of the program.
 - **Design and implement practices that actively engage industry sectors and use** economic and labor market information, sector strategies, career pathways,

Registered Apprenticeships, and competency models to help drive skill-based initiatives.

- **Balance traditional labor exchange services with strategic talent development** within a regional economy. This includes use of market-driven principles and labor market information that help to define a regional economy, its demographics, its workforce and its assets and gaps in skills and resources.
 - **Ensure meaningful access to all customers.** One-stop centers must be physically and programmatically accessible to all customers, including individuals with disabilities. In so doing, one-stop centers use principles of universal design and human-centered design, such as flexibility in space usage; the use of pictorial, written, verbal and tactile modes to present information for customers with disabilities or limited English proficiency; providing clear lines of sight to information for seated or standing users; providing necessary accommodations; and providing adequate space for the use of assistive devices or personal assistants. One-stop centers use assistive technology and flexible business hours to meet the range of customer needs.
 - **Include both virtual and center-based service delivery** for job seekers, workers, and employers. Both methods of delivery support the talent needs of the regional economy, although each may better serve different customers with different levels of service needs at any given time. The one-stop delivery system can expand its reach by delivering robust virtual services; and increasing the accessibility of those services through community partners, such as libraries, community and faith-based organizations, and other partners.
 - **Incorporate innovative and evidence-based delivery models** that improve the integration of education and training, create career pathways that lead to industry-recognized credentials, encourage work-based learning, and use state-of-the-art technology to accelerate learning and promote college and career success.
- c. **One-Stop Centers Operate with Integrated Management Systems and High-Quality Staffing.** High-quality one-stop centers:
- **Reflect the establishment of robust partnerships among partners.** The one-stop center operator facilitates an integrated, co-located partnership that seamlessly incorporates services of the core partners and other one-stop center partners.
 - **Organize and integrate services by function** (rather than by program); when permitted by a program's authorizing statute and as appropriate, and by coordinating staff communication, capacity building, and training efforts. Functional alignment includes having one-stop center staff who perform similar tasks serve on relevant functional teams, e.g. Skills Development Team, Business Services Team. Service integration focuses on serving all customers seamlessly (including targeted

populations) by providing a full range of services staffed by cross-functional teams, consistent with the purpose, scope, and requirements of each program.

- **Develop and maintain integrated case management systems** that inform customer service throughout the customer's interaction with the integrated system and allow information collected from customers at intake to be captured once. Customer information is properly secured in accordance with personally identifiable information guidelines, and facilitated as appropriate, with the necessary memoranda of understanding or other forms of confidentiality and data sharing agreements, consistent with federal and state privacy laws and regulations. Data, however, would be shared with other programs, for those programs' purposes, within the one-stop system only after the informed written consent of the individual has been obtained, where required.
 - **Develop and implement operational policies** that reflect an integrated system of performance, communication, and case management, and use technology to achieve integration and expanded service offerings.
 - **Use common performance indicators** to ensure that federal investments in employment and training programs are evidence-based, labor market driven, and accountable to participants and taxpayers. Center performance is transparent and accountable to the communities and regions served; data entry staff are trained and understand the importance of data validation, data collection processes, and the importance of accurate reporting.
 - **Train and equip one-stop center staff** in an ongoing learning process with the knowledge, skills, and motivation to provide superior service to job seekers, including those with disabilities, and businesses in an integrated, regionally focused framework of service delivery. Center staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. Cross-training allows staff from differing programs to understand every program and to share their expertise about the needs of specific populations so that all staff can better serve all customers. Center staff are routinely trained and are keenly aware as to how their particular function supports and contributes to the overall vision of the local board.
 - **Staff the center with highly trained career counselors**, skilled in advising job seekers of their options, knowledgeable about local labor market dynamics, aware of available services inside and outside the one-stop center, and skilled in developing customers' skills for employment success.
6. **Resources.** Along with the resources provided at the WIOA collections page at <http://wioa.workforce3one.org>, the following technical assistance tools are currently available as part of the Departments' ongoing effort to support state and local areas in the adoption of the vision for the one-stop centers under WIOA.

a. Provide Excellent Customer Service to Job Seekers, Workers and Employers.

- **Opening Doors for Everyone: Providing Outstanding Customer Service at One-Stop Career Centers:** This toolkit is designed to provide one-stop center staff members an enhanced level of comfort when providing service to customers with a diverse array of backgrounds and needs.
<https://wioa.workforce3one.org/view/2001501480321360042/info>
- **Expanding Business Engagement:** WIOA makes significant changes to the nation's workforce development system, expressly incorporating the sector strategies approach throughout and requiring regional planning and alignment with local labor market needs for in-demand sectors and occupations. The Expanding Business Engagement (EBE) - Technical Assistance (TA) Initiative will support the strategic planning and implementation of revitalized or enhanced business engagement activities within states, regions, and local areas.
<http://businessengagement.workforce3one.org/>

b. Reflect Innovative and Effective Service Design.

- **One-Stop Service Design:** The resources section contains a variety of curated technical assistance tools, best practices, replicable models, implementation plans, recorded webinars, videos, research documents, and data reports to support innovative and effective one-stop center service design.
<https://wioa.workforce3one.org/ws/wioa/pages/resources.aspx?pparams=1001501462393639983>
- **Legacy Disability Training: Understanding Disability:** The purpose of this introductory course is to provide practical learning experience toward acquiring the knowledge and skills needed to provide quality workforce development services to persons with disabilities.
<https://wioa.workforce3one.org/view/4011507054815454755/info>

c. Integrated Administrative Systems and High Quality Staffing.

- **Integrated Service Delivery Toolkit:** This toolkit provides ideas, strategies and resources for integrating service delivery in the public workforce system.
<https://wioa.workforce3one.org/view/2001508963127430705/info>
- **Effective Case Management:** This site contains resources and tools designed to help system administrators, local leaders and staff to support high-quality case management in the workforce system.
<https://effectivecasemanagement.workforce3one.org/index.aspx>

d. Other One-Stop Vision Technical Assistance Tools.

- **One-Stop Career Centers Fact Sheet:** Provides highlights of WIOA reforms for one-stop centers. <https://wioa.workforce3one.org/view/2001507734890961606/info>
- **Quick Start Action Plan (QSAP) for One-Stop Centers:** An interactive, self-paced assessment tool designed to help leaders at all levels of the public workforce system prepare for implementation of WIOA. The QSAP helps identify areas of strength and focused areas for improvement in a state or local workforce system and connects to targeted resources that can help leaders to prepare and plan effectively. <http://qsap.workforce3one.org/page/planner/OneStop/Questionnaire>

7. **Action Requested.** As WIOA core programs and partners at the state and local level implement WIOA in program year 2015, the Departments encourage states to adopt this vision and build it into the policies and procedures related to the management of the one-stop delivery system. This includes developing regional and local strategic plans; establishing certification criteria for one-stop centers and the one-stop delivery system; examining the state, regional, and local footprint of one-stop centers; conducting competitions for selecting one-stop center operators; developing the local MOU; and updating other one-stop center policies and procedures.
8. **Inquiries.** Please direct questions regarding this guidance to the appropriate ETA Regional office or through the ETA email address established for this purpose: DOL.WIOA@dol.gov. ETA monitors this account daily, and may respond to inquiries directly or through general communications such as official guidance, webinars, and public Q&A documents.
9. **Attachment.** References for the One-Stop Vision TEGL

Attachment

References for the One-Stop Vision TEGL

- WIOA (Pub. L. 113-128);
- WIA (Pub. L. 105-220), Title I;
- TEGL No. 3-14, *Implementing a Job-Driven Workforce System*, dated July 30, 2014
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5483;
- TEN No. 5-14, *WIOA Announcement and Initial Informational Resources*, dated July 22, 2014 http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3556;
- TEN No. 6-14, *Information for Stakeholder Engagement for Workforce Innovation and Opportunity Act Implementation*, dated August 15, 2014
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8186;
- TEGL No. 12-14, *Allowable Uses and Funding Limits of WIA Program Year 2014 Funds for Workforce Innovation and Opportunity Act Transitional Activities*, dated October 28, 2014 http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=3475;
- TEGL No. 15-14, *Implementation of the New Uniform Guidance Regulations*, dated December 19, 2014 http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=5740;
- TEGL No. 19-14, *Vision for the Workforce System and Initial Implementation of the Workforce Innovation and Opportunity Act* dated February 19, 2015
http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7353;
- WIOA implementation dates, http://wdr.doleta.gov/directives/attach/TEN/WIOA-Key-Implementation-Dates_Acc.pdf.
- Notice of Proposed Rulemaking (NPRM) with the Departments of Education and Labor). *Workforce Innovation and Opportunity Act: Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions*. Pages 20573-20687 [FR DOC# 2015-05528] (joint).
- *Workforce Innovation and Opportunity Act: Notice of Proposed Rulemaking* Pages 20689-20966 [FR DOC# 2015-05530] (Labor only, for review and public comment).
- Notice of Proposed Rulemaking (NPRM) with the Departments of Education and Labor). *Programs and Activities Authorized by the Adult Education and Family Literacy Act: (Title II of the Workforce Innovation and Opportunity Act)*. Pages 20967-20987 [FR DOC# 2015-5540] (Education only).
- Notice of Proposed Rulemaking (NPRM) with the Departments of Education and Labor). *State Vocational Rehabilitation Services Program: State Supported Employment Services Program: Limitations on Use of Subminimum Wage*. Pages 21059-21146 [FR DOC# 2015-05538] (Education only).
- Notice of Proposed Rulemaking (NPRM) with the Departments of Education and Labor). *Workforce Innovation and Opportunity Act: Miscellaneous Program Changes*. Pages 20988-21058 [FR DOC# 2015-05535] (Education only).

	Jobseekers Services															
	SYSTEM WIDE SERVICES															
	Q1 2014	Q1 2014	Q1 2014	Q2 2014	Q2 2014	Q2 2014	Q3 2014	Q3 2014	Q3 2014	Q4 2014	Q4 2014	Q4 2014	Q4 2014	Q4 2014	Q4 2014	Total
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	
Unduplicated Customer Count	5259	4848	4476	4452	3745	3866	4429	5112	4318	3681	3614	3932	36353			
Individuals that Registered	393	382	338	364	293	335	359	272	400	337	295	343	4111			
Anderson	142	136	126	137	94	120	142	109	174	148	121	134	1583			
Clemson	45	48	53	46	41	46	42	36	54	35	37	61	544			
Easley	97	77	79	74	62	75	69	56	80	62	63	59	853			
Inactive Honeea Path	34	48	33	38	36	26	38	22	33	25	26	27	386			
Seneca	75	73	47	69	60	68	68	49	59	67	48	62	745			
Job Search Services	11680	11629	9705	8681	7679	8148	8888	7132	5216	7188	7527	8246	101719			
Anderson	3930	3961	3508	3180	2719	2538	2840	2393	2114	2436	2512	2730	34861			
Clemson	2497	2369	1917	1732	1500	1821	1820	1406	604	1302	1737	1831	20536			
Easley	1818	1901	1573	1446	1381	1351	1478	1284	671	1381	1351	1436	17071			
Inactive Honeea Path	949	927	727	600	501	567	652	486	237	538	469	539	7192			
Liberty UI Call Center	606	532	368	244	189	151	158	122	640	107	88	87	3292			
Seneca	1880	1939	1612	1479	1389	1720	1940	1441	950	1424	1370	1623	18767			
CENTER-WIDE SERVICES																
Center Traffic (Total Customer Count):	2391	2162	2132	2130	1860	1999	2233	1585	2168	1733	1733	2091	24217			
Anderson	611	535	612	545	377	472	542	424	632	482	465	703	6400			
Clemson	1003	837	711	772	636	673	667	549	702	512	658	641	8361			
Easley	242	258	258	289	203	303	289	176	260	207	205	254	2944			
Seneca	522	520	534	519	634	541	717	433	562	524	405	493	6404			
Access Point Traffic	13	12	17	5	10	10	18	3	12	8			108			
Orientation Attendance	58	193	116	164	112	99	110	49	118	113	48	49	1229			
Core Workshops Offered	26	26	25	16	16	16	16	16	16	16	16	16	221			
# Attended Employability	9	17	2	7	4	2	5	36	6	3	15	9	115			
# Attended Financial Literacy	1	0	1	2	0	0	0	0	0	0	0	0	4			
# Attended Expungement/Pardons	0	1	12	7	0	3	0	0	0	0	4	0	27			
# Attended Computer Skills	0	0	1	0	1	0	2	0	0	0	0	0	4			
Referrals to Partners:	129	105	154	106	116	96	132	87	89	79	74	78	1245			
of Individuals Received Referral	119	96	139	95	111	88	119	81	83	70	73	78	1152			

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

PY 2014 - July 1, 2014 to June 30, 2015

Employer Services	Q1 2014		Q1 2014		Q2 2014		Q2 2014		Q3 2014		Q3 2014		Q4 2014		Q4 2014		Total
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15				
Internal Job Orders Created																	
Anderson	251	241	211	168	91	97	130	132	192	177	158	202	2050				
Clemson	38	42	36	44	27	32	42	36	48	31	44	57	477				
Easley	168	132	134	90	39	47	46	51	82	72	55	62	978				
Inactive Honea Path	9	20	8	4	4	7	9	10	27	25	20	28	171				
Liberty UI Call Center	2	8	6	4	1	2	3	5	2	7	7	4	51				
Seneca	10	5	7	6	3	0	2	7	8	5	3	13	69				
	24	34	20	20	17	9	28	23	25	37	29	38	304				
Services Provided Employers																	
Anderson	1879	1640	1543	1694	1063	1077	1680	1016	1659	1158	918	1450	16777				
Clemson	709	713	651	773	317	327	544	289	423	529	466	560	6301				
Easley	931	646	703	627	572	522	807	651	1046	489	350	576	7920				
Inactive Honea Path	52	29	17	126	40	86	71	35	82	30	37	83	688				
Liberty UI Call Center	0	0	0	0	0	0	0	0	0	0	0	0	0				
Seneca	15	0	0	0	0	0	0	0	0	0	0	0	15				
	172	252	172	168	134	142	258	41	108	110	65	231	1853				
Hiring Events																	
Total Job Seekers	12	4	9	2	8	2	3	6	11	12	19	16	104				
Anderson	568	155	246	64	757	45	273	204	459	131	237	398	3537				
Oconee	543	1	214	20	515	40	236	106	415	46	150	329	2615				
Pickens	0	149	6	0	166	0	37	98	33	48	77	14	628				
	25	5	26	44	76	5	0	0	11	37	10	55	294				
Entered Employments																	
Anderson	89	29	107	86	7	32	43	43	42	33	90	101	702				
Clemson	6	3	54	70	3	9	2	2	13	13	2	5	182				
Easley	77	15	36	7	1	16	35	35	20	10	79	88	419				
Inactive Honea Path	0	0	1	2	0	0	1	1	0	1	0	0	6				
Inactive Liberty	2	0	1	1	0	1	0	0	0	0	1	0	6				
Seneca	0	0	0	0	0	0	0	0	0	0	1	0	1				
	4	11	15	6	3	6	5	5	9	9	7	8	88				
Rapid Response Events																	
	0	0	0	0	0	0	1	0	0	0	0	0	1				

DEMOGRAPHICS (Year to Date)

Data through: 06/30/2015

Last Revision Date: 07/08/2015

WIA Enrollments
YTD (Last Date of Access)

Age	Anderson	Oconee	Pickens	Other	Total	%
Under 19	2	1	2	0	5	1%
PY 2014 - July 1, 2014 to June 30, 2015	16	11	7	0	34	6%
22-32	93	48	21	2	164	27%
33-44	108	55	35	5	203	33%
45-54	70	39	34	5	148	24%
55-64	26	13	14	1	54	9%
65+	1	0	0	0	1	0%
Total	316	167	113	13	609	100%
Race	Anderson	Oconee	Pickens	Other	Total	
Caucasian	210	128	87	8	433	71%
African American	96	34	22	5	157	26%
American Indian	2	1	2	0	5	1%
Asian	0	0	0	0	0	0%
Hawaiian	0	1	0	0	1	0%
Not Provided	8	3	2	0	13	2%
Total	316	167	113	13	609	100%
Ethnicity	Anderson	Oconee	Pickens	Other	Total	
Hispanic	11	5	3	0	19	3%
Not Hispanic	305	160	108	13	586	96%
Not Provided	0	2	2	0	4	1%
Total	316	167	113	13	609	100%
Gender	Anderson	Oconee	Pickens	Other	Total	
Female	204	99	55	6	364	60%
Male	112	68	58	7	245	40%
Total	316	167	113	13	609	100%
Education Level	Anderson	Oconee	Pickens	Other	Total	
Less than 9th Grade	22	6	3	0	31	5%
9th-12th Grade (No Diploma)	87	37	16	4	144	24%
GED	40	25	24	1	90	15%
HSD	91	76	33	6	206	34%
Vocational School Certificate	34	10	14	0	58	10%
Associate's Degree	21	8	10	1	40	7%
Bachelor's Degree	16	4	11	0	31	5%
Education beyond a Bachelor's degree	5	1	2	1	9	1%
Total	316	167	113	13	609	100%
Disability	Anderson	Oconee	Pickens	Other	Total	
No	315	165	112	13	605	99%
Yes	1	2	1	0	4	1%
Total	316	167	113	13	609	100%
Employment Status at Participation	Anderson	Oconee	Pickens	Other	Total	
Employed	56	35	27	4	122	20%
Employed but received notice of layoff	9	0	5	1	15	2%
Not Employed	251	132	81	8	472	78%
Total	316	167	113	13	609	100%
Veteran	Anderson	Oconee	Pickens	Other	Total	
No	307	162	107	11	587	96%
Yes	9	5	6	2	22	4%
Total	316	167	113	13	609	100%

All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

PI 2014 - July 1, 2014 to June 30, 2015

WIA Intensive Services = July 1, 2014 - June 30, 2015

Job Seeker at WIA Enrollment									
	A	O	P	Other	Total	Caseload Breakdown			
						Active	Follow-up	Total	
Veterans	CO	9	5	6	2	31	58	89	Completed
	New	0	0	0	0	76	90	166	Partial
Offenders	CO	83	33	22	5	58	47	105	YTD Completed
	New	6	0	0	2	61	62	123	
TAA Co-enrolled	CO	83	33	22	5	72	54	126	
	New	6	0	0	2	298	311	609	
Adult/DW Low Income	CO	0	5	2	0				Eligible
	New	0	0	0	0				Not Eligible (Core Only)
SNAP Recipient	CO	196	95	63	6				YTD Total Determinations
	New	7	0	1	0				
Active Enrollment									
	CO					June	Total		
	Gleaton	26				5	31		New Enrolled
	Hamrick	71				5	76		New YTD Enrolled
	Hunter	52				6	58		Not Enrolled (90 day window)
	Morgan	58				3	61		
	Parnell	64				8	72		
	Total	271				27	298		
*CO reflects numbers being served through Active as of 04/30/2015									
WorkKeys									
	Platinum					CO	New YTD	Total	
	Gold					0	0	0	
	Silver					45	0	45	
	Bronze					174	2	176	
	Total					45	0	45	
						264	2	266	
Intensive Workshops									
	# Workshops Offered					Attended	Total		
	Employability					25	329		
	Financial Literacy					0	50		
	Expungement/Pardons					0	11		
	Computer Skills					2	6		
	Total					27	396		

WIA Training Services and Follow Services - July 1, 2014 - June 30, 2015

Recommended for Training Services

	June Total	YTD Total
GEO	1	87
Occupational	13	143
On-the-Job Training	11	36

OJT Training Synopsis

Company Name	Location of Company	In-Progress	Success	Unsuccessful
Behton Metal Company, Inc (3)	Anderson	0	2	1
Gross Country (3)	Anderson	0	2	1
K&K Trucking, LLC (1)	Anderson	1	0	0
Kings Asphalt (1)	Pickens	1	0	0
Medshore Ambulance Service, Inc (14)	Anderson	14	0	0
MoreSun Custom Woodworking, Inc (2)	Oconee	0	2	0
MTS Office Machines (1)	Anderson	0	1	0
Orian Rugs, Inc (6)	Anderson	0	4	2
Owens Corning Composite Materials, LLC (2)	Anderson	0	2	0
RBC AeroStructures (1)	Oconee	0	0	1
Sharpe Manufacturing, Inc. (1)	Oconee	0	1	0
Southern Vinyl Window Mfg. (1)	Pickens	0	1	0
Upstate Medical Staffing dba Upstate Health Care Service	Anderson	0	1	0
US Engine Valve (2)	Oconee	0	2	0
Total Current Contracts		16	18	5
Total Carryover			3	
Total All OJT Contracts		39		

*Carryover equals those contracts started in PY13 but finished in PY14.

Funding Source

	June	YTD Total
Adult	1	21
Dislocated Workers	0	2
DWT-NEG	14	16
		39

Follow-Up Services

	Total	YTD Total
Entered Employment (Based on current Quarter)*	28	212
Services Provided	53	421

*This number is hand counted from SCWOS based follow-up summaries of each career coach.

Occupational Training by Provider

Name	Currently In Training	PY 14 Rec'd Training
Adult Education - District 1 and 2	4	16
Adult Education - Districts 3, 4 and 5 Anderson	13	48
Adult Education - Oconee Adult Education	4	24
Adult Education - Pickens Co Adult Team	1	7
Arc Labs	0	16
Brown Mackie College	0	1
Carolina Computer Training	2	4
Greenville Technical College	3	11
ITT	1	1
Palmetto School of Career Development	1	2
Southern Wesleyan University	1	1
Tri-County Technical College	32	99
Truck Driver Institute	0	1
Total	62	231

Total Occupational Training by Cluster

Occupation	Total Training	PY 14 Rec'd Credential
GED Training	95	10
Admin, Support, Waste Mgmt., Remediation	29	17
Manufacturing	38	20
Professional, Scientific, Technical Services	6	1
Health Care and Social Assistance	51	27
Retail Trade	0	0

Funding Source PY14 Rec'd (occupational and GED training)

	YTD Total
Adult	195
Dislocated Workers	24
DWT-NEG	12
Trade (co-enrolled)	7
Total	238

Note: Some participants have rec'd more than one training or more than one funding source.

Brittany Leckenby Success Story

My name is Brittany Leckenby and I was enrolled into the WIA program on October 30, 2014 for assistance with obtaining my GED and gaining full time employment. Without a GED I knew that the opportunity to gain full time employment was minimal, so I enrolled into Anderson Adult Ed and the WIA program. The WIA program allowed me to stay focused on my school work and prepare for the GED exam while assisting me with childcare and transportation. This service that was provided to me allowed me to focus on achieving my goal and not worry about how I would pay for everything. My Career Coach JT Parnell and I created an IEP to map out a plan for me to obtain my goal of full time employment and obtaining my GED. My career coach advised me about the importance of the Workkeys assessment as it relates to employment so I was able to complete this at Anderson Adult Ed. I scored a Platinum in Reading for Information, Silver in Locating Information and Platinum in Applied Math.

I achieved my goal of obtaining my GED on April 24, 2015 from Anderson Adult Ed. As I look back at this wonderful accomplishment that I have achieved I am reminded of my 3 children who also provided motivation. If I could give anyone advice who lacks a GED it would be this. If you are willing to set aside the time needed to obtain your GED and give 100% in the classroom, you can achieve this goal. I can say this because after I obtained my GED and I was able to gain full time employment with The United States Postal Service working full time as a mail carrier making \$17.50 an hour. I am extremely excited about the next chapter of my life and look forward to a long career with the postal service.

I would like to thank the WIA program, Anderson Adult Ed and all that played a part in making this goal a reality.

Brittany Leckenby



Brittany Leckenby right with Beth Wood left from Anderson Adult Ed



Donovan Boyle attended an SC Works Orientation on July 2, 2015 after being referred from the Career Development Specialist with the Department of Employment and Workforce. After attending the Orientation, Donovan stated that he was very interested in the SC Manufacturing Certificate (SCMC) offered at Tri-County Technical College. He had been unemployed since May 2007 due to personal health circumstances. He was certified and enrolled in the WIA program on July 17, 2014. He had taken the WorkKeys assessment in February 2009 and scored bronze. One of the requirements for the SCMC training was to score a Silver level on the WorkKeys. He was registered for WorkKeys/KeyTrain to practice for the WorkKeys assessment to improve his scores. He took the assessment on August 8, 2015 and scored Silver. He was registered and attended the SCMC Information Session on August 20, 2015. He received his acceptance letter into the training and began the training on September 22, 2014. He completed the training on December 4, 2014, receiving his South Carolina Manufacturing Certification.

He was referred to Phillips Staffing at Itron, Inc., West Union, SC as a Production Operator. He was hired and started to work on January 22, 2015. Donovan is very appreciative of all of the assistance he received. He had several barriers to overcome including health issues and no recent work history.

"I do appreciate the opportunities that were offered to me through WIA. I could not have done it without their help."

Donovan Boyle



06/30/2015 Heidi Moody: Success Story

While working as a Certified Nurse's Assistant, Heidi Moody began her training at Brown Mackie College (BMC) and worked her way into the Associate in Nursing Program. Initially, she had to depend on some student loans to help fund her training, and she became concerned about the long-term effects of having to pay back those loans. She heard about the WIA program from the Admissions Department at BMC and how it could possibly help her with a free scholarship to pay for part of her training. She also learned that, if approved, the WIA funding would be money that she would not have to pay back. This was great news for her in that this would be less money she would have to borrow.

In the time period between Heidi being enrolled into the WIA and her approval for WIA funding, she was transferred to a different WIA Career Coach. This process was trying for her, but she persevered. She worked closely with her new Career Coach and completed the necessary steps to get her training approved. She completed her training February 6, 2015. She is proud of the fact that her Nursing Class was the first one at BMC in Greenville, SC, and she was the first person from that class to take and pass the NCLEX certification exam. She has been a model participant.

Today, Heidi is working as a Unit Coordinator with Seneca Health and Rehabilitation in Seneca, SC. She started there on May 5, 2015, and she is earning \$28.00 per hour. Heidi is very appreciative of the help she received from the WIA.

PY15 - July 1, 2015 to June 30, 2016

[illegible]

SC WORKS

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ANDERSON-OCONEE-PICKENS

Employer Services	Q1 2015 Jul-15	Q1 2015 Aug-15	Q1 2015 Sep-15	Q2 2015 Oct-15	Q2 2015 Nov-15	Q2 2015 Dec-15	Q3 2015 Jan-16	Q3 2015 Feb-16	Q3 2015 Mar-16	Q4 2015 Apr-16	Q4 2015 May-16	Q4 2015 Jun-16	Total
Internal Job Orders Created	178												178
Anderson	51												51
Clemson	65												65
Easley	21												21
Inactive Honea Path	3												3
Liberty UI Call Center	7												7
Seneca	31												31
Services Provided Employers	291												291
Anderson	95												95
Clemson	138												138
Easley	18												18
Seneca	40												40
Hiring Events	12												12
Total Job Seekers	187												187
Anderson	97												97
Oconee	0												0
Pickens	90												90
Entered Employments	50												50
Anderson	4												4
Clemson	40												40
Easley	0												0
Seneca	6												6
Rapid Response Events	0												0

DEMOGRAPHICS (Year to Date)		Data through: July 2015		Last Revision Date: 08/12/2015		
WIA Enrollments						
YTD (Last Date of Access)						
Age		Anderson	Oconee	Pickens	Other	Total %
	Under 19	2	0	1	0	3 0%
	19-21	9	7	4	0	20 3%
	22-32	51	20	14	1	86 14%
	33-44	53	19	18	2	92 15%
	45-54	30	21	17	2	70 11%
	55-64	10	6	7	1	24 4%
	65+	0	0	0	0	0 0%
	Total	155	73	61	6	295 48%
Race		Anderson	Oconee	Pickens	Other	Total %
	African American/Black	43	15	10	1	69 11%
	American Indian/Alaskan Native	1	0	0	0	1 0%
	Asian	0	0	0	0	0 0%
	Hawaiian/Other Pacific Islander	0	0	0	0	0 0%
	White	107	54	49	5	215 35%
	Not Provided	4	4	2	0	10 2%
	Total	155	73	61	6	295 48%
Ethnicity		Anderson	Oconee	Pickens	Other	Total %
	Hispanic or Latino heritage	7	3	3	0	13 2%
	Not Hispanic or Latino heritage	147	68	57	6	278 46%
	Not Provided	1	2	1	0	4 1%
	Total	155	73	61	6	295 48%
Gender		Anderson	Oconee	Pickens	Other	Total %
	Female	89	47	31	2	169 28%
	Male	66	26	30	4	126 21%
	Total	155	73	61	6	295 48%
Education Level		Anderson	Oconee	Pickens	Other	Total %
	Less than 9th Grade	10	1	2	0	13 2%
	9th-12th Grade (No Diploma)	47	12	7	1	67 11%
	GED	21	14	13	0	48 8%
	HSD	39	29	18	0	86 14%
	Vocational School Certificate	17	7	8	2	34 6%
	Associate's Degree	11	7	6	2	26 4%
	Bachelor's Degree	9	2	6	0	17 3%
	Education beyond a Bachelor's degree	1	1	1	1	4 1%
	Total	155	73	61	6	295 48%
Disability		Anderson	Oconee	Pickens	Other	Total %
	No	155	71	59	6	291 48%
	Yes	0	2	2	0	4 1%
	Total	155	73	61	6	295 48%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total %
	Employed	30	22	18	2	72 12%
	Employed but received notice of layoff	10	1	5	1	17 3%
	Not Employed	115	50	38	3	206 34%
	Total	155	73	61	6	295 48%
Veteran		Anderson	Oconee	Pickens	Other	Total %
	No	151	69	57	5	282 46%
	Yes	4	4	4	1	13 2%
	Total	155	73	61	6	295 48%

All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and Workforce then forwards the data in Excel to the local areas for further analysis.

Job Seeker at WIOA Enrollment

Caseload Breakdown

Active Enrollment

*CO reflects numbers being served through Active as of 06/30/2015

*CO reflects numbers being served through Active as of 06/30/2015

One-on-One Services

Activity	July	YTD
106 - Provided Internet Job Search Support/Training	0	0
1115 - Resume Preparation Assistance	0	0
123 - Job Development Contacts	0	0

	Workkeys		
	CQ	New YTD	Total
Platinum	0	0	0
Gold	0	0	0
Silver	2	2	2
Bronze	0	0	0
Total	2	2	2

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

WIOA Training Services and Follow-Up Services = July 1, 2015 - June 30, 2016

Recommended for Training Services

	July Total	YTD Total
GED	0	0
Occupational	13	13
On-the-Job Training	1	1

OJT Training Synopsis

Company Name	Location of Company	In-Progress	Success	Unsuccessful
Belton Metal Company, Inc.	Anderson	1		
K & K Trucks, LLC	Anderson	1		
MedShore	Anderson	11		
MTS Office Machines	Anderson	1		

Total Current Contracts	14
Total Carryover	12
Total All OJT Contracts	14

*Carryover equals those contracts started in PY14 but finished in PY15

Funding Source

	July	YTD Total
Adult	3	3
Dislocated Workers	11	11
National Dislocated Worker Grant (NDWG)	0	0

Follow-Up Services

	Total	YTD Total
Entered Employment (Based on current Quarter)*	9	9
Services Provided	34	34

*This number is hand counted from SCWOS based follow-up summaries of each career coach.

Occupational Training by Provider

Name	Currently In Training	PY'15 Rec'd Training
Adult Education - District 1 and 2	4	4
Adult Education - Districts 3, 4 and 5 Anderson	12	13
Adult Education - Oconee Adult Education	4	4
Adult Education - Pickens Co Adult Learn	1	1
Arc Labs	2	2
Carolina Computer Training	2	2
Greenville Technical College	2	3
ITT	1	1
Palmetto School of Career Development	0	1
Southern Wesleyan University	1	1
Tri-County Technical College	30	37

Total

59

69

Total Occupational Training by Cluster

Occupation	Total Training	PY'15 Rec'd Credential
GED Training	22	0
Admin, Support, Waste Mgmt., Remediation Svcs.	5	1
Manufacturing	20	0
Professional, Scientific, Technical Services	2	0
Health Care and Social Assistance	25	9
Retail Trade	0	0

Funding Source PY'15 Rec'd (occupational and GED training)

	YTD Total
Adult	58
Dislocated Workers	7
NDWG	4
Trade (co-enrolled)	8
Total	77

Note: Some participants have rec'd more than one training or more than one funding source.

Formula Tuition	Adult	Dislocated Worker	DW - NEG	Total
PY15 Budget	\$208,972.50	\$36,877.50	\$32,210.00	\$278,060.00
PY15 Vouchers Paid	\$30,778.06	\$8,476.90	\$7,100.00	\$46,354.96
PY15 Vouchers Not Paid	\$32,824.46	\$0.00	\$0.00	\$32,824.46
PY15 Vouchers Total	\$63,602.52	\$8,476.90	\$7,100.00	\$79,179.42
PY15 Funds Unobligated	\$145,369.98	\$28,400.60	\$25,110.00	\$198,880.58
<i>Budget - Vouchers Total</i>				
PY15 ITA's Approved	\$118,900.09	\$13,897.40	\$3,124.00	\$135,921.49
PY15 ITA's Deobligations	\$10,956.50	\$0.00	\$0.00	\$10,956.50
ITA TOTAL	\$107,943.59	\$13,897.40	\$3,124.00	\$124,964.99
<i>ITA A minus ITA D</i>				
PY15 ITAs Unobligated	\$101,028.91	\$22,980.10	\$29,086.00	\$153,095.01
<i>Budget - ITA TOTAL</i>				
PY16 ITAs	\$0.00	\$0.00	\$0.00	\$0.00

Adult

[illegible]

DW

[illegible]

DWT NEG

Contract Number	Assigned Ctl	Enrollment Code	State ID	Employer	County	Start Date	End Date	Total Training Hours	Hourly		Reimbursement Rate	Maximum Reimbursement	Decobligated	Ending Amount	PAID	Balance
									Wage Rate	Rate						
07012015-0012	B Hunter	DWT NEG	3181571	Medstone	Anderson	07/01/15	08/07/15	200	\$13.29	75%	\$1,993.50	(\$502.06)	\$1,491.44	\$1,491.44	\$0.00	
	JT Parnell	DWT NEG	2635120	Medshore	Anderson	07/01/15	08/07/15	33.6	\$15.19	75%	\$382.79	\$0.00	\$382.79	(\$0.00)		
	Budget	Remaining		Anderson		100%		Hours Trained	Average Wage		Total Obligated	Total Decobligated	Net Amount	PAID	Balance	
	\$1,874.40	\$0.17		Pichers	\$0.00	0%		233.6	\$14.24		\$2,376.29	(\$502.06)	\$1,874.23	\$1,874.23	(\$0.00)	
				Coaners	\$0.00	0%					(Net Obligated)	\$1,874.23				

DW - Rapid Response

[illegible]

Anderson	\$38,223.31	100%
Pickens	\$0.00	0%
Oconee	\$0.00	0%

PERSONS WITH DISABILITIES COMMITTEE

Meeting Summary

August 13, 2015, 3:00pm

WorkLink Conference Room, Clemson, SC

Members Present

Pamela Smith

Pat Pruitt

Brooke Dobbins

Edgar Brown

Members Absent

Billy Gibson

Staff Present

Trent Acker

Windy Graham

Patty Manley

Guests Present

I. Call To Order/ Opening Remarks

Trent Acker, WorkLink Executive Director called the meeting to order and announced this was the initial meeting of the Persons with Disabilities Committee which is a recommended standing Committee under WIOA regulations. Mr. Acker also stated Windy Graham, WIOA Reporting & Performance Specialist for WorkLink would be the staff liaison for the committee.

II. Election of Chairperson and Vice Chairperson

The floor opened for discussions and nominations for Committee Chairperson and Vice Chairperson. Following discussions, the following nominations and votes were made:

Pat Pruitt nominated Pamela Smith for Committee Chairperson, seconded by Brooke Dobbins. Ms. Smith was elected Chairperson of the Persons with Disabilities Committee unanimously.

Brooke Dobbins nominated Pat Pruitt for Committee Vice Chairperson, seconded by Pamela Smith. Mr. Pruitt as elected Vice Chairperson of the Persons with Disabilities Committee unanimously.

III. Review: WIOA Fact Sheets

Windy Graham referred to the WIOA Fact Sheets which were included in the meeting packet for member's reference stating WIOA did not replace WIA but had superseded WIA. Ms. Graham provided a brief overview of the Fact Sheets regarding WIOA; Governance and Leadership; One-Stop Career Centers; and Youth Program.

IV. Review: A Section 188 Disability Reference Guide

Ms. Graham referred to the Section 188 Disability Reference Guide included as a separate document in the meeting packet and provided a brief overview of how it would be used to guide and direct the Committee. Ms. Graham also provided an explanation of the process a participant will go through to file a complaint or grievance for a WIOA programmatic issue, training complaint, accessibility, and EO.

V. Discussion of Relevant Strategic Plan Items

Ms. Graham referred to the Draft Strategic Plan document also provided as a separate document stating Committee members will be addressing the Strategic Plan in an effort to finalize the Plan. Ms. Graham stated Committee members should read and review the document and provide feedback to ensure requirements of serving persons with disabilities are met as stated in WIOA regulations.

Mr. Acker stated this Committee will have a vital role in guaranteeing the final Strategic Plan includes all elements necessary and called attention to the four (4) Workforce Development Board Goals listed on page 33 recommending the Committee consider a focus group(s) for planning sessions to gather comments, feedback and recommendations on those goals.

VI. Adjournment

With no other business to discuss, the meeting was adjourned.

Respectfully submitted by: Patty Manley

Key disability-related policies underlined in the summary of Title 1 provisions.

Standing Committees. At a minimum, the Local Workforce Development Board may designate, among others, the following standing committee— a standing committee to provide information and assist with the operational and other issues related to the provision of services to individuals with disabilities, including issues related to compliance with Section 188 of the WIA (nondiscrimination), if applicable and applicable provisions of the ADA regarding programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

Functions of Local Board.

The local board must, among other things:

- Lead efforts in the local area to identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and job seekers (including individuals with barriers to employment) in the local workforce development system, including providing physical and programmatic accessibility in accordance with Section 188 of the WIA (nondiscrimination), if applicable, and applicable provisions of the ADA, to the one-stop delivery system.
- Develop strategies for using technology to maximize accessibility, including strategies for better meeting the needs of individuals with barriers to employment and leveraging resources and capacity within the local workforce development system, including resources and barriers for services for individuals with barriers to employment.
- Annually assess the physical and programmatic accessibility, in accordance with Section 188 of the WIA, if applicable, and applicable provisions of the ADA, of all One-Stop Centers in the local area.

http://www.leadcenter.org/system/files/resource/downloadable_version/WIOA_POLICY_BRIEF_10.22.14.pdf

Improves Services to Individuals with Disabilities: WIOA increases individuals with disabilities' access to high quality workforce services and prepares them for competitive integrated employment.

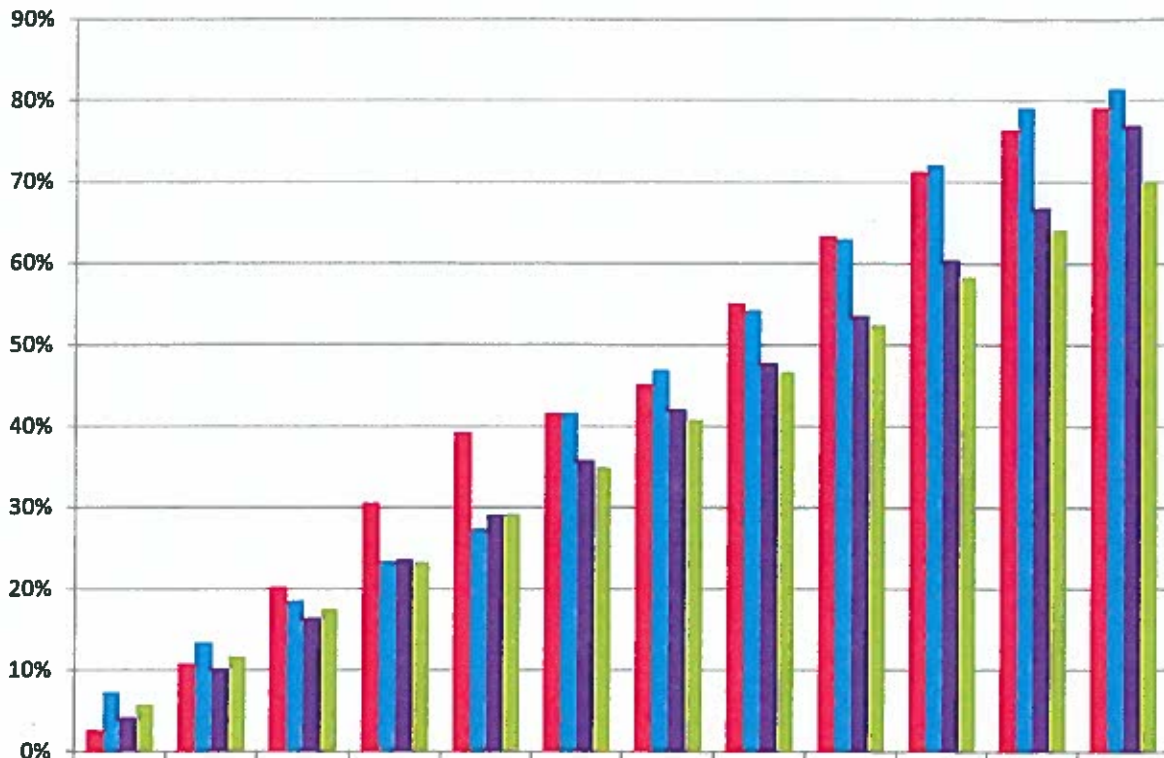
- American Job Centers (AJC) will provide physical and programmatic accessibility to employment and training services for individuals with disabilities.
- Youth with disabilities will receive extensive pre-employment transition services so they can successfully obtain competitive integrated employment.
- State vocational rehabilitation agencies will set aside at least 15 percent of their funding to provide transition services to youth with disabilities.
- A committee will advise the Secretary of Labor on strategies to increase competitive integrated employment for individuals with disabilities.
- VR state grant programs will engage employers to improve participant employment outcomes.

<http://www.doleta.gov/wioa/Overview.cfm>

	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD - JUNE	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'14 Allocations Estimate	732,806	81,422	650,517	72,279	789,798	87,755	2,414,577					
0.0554% Reduction from DOL	(378)	(42)	(310)	(35)	-	-	(765)					
PY'14 Allocations TOTAL	732,428	81,380	650,207	72,244	789,798	87,755	2,413,812					
Transfer of funds (50%)	325,103	-	(325,103)	-	-	-	-					
0.0554% from DOL	378	42	310	35	-	-	-					
PY'13 Carryover	426,648	26,380	228,986	40,075	457,382	26,631	1,206,102					
	1,484,557	107,802	554,400	112,354	1,247,180	114,386	3,620,679					
Obligations												
Henkels & McCoy - Adult (Mod #5)	1,048,836	-	-	-	-	-	1,048,836	1,031,081	98.31%	961,433	92%	17,755
Henkels & McCoy - DW (Mod #5)	-	-	300,398	-	-	-	300,398	293,581	97.73%	275,365	92%	6,817
Henkels & McCoy - Youth (Mod #3)	-	-	-	-	800,000	-	800,000	797,432	99.68%	733,333	92%	2,568
Undesignated Funds	181,227	15,612	144,108	16,580	286,157	13,149	656,833	-	0%	-	0%	656,833
Total Pass-Through Contracts	1,230,063	15,612	444,506	16,580	1,086,157	13,149	2,806,067	2,122,094	76%	1,970,131	70%	683,973
Total Revenue after Obligations	254,494	92,190	109,894	95,774	161,023	101,237	814,612					
In-House Expenses												
Salaries	103,590	41,300	45,035	42,325	81,935	42,500	356,685	333,830	94%	356,685	100%	22,855
Fringe	30,282	13,225	13,225	12,500	20,000	17,775	107,007	102,189	95%	107,007	100%	4,818
SC Works Centers & Facilities Costs	138,876	5,964	59,518	6,383	10,078	6,131	226,950	200,451	88%	226,950	100%	26,499
Payment from SCDEW for Facilities	(79,728)	-	(34,169)	-	-	-	(113,897)	(105,336)	92%	(113,897)	100%	(8,561)
Travel	1,500	1,200	700	1,200	1,700	1,700	8,000	7,736	97%	8,000	100%	264
AOP BIS Transportation (\$10k appt by EC)	-	-	-	-	10,000	-	10,000	10,000	100%	10,000	100%	-
Supplies - Consumable	-	545	-	580	1,110	580	2,815	2,834	101%	2,815	100%	(19)
Supplies - Non-Consumable	-	125	-	125	-	125	375	296	79%	375	100%	79
Outside Services (Strategic Plan) \$71,500 + Other consulting	-	131	-	139	131	139	409	408	100%	409	100%	1
Insurance - Tort (\$640/mo)	-	70	-	70	-	70	210	114	54%	210	100%	96
Insurance - Bldg & PP (\$33/mo)	-	1,922	-	1,922	-	1,922	7,685	7,668	100%	7,685	100%	17
Insurance - Auto C&C (\$15.50/mo)	-	96	-	192	-	96	384	379	99%	384	100%	5
Insurance - Auto Liab (\$64/mo)	-	45	-	80	-	45	170	142	84%	170	100%	28
Postage	-	150	-	295	-	150	595	570	96%	595	100%	25
Printing	-	208	-	221	-	221	650	625	96%	650	100%	25
Web Site Hosting & Renewal Fees	300	1,834	-	1,833	-	1,833	5,500	5,230	95%	5,500	100%	270
Memberships, Dues, & Prof Fees	-	2,060	300	2,060	200	2,160	7,080	6,245	88%	7,080	100%	835
Training	-	980	-	1,035	-	1,110	3,125	3,120	100%	3,125	100%	5
Job Fair / Hiring Event Expenses	1,250	600	550	600	700	2,000	5,700	5,161	91%	5,700	100%	539
R&M & Gas - WIA Car	9,856	-	4,213	-	-	-	14,069	14,019	100%	14,069	100%	50
IT Maint/Support (WIB Only)	-	835	-	835	-	830	2,500	2,247	90%	2,500	100%	253
Outreach (SC Works Center's Only)	-	1,600	-	1,600	-	1,500	4,700	2,526	54%	4,700	100%	2,174
Meeting Expense (Madren Center & Other)	3,973	-	1,102	-	-	-	5,075	5,075	100%	5,075	100%	-
Indirect Cost Pool (43% of salaries)	45	1,500	20	1,560	-	2,050	5,175	4,267	82%	5,175	100%	908
Total In-House	254,494	92,190	109,894	95,774	161,023	101,237	814,612	745,921	92%	814,612	100%	68,691

py14
Final

PY'14 Fund Utilization Rate



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Adult	3%	11%	20%	31%	39%	42%	45%	55%	63%	71%	76%	79%
DW	7%	13%	19%	23%	27%	42%	47%	54%	63%	72%	79%	81%
Youth	4%	10%	16%	24%	29%	36%	42%	48%	54%	60%	67%	77%
Goal	6%	12%	18%	23%	29%	35%	41%	47%	53%	58%	64%	70%

Indirect Rate Analysis

	Indirect	Salaries	% Rate
July	7,949.00	10,552.00	75.33% (Includes NEG and MiiA)
August	14,704.00	37,573.00	39.13% 3 pay periods
September	13,091.00	27,580.00	47.47%
October	12,469.00	27,908.00	44.68%
November	12,561.00	28,016.00	44.84%
December	15,677.00	28,073.00	55.84%
January	17,025.00	42,118.00	40.42% 3 pay periods
February	11,326.00	28,080.00	40.33%
March	13,107.00	29,408.00	44.57%
April	4,970.44	24,893.00	19.97% Decrease due to AJE to move Indirect Salary to Aging Dpt.
May	10,160.00	24,893.00	40.81%
June	12,799.00	41,576.00	30.78% Accrual
	145,838.44	350,670.00	41.59%

Py14
Final

Federal ID#: 23-1535602
 Grant #: #14A995H3 mod #5
 Request for Payment #: 1500-11032
 Subgrantee Name: Henkels & McCoy, Inc.
 Attention: Kate Melady
 Address: 2268 Collection Center Drive
 City, State, Zip Code: Chicago, IL 60693
 Grant Name: WIA Adult
 Grant Period: 7/1/14-6/30/15
 Original/Modification #:
 Payment Type: M
 (M-Monthly Request, F-Final Payment)
 Month Ending Date: 5/25/15-6/30/15
 Grant Award: \$1,048,835
 Grant Balance: \$17,754

Amount Reimbursed	1,003,845
Total Expenditures	1,031,081
	27,236

EXPENDITURES		BUDGET						EXPENDITURE \$ TO DATE	BALANCE TO DATE	ACCRUED EXPENDITURE \$	OBLIGATION \$
			1500-11024	ACCRUAL	REV ACCR	1300-11026	ADJ				
Staff Costs (00)		MOD #5	5/25-6/30								
STAFF COSTS											
Salaries	0.0	293,104	24,567	0	0	0	0	294,715	(1,612)	0	
Fringe Benefits	01.0.5	117,740	10,851	0	0	0	0	119,153	(1,413)	0	
STAFF COSTS TOTAL		\$410,844	\$35,418	\$0	\$0	\$0	\$0	\$413,868	-\$3,024	\$0	\$0
OPERATING COSTS											
1.1 Facility Rent, Utilities, Maintenance, etc.	1.1	0	0	0	0	0	0	0	0		
1.2 Staff Expendable Supplies & Materials	1.2	4,788	34	0	0	54	0	4,821	267		
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	1.3	1,050	0	0	0	0	0	870	180		
1.4 Copy & Print Expenses	1.4	4,830	0	0	0	77	0	4,791	39		
1.5 Communications (Phone, Fax, Internet, etc.)	1.5	6,520	675	0	0	386	0	6,922	(401)		
1.6 Staff Travel	1.6	16,308	2,796	0	0	980	0	16,865	(557)		
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	1.7	2,856	210	0	0	0	0	2,433	423		
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	1.8	12,256	1,827	0	0	19	0	11,179	1,077		
1.9 Postage (Stamps, FedEx, etc.)	1.9	1,680	224	0	0	27	0	1,472	208		
OPERATING COSTS TOTAL		\$50,288	\$5,766	\$0	\$0	\$1,543	\$0	\$48,053	\$1,235	\$0	\$0
TRAINING COSTS											
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	2.3	11,165	1,397	0	0	1,809	0	11,685	(500)		
Other: TABE Assessment	2.4	0	0	0	0	0	0	0	0		
Other: Workkeys	2.17	0	0	0	0	0	0	0	0		
WI Customer Individualized Training Costs											
Tuition Cost (Adult Ed Skill Upgrade & GED)	2.5	54,096	0	0	0	0	0	57,485	(3,399)		
Individual Training Account/Voucher Cost	2.6	279,323	10046	819	-819	14516	0	255,788	23,535		
2.8 WI Customer On-the-Job Training Costs	2.8	75,800	4188	0	0	5916	-2436	71,319	4,481		
TRAINING COSTS TOTAL		\$420,184	\$15,631	\$819	-\$819	\$22,241	-\$2,436	\$396,268	\$23,916	\$0	\$0
SUPPORTIVE SERVICES COSTS											
3.2 WI Customer Transportation Costs	3.2	24,779	3,645	0	0	2,910	0	30,775	(5,996)		
3.3 WI Customer Childcare Costs	3.3	2,340	0	120	(120)	120	0	2,120	220		
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	3.4	7,488	451	329	(329)	688	0	6,232	(744)		0
SUPPORTIVE SERVICES TOTAL		\$34,608	\$4,096	\$449	-\$449	\$3,716	\$0	\$41,127	-\$6,520	\$0	\$0
TRAINING/PROFESSIONAL FEES/PROFIT											
4.1 Profit (Professional Fee - 4%) Can be tied to Performance	4.1	45,796	3,046	0	0	1,375	-124	45,016	780		
4.2 Audit Fee	4.2	6,972	6,972	0	0	0	0	6,972	0		
4.3 Indirect Costs	4.3	86,143	5,330	0	0	2,467	-220	78,777	1,366		
TRAINING/PROFESSIONAL FEES/PROFIT TOTAL		\$132,912	\$15,348	\$0	\$0	\$3,782	(\$344)	\$130,765	\$2,147	\$0	\$0
TOTALS		\$1,048,835	\$76,258	\$1,268	-\$1,268	\$31,282	-\$2,780	\$1,031,081	\$17,754	\$0	\$0

I certify that this is a correct statement of expenditures for the period identified above and that the appropriate documentation to support these costs is attached.
 Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant.

98.31%

Authorized Official to Sign: Sue Gretchen

Date

Adult
 June
 2015

Federal ID#: 23-1535602
 Grant #: #14D995H3 Mod #5
 Request for Payment #: 1500-11033
 Subgrantee Name: Henkels & McCoy, Inc.
 Attention: Kata Melady
 Address: 2268 Collection Center Drive
 City, State, Zip Code: Chicago, IL 60693
 Grant Name: WIA Dislocated Worker
 Grant Period: 7/1/14-6/30/15
 Original/Modification #:
 Payment Type: M
 (M=Monthly Request, F=Final Payment)
 Month Ending Date: 5/25/15-6/30/15

Grant Award: \$300,397
 Grant Balance: \$7,177

Amount Reimbursed	302,622
Total Expenditures	293,221
	(9,401)

EXPENDITURES		BUDGET	1500-11025 5/25-6/30	ACCRUAL	REV ACGR	1300-11027	ADJ	EXPENDITURE \$ TO DATE	BALANCE TO DATE	ACCURED EXPENDITURE	OBLIGATION \$
Staff Costs (00)		MOD #5									
STAFF COSTS											
Salaries	0.0	125,616	10,111	2,695	(2,695)			124,887	729		
Fringe Benefits	0.1-0.5	50,460	4,504	1,164	(1,164)			51,043	(562)		
STAFF COSTS TOTAL		\$176,076	\$14,615	\$3,859	-\$3,859	\$0	\$0	\$175,930	\$146	\$0	\$0
OPERATING COSTS											
1.2 Staff Expendable Supplies & Materials	1.2	2,052	18			21		1,795	257		
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	1.3	450	0					348	102		
1.4 Copy & Print Expenses	1.4	2,070	0			30		2,080	(10)		
1.5 Communications (Phone, Fax, Internet, etc.)	1.5	2,794	134			151		2,606	188		
1.6 Staff Travel	1.6	6,989	585	86	(86)	378		6,329	661		
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	1.7	1,224	0					624	600		
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	1.8	5,253	710			50		4,686	567		
1.9 Postage (Stamps, FedEx, etc.)	1.9	720	50			10		305	415		
OPERATING COSTS TOTAL		\$21,552	\$1,458	\$86	-\$86	\$840	\$0	\$18,772	\$2,779	\$0	\$0
TRAINING COSTS											
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	2.3	4,785	27	85	(85)	69		1,384	3,401		0
WI Customer Individualized Training Costs											
Tuition Cost (Adult Ed Skill Upgrade & GED)	2.5	23,184	0	1,223	-1,223			22,652	532		0
Individual Training Account/Voucher Cost	2.8	20,264	\$257			-4432		25,620	(5,356)		0
2.6 WI Customer On-the-Job Training Costs	2.6	6,000	0					7,318	(1,318)		0
TRAINING COSTS TOTAL		\$54,233	\$5,284	\$1,308	-\$1,308	-\$4,363	\$0	\$56,974	-\$2,742	\$0	\$0
SUPPORTIVE SERVICES COSTS											
3.2 WI Customer Transportation Costs	3.2	8,335	200	200	(200)	150		3,480	2,855		
3.3 WI Customer Childcare Costs	3.3	1,638	0					220	1,418		
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	3.4	2,496	20			85		645	1,852		0
SUPPORTIVE SERVICES TOTAL		\$10,470	\$220	\$200	-\$200	\$245	\$0	\$4,345	\$6,125	\$0	\$0
TRAINING/PROFESSIONAL FEES/PROFIT											
4.1 Profit (Professional Fee - 4%) Can be tied to Performance	4.1	13,117	1,080			-174	-716	12,891	316		
4.2 Audit Fee	4.2	1,997	1,997					1,997	0		
4.3 Indirect Costs	4.3	22,954	1,890			-304	724	22,402	552		
TRAINING/PROFESSIONAL FEES/PROFIT TOTAL		\$38,068	\$4,967	\$0	\$0	(\$478)	\$0	\$37,290	\$868	\$0	\$0
TOTALS		\$300,397	\$26,574	\$5,453	-\$5,453	-\$3,958	\$0	\$293,221	\$7,177	\$0	\$0

I certify that this is a correct statement of expenditures for the period identified above and that the appropriate documentation to support these costs is attached.
 Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant.

97.81%

Authorized Official to Sign: Sue Gretchen

Date

DW
 June
 2015

WORKLINK ADULT-DW - 1500	Budget (Mod #5)	Total Expense	% Spent	% Spent	Budget	
Date Updated: 8/18/2015		FW 40-39 (# Wks)	YTD	GOAL YTD	Balance	
CATEGORIES		52		100.00%		
Staff Costs (00) (Adult)	\$ 410,843.61	\$ 413,867.80	100.74%	100.00%	(\$3,024.19)	
Staff Costs (00) (DW)	\$ 176,075.98	\$ 175,929.57	99.92%	100.00%	\$146.41	
Operating Costs (01) (Adult)	\$ 50,288.04	\$ 49,053.16	97.54%	100.00%	\$1,234.88	
Operating Costs (01) (DW)	\$ 21,551.75	\$ 18,772.48	87.10%	100.00%	\$2,779.27	
Direct Training (02) (Adult)	\$ 420,183.68	\$ 396,267.60	94.31%	100.00%	\$23,916.08	
Direct Training (02) (DW)	\$ 54,232.69	\$ 56,974.28	105.06%	100.00%	(\$2,741.59)	
Support Services (03) (Adult)	\$ 34,608.00	\$ 41,127.44	118.84%	100.00%	(\$6,519.44)	
Support Services (03) (DW)	\$ 10,469.50	\$ 4,344.60	41.50%	100.00%	\$6,124.90	
Profit & Fees (04) (Adult)	\$ 132,912.05	\$ 130,765.01	98.38%	100.00%	\$2,147.04	
Profit & Fees (04) (DW)	\$ 38,067.52	\$ 37,200.00	97.72%	100.00%	\$867.52	
CONTRACT TOTALS	\$ 1,349,232.82	\$ 1,324,301.94	98.15%	100.00%	\$24,930.88	

WORKLINK ADULT-DW - 1500	Budget (Mod #5)	Total Expense	% Spent	% Spent	Budget	
Date Updated: 8/18/2015		FW 40-39 (# Wks)	YTD	GOAL YTD	Balance	
Staff Costs (00)		52		100.00%		
0.0 Salaries (Adult)	\$ 293,103.61	\$ 294,715.29	100.55%	100.00%	(\$1,611.68)	
0.0 Salaries (DW)	\$ 125,615.83	\$ 124,886.97	99.42%	100.00%	\$728.86	
0.1 - 0.5 Fringe Benefits (Adult)	\$ 117,740.00	\$ 119,152.51	101.20%	100.00%	(\$1,412.51)	
0.1 - 0.5 Fringe Benefits (DW)	\$ 50,460.15	\$ 51,042.60	101.15%	100.00%	(\$582.45)	
Operating Costs (01)						
1.2 Staff Consumable Supplies (Adult)	\$ 4,787.66	\$ 4,521.12	94.43%	100.00%	\$266.54	
1.2 Staff Consumable Supplies (DW)	\$ 2,051.86	\$ 1,794.94	87.48%	100.00%	\$256.92	
1.3 Advertising, Outreach (Adult)	\$ 1,050.00	\$ 870.00	82.86%	100.00%	\$180.00	
1.3 Advertising, Outreach (DW)	\$ 450.00	\$ 348.00	77.33%	100.00%	\$102.00	
1.4 Copy, Print (Adult)	\$ 4,830.00	\$ 4,791.00	99.19%	100.00%	\$39.00	
1.4 Copy, Print (DW)	\$ 2,070.00	\$ 2,080.00	100.48%	100.00%	(\$10.00)	
1.5 Communications (Adult)	\$ 6,520.44	\$ 6,921.67	106.15%	100.00%	(\$401.23)	
1.5 Communications (DW)	\$ 2,794.00	\$ 2,605.81	93.26%	100.00%	\$188.19	
1.6 Staff Travel (Adult)	\$ 16,308.00	\$ 16,864.96	103.42%	100.00%	(\$556.96)	
1.6 Staff Travel (DW)	\$ 6,989.35	\$ 6,328.75	90.55%	100.00%	\$660.60	
1.7 Staff Conferences, Training (Adult)	\$ 2,856.00	\$ 2,433.00	85.19%	100.00%	\$423.00	
1.7 Staff Conferences, Training (DW)	\$ 1,224.00	\$ 624.00	50.98%	100.00%	\$600.00	
1.8 Staff Computer Leases (Adult)	\$ 12,255.94	\$ 11,179.00	91.21%	100.00%	\$1,076.94	
1.8 Staff Computer Leases (DW)	\$ 5,252.54	\$ 4,686.00	89.21%	100.00%	\$566.54	
1.9 Postage (Adult)	\$ 1,680.00	\$ 1,472.41	87.64%	100.00%	\$207.59	
1.9 Postage (DW)	\$ 720.00	\$ 304.98	42.36%	100.00%	\$415.02	
Direct Training (02)						
2.3 Credential Exam Fees (Adult)	\$ 11,165.00	\$ 11,665.22	104.48%	100.00%	(\$500.22)	
2.3 Credential Exam Fees (DW)	\$ 4,785.00	\$ 1,384.28	28.93%	100.00%	\$3,400.72	
2.5 Tuition (Adult Education) (Adult)	\$ 54,096.00	\$ 57,495.00	106.28%	100.00%	(\$3,399.00)	
2.5 Tuition (Adult Education) (DW)	\$ 23,184.00	\$ 22,652.00	97.71%	100.00%	\$532.00	
2.6 Tuition (College or Vocational) (Adult)	\$ 279,322.68	\$ 255,788.00	91.57%	100.00%	\$23,534.68	
2.6 Tuition (College or Vocational) (DW)	\$ 20,263.69	\$ 25,620.00	126.43%	100.00%	(\$5,356.31)	
2.8 On-the-Job Training (Adult)	\$ 75,600.00	\$ 71,319.38	94.34%	100.00%	\$4,280.62	
2.8 On-the-Job Training (DW)	\$ 6,000.00	\$ 7,318.00	121.97%	100.00%	(\$1,318.00)	
Support Services (03)						
3.2 Transportation (Adult)	\$ 24,779.25	\$ 30,775.00	124.20%	100.00%	(\$5,995.75)	
3.2 Transportation (DW)	\$ 6,335.25	\$ 3,480.00	54.93%	100.00%	\$2,855.25	
3.3 Childcare (Adult)	\$ 2,340.00	\$ 2,120.00	90.60%	100.00%	\$220.00	
3.3 Childcare (DW)	\$ 1,638.00	\$ 220.00	13.43%	100.00%	\$1,418.00	
3.4 Training Support Materials (Adult)	\$ 7,488.75	\$ 8,232.44	109.93%	100.00%	(\$743.69)	
3.4 Training Support Materials (DW)	\$ 2,496.25	\$ 644.60	25.82%	100.00%	\$1,851.65	
Profit & Fees (04)						
4.1 Pay for Performance or Profit (Adult)	\$ 45,796.21	\$ 45,015.76	98.30%	100.00%	\$780.45	
4.1 Pay for Performance or Profit (DW)	\$ 13,116.52	\$ 12,801.00	97.59%	100.00%	\$315.52	
4.2 Indirect costs (Adult)	\$ 80,143.37	\$ 78,777.25	98.30%	100.00%	\$1,366.12	
4.2 Indirect costs (DW)	\$ 22,954.00	\$ 22,402.00	97.60%	100.00%	\$552.00	
4.3 Audit Fee (Adult)	\$ 6,972.47	\$ 6,972.00	99.99%	100.00%	\$0.47	
4.3 Audit Fee (DW)	\$ 1,997.00	\$ 1,997.00	100.00%	100.00%	\$0.00	
CONTRACT TOTALS	\$ 1,349,232.82	\$ 1,324,301.94	98.15%	100.00%	\$24,930.88	\$0.00

\$0.00
 \$ 1,324,301.94 98.15% 1.85% Underspent Without Accruals
 1.85% Underspent With Accruals

Adult	\$ 1,048,835.38	\$ 1,031,081.01	98%
DW	\$ 300,397.44	\$ 293,220.93	98%
Total	\$ 1,349,232.82	\$ 1,324,301.94	98%

Federal ID#: 23-1535602
 Grant #: 14Y495H3
 Request for Payment #: 1503-11011
 Subgrantee Name: Hankels & McCoy, Inc.
 Attention: Kate Melady
 Address: 2268 Collection Center Drive
 City, State, Zip Code: Chicago, IL 60693
 Grant Name: WIA Youth
 Grant Period: 7/1/14-6/30/15
 Original/Modification #:
 Payment Type: M
 (M=Monthly Request, F=Final Payment)
 Month Ending Date: 5/25/15-6/30/15
 Grant Award: \$800,000
 Grant Balance: \$12,909

Amount Reimbursed 787,090
 Total Expenditures 787,432
 10,342

EXPENDITURES		BUDGET	Budget	CURRENT MONTH	CURRENT MONTH		EXPENDITURE	BALANCE TO	ACCRUED	OBLIGATION
		MOD #2	Mod #3	EXPENDITURE	EXPENDITURE		\$ TO DATE	DATE	\$	\$
				5/25-6/30						
Staff Costs (00)										
STAFF COSTS										
Salaries	0.0	331,015	320,690	30,919			318,220	2,470		
Fringe Benefits	0.1-0.5	107,557	104,485	10,340			105,750	(1,285)		
STAFF COSTS TOTAL		\$438,572	\$425,155	\$41,259	\$0	\$0	\$423,970	\$1,185	\$0	\$0
OPERATING COSTS										
1.1 Facility Rent, Utilities, Maintenance, etc.	1.1			0			0	0		
1.2 Staff Expendable Supplies & Materials	1.2	3,027	4,500	(797)			5,032	(532)		
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	1.3	500	4,100	2,084			2,514	1,586		
1.4 Copy & Print Expenses	1.4	4,200	3,180	797			2,497	683		
1.5 Communications (Phone, Fax, Internet, etc.)	1.5	10,581	10,581	608			7,313	3,268		
1.6 Staff Travel	1.6	18,816	18,186	960			15,726	460		
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	1.7	2,400	3,900	0			3,220	680		
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)	1.8	8,644	8,644	1436			6,238	2,406		
1.9 Postage (Stamps, FedEx, etc.)	1.9	3,493	3,493	649			2,910	583		
OPERATING COSTS TOTAL		\$51,461	\$54,584	\$5,735	\$0	\$0	\$45,450	\$9,134	\$0	\$0
TRAINING COSTS										
2.1 WI Customer Supplies & Materials Costs	2.1	3,700	10,177	5187			8,388	1,789		
2.2 WI Customer Book Costs	2.2	5,985	5,985	0			3,653	2,332	0	
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	2.3	12,925	12,925	229			8,881	4,044		
Other: TABE Assessment	2.4	1,825	1,825	0			1,825	0		
Workkeys	2.12	0		0			0	0		
Tuition Cost (Adult Ed Skill Upgrade & GED)	2.5	38,758	38,758	3554			42,311	(3,553)	0	
Individual Training Account/Voucher Cost	2.6	46,624	46,624	11488			48,487	(1,863)	0	
2.9 WI Customer Work Experience Costs	2.9	29,728	28,744	8672			23,770	4,974		
2.10 WI Customer Awards & Recognition Cos	2.10	1,600	1,600	0			0	1,600		
2.11 WI Software License Costs	2.11	3,840	8,840	0			3,840	3,000		
TRAINING COSTS TOTAL		\$144,985	\$153,478	\$29,130	\$0	\$0	\$141,155	\$12,323	\$0	\$0
SUPPORTIVE SERVICES COSTS										
3.1 WI Customer Incentives	3.1	37,114	37,114	12,329			48,719	(9,605)		
3.2 WI Customer Transportation Costs	3.2	21,300	24,300	3,243			27,533	(3,233)		
3.3 WI Customer Childcare Costs	3.3	1,440	240	0			100	140		
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	3.4	2,000	2,000	264			1,268	735	184	
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	3.5	1,750	1,750	963			1,364	386		
SUPPORTIVE SERVICES TOTAL		\$63,604	\$65,404	\$16,799	\$0	\$0	\$76,982	-\$11,578	\$184	\$0
TRAINING/PROFESSIONAL FEES/PROFIT										
4.1 Profit (Professional Fee - 4%) Can be tied to Performance	4.1	34,831	34,831	4,855			34,261	670		
4.2 Audit Fee	4.2	5,318	5,318	5,318			5,318	0		
4.3 Indirect Costs	4.3	61,129	61,129	8,146			59,954	1,175		
TRAINING/PROFESSIONAL FEES/PROFIT TOTAL		\$101,378	\$101,378	\$18,119	\$0	\$0	\$99,533	\$1,845	\$0	\$0
TOTALS		\$800,000	\$799,899	\$111,042	\$0	\$0	\$787,090	\$12,909	\$184	\$0

I certify that this is a correct statement of expenditures for the period identified above and that the appropriate documentation to support these costs is attached.
 Additionally, all expenses claimed are made in compliance with federal, state, and local statutes and regulations and are in accordance with the approved grant.

88.39%

Authorized Official to Sign: Sue Gretchen

Date

Youth
 June
 2015

WORKLINK YOUTH - 1503 Date Updated: 4/13/2015	Budget (Mod #3)	Total Expense FW 40-39 (# Wks)	% Spent YTD	% Spent GOAL YTD	Budget Balance
CATEGORIES		52		100.00%	
Staff Costs (00)	\$ 425,154.95	\$ 423,969.50	99.72%	100.00%	\$1,185.45
Operating Costs (01)	\$ 54,583.34	\$ 46,694.07	85.55%	100.00%	\$7,889.27
Direct Training (02)	\$ 153,478.48	\$ 146,541.30	95.48%	100.00%	\$6,937.18
Support Services (03)	\$ 65,404.14	\$ 79,444.08	121.47%	100.00%	(\$14,039.94)
Profit & Fees (04)	\$ 101,378.68	\$ 101,783.00	100.40%	100.00%	(\$404.32)
CONTRACT TOTALS	\$ 799,999.59	\$ 798,431.95	99.80%	100.00%	\$1,567.64

WORKLINK YOUTH - 1503 Date Updated: 4/13/2015	Budget (Mod #3)	Total Expense FW 40-39 (# Wks)	% Spent YTD	% Spent GOAL YTD	Budget Balance
Staff Costs (00)		52		100.00%	
0.0 Salaries	\$ 320,690.16	\$ 318,220.00	99.23%	100.00%	\$2,470.16
0.1 - 0.5 Fringe Benefits	\$ 104,464.79	\$ 105,749.50	101.23%	100.00%	(\$1,284.71)
Operating Costs (01)					
1.1 Facility, Utilities, Maintenance	\$ -	\$ -	0.00%	100.00%	\$0.00
1.2 Staff Consumable Supplies	\$ 4,500.00	\$ 4,242.17	94.27%	100.00%	\$257.83
1.3 Advertising, Outreach	\$ 4,100.00	\$ 2,514.21	61.32%	100.00%	\$1,585.79
1.4 Copy, Print	\$ 3,180.00	\$ 3,421.45	107.59%	100.00%	(\$241.45)
1.5 Communications	\$ 10,580.80	\$ 9,207.77	87.02%	100.00%	\$1,373.03
1.6 Staff Travel	\$ 16,185.91	\$ 15,665.27	96.78%	100.00%	\$520.64
1.7 Staff Conferences, Training	\$ 3,900.00	\$ 5,303.75	135.99%	100.00%	(\$1,403.75)
1.8 Staff Computer Leases	\$ 8,644.13	\$ 3,366.00	38.94%	100.00%	\$5,278.13
1.9 Postage	\$ 3,492.50	\$ 2,973.45	85.14%	100.00%	\$519.05
Direct Training (02)					
2.1 Participant Supplies	\$ 10,177.08	\$ 9,369.93	92.07%	100.00%	\$807.15
2.2 Participant Books	\$ 5,985.00	\$ 3,653.00	61.04%	100.00%	\$2,332.00
2.3 Credential Exam Fees (NRF, C.N.A., GED, et	\$ 12,925.00	\$ 9,276.50	71.77%	100.00%	\$3,648.50
2.4 TABE Testing Materials	\$ 1,825.00	\$ 1,825.00	100.00%	100.00%	\$0.00
2.5 Tuition (Adult Education)	\$ 38,758.40	\$ 42,311.00	109.17%	100.00%	(\$3,552.60)
2.6 Tuition (College or Vocational)	\$ 46,624.00	\$ 48,486.75	104.00%	100.00%	(\$1,862.75)
2.7 Dual Credit Diploma (GTC or Other)					
2.8 On-the-Job Training					
2.9 Work Experience	\$ 28,744.00	\$ 27,779.12	96.64%	100.00%	\$964.88
2.10 Awards / Events	\$ 1,600.00	\$ -	0.00%	100.00%	\$1,600.00
2.11 Software Licenses	\$ 6,840.00	\$ 3,840.00	56.14%	100.00%	\$3,000.00
2.12 Work Keys	\$ -	\$ -	#DIV/0!	100.00%	\$0.00
Support Services (03)					
3.1 Participant Incentives (Skill Invoices)	\$ 37,114.14	\$ 47,794.29	128.78%	100.00%	(\$10,680.15)
3.2 Transportation	\$ 24,300.00	\$ 28,607.00	117.72%	100.00%	(\$4,307.00)
3.3 Childcare	\$ 240.00	\$ 100.00	41.67%	100.00%	\$140.00
3.4 Training Support Materials	\$ 2,000.00	\$ 1,578.37	78.92%	100.00%	\$421.63
3.5 Emergency Assistance	\$ 1,750.00	\$ 1,364.42	77.97%	100.00%	\$385.58
3.6 Laptop Incentive					
Profit & Fees (04)					
4.1 Pay for Performance or Profit	\$ 34,931.07	\$ 34,716.00	99.38%	100.00%	\$215.07
4.2 Audit Fee	\$ 5,318.25	\$ 10,107.00	190.04%	100.00%	(\$4,788.75)
4.3 Indirect Costs	\$ 61,129.36	\$ 56,960.00	93.18%	100.00%	\$4,169.36
CONTRACT TOTALS	\$ 799,999.59	\$ 798,431.95	99.80%	100.00%	\$1,567.64

\$0.00 0.20% Underspent
\$ 798,431.95 99.80% 0.20% Underspent

WorkLink Program Year 2014 Financial Status

13RROJT01 - Rapid Response On The Job Training Grant (RROJT)

	Program Revenue					
	\$ 74,480					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Henkels & McCoy	74,480	74,480	100%	72,840	97.80%	1,640
Total In-House	\$ 74,480	\$ 74,480	100%	\$ 72,840	97.80%	\$ 1,640
Grant Period: 6/30/14-6/30/15						

13R995H1 - Rapid Response On The Job Training Grant (RROJT)

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salary, Fringe, & Indirect	\$ 62,824	61,525	98%	61,525	97.93%	\$ 1,299
Consumable Supplies	200	-	0%	-	0.00%	200
Communications	1,119	977	87%	977	87.33%	142
Staff Travel	3,662	3,663	100%	3,663	100.02%	(1)
Staff Computer Leases	998	998	100%	998	100.00%	-
Outreach	5,677	5,677	100%	5,677	100.00%	-
Total In-House	\$ 74,480	\$ 72,840	98%	\$ 72,840	97.80%	\$ 1,640
Grant Period: 6/30/14-6/30/15			Goal Thru June		100.00%	to meet 100% by

P414
Final

WorkLink Program Year 2014 Financial Status

13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program Revenue					
	\$ 55,357					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe & Indirect (WIB)	\$ 2,624	2,567	97.84%	2,567	97.84%	\$ 57
OJT	1,874	1,874	100.00%	1,874	99.98%	0
Henkels & McCoy	50,858	50,858	100.00%	45,103	88.68%	5,755
Total In-House	\$ 55,356	\$ 55,300	99.90%	\$ 49,544	89.50%	\$ 5,812
Grant Period: 8/8/13-6/30/16						

**Extended by SCDEW/DOL to 6/30/16

WorkLink Program Year 2014 Financial Status

13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Indirect Cost	3,886.15	3,469	89.28%	3,469	89.28%	\$ 417
Audit Fee	338.09	-	0.00%	-	0.00%	338
Profit	2,220.66	1,983	89.28%	1,983	89.28%	238
Tuition, Books, Supplies	32,210.00	29,250	90.81%	28,413	88.21%	3,797
OJT	12,203.13	9,360	76.70%	11,238	92.09%	965
Total In-House	50,858.03	\$ 44,062	86.64%	\$ 45,103	88.68%	\$ 5,755
Grant Period: 8/8/13-6/30/16			Goal Thru July 2015	100.00%		

Through
July 2015

Final, Closed Out.

RRIWT

	<u>Program Expenditures</u>	<u>Total Obligated</u>	<u>Total % Obligated</u>	<u>Actual Expended</u>	<u>Actual % Expended</u>	<u>Balance Unspent</u>
Alfmeier, Fredrichs, & Rath (6/23/14-7/31/15)	\$ 60,640	60,640	100%	52,410	86.43%	\$ 8,230
Ulbrich Specialty Wire Products (12/29/14-12/30/15)	\$ 51,870	51,870	100%	22,650	43.67%	\$ 29,220

15RRA01 - Rapid Response OJT for Medshore

\$ 33,581 Award
21,121 Expended

WorkLink Program Year 2014 Financial Status
14IWT01 - Local Incumbent Worker Training Grant (IWT)

	Program Revenue					
	\$ 70,189					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Allegro - closed	\$ 7,115.40	\$ 7,115.40	100.00%	7,115.40	100.00%	\$ -
Bosch	2,925.00	2,925.00	100.00%	2,925.00	100.00%	-
Danfoss - closed	1,271.25	1,271.25	100.00%	1,271.25	100.00%	-
Greenfield - 5/15	3,750.00	3,750.00	100.00%	3,750.00	100.00%	-
Inergy - closed	20,088.75	20,088.75	100.00%	20,088.75	100.00%	-
KP	-	-	0.00%	-	0.00%	-
Michelin - closed	6,049.65	6,049.65	100.00%	6,049.65	100.00%	-
RBC	8,452.08	8,452.08	100.00%	8,452.08	100.00%	-
Reliable - 5/8	18,075.00	18,075.00	100.00%	18,075.00	100.00%	-
USEV - closed	2,461.87	2,461.87	100.00%	2,461.87	100.00%	-
	\$ 70,189.00	\$ 70,189.00	100.00%	70,189.00	100.00%	\$ -
Grant Period: 8/15/14-6/30/15				<i>Final, Closed Out</i>		

WorkLink Program Year 2014 Financial Status

14INC01 - Incentive Grant

	Program Revenue					
	\$ 1,404					
Grant Period: 2/17/15-6/30/16	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
ADA items from Report	\$ 1,404	-	0%	-	0.00%	\$ 1,404

In Progress

WorkLink Program Year 2014 Financial Status
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)

	Program Revenue					
	\$ 1,299,610					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Per Mod #1 Approved Oct 2014						
Salaries, Fringe (WIB)	\$ 60,100	27,750	46%	27,750	46.17%	\$ 32,350
Indirect (WIB)	21,170	9,837	46%	9,837	46.47%	11,333
Travel (WIB)	4,886	-	0%	-	0.00%	4,886
Tri-County Technical College	434,481	434,481	100%	280,768	64.62%	153,713
Greenville Technical College	434,481	434,481	100%	301,416	69.37%	133,065
Northeastern Technical College	344,492	344,492	100%	74,283	21.56%	270,209
Total In-House	\$ 1,299,610	\$ 1,251,041	96%	\$ 694,054	53.40%	\$ 605,556
Grant Period: 10/1/13-9/30/16			Goal Thru July 2015	61.11%		
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
13M295T1 - TCTC						
Marketing	\$ 11,000	6,286	57%	6,286	57.15%	\$ 4,714
Recruitment & Assessment	11,000	-	0%	-	0.00%	11,000
Training	370,481	274,482	74%	274,482	74.09%	95,999
Job Placement	42,000	-	0%	-	0.00%	42,000
Total In-House	\$ 434,481	\$ 280,768	65%	\$ 280,768	64.62%	\$ 153,713
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
13M295G1 - GTC						
Marketing	\$ 22,350	9,272	41%	9,272	41.49%	\$ 13,078
Recruitment & Assessment	24,897	-	0%	-	0.00%	24,897
Training	346,234	292,144	84%	292,144	84.38%	54,090
Job Placement	41,000	-	0%	-	0.00%	41,000
Total In-House	\$ 434,481	\$ 301,416	69%	\$ 301,416	69.37%	\$ 133,065
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
13M295N1 - NETC						
Marketing	\$ 6,000	-	0%	-	0.00%	\$ 6,000
Recruitment & Assessment	12,000	-	0%	-	0.00%	12,000
Training	283,102	70,942	25%	70,942	25.06%	212,160
Job Placement	43,390	3,341	8%	3,341	7.70%	40,049
Total In-House	\$ 344,492	\$ 74,283	22%	\$ 74,283	21.56%	\$ 270,209

Thru July 2015

WorkLink Program Year 2014 Financial Status

Insurance Reimbursement

	Program Revenue					
	\$ 14,807.41					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
HVAC Replacement	\$ 7,100.00	\$ 7,100.00	100.00%	7,100.00	100.00%	\$ -
Mini-Split for Server Room	3,565.00	3,565.00	100.00%	3,565.00	100.00%	-
Job Fair Expenses	3,857.41	3,857.41	100.00%	3,857.41	100.00%	-
ADA Upgrades	285.00	285.00	100.00%	285.00	100.00%	-
	\$ 14,807.41	\$ 14,807.41	100.00%	14,807.41	100.00%	\$ -
Must be spent by 6/30/15 per COG Finance Director						

PY14
Final

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc. Contract # 15A295H1 & 15D295H1

Project/Activity SC Works Adult-DW Services Funding Source VIOA Adult & DLW Formula Fund Modification # Original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 345,644	\$ 60,996		\$ 406,641	\$ 406,641
OPERATING COSTS	\$ 48,239	\$ 8,513		\$ 56,752	\$ 56,752
TRAINING COSTS	\$ 208,973	\$ 36,878		\$ 245,850	\$ 245,850
SUPPORTIVE SERVICE COSTS	\$ 4,250	\$ 750		\$ 5,000	\$ 5,000
Training Fees/Professional Fees/ Profi	\$ 29,015	\$ 5,120		\$ 34,135	\$ 34,135
Indirect Costs	\$ 68,724	\$ 12,128		\$ 80,852	\$ 80,852
Total Budget Costs	\$ 704,845	\$ 124,384	\$ -	\$ 829,230	\$ 829,230
Percentage of Budget	85%	15%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

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

Service Provider Hankels & McCoy, Inc.

Contract # 15A295H1 & 15D295H1

Project/ Activity SC Works Adult-DW Services

Funding Source WIOA Adult & DLW Formula Funds

Mod # Original

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMINISTRATION		NON-ADMINISTRATION	
Staff Salaries:	Salary	No. of	% of	TOTAL	%	Amount	%	Amount	%	Amount	%
Position Title	Per Month	Months	Time	AMOUNT							
TOTAL SALARIES				\$ 291,998.72		\$ 248,198.91		\$ 43,799.81			\$ 291,998.72
FRINGE BENEFITS:											
Health Insurance		X	25.13%	\$ 73,382.40	85.00%	\$ 62,375.04	15.00%	\$ 11,007.36		100%	\$ 73,382.40
FICA		X	7.65%	\$ 22,337.90	85.00%	\$ 18,987.22	15.00%	\$ 3,350.69		100%	\$ 22,337.90
State UEC-SUI		X	3.02%	\$ 8,818.36	85.00%	\$ 7,495.61	15.00%	\$ 1,322.75		100%	\$ 8,818.36
FUT		X	0.12%	\$ 350.40	85.00%	\$ 297.84	15.00%	\$ 52.56		100%	\$ 350.40
SC WC		X	0.32%	\$ 934.40	85.00%	\$ 794.24	15.00%	\$ 140.16		100%	\$ 934.40
Public-General Liability		X	3.02%	\$ 8,818.36	85.00%	\$ 7,495.61	15.00%	\$ 1,322.75		100%	\$ 8,818.36
TOTAL FRINGE BENEFITS				\$ 114,641.82		\$ 97,445.55		\$ 17,196.27			\$ 114,641.82
INDIRECT COST: RATE	\$ 714,242.40	X	11.32%	\$ 80,852.24	85.00%	\$ 68,724.40	15.00%	\$ 12,127.84		100%	\$ 80,852.24
TOTAL COST				\$ 487,492.78	85.00%	\$ 414,368.86	15.00%	\$ 73,123.92		100%	\$ 487,492.78

Each position must be supported by a job description.

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

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

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

Service Provider Henkels & McCoy, Inc. Contract # 15A295H1 & 15D295H1 Mod # Original
 Project/Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ -	\$ -	\$ -	\$ -
1.2 Staff Expendable Supplies & Materials	\$ 4,087	\$ 3,474	\$ 613	\$ 4,087
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 1,100	\$ 935	\$ 165	\$ 1,100
1.4 Copy & Print Expenses	\$ 4,560	\$ 3,876	\$ 684	\$ 4,560
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 6,469	\$ 5,498	\$ 970	\$ 6,469
1.6 Staff Travel				
Local Mileage cost	\$ 16,068	\$ 13,658	\$ 2,410	\$ 16,068
Non-Local Mileage cost	\$ 1,800	\$ 1,530	\$ 270	\$ 1,800
Non-Local Per Diem/Lodging Cost	\$ 3,000	\$ 2,550	\$ 450	\$ 3,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 3,600	\$ 3,060	\$ 540	\$ 3,600
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)				
Non-Expendable Equipment Purchases (Computer Leases)	\$ 7,188	\$ 6,110	\$ 1,078	\$ 7,188
Wide Area Network (WAN) Equipment and Computer Software	\$ 6,480	\$ 5,508	\$ 972	\$ 6,480
1.9 Postage (Stamps, FedEx, etc.)	\$ 2,400	\$ 2,040	\$ 360	\$ 2,400
TOTAL OPERATING COSTS	\$ 56,752	\$ 48,239	\$ 8,513	\$ 56,752
TRAINING COSTS				
2.1 WI Customer Supplies & Materials Costs	\$ -	\$ -	\$ -	\$ -
2.2 WI Customer Book Costs	\$ -	\$ -	\$ -	\$ -
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys)	\$ 15,950	\$ 13,558	\$ 2,393	\$ 15,950
WI Customer Individualized Training Costs				
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ -	\$ -	\$ -	\$ -
2.6 Other Individualized Training Cost (TCTC Pre-Employment Work)	\$ -	\$ -	\$ -	\$ -
2.6 Individual Training Account/Voucher Cost	\$ 229,900	\$ 195,415	\$ 34,485	\$ 229,900
2.8 WI Customer On-the-Job Training Costs				
Reimbursable Wages	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 245,850	\$ 208,973	\$ 36,878	\$ 245,850
SUPPORTIVE SERVICES COSTS				
3.10 WI Customer Incentives (Youth Only)	\$ -	\$ -	\$ -	\$ -
3.11 WI Customer Transportation Costs	\$ -	\$ -	\$ -	\$ -
3.12 WI Customer Childcare Costs	\$ -	\$ -	\$ -	\$ -
3.14 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 5,000	\$ 4,250	\$ 750	\$ 5,000
3.13 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ -	\$ -	\$ -	\$ -
3.6 Laptop Incentive (Youth Only)	\$ -	\$ -	\$ -	\$ -
TOTAL SUPPORTIVE SERVICES COSTS	\$ 5,000	\$ 4,250	\$ 750	\$ 5,000
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 28,570	\$ 24,284	\$ 4,285	\$ 28,570
4.2 Audit Fee	\$ 5,566	\$ 4,731	\$ 835	\$ 5,566
TOTAL FEES / PROFIT COSTS	\$ 34,135	\$ 29,015	\$ 5,120	\$ 34,135

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

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # 15A295H1 & 15D295H1

Project Activity SC Works Adult-DW Services Fund Source WIOA Adult & DLW Formula Funds

Mod# Original

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-15	150	20	170	10	4	14	156
August-15	156	20	176	10	4	14	162
September-15	162	20	182	10	4	14	168
October-15	168	20	188	9	3	12	176
November-15	176	20	196	12	6	18	178
December-15	178	20	198	10	4	14	184
January-16	184	20	204	10	6	16	188
February-16	188	20	208	12	4	16	192
March-16	192	20	212	10	4	14	198
April-16	198	20	218	12	4	16	202
May-16	202	20	222	12	4	16	206
June-16	206	20	226	12	6	18	208
PY14 Carryovers	150	240					
New PY15 WIA Enrollments	240						
Active Follow-up	304						
Total Served	694						
Estimated PY15 Carryovers	208						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

BUDGET NARRATIVE

LINE ITEMS	Brief Description	Budget Amount
Staff Salaries & Fringe Benefits		
Adult (85%)	See Staffing Plan - Section II-B-1 of Proposal	\$345,644.46
Dislocated Worker (15%)	See Staffing Plan - Section II-B-1 of Proposal	\$60,996.08
Adult - Operating Expenses	<i>All costs are split 85% Adult & 15% Dislocated Worker</i>	
1.2 Staff Consumable Supplies	Consummable office supplies for staff.	\$4,086.89
1.3 Advertising, Outreach	Minimal amount for outreach materials, primarily internal brochure and flyer development.	\$1,099.69
1.4 Copy, Print	Copier, ink & toner costs for staff and facilities.	\$4,560.00
1.5 Communications	Cell phone and toll free fax number costs for staff.	\$6,468.80
1.6 Staff Travel	Staff mileage for local travel at \$0.575 per mile, airfare and hotels for staff travel to conferences and/or training.	\$20,868.00
1.7 Staff Conferences, Training	Planned costs for staff development training and or conference	\$3,600.00
1.8 Staff Equipment / Computer Leases / Software	Annual leases for staff computers, printers, IT support and associate software licenses.	\$13,668.48
1.9 Postage	Postage Stamps and FedEx charges for the project.	\$2,400.00
Training Services	<i>All costs are split 85% Adult & 15% Dislocated Worker</i>	
2.3 Credential Exams & Assessments	Costs for Exams such as GED, WorkKeys Re-Tests, National Certifications and/or Crednetials.	\$15,950.00
2.6 Tuition (College or Vocational)	Tuition associated with approved Individual Training Accounts approved for program participants.	\$229,900.00
Supportive Services	<i>All costs are split 85% Adult & 15% Dislocated Worker</i>	
3.11 Transportation	Transportation costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$0.00
3.12 Childcare	Childcare costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$0.00
3.14 Training Support Materials		\$5,000.00
Other Direct Costs	<i>All costs are split 85% Adult & 15% Dislocated Worker</i>	
Indirect (11.32%)	11.32% is the Division portion of our Federally Approved indirect cost rate of 14.25%. The Department of Defense is the cognizant federal agency that verifies the rate every 4-5 years based on their audit cycles. The same calculation methodology is followed annually.	\$80,852.24
Audit Fee (.07%)	The audit fee is for the cost of our department A-133 Audits to comply with U.S. DOL standards.	\$5,565.66
Profit (4%)	H&M is willing to establish Performance Based Payments for our Profit.	\$28,569.70
		\$829,230.00

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc Contract # 15A995H1 & 15D995H1

Project/Activity SC Works Operator Funding Source WIOA Adult & DLW Formula Fund Modification # Original

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 60,618	\$ 10,697		\$ 71,315	\$ 71,315
OPERATING COSTS	\$ 5,274	\$ 931		\$ 6,205	\$ 6,205
Training Fees/Professional Fees/ Profit	\$ 3,149	\$ 556		\$ 3,705	\$ 3,705
Indirect Costs	\$ 7,459	\$ 1,316		\$ 8,775	\$ 8,775
Total Budget Costs	\$ 76,500	\$ 13,500	\$ -	\$ 90,000	\$ 90,000
Percentage of Budget	85%	15%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

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

Service Provider Henkels & McCoy, Inc.

Contract # 15A995H1 & 15D995H1

Project/ Activity SC Works Operator

Funding Source WIOA Adult & DLW Formula Funds

Mod # Original

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				ADULT		DLW		ADMIN	NON-ADMINISTRATION	
Staff Salaries:	Salary	No. of	% of	TOTAL	%	Amount	%	Amount	%	Amount
Position Title	Per Month	Months	Time	AMOUNT						
TOTAL SALARIES										
				\$ 82,662.48		\$ 44,763.11		\$ 7,899.37		\$ 82,662.48
FRINGE BENEFITS:										
Health Insurance		X	####	\$ 11,211.20	85.00%	\$ 9,529.52	15.00%	\$ 1,681.68	100%	\$ 11,211.20
FICA		X	7.65%	\$ 4,028.68	85.00%	\$ 3,424.38	15.00%	\$ 604.30	100%	\$ 4,028.68
State UEC-SUI		X	3.02%	\$ 1,590.41	85.00%	\$ 1,351.85	15.00%	\$ 238.56	100%	\$ 1,590.41
FUT		X	0.12%	\$ 63.19	85.00%	\$ 53.72	15.00%	\$ 9.48	100%	\$ 63.19
SC WC		X	0.32%	\$ 168.52	85.00%	\$ 143.24	15.00%	\$ 25.28	100%	\$ 168.52
Public-General Liability		X	3.02%	\$ 1,590.41	85.00%	\$ 1,351.85	15.00%	\$ 238.56	100%	\$ 1,590.41
TOTAL FRINGE BENEFITS				\$ 18,652.41		\$ 15,854.55		\$ 2,797.86		\$ 18,652.41
INDIRECT COST RATE	\$ 77,910.80	X	####	\$ 8,775.25	85.00%	\$ 7,459.96	15.00%	\$ 1,315.29	100%	\$ 8,775.25
TOTAL COST				\$ 80,090.14	85.00%	\$ 68,078.62	15.00%	\$ 12,013.52	100%	\$ 80,090.14

Each position must be supported by a job description.

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

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

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

Service Provide Henkels & McCoy, Inc. Contract # 15A995H1 & 15D995H1 Mod # Original
Project/Activity SC Works Operator Fund Source WIOA Adult & DLW Formula Funds

Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration
OPERATING COSTS				
1.2 Staff Expendable Supplies & Materials	\$ 600	\$ 510	\$ 90	\$ 600
1.4 Copy & Print Expenses	\$ 301	\$ 256	\$ 45	\$ 301
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 1,396	\$ 1,186	\$ 209	\$ 1,396
1.6 Staff Travel				
Local Mileage cos	\$ 1,670	\$ 1,420	\$ 251	\$ 1,670
Non-Local Mileage cos	\$ 360	\$ 306	\$ 54	\$ 360
Non-Local Per Diem/Lodging Cos	\$ 240	\$ 204	\$ 36	\$ 240
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 120	\$ 102	\$ 18	\$ 120
1.8 Non-Expendable Equipment Purchases (Computers, software, e				
Non-Expendable Equipment Purchase: (Computer Leases)	\$ 1,098	\$ 934	\$ 165	\$ 1,098
Wide Area Network (WAN) Equipment and Computer Software	\$ 300	\$ 255	\$ 45	\$ 300
1.9 Postage (Stamps, FedEx, etc.)	\$ 120	\$ 102	\$ 18	\$ 120
TOTAL OPERATING COSTS	\$ 6,205	\$ 5,274	\$ 931	\$ 6,205
TRAINING/PROFESSIONAL FEES/PROFIT				
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 3,101	\$ 2,636	\$ 465	\$ 3,101
4.2 Audit Fee	\$ 604	\$ 513	\$ 91	\$ 604
TOTAL FEES / PROFIT COSTS	\$ 3,705	\$ 3,149	\$ 556	\$ 3,705

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

BUDGET NARRATIVE

LINE ITEMS	Brief Description	Budget Amount
Staff Salaries & Fringe Benefits		
Adult (85%)	See Staffing Plan - Section II-B-1 of Proposal	\$60,617.66
Dislocated Worker (15%)	See Staffing Plan - Section II-B-1 of Proposal	\$10,697.23
Adult - Operating Expenses	<i>All costs are split 85% Adult & 15% Dislocated Worker</i>	
1.2 Staff Consumable Supplies	Consummable office supplies for staff.	\$600.00
1.3 Advertising, Outreach		\$0.00
1.4 Copy, Print	Copier, ink & toner costs for staff and facilities.	\$301.08
1.5 Communications	Cell phone and toll free fax number costs for staff.	\$1,395.68
1.6 Staff Travel	Staff mileage for local travel at \$0.575 per mile, airfare and hotels for staff travel to conferences and/or training	\$2,270.00
1.7 Staff Conferences, Training	attendance.	\$120.00
1.8 Staff Equipment / Computer Leases / Software	Annual leases for staff computers, printers, IT support and associate software licenses.	\$1,398.24
1.9 Postage	Postage Stamps and FedEx charges for the project.	\$120.00
Other Direct Costs	<i>All costs are split 85% Adult & 15% Dislocated Worker</i>	
Indirect (11.32%)	11.32% is the Division portion of our Federally Approved indirect cost rate of 14.25%. The Department of Defense is the cognizant federal agency that verifies the rate every 4-5 years based on their audit cycles. The same calculation methodology is followed annually.	\$8,775.25
Audit Fee (.07%)	The audit fee is for the cost of our department A-133 Audits to comply with U.S. DOL standards.	\$604.07
Profit (4%)	H&M is willing to establish Performance Based Payments for our Profit.	\$3,100.80
		\$90,000.00

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc.

Contract # _____

Project/Activity Palmetto Youth Connections

Funding Source WIOA Youth

Modification # _____

CATEGORIES	Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$290,188	\$ 6,363		\$ 296,550	\$ 296,550
Work Experience Staff Salary & Fringe	\$112,825	\$ 2,713		\$ 115,538	\$ 115,538
OPERATING COSTS	\$ 38,645	\$ -		\$ 38,645	\$ 38,645
TRAINING COSTS	\$ 61,281			\$ 61,281	\$ 61,281
Work Experience Stipends	\$ 40,920	\$ 12,936		\$ 53,856	\$ 53,856
SUPPORTIVE SERVICE COSTS	\$ 20,062	\$ -		\$ 20,062	\$ 20,062
Training Transportation	\$ 10,800	\$ 1,200		\$ 12,000	\$ 12,000
Work Experience Transportation	\$ 2,700	\$ 300		\$ 3,000	\$ 3,000
Training Support Materials	\$ 675	\$ 75		\$ 750	\$ 750
Work Experience Support Materials	\$ 1,125	\$ 125		\$ 1,250	\$ 1,250
Training Fees/ Profit	\$ 23,169	\$ 948		\$ 24,117	\$ 24,117
Audit Fee	\$ 4,514	\$ 185		\$ 4,698	\$ 4,698
Indirect Costs	\$ 65,568	\$ 2,684		\$ 68,252	\$ 68,252
Total Budget Costs	\$672,471	\$ 27,529	\$ -	\$ 700,000	\$ 700,000
Percentage of Budget	96%	4%		100.00%	
Work Experience Cost	\$169,394				
	24%				
Cost Limitations			2% Maximum	At least 98%	100%

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

Service Provider Henkels & McCoy, Inc.

Contract # _____

Mod # _____

Project/Activity Palmetto Youth Connections

Fund Source WIOA Youth

Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.2 Staff Expendable Supplies & Materials	\$ 2,400	\$ 2,400	\$ -		\$ 2,400
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 600	\$ 600	\$ -		\$ 600
1.4 Copy & Print Expenses	\$ 2,400	\$ 2,400	\$ -		\$ 2,400
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 9,465	\$ 9,465	\$ -		\$ 9,465
1.6 Staff Travel					
Local Mileage cost	\$ 6,397	\$ 6,397	\$ -		\$ 6,397
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 2,000	\$ 2,000	\$ -		\$ 2,000
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 2,400	\$ 2,400	\$ -		\$ 2,400
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 9,938	\$ 9,938	\$ -		\$ 9,938
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,445	\$ 1,445	\$ -		\$ 1,445
TOTAL OPERATING COSTS	\$ 38,645	\$ 38,645	\$ -	\$ -	\$ 38,645
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 515	\$ 515	\$ -		\$ 515
2.2 WI Customer Book Costs	\$ 2,500	\$ 2,500	\$ -		\$ 2,500
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 11,700	\$ 11,700	\$ -		\$ 11,700
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 17,000	\$ 17,000	\$ -		\$ 17,000
2.6 Individual Training Account/Voucher Cost	\$ 25,726	\$ 25,726	\$ -		\$ 25,726
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 53,856	\$ 40,920	\$ 12,936		\$ 53,856
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ 3,840	\$ 3,840	\$ -		\$ 3,840
TOTAL TRAINING COSTS	\$ 115,137	\$ 102,201	\$ 12,936	\$ -	\$ 115,137
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ 18,019	\$ 18,019	\$ -		\$ 18,019
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 12,000	\$ 10,800	\$ 1,200		\$ 12,000
3.2 Work Experience Transportation	\$ 3,000	\$ 2,700	\$ 300		\$ 3,000
3.3 WI Customer Childcare Costs	\$ 543	\$ 543	\$ -		\$ 543
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 750	\$ 675	\$ 75		\$ 750
3.4 Work Experience Support Materials	\$ 1,250	\$ 1,125	\$ 125		\$ 1,250
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
TOTAL SUPPORTIVE SERVICES COSTS	\$ 37,062	\$ 35,362	\$ 1,700	\$ -	\$ 37,062
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit (Professional Fee - 5%) Can be tied to Performance	\$ 24,117	\$ 23,169	\$ 948		\$ 24,117
4.2 Audit Fee	\$ 4,698	\$ 4,514	\$ 185		\$ 4,698
TOTAL FEES / PROFIT COSTS	\$ 28,816	\$ 27,682	\$ 1,133	\$ -	\$ 28,816

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

BUDGET NARRATIVE

LINE ITEMS	Brief Description	Budget Amount
Staff Salaries & Fringe Benefits		
Youth	See Section E of the Proposal	\$412,088.87
Adult - Operating Expenses		
1.2 Staff Consumable Supplies	Consummable office supplies for staff.	\$2,400.00
1.3 Advertising, Outreach	Minimal amount for outreach materials, primarily internal brochure and flyer development.	\$600.00
1.4 Copy, Print	Copier, ink & toner costs for staff and facilities.	\$2,400.00
1.5 Communications	Cell phone and toll free fax number costs for staff.	\$9,465.40
1.6 Staff Travel	Staff mileage for local travel at \$0.575 per mile, airfare and hotels for staff travel to conferences and/or training.	\$9,997.00
1.7 Staff Conferences, Training	attendance.	\$2,400.00
1.8 Staff Computer Leases	Annual leases for staff computers, printers, IT support and associate software licenses.	\$9,937.92
1.9 Postage	Postage Stamps and FedEx charges for the project.	\$1,445.00
Training Services		
2.1 Participant Supplies	Participant supplies for training programs	\$514.57
2.2 Participant Books	Participant books costs for training programs.	\$2,500.00
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)	Costs for Exams such as GED, WorkKeys Re-Tests, National Certifications and/or Crednetials.	\$11,700.00
2.5 Tuition (Adult Education)	Tuition to attend Adult Education Programs.	\$17,000.00
2.6 Tuition (College or Vocational)	Tuition to attend College Vocational Training Programs.	\$25,726.00
2.9 Work Experience	Wages for participants to participate in Work Experience.	\$53,856.00
2.10 Awards / Events	Participant awards programs (i.e. Graduation Events)	\$0.00
2.11 Software Licenses	Remedial Software Licenses	\$3,840.00
Supportive Services		
3.1 Participant Incentives (Skill Invoices)	Incentives for participants. See Skill Invoice in Exhibit D.	\$18,018.75
3.2 Transportation	Transportation costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$15,000.00
3.3 Childcare	Childcare costs for program participants in accordance with the WorkLink WIB Supportive Services Policy.	\$542.95
3.4 Training Support Materials	Training related items for Participants (i.e. Drug Screens, Physicals, Uniforms, etc.)	\$2,000.00
3.5 Emergency Assistance	Participant Emergency assistance in accordance with the WIB Supportive Services Policy.	\$1,500.00
Other Direct Costs		
Indirect (11.32%)	11.32% is the Division portion of our Federally Approved indirect cost rate of 14.25%. The Department of Defense is the cognizant federal agency that verifies the rate every 4-5 years based on their audit cycles. The same calculation methodology is followed annually.	\$68,251.95
Audit Fee (.07%)	The audit fee is for the cost of our department A-133 Audits to comply with U.S. DOL standards.	\$4,698.29
Profit (4%)	H&M is willing to establish Performance Based Payments for our Profit.	\$24,117.30
		\$700,000.00

Fix August Formulas

Split out A/DW

AUGUST

16.7%

100.0%

Line Item	Contract Amount	1697-I1001 A	1697-I1001 DW	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD
Staff Salary Total	\$52,662.48	2,749.11	487.54	\$7,047.50	\$45,614.98	13.4%
Fringe Benefit Total	\$18,652.41	992.97	175.29	\$2,627.93	\$16,024.48	14.1%
Staff Cost Total	\$71,315	3,742.08	662.83	\$9,675.43	\$61,639.46	13.6%

Operating

1.1 Facility, Utilities		0.00	0.00	\$0.00	\$600.00	0.0%
1.2 Staff Consumable Supplies						
1.3 Advertising, Outreach						
1.4 Copy, Print	\$301.08	56.35	9.94	\$66.29	\$234.79	22.0%
1.5 Communications	\$1,395.68	0.00	0.00	\$0.00	\$1,395.68	0.0%
1.6 Staff Travel	\$2,270.00	26.16	4.62	\$41.04	\$2,228.96	1.8%
1.7 Staff Conferences, Training	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%
1.8 Staff Computer Leases	\$1,398.24	153.00	27.00	\$480.00	\$918.24	34.3%
1.9 Postage	\$120.00	0.00	0.00	\$0.00	\$120.00	0.0%
Operating Total (01)	\$6,205.00	235.51	41.56	\$587.33	\$5,617.67	9.5%

Subtotal	\$6,205.00	3,977.59	704.39	\$587.33	\$5,617.67	9.5%
General Overhead (Indirect)	\$8,775.25	450.26	79.74	\$1,161.74	\$7,613.51	13.2%
Audit Cost	\$604.07	27.84	4.93	\$71.84	\$532.23	11.9%
Profit/Fee Held for Performance	\$3,100.80	159.10	28.18	\$410.51	\$2,690.29	13.2%
Contract Total	\$90,000	4,614.80	817.24	\$11,906.86	\$78,093.15	13.2%

Operator PY15
Exp. thru July 31, 2015

FIX FORMULAS FOR AUG

AUGUST
16.7%

100.0%

Line Item	Contract Amount	1600-11001	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	Obligations
Staff Salary Total	\$248,199.00	15,080.92	\$33,277.31	\$214,921.69	13.4%	
Fringe Benefit Total	\$ 97,445.55	6,227.55	\$14,690.97	\$82,754.58	15.1%	
Staff Cost Total	\$345,644.55	21,308.47	\$47,968.28	\$297,676.27	13.9%	

Operating

1.1 Facility, Utilities	0.00	0.00	\$0.00	\$0.00	#DIV/0!	
1.2 Staff Consumable Supplies	\$3,473.85	62.36	\$91.83	\$3,382.02	2.6%	
1.3 Advertising, Outreach	\$934.74	0.00	\$0.00	\$934.74	0.0%	
1.4 Copy, Print	\$3,876.00	92.14	\$456.47	\$3,419.53	11.8%	
1.5 Communications	\$5,498.48	0.00	\$415.15	\$5,083.33	7.6%	
1.6 Staff Travel	\$17,737.80	456.35	\$1,503.97	\$16,233.83	8.5%	
1.7 Staff Conferences, Training	\$3,060.00	0.00	\$0.00	\$3,060.00	0.0%	
1.8 Staff Computer Leases	\$11,618.21	2,349.97	\$7,357.97	\$4,260.24	63.3%	
1.9 Postage	\$2,040.00	164.19	\$164.19	\$1,875.81	8.0%	
Operating Total (01)	\$48,239.08	3,125.01	\$9,989.58	\$38,249.50	20.7%	

Direct Training

2.1 Participant Supplies	\$ -	0.00	\$30.00	-\$30.00	#DIV/0!	
Tuition - includes WK assessment			\$0.00			
2.2 Instructional Related Costs (Books)	\$ -	261.00	\$515.00	-\$515.00	#DIV/0!	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 13,557.50	0.00	\$120.00	\$13,437.50	0.9%	
2.4 TABE Test Materials	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
2.5 Adult Education Tuition	\$0.00	0.00	\$0.00	0.00		
2.6 Tuition (College/Occupational Training)	\$195,415.00	3,869.00	\$32,337.00	163,078.00	16.5%	
2.9 Work Experience	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
2.10 Awards/Events	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
2.11 Software Licenses (ETO)	\$0.00	0.00	\$0.00	0.00		
2.12 Work Keys	\$0.00	0.00	\$0.00	0.00		
Direct Training Total (02)	\$208,972.50	4,130.00	\$33,002.00	\$175,970.50	15.8%	

Support Services

3.1 Participant Incentives (Skill Invoices)		0.00	\$0.00	\$0.00	#DIV/0!	
3.2 Transportation		0.00	\$0.00	\$0.00	#DIV/0!	
3.3 Childcare		0.00	\$0.00	\$0.00	#DIV/0!	
3.4 Training Support Materials	\$4,250.00	2,294.92	\$3,405.69	\$844.31	80.1%	
3.5 Emergency Assistance						
3.6 Laptop Incentive						

Support Service Total (03)	\$4,250.00	2,294.92	\$3,405.69	\$844.31	80.1%	
Sub-total	\$261,461.58	30,858.40	\$46,397.27	\$215,064.31	17.7%	
General Overhead (Indirect) 11.32%	\$68,724.40	3,493.17	\$10,682.18	\$58,042.22	15.5%	
Audit Cost 0.70%	\$4,730.81	216.01	\$660.56	\$4,070.25	14.0%	
Profit/Fee Held for Performance 4%	\$24,284.24	1,234.34	\$3,774.62	\$20,509.62	15.5%	
Contract Total	\$704,845.58	35,801.92	\$109,482.91	\$595,362.67	15.5%	

Ad/DW Program PY15
 July 2015 Exp.

Fix sept formulas

AUGUST

16.7%

100.0%

Line Item	Contract Amount	1601-11001	Cumulative Cost YTD	Remaning Balance	Percent Spent YTD	Obligations
Staff Salary Total	\$43,800.00	2,671.55	\$6,596.87	\$37,203.13	15.1%	
Fringe Benefit Total	\$ 17,196.27	1,103.19	\$2,973.51	\$14,222.76	17.3%	
Staff Cost Total	\$60,996.27	3,774.74	\$9,570.38	\$51,425.89	15.7%	
Operating						
1.1 Facility, Utilities	0.00	0.00	\$0.00	\$0.00	#DIV/0!	
1.2 Staff Consumable Supplies	\$613.03	11.01	\$16.21	\$596.82	2.6%	
1.3 Advertising, Outreach	\$164.95	0.00	\$0.00	\$164.95	0.0%	
1.4 Copy, Print	\$684.00	16.26	\$80.56	\$603.44	11.8%	
1.5 Communications	\$970.32	0.00	\$71.30	\$899.02	7.3%	
1.6 Staff Travel	\$3,130.20	114.68	\$263.51	\$2,866.69	8.4%	
1.7 Staff Conferences, Training	\$540.00	0.00	\$0.00	\$540.00	0.0%	
1.8 Staff Computer Leases	\$2,050.27	378.98	\$785.98	\$1,264.29	38.3%	
1.9 Postage	\$360.00	28.99	\$28.99	\$331.01	8.1%	
Operating Total (01)	\$8,512.77	\$49.92	\$1,246.55	\$7,266.22	14.6%	
Direct Training						
2.1 Participant Supplies	\$ -	0.00	\$0.00	\$0.00	#DIV/0!	
Tuition - Includes WK assessment			\$0.00			
2.2 Instructional Related Costs (Books)	\$ -	0.00	\$0.00	\$0.00	#DIV/0!	
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 2,392.50	0.00	\$0.00	\$2,392.50	0.0%	
2.4 TABE Test Materials	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
2.5 Adult Education Tuition	\$0.00	0.00	\$0.00	0.00		
2.6 Tuition (College/Occupational Training)	\$34,485.00	0.00	\$7,168.00	27,317.00	20.8%	
2.9 Work Experience	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
2.10 Awards/Events	\$0.00	0.00	\$0.00	0.00	#DIV/0!	
2.11 Software Licenses (ETO)	\$0.00	0.00	\$0.00	0.00		
2.12 Work Keys	\$0.00	0.00	\$0.00	0.00		
Direct Training Total (02)	\$36,877.50	0.00	\$7,168.00	\$29,709.50	19.4%	
Support Services						
3.1 Participant Incentives (Skill Invoices)		0.00	\$0.00	\$0.00	#DIV/0!	
3.2 Transportation		0.00	\$0.00	\$0.00	#DIV/0!	
3.3 Childcare		0.00	\$0.00	\$0.00	#DIV/0!	
3.4 Training Support Materials	\$750.00	17.00	\$17.00	\$733.00	2.3%	
3.5 Emergency Assistance						
3.6 Laptop Incentive						
Support Service Total (03)	\$750.00	17.00	\$17.00	\$733.00	2.3%	
Subtotal	\$46,140.27	4,341.66	\$8,481.55	\$37,658.72	18.8%	
General Overhead (Indirect) 11.32%	\$12,127.84	491.48	\$2,037.82	\$10,090.02	16.8%	
Audit Cost 0.70%	\$834.85	55.64	\$151.26	\$683.59	18.1%	
Profit/Fee Held for Performance 4%	\$4,285.45	6.30	\$552.71	\$3,732.74	12.9%	
Contract Total	\$124,384.68	4,895.07	\$20,743.71	\$103,640.97	16.7%	

DW Program PY15
Exp July 2015

Formula Tuition	Adult	Dislocated Worker	DW - NEG	Total
PY15 Budget	\$208,972.50	\$36,877.50	\$32,210.00	\$278,060.00
PY15 Vouchers Paid	\$30,778.06	\$8,476.90	\$7,100.00	\$46,354.96
PY15 Vouchers Not Paid	\$32,824.46	\$0.00	\$0.00	\$32,824.46
PY15 Vouchers Total	\$63,602.52	\$8,476.90	\$7,100.00	\$79,179.42
PY15 Funds Unobligated	\$145,369.98	\$28,400.60	\$25,110.00	\$198,880.58
<i>Budget - Vouchers Total</i>				
PY15 ITA's Approved	\$118,900.09	\$13,897.40	\$3,124.00	\$135,921.49
PY15 ITA's Deobligations	\$10,956.50	\$0.00	\$0.00	\$10,956.50
ITA TOTAL	\$107,943.59	\$13,897.40	\$3,124.00	\$124,964.99
<i>ITA A minus ITA D</i>				
PY15 ITAs Unobligated	\$101,028.91	\$22,980.10	\$29,086.00	\$153,095.01
<i>Budget - ITA TOTAL</i>				
PY16 ITAs	\$0.00	\$0.00	\$0.00	\$0.00

Obligations Report - Corrected 8.27.15

JULY
8.3%

Line Item	Contract Amount	Paid thru May 2015	June 2015	Accrual	Reverse Accrual	Adjustment	Adjustment	1592-11006	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD	Obligations
Direct Training											100.0%	
2.1 Participant Supplies	\$ 750.00	\$ 256.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	\$256.00	\$494.00	34.1%	
2.2 Instructional Related Costs (Biosops)												
2.3 Credential Exam Fees (CAN/GRD/WK)	\$ 6,000.00	\$ 2,904.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00	\$2,904.00	\$3,096.00	48.4%	
2.4 TABE Test Materials												
2.5 Adult Education Tuition												
2.6 Tuition (College/Occupational Training)	\$25,460.00	\$21,214.00	\$489.00	\$9,039.00	-\$9,039.00	\$0.00	\$0.00	3,550.00	\$25,253.00	207.00	99.2%	
2.8 OJT Training Reimbursement	\$12,203.00	\$8,802.00	\$0.00	\$0.00	\$0.00	\$2,435.72	\$0.00	0.00	\$11,237.72	965.28	91.1%	
2.10 Awards/Events												
2.11 Software Licenses (ETO)												
2.12 Work Keys												
Direct Training Total (02)	\$44,413.00	\$33,176.00	\$489.00	\$9,039.00	-\$9,039.00	\$2,435.72	\$0.00	3,550.00	\$39,650.72	\$4,762.28	89.3%	426
Subtotal	\$44,413.00	\$33,176.00	\$489.00	\$9,039.00	-\$9,039.00	\$2,435.72	\$0.00	3,550.00	\$39,650.72	\$4,762.28	89.3%	
General Overhead (Indirect)	8.75%	\$3,886.14	\$6.00	\$834.00	-\$790.91	\$213.13	-\$6.40	310.63	\$3,469.44	\$416.70	89.3%	
Audit Cost	0.70%	\$338.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$338.09	0.0%	
Profit/Fee Held for Performance	5%	\$2,220.65	\$4.00	\$476.00	-\$451.95	\$121.79	-\$4.80	177.50	\$1,982.54	\$238.11	89.3%	
Contract Total		\$50,857.88	\$37,739.00	\$10,349.00	-\$10,281.86	\$2,770.63	-\$11.20	4,038.13	\$45,102.69	\$5,755.19	88.7%	426
Paid thru June												
H&M Owe to COG												
-3,484.31												