

**WORKFORCE INVESTMENT CORPORATION
BOARD MEETING
October 30, 2013 – 1:00 P.M.
Martin Inn & Conference Center – Clemson, SC**

AGENDA

- | | |
|--|---------------------------------------|
| I. Call to Order/Opening Remarks | Stan Brooks, Board Chair |
| II. Approval of Minutes (08/28/13) * | Stan Brooks |
| III. SC Department of Employment & Workforce Guests Introductions | Ronnie Allen, WorkLink Exec. Director |
| IV. Committee Reports | |
| A. Youth Council | Kristi King-Brock, Committee Chair |
| i. Youth Outreach Committee Update | |
| ii. 2013 AOPBIS Event Update | |
| iii. Youth Budget Modification #1 | |
| iv. PY'12 Youth Annual Report Summary | |
| v. Youth Membership Application* | |
| vi. Board Education Part 2 – Enrollment/Case Management/Follow-Up | |
| vii. PYC Youth Participant Guest | |
| B. Workforce Skills & Education Committee | Richard Blackwell, Committee Chair |
| i. Committee Update | |
| C. Business Partnerships Committee | Ed Parris, Committee Chair |
| i. Committee Update | |
| D. Finance Committee | David Collins, Committee Chair |
| i. WIA Budget Overview * | |
| ii. Henkels & McCoy Adult/DW & Youth Grant(s) Overview | |
| iii. Make It In America Grant | |
| V. Other Business | Ronnie Allen |
| A. 2014 Committee/Board Meeting Schedule* | |
| i. State of December Board meeting | |
| B. 2014 Board Officers* | |
| C. Presentation of LMI Data | Alan Davis, SCDEW |
| VI. Adjournment | |

** Action Required*

**NEXT MEETING – DECEMBER 18, 2013 @ 1:00 P.M.
MARTIN INN & CONFERENCE CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE MEETING AT 12:00 P.M.**

**WORKFORCE INVESTMENT BOARD
BOARD MEETING
August 28, 2013 - Minutes
Martin Inn & Conference Center – Clemson University**

Members Present:

Trent Acker	Danny Brothers	David Collins
David Bowers	Stephanie Collins	Jason Duncan
Billy Gibson	Robert Halfacre	Terrance Hassan
Michael Keith	Mike Wallace	

Members Absent:

Stan Brooks, Chair	Elaine Bailey	Richard Blackwell
Ronnie Booth	Kristi King-Brock	Mike Crawford
Mary Gaston	Butch Harris	Michael Keith
Melvin Martin	Burriss Nelson	Ed Parris
Mike Roneker	Pamela Smith	

Staff Present:

Ronnie Allen	Sharon Crite	Jennifer Kelly
Patty Manley	Brandi Runion	Windy Graham
Renee Murdock		

Guest Present:

Dana Grant	Kal Kunkel	Karen Craven
Sandra McGee	Scott Ferguson	Jennifer Campbell
Allison Richardson	Ann Marie Baker	

I. Call to Order

Vice Chair Danny Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board and the meeting was being recorded for processing of minutes. Introductions were made by all in attendance and Vice Chair Brothers welcomed Renee Murdock to WorkLink as the new Business Services Representative..

II. Approval of Minutes

The minutes from the June 26, 2013 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Brothers called for any corrections or amendments to the minutes.

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

III. SC Works WorkLink Transition Plan Update/Progress

Ronnie Allen provided an update on the progress of the transition stating the Satellite locations in Seneca, Easley & Honea Path are operational and that the Comprehensive Center will be open & operational on Tuesday, September 3, 2013. Mr. Allen further stated we have a target date of October 1, 2013 for the QuickJobs Development Center at Anderson Tri-County to be operational.

IV. 2013-2017 Workforce Investment Area Five Year Local Plan

Vice Chair Brothers stated the Local Plan had been uploaded to the website and information emailed to Board members during the month for review. Vice Chair Brothers called for any discussion regarding the Plan.

Sandra McGee stated on behalf of Ronnie Booth that one observation he had made was that some of the dates seemed to be out of sync and that if objectives from previous years were listed that the results should also be listed.

Mr. Allen responded stating with the implementation of a new model of service delivery, it is required and requested by SCDEW that all LWIBs submit a complete and full five-year plan for 2013 – 2017. WorkLink has not submitted a full plan since the year 2000; however, there have been plan modifications done and submitted each year. The full Plan includes all previous years plan modifications including the new service delivery model that was approved by the Board in June 2013. All elements of the full plan have been approved by the Board over the past several years and includes. This Plan is a roll-up of all the previous years modifications and could explain why the dates seem to be out of sync as observed.

Modifications and comments for the Plan are due to Jennifer Kelly or Ronnie Allen by Noon on Friday, August 30, 2013.

BOARD ACTION Taken: David Collins made a motion to accept the 2013-2017 Workforce Investment Area Five Year Plan as written with the addition of modifications submitted by 8/30/13, seconded by Stephanie Collins. The motion carried with a unanimous vote.

V. Committee Reports

A.) Youth Council

Robert Halfacre provided an update for the Youth Council in the absence of the Chair, Kristi King-Brock.

i. Youth Incentive Funds – In School WorkKeys

Mr. Halfacre referred to page 8 of the meeting packet and gave a brief breakdown of the In-School WorkKeys Testing/Youth Incentive Funds for area schools..

ii. Youth Council Outreach Committee

Mr. Halfacre referred to page 9 of the meeting packet stating this is a list of the Youth Council Outreach Committee members. This committee will focus more on outreach especially with the transitional events and new service delivery model.

iii. 2013 AOP BIS Event

Mr. Halfacre referred to pages 10-11, The Anderson Oconee Pickens Business & Industry Showcase Event. Mr. Halfacre deferred to Brandi Runion to provide further updates. Ms. Runion stated the Event is scheduled for October 2-3, 2013 at Clemson University's Littlejohn Coliseum and asked that any Board members wishing to visit the Showcase please let her know. Clemson University has upped security regarding visitors to their campus and will need a list of names of any person planning to attend. Ms. Runion reminded the Board that we have allocated \$5,000 of our Incentive Grant that will go to the schools for transportation of students to the event.

iv. PY'12 3rd Quarter Youth Performance Goals

Mr. Halfacre referred to page 13 of the meeting packet stating we have met and or exceed our Performance Goals.

v. PY'13 Negotiated Youth Performance Goals

Mr. Halfacre referred to page 14 of the meeting packet. The Negotiated Youth Performance Goals were included in and voted on with the Five Year Local Plan.

vi. Youth Council Membership Applications/Youth Council Vice Chair

Mr. Halfacre referred to pages 15-17 stating the Youth Council voted to accept and approve these applications for membership to the Youth Council from Amy Bradshaw, Janice Ward & Sandy Jordon on August 5, 2013.

BOARD ACTION Taken: Motion from Mike Wallace to accept the Youth Council membership applications as presented, seconded by Michael Keith. The motion carried with a unanimous vote.

Vice Chair Brothers informed the Board that the Youth Council currently does not have a Vice Chair and brings a recommendation from the Youth Council to accept Robert Halfacre as the Vice Chair for the Youth Council.

BOARD ACTION Taken: Motion from the Youth Council to accept and approve Robert Halfacre as Vice Chair for Youth Council, seconded by Trent Acker. The motion carried with a unanimous vote.

vii. PYC Youth Participant Guest

Mr. Halfacre deferred to Karen Craven of Henkels & McCoy to introduce the Youth Participant guest, Allison Richardson.

Ms. Craven introduced Ms. Richardson who has been in the PYC program for almost a year who presented with no High School Diploma and little to no work skills but has become a success story for PYC. Ms. Richardson gave a brief outline of her experience in the PYC program and the assistance she received to overcome numerous obstacles, obtain her HS Diploma and become gainfully employed.

viii. Board Education – Youth Intake/Eligibility Presentation

Ms. Craven and Ann Marie Baker provided an overview of the Intake & Eligibility process for the Youth program via a power point presentation.

B.) Workforce Skills & Education Committee Update

Jennifer Kelly provided an update in the absence of Chair, Richard Blackwell. Ms. Kelly referred to pages 20-22 of the meeting packet and provided a brief summary of the items discussed at the July 24, 2013 and August 14, 2013 WSEC meetings.

i. Strategic Plan Update

Ms. Kelly referred to page 23 of the meeting packet and gave a report on the current GED & HS Diploma numbers for our service area and stated we are ahead of our goal as it pertains to Objective 3 of Goal 1 of the Strategic Plan.

ii. Henkels & McCoy Grants

a) PY'12 Final Reports

Ms. Kelly referred to pages 24-28 of the meeting packet and provided a brief summary of the PY'12 Closeout Report for the SC Works Center System stating the numbers are still being fine tuned and they are working to get that data more accurate for reporting.

b) PY'13 Status Report

Ms. Kelly referred to pages 29-31 and gave an update on the Usage Report/SC Works Center Report for PY'13. The traffic coming thru the doors in the month of July appears to be lower than July 2012 but this can be attributed UI traffic being taken out of the Centers.

Ms. Kelly stated the WSEC is working on an Outreach Plan which comes to the Board as a vote. Ms. Kelly stated \$5,000 has been allocated for Outreach by way of newspaper and radio ads. We will be taking advantage of the Public Service Announcements and working with TCTC's Public Relations department on the QuickJobs Centers and our SC Works Centers.

BOARD ACTION Taken: Motion from the Workforce Skills & Education Committee to approve using the \$5,000 for Outreach for newspaper and radio ads, seconded by Terrance Hassan. The motion carried with a unanimous vote.

iii. Board Education – WIA Eligibility Presentation

Ms. Craven provided an overview of the Adult & Dislocated Worker Intake & Eligibility process via a power point presentation. Ms. Craven explained that they were not able to have an Adult/DW Program participant present due to them being employed.

C.) Business Partnerships Committee Update

Ms. Kelly provided an update in the absence of Chair, Ed Parris from the July 10, 2013 Committee meeting.

i. WorkKeys® Profiles Update

Ms. Kelly reported WorkLink paid for 7 of 9 profiles for companies in the WorkLink region. Two companies cancelled their profiles at the end of the allotted time frame; therefore, these two profiles were not able to be reallocated to other companies.

ii. Rapid Response/Incumbent Worker Training Grants Update

Ms. Kelly gave an update on the latest RR/IWT Grants from the State to the WorkLink region:

Bowers Emergency Services	\$34,599
Pace Labels	\$24,100
Palmetto Plating	\$49,400

Ms. Kelly informed the Board the one company declined RR/IWT funding and two other companies are in the process of exploring RR/IWT funding.

D.) Finance Committee

Committee Chair, David Collins stated the Committee has not met since June 19, 2013 however, he deferred to Brandi Runion to provide an overview of the PY'12 & PY'13 Budgets.

i. PY'12 & PY'13 Budget Overview

a. Henkels & McCoy – WI Title I Ault & DW

1) PY'12 Grant

Ms. Runion stated this grant was closed out at an expenditure rate of 84.64% with carryover funds in the amount \$294,008:

Adult -	\$196,185
Dislocated Worker -	\$97,823

2) PY'13 Grant

Ms. Runion reported the expenditures through July 28, 2013 are included in the packet referring to pages 37-38 for a breakdown.

b. Henkels & McCoy – WIA Title I Youth

1) PY'12 Grant

Ms. Runion referred to page 39 and reported that this grant closed out at an expenditure rate of 90.5% with carryover funds in the amount of \$79,943.

2) PY'13 Grant

Ms. Runion stated the expenditures from July 1 – July 28, 2013 are included in the packet and referred to page 40 for a breakdown.

Ms. Runion reported that the Finance Committee rescheduled the August meeting due to closeout reports from Henkels & McCoy and the COG were in the process of being compiled therefore, these items will be discussed at the September 18, 2013 Finance Committee meeting.

c. WorkLink Grants

1) 11INC01 – 2011 Incentive Grant

Ms. Runion referred to pages 41 reporting that the 2011 Incentive Grant closed out on 06/30/13 with a 97.41% expenditure rate. The unspent \$,1500 is due to a company cancelling their profile on the last day as mentioned in the WSEC report by Ms. Kelly.

2) 11HPW01 – High Performing Workforce Board Grant

Ms. Runion continued on page 41 stating the High Performing Workforce Board Grant closed out on 6/30/13 with a 100% expenditure rate.

3) 12INC01 – 2012 Incentive Grant

Continuing on page 41, Ms. Runion reported the 2012 Incentive Grant does not end until 6/30/14. The \$5,417 is budgeted to pay for transportation costs to the 2013 AOP BIS which is scheduled for 10/2/13 & 10/3/13.

4) 12RRIWT11 – Incumbent Worker Training Rapid Response Grant

Ms. Runion referred to page 42 reporting this grant was sub granted to Bowers EMS and ended on 6/30/13. The amount awarded was based on training 12 employees. Less than 12 employees received training, therefore, all of the funds will not be spent.

5) 12RRIWT18 – Incumbent Worker Training Rapid Response Grant

Ms. Runion continued on page 42 reporting this was a sub grant to Pace Labels, Inc. with an end date of 10/31/14.

6) 12RRIWT25 – Incumbent Worker Training Rapid Response Grant

Ms. Runion continued on page 42 stating this was a sub grant to the Palmetto Plating Company, Inc. with an end date of 4/30/14.

7) 13RRIWT03 Incumbent Worker Training Rapid Response Grant

On page 42, Ms. Runion reported this was a sub grant to Horizon Machining & Manufacturing but has been closed out per request by the company. Horizon Machining & Manufacturing stated they no longer wished to receive the funds for training.

8) 13DWT01 – Dislocated Worker Training National Emergency Grant

Ms. Runion referred to pages 43 stating this grant was received from SCDEW in the amount of \$55,357. A sub grant to Henkels & McCoy will be forthcoming for \$52,733.

d. WorkLink Board Budget

- 1) We are working to ensure the PY'12 budget will be closed by the end of the week for true carryover amounts.
- 2) PY'13 will include carryover funds after carryover amounts are added and will require a vote when the Cost Allocation Plan (CAP) is finalized with SCDEW for the shared costs of the SC Works Centers.

ii. WIA Financial Monitoring Report from SCDEW

Ms. Runion referred to pages 48-51 stating the report was received regarding our monitoring by SCDEW in July and reported there were no findings or issues noted.

VI. Other Business

VII. Adjournment

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

Respectfully submitted by: Patty Manley, Office Manager

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

Event: AOP Business & Industry Showcase
 Littlejohn Coliseum

Clemson, SC

Oct. 02-03, 2013

Transportation Assistance Requests by School District	Request for Transportation Actual Award Paid	# of Students Funded	# of Buses Funded	AOP BIS Funds
Anderson School District 1		840	17	\$ 2,329.03
Anderson School District 2	\$ 1,503.60	295	8	
Anderson School District 3	\$ 629.66	205	4	
Anderson School District 4	\$ 426.66	238	7	
Anderson School District 5	\$ 888.42	943	22	\$ 2,193.09
Pickens County School District		1435	26	\$ 3,088.59
Oconee County School District	\$ 1,968.66	829	19	
Total Actual Award Paid \$13,027.71	\$ 5,417.00	4,785	103	\$ 7,610.71

WorkLink WIB Youth Council

Youth Incentive Funds

PY 2012 WIA Annual Report Summary

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)	66.0	105.0%	69.3	73.8	109.9%	81.1	75.3	95.2%	71.7	79.3	100.3%	79.5	67.2	88.8%	59.7	71.8	88.7%	63.7	62.7	108.0%	67.7
*Attainment of Degree or Certificate	Youth (14-21)	67.0	106.6%	71.4	77.7	101.7%	79.0	72.9	112.2%	81.8	86.0	94.0%	80.8	66.5	81.8%	54.4	65.0	89.4%	58.1	76.6	97.0%	74.3
***Literacy or Numeracy (14-21) Gains	Youth (14-21)	52.0	110.6%	57.5	67.3	92.9%	62.5	53.3	108.4%	57.8	85.0	89.6%	76.2	52.0	109.8%	57.1	49.4	92.1%	45.5	60.4	104.5%	63.1
Entered Employment Rate	Adults	66.4	106.0%	70.4	69.1	91.3%	63.1	72.1	93.2%	67.2	71.7	100.3%	71.9	67.2	105.2%	70.7	74.5	101.7%	75.8	65.4	101.2%	66.2
	DW	73.5	102.6%	75.4	69.8	104.9%	73.2	81.2	99.1%	80.5	75.0	103.7%	77.8	75.6	99.9%	75.5	85.2	98.0%	83.5	74.8	99.5%	74.4
**Retention Rate	Adults	86.4	98.4%	85.0	88.8	97.3%	86.4	82.2	104.9%	86.2	91.0	96.6%	87.9	87.1	98.2%	85.5	89.5	93.5%	83.7	86.0	95.9%	82.5
	DW	91.5	100.4%	91.9	95.2	93.3%	88.8	92.5	101.4%	93.8	96.3	98.1%	94.5	94.4	99.0%	93.5	90.7	98.2%	89.1	90.1	101.7%	91.6
**Average Earnings	Adults	10,700	97.6%	10,440	11,538	93.6%	10,794	10,165	93.8%	9,533	12,834	88.9%	11,405	11,889	91.5%	10,873	10,769	97.9%	10,543	11,054	92.5%	10,230
	DW	15,100	97.2%	14,673	14,760	109.9%	16,215	14,043	92.3%	12,962	15,643	97.6%	15,261	17,319	89.6%	15,513	14,555	107.2%	15,605	17,720	95.5%	16,923

Performance Measure	Group	Pee Dee			Lower Savannah			Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		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)	64.7	112.4%	72.7	62.7	99.0%	62.1	62.7	102.6%	64.3	62.7	98.6%	61.8	74.1	108.0%	80.0	64.9	112.3%	72.9			
*Attainment of Degree or Certificate	Youth (14-21)	78.8	110.5%	87.1	63.7	77.7%	49.5	63.7	110.7%	70.5	63.6	103.1%	65.6	75.2	87.8%	66.0	68.6	97.2%	66.7			
***Literacy or Numeracy (14-21) Gains	Youth (14-21)	63.0	113.2%	71.3	49.4	107.9%	53.3	55.8	115.1%	64.2	49.4	110.9%	54.8	49.4	128.1%	63.3	52.0	58.1%	30.2			
Entered Employment Rate	Adults	63.1	112.2%	70.8	63.1	106.5%	67.2	63.1	112.8%	71.2	66.4	114.9%	76.3	70.8	110.3%	78.1	64.3	109.6%	70.5			
	DW	72.6	99.3%	72.1	76.0	93.6%	71.1	71.8	109.1%	78.3	69.8	93.1%	65.0	82.2	88.8%	73.0	71.6	100.6%	72.0			
**Retention Rate	Adults	85.6	100.4%	85.9	87.5	95.2%	83.3	83.9	101.8%	85.4	90.9	96.3%	87.5	85.4	101.9%	87.0	85.9	94.6%	81.3			
	DW	92.0	99.5%	91.5	91.4	99.7%	91.1	90.7	105.2%	95.4	91.5	99.8%	91.3	92.7	100.5%	93.2	86.9	100.3%	87.2			
**Average Earnings	Adults	10,340	103.7%	10,724	10,165	93.0%	9,457	11,114	103.6%	11,518	10,781	110.6%	11,925	10,350	92.5%	9,572	9,951	90.6%	9,020			
	DW	14,038	93.9%	13,176	14,345	94.4%	13,543	16,128	90.1%	14,529	13,800	97.6%	13,467	15,100	117.8%	17,782	13,968	79.8%	11,153			

*These measures include program exiters from 10/1/11 to 09/30/12.

**These measures include program exiters from 4/1/11 to 3/31/12.

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



WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION

Applicant Name: JASON DUNCAN
Applicant Address: PO Box 771
Westminster SC 29693
Education: B.S. Clemson University
Business/Organization: Ocoee Machine and Tool
Job Title: General Manager / Co-owner
County of Residence: Ocoee
Phone: 864-647-9595 (work) Fax: 864-647-6944
Cell Phone: 727-2740 E-mail: jDUNCAN@OCOEE MACHINE.COM
Category Represented:

☐ Youth Services Agency (Specify)

☐ Juvenile Justice Representative
☐ Local Police or Police Athletic
League

☐ Local D.A. or State's Attorney
☐ Youth Services Agency/Program/CBO
☐ School Superintendent or High School

☐ Public Housing Authority (Specify)

☐ Public Housing Director
☐ Public Housing Administrator

☐ Parent

☐ Youth

☐ Youth Activity (Specify)

☐ Former Participant
☐ Local School to Work Director

☐ Local Recreation and Parks Director
☐ Existing Youth Services for Planning
Groups

☐ Other - Specify:

☐ One-Stop Manager
☐ Adult Education Director

☐ Social Services Director
☒ Business

Describe how this applicant represents the indicated agency:

Jason Duncan
Signature

6/26/13
Date

	Q1 2013	Q1 2013	Q1 2013	
	July 2013	August 2013	September 2013	Total
Jobseekers Services				
Center Traffic (Total Customer Count):	2221	2208	1206	5635
Anderson	1513	1435	0	2948
Clemson	0	0	410	410
Easley	219	343	249	811
Honea Path	0	20	80	100
Liberty	78	0	0	78
Seneca	411	410	467	1288
Individuals that Registered:	549	478	372	1399
Anderson	292	190	124	606
Clemson	0	0	47	47
Easley	0	101	84	185
Honea Path	0	54	46	100
Liberty	140	0	0	140
Seneca	117	133	71	321
Unduplicated Customer Count:	5430	3908	4200	13538
Anderson	2977	2520	1701	7198
Clemson	0	0	525	525
Easley	0	260	323	583
Honea Path	0	97	135	232
Liberty	1314	0	661	1975
Seneca	1139	1031	855	3025
Job Search Services:	34823	8231	11928	54982
Anderson	18904	6991	5262	31157
Clemson	0	0	500	500
Easley	0	172	629	801
Honea Path	0	154	372	526
Liberty	8851	0	2394	11245
Seneca	7068	914	2767	10749
Orientation Attendance:	63	58	132	253
Employer Services:				
Internal Job Orders/ Employer Job Openings:	90	251	84	425
Anderson	67	48	22	137
Clemson	0	0	34	34
Easley	0	2	14	16
Honea Path	0	2	6	8
Liberty	15	0	0	15
Seneca	8	199	8	215
Services Provided Employers	1342	686	543	2571
Anderson	1162	576	383	2121
Clemson	0	0	0	0
Easley	0	26	57	83
Honea Path	0	0	1	1
Liberty	55	0	5	60
Seneca	125	84	83	292
Hiring Events:	0	0	3	3
Anderson	0	0	0	0
Clemson	0	0	0	0
Easley	0	0	0	0
Honea Path	0	0	0	0
Liberty	0	0	0	0
Seneca	0	0	3	3
Entered Employments:	12	37	16	56
Anderson	11	37	5	53
Clemson	0	0	9	0
Easley	0	0	0	0
Honea Path	0	0	0	0
Liberty	0	0	0	0
Seneca	1	0	2	3
Rapid Response:	0	0	2	2

Center Traffic (Total Customer Count):	Number is collected from DEW staff that counts each person entering the center.
Individuals that Registered:	The numbers in this section are produced from the Detail Master Summary Report located in WOS. To locate this report in WOS go to Manage Reports, Summary Reports, Detail Master Summary by Office. Under office location choose the correct office and date range (example: Anderson, dates: 07/01/2012-07/31/2012). From H & M's understanding this includes all new WP
Unduplicated Customer Count:	The numbers in this section are produced from the Detail Master Summary Report located in WOS. To locate this report in WOS go to Manage Reports, Summary Reports, Detail Master Summary by Office. Under office location choose the correct office and date range (example: Anderson, dates: 07/01/2012-07/31/2012). From H & M's understanding this includes count of
Job Search Services:	The numbers in this section are produced from the services provided to individuals report using codes 006 and 006m.
Workshop Attendance:	Attendance recieved from TCTC and is attached to the individual by workshop name and date attended in ETO
Internal Job Orders/ Employer Job Openings:	The numbers in this section are produced from the Detail Master Summary Report located in WOS. To locate this report in WOS go to Manage Reports, Summary Reports, Detail Master Summary by Office. Under office location choose the correct office and date range (example: Anderson, dates: 07/01/2012-07/31/2012). From H & M's understanding this includes count of job
Services Provided Employers	The numbers in this section are produced from the Detailed reports to employers code E90.
Hiring Events:	Number is collected from DEW - hiring events held in center
Entered Employments:	The numbers in this section are produced from the Detailed Reports located in WOS. To locate this report in WOS go to Manage Reports, Detailed Reports. Choose Services Provided Individuals. Choose Referrals and Referral Results. Scroll down to Internal Job Order Referral Results, choose correct region, office and date range. Input the number under Hire Results. From
Rapid Response:	Number is collected by workforce team and input into ETO
Workshops Offered:	Number of core workshops offered during given month

** Please note: For reports pulled from SCWOS we have searched SCWOS report manual and cannot find any definitions provided by the state. The above explanations

July 1, 2013 - June 30, 2014

Demographics at Registration

	Anderson	Oconee	Pickens	Total
Male	82	40	28	150
Female	139	50	63	252
Unemployed	194	78	76	348
	165	62	61	288
	22	12	7	41

Caseload Breakdown

	Active	Follow-up	Total
Clay	50	31	81
Hamrick	44	57	101
Hunter	0	2	2
Johnson	45	44	89
Riddle	34	40	74
Snider	60	51	111
Teixiera	60	75	135
Parnell	87	56	143
Total	380	376	756

Applications

	Completed	Partial	Total
	69	1	70

Eligibility

	Eligible	Not Eligible	Total
	51	1	52

Enrollment

	Enrolled	Not Enrolled	Total
	51	28	79

WorkKeys

	CO	New	Total
Platinum	0	0	0
Gold	39	5	44
Silver	134	12	146
Bronze	36	2	38
Total	209	19	228

Workshops

	Core	Intensive	Total
Employability	18	37	55
Financial Literacy	0	0	0
Expungement/Pardons	15	4	19
Computer Skills	28	18	46
Total	61	59	120

PY13 Enrollments

	CO	New	Total
Clay	41	9	50
Hamrick	39	6	45
Hunter	0	0	0
Johnson	38	7	45
Riddle	33	1	34
Snider	51	9	60
Teixiera	52	8	60
Parnell	77	11	88
Total	331	51	382

PY12 Final Federal Performance - Adult

	Entered Employment	Retention	Average Earnings	Goal
Actual	85	53	33	24
Goal	90	60	40	30

PY12 Final Federal Performance - DW

	Entered Employment	Retention	Average Earnings	Goal
Actual	85	53	33	24
Goal	90	60	40	30

4th Quarter Federal Performance - Adult

	Entered Employment	Retention	Average Earnings	Goal
Actual	85	53	33	24
Goal	90	60	40	30

4th Quarter Federal Performance - DW

	Entered Employment	Retention	Average Earnings	Goal
Actual	85	53	33	24
Goal	90	60	40	30

YTD Training Provided - Program

	Received Training	Still in training	Completed	Attained Credential	Ged
	85	53	33	24	6

YTD Training Provided - Provider

	Adult Ed	TCTC	Greenville Tech	Other
	77	60	19	7

Henkels & McCoy, Inc. Training Services Group

Business Partnerships Committee Report (09/12/2013)

Presented October 30, 2013 - Board Meeting

On-the-Job Training Coordination

Debra Jones was introduced as the new OJT Coordinator with Henkels & McCoy. The committee received an overview of the PY' 12 OJT contracts and expenditures. We also reviewed the OJT goals for PY' 13, and received an update on the current OJT contracts with (1) US Engine Valve, (2) National Business Services Inc. - Print It, and (3) Crowe's Corporate Promotions - Monogram Me.

Strategic Plan Update

WorkReady Communities Initiative

The Business Partnerships Committee reviewed the Work Ready Communities Initiative website for all three counties, and as of the meeting date, the numbers were as follows (regarding employers supporting the initiative): Anderson - 31, Oconee - 27, Pickens - 38. It was noted that some of the area schools that are willing to participate have not yet received their access to the system. They were awaiting word from DEW as to how to deal with the issue and information would be shared as it was received. Representatives from all three counties in the WorkLink region stated that they are continuing to make good progress with the initiative despite the system issues.

PY' 12 WorkKeys® Profiles Update

The committee received an update on WorkKeys® testing. It was noted that Goal I of the Strategic Plan (*Increase the number in the workforce accessed with WorkKeys® Readiness Certificate by 2000 by June 20, 2010*) has been exceeded by 2,991.

An update was also given on Goal II of the Strategic Plan (*Involve business in the WIB and WIB activities*). It was reported that Key Objective A (*Increase WorkKeys® Profiles by 10% per year throughout the workforce region through awareness*) has been somewhat difficult to track due to having to obtain information from Upstate Staffing and Phillips Staffing. It was stated that per the information we have received thus far, we have completed 13 of the 17 Profiles as set in our goal. Key Objective B (*Increase the # of employers using the workforce development system services by 2% per year*) has been met. The total number of employers served in 2010 was 425; 2011 was 444; and 2012 was 495.

Rapid Response Incumbent Worker Training Grants

The Committee received an update on the current Rapid Response Incumbent Worker Training Grants. The grant with Pace Labels in Williamston, in the amount of \$24,100, will end on October 31, 2013. The grant for Palmetto Plating in Easley was approved for \$40,400.00. Technology Solutions in Seneca has applied for a grant due to the building of a new data center. Horizon Machining & Manufacturing in Six Mile was approved for a grant in the amount of \$30,075.00, but decided not to move forward with it.

Employer Services

Business Services Integration Team Update

The committee received a report on the last Business Services Integration Team meeting, in which it was discussed that since Unemployment Insurance services had been pulled from the Centers, the foot traffic has decreased significantly. This decrease has affected the amount of response the employers are receiving when they hold hiring events in the Centers. To address this issue, the Business Services Integration Team has decided to hold regularly scheduled hiring events, rotating them throughout the three counties in the WorkLink region.

Committee Education (DEW Job Order Process)

Leanne Vaughn, Recruiter with Department of Employment and Workforce, provided the Business Partnerships Committee with a sample Job Order handout and explained the DEW Employer Job Order process to us.

2) - Invoice to SCDEW for 1st quarter charges will be sent as soon as notification is received that the CAP and RSA have been signed by all parties

(3) AT&T Chartered us for lines after we moved. Patty is in contact with A.T.&T. to not a refund

(3) - A I & I Charged us for lines after we moved. Pally is in contact with A I & I to get a refund.

(4) - Increase IT Maint/Support due to moving of locations, running wires, setting up IT room, etc.

WorkLink Program Year 2013 Financial Status							
12RRIWT18 - Rapid Response Grant							
	Program Revenue						
	\$ 24,100						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Pace Labels, Inc Grant	\$ 24,100	24,100	100%	9,031	37.47%	\$ 15,069	
Grant Period: 2/25/13-10/31/13							
WorkLink Program Year 2013 Financial Status							
12RRIWT25 - Rapid Response Grant							
	Program Revenue						
	\$ 40,400						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Palmetto Plating Company, Inc	\$ 40,400	40,400	100%	-	0.00%	\$ 40,400	
Grant Period: 6/20/13-4/30/14							
WorkLink Program Year 2013 Financial Status							
13RRIWT05 - Rapid Response Grant							
	Program Revenue						
	\$ 40,068						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent	
Technology Solutions of SC, Inc	\$ 40,068	40,068	100%	-	0.00%	\$ 40,068	
Grant Period: 10/01/13-09/01/14							

WorkLink Program Year 2013 Financial Status							
12INC01 - Incentive Grant							
	Program Revenue						
	\$ 5,417						
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
2013 AOP BIS Transportation	\$ 5,417		5,417	100%	5,417	100.00%	\$ -
Grant Period: 4/1/13-6/30/14							

WorkLink Program Year 2013 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
Salaries, Fringe & Indirect (WIB)	\$ 2,624		-	0%	-	0.00%
Henkels & McCoy	52,733		52,733	100%	-	0.00%
Total In-House	\$ 55,357		\$ 52,733	95%	\$ -	0.00%
Grant Period: 8/8/13-6/30/15						

WorkLink Program Year 2013 Financial Status

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

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Indirect Cost	\$ 4,029	-	0%	-	0.00%	\$ 4,029
Audit Fee	351	-	0%	-	0.00%	\$ 351
Profit	2,303	-	0%	-	0.00%	\$ 2,303
Instructional Training	29,250	-	0%	-	0.00%	\$ 29,250
OJT	16,800	-	0%	-	0.00%	\$ 16,800
Total In-House	\$ 52,733	\$ -	0%	\$ -	0.00%	\$ 52,733
Grant Period: 8/8/13-6/30/15						



Worklink Workforce Investment Board Grant #13A995H1&13D995H1

Budget vs. Actual Expenditures YTD

	ADULT					DLW					TOTAL				
	July	August	Sept	Total Expenses	Balance	% Spent	July	August	Sept	Total Expenses	Balance	% Spent	Total Budget	ADULT&DLW	Total Balance
MOD#3 4/24/13															
Salary Total	301,390	22,653	30,891	76,531	224,859	25.39%	129,167	10,117	13,131	33,303	95,864	25.78%	430,557	109,834	320,723
Fringe Benefit Total	148,348	8,790	11,279	28,841	119,507	19.44%	63,577	3,836	4,806	12,490	51,087	19.65%	211,925	41,331	170,594
Subtotal	\$ 449,738	\$ 31,443	\$ 42,170	\$ 105,372	\$ 344,366	23.43%	\$ 192,744	\$ 13,891	\$ 17,937	\$ 45,793	\$ 146,951	23.76%	\$ 642,482	\$ 151,165	\$ 491,317
Operating Costs															
Staff Consumable Supplies	8,400	-	194	444	7,956	5.29%	3,600	-	83	107	3,410	5.28%	12,000	634	11,366
Advertising	1,932	-	-	-	1,932	0.00%	828	-	-	-	828	0.00%	2,760	-	2,760
Printing/Copies	8,400	178	194	582	7,818	6.93%	3,600	76	90	249	3,351	6.92%	12,000	831	11,169
Communications	7,479	398	703	1,628	5,851	21.77%	3,205	168	224	690	2,515	21.53%	10,684	2,318	8,366
Staff Travel	22,326	654	1,701	3,727	18,599	16.69%	9,568	326	599	1,630	7,938	17.04%	31,894	5,357	26,537
Staff Training/Technical Services	3,360	-	-	-	3,360	0.00%	1,440	-	-	-	1,440	0.00%	4,800	-	4,800
Staff Computer Leases	8,285	-	1,756	1,756	6,529	21.19%	3,551	-	781	781	2,770	21.99%	11,836	2,537	9,299
Software License	4,410	-	4,410	4,410	-	100.00%	1,890	1,890	-	1,890	-	100.00%	6,300	6,300	-
Postage	3,591	70	151	319	3,272	8.88%	1,539	30	41	136	1,403	8.84%	5,130	455	4,675
Subtotal	\$ 68,183	\$ 1,300	\$ 6,811	\$ 12,866	\$ 55,317	18.87%	\$ 29,221	\$ 600	\$ 2,927	\$ 5,566	\$ 23,655	19.05%	\$ 97,404	\$ 18,432	\$ 78,972
Training cost															
Participant Supplies	12,600	30	294	338	12,262	2.68%	5,400	265	94	359	5,041	6.65%	18,000	697	17,303
Instructional Supply Cost (part books)	19,950	778	311	1,291	18,659	6.47%	8,550	106	151	257	8,293	3.01%	28,500	1,548	26,952
Credential Exam Fees	15,050	-	468	468	14,582	3.11%	6,450	70	455	525	5,925	8.14%	21,500	993	20,507
Workkeys	7,350	59	35	561	6,789	7.63%	3,150	-	-	-	3,150	0.00%	10,500	561	9,939
Tuition(Adult Ed Skill Upgrade&GED)	72,353	-	12,848	12,848	59,505	17.76%	31,009	-	5,506	5,506	25,503	17.76%	103,362	18,354	85,008
Individualized Training	-	-	-	-	-	0.00%	-	-	-	-	-	0.00%	-	-	-
TCTC Pre Emp Workshops	24,500	-	-	-	24,500	0.00%	10,500	-	-	-	10,500	0.00%	35,000	-	35,000
Account/Voucher cost	143,140	2,670	270	31,110	112,030	21.73%	74,475	7,035	2,657	9,692	64,783	13.01%	217,615	40,802	176,813
On the Job Training	72,000	-	5,692	5,692	66,308	7.91%	28,800	-	-	-	28,800	0.00%	100,800	5,692	95,108
Subtotal	\$ 366,943	\$ 3,537	\$ 1,098	\$ 52,308	\$ 314,635	14.26%	\$ 168,334	\$ 7,476	\$ 8,863	\$ 16,339	\$ 151,995	9.71%	\$ 535,277	\$ 68,647	\$ 466,630
Supportive Service Cost															
Transportation	25,725	90	1,065	2,070	23,655	8.05%	11,025	185	330	915	10,110	8.30%	36,750	2,985	33,765
Childcare	8,190	-	-	-	8,190	0.00%	3,510	-	-	-	3,510	0.00%	11,700	-	11,700
Uniforms,Drug Screens etc	7,000	6	999	1,523	5,477	21.76%	3,000	283	637	920	2,080	30.67%	10,000	2,443	7,557
Emergency Assistance	1,750	-	-	-	1,750	0.00%	750	-	-	-	750	0.00%	2,500	-	2,500
Subtotal	\$ 42,665	\$ 96	\$ 1,914	\$ 3,593	\$ 39,072	8.42%	\$ 18,285	\$ 185	\$ 613	\$ 1,835	\$ 16,450	10.04%	\$ 60,950	\$ 5,428	\$ 55,522
Training/Professional Service Fee/Profit															
Training Fee (Profit)	46,764	1,834	4,445	8,780	37,984	18.78%	20,042	1,086	1,293	3,409	16,633	17.01%	66,806	12,189	54,617
Audit	7,120	-	-	-	7,120	0.00%	3,051	-	-	-	3,051	0.00%	10,171	-	10,171
Indirect	81,837	3,209	7,779	15,365	66,472	18.78%	35,073	1,901	2,263	5,967	29,106	17.01%	116,910	21,332	95,578
Subtotal	\$ 135,721	\$ 5,043	\$ 12,224	\$ 24,145	\$ 111,576	17.79%	\$ 58,166	\$ 2,987	\$ 3,556	\$ 9,376	\$ 48,790	16.12%	\$ 193,887	\$ 33,521	\$ 160,366
TOTALS	\$ 1,063,250	\$ 41,419	\$ 100,381	\$ 56,484	\$ 198,284	18.65%	\$ 466,750	\$ 25,139	\$ 29,924	\$ 78,909	\$ 387,841	16.91%	\$ 1,530,000	\$ 277,193	\$ 1,252,807

- (1) Need Pickens Invoice of \$7,486.50
- (2) Quarterly Invoice of \$8,750 not received yet from TCTC.
- (3) Invoices totalling over \$100,000 received during last week of September paid in October.
- (4) Employer has choice of being paid monthly, quarterly, or at the end of the contract.



Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses			1403-I1000	1403-I1001	1403-I1002	Total Expenses	Balance	% Spent
	codes	Budget	7/1-7/28	7/29-8/25	8/26-9/29			
Salary Total	0.0	325,644	21,842	22,670	30,796	75,308	250,336	23.13%
Fringe Benefit Total	0.1-0.5	123,066	7,829	8,009	10,457	26,295	96,771	21.37%
Subtotal		\$448,710	\$29,671	\$30,679	\$41,253	\$101,603	\$347,107	22.64%
Operating Costs								
Staff Consumable Supplies	1.2	6,000	75		19	94	5,906	1.57%
Advertising	1.3	9,000				0	9,000	0.00%
Printing/Copies	1.4	4,800		9	204	213	4,587	4.44%
Communications	1.5	10,746	917	972	921	2,810	7,936	26.15%
Staff Travel	1.6	26,590	804	887	1,786	3,477	23,113	13.08%
Staff Training/Conferences	1.7	6,000				0	6,000	0.00%
Computer Leases, Software	1.8	11,360		3600	2176	5,776	5,584	50.85%
Postage	1.9	3,585	89	189	236	514	3,071	14.34%
Subtotal		\$78,081	\$1,885	\$5,657	\$5,342	\$12,884	\$65,197	16.50%
Individualized Training Cost								
Participant Supplies	2.1	6,400				0	6,400	0.00%
Participant Books	2.2	8,000				0	8,000	0.00%
Assessment/Exam Fees(inc workke	2.3	8,650				0	8,650	0.00%
TABE Testing Materials	2.4	2,050				0	2,050	0.00%
Tuition (Adult Education)	2.5	38,758		7267		7,267	31,491	18.75%
Tuition (College or Vocational)	2.6	24,990		45		45	24,945	0.18%
Work Experience	2.9	41,760	765	1569	1881	4,215	37,545	10.09%
Awards/Events	2.10	1,600				0	1,600	0.00%
Subtotal		\$132,208	\$765	\$8,881	\$1,881	\$11,527	\$120,681	8.72%
Customer Supportive Services Cost								
Student Incentives (skills&inc comp	3.1	40,491	2257	1900	3152	7,309	33,182	18.05%
Transportation	3.2	22,500	625	505	1,585	2,715	19,785	12.07%
Childcare	3.3	4,800				0	4,800	0.00%
Training Support Materials	3.4	3,200		3	120	123	3,077	3.84%
Emergency Assistance	3.5	3,500				0	3,500	0.00%
Subtotal		\$74,491	\$2,882	\$2,408	\$4,857	\$10,147	\$64,344	13.62%
Other								
Training Fee (Profit)	4.1	36,675	1,760	2,381	2,667	6,808	29,867	18.56%
Audit	4.2	5,584				0	5,584	0.00%
Subtotal		\$42,259	\$1,760	\$2,381	\$2,667	\$6,808	\$35,451	16.11%
Indirect		64,180	3,080	4,167	4,667	11,914	52,266	18.56%
TOTALS		\$839,929	\$40,043	\$54,173	\$60,667	\$154,883	\$685,046	18.44%
Monthly Actual Expenses								

SC WORKS

WORKLINK

Proposed 2014 Committee/Board Meeting Schedule

Committee	Dates					
Youth Council	January 13	March 3	May 5	August 4	October 6	
Business Partnerships	January 16	March 13	May 15	August 14	October 16	
Workforce Skills & Education	January 22	March 19	May 21	August 13	October 15	
Finance	January 29	March 26	May 28	August 20	October 22	
Workforce Investment Board	February 5	April 2	June 4	August 27	October 29	December 3

Youth Council – Meetings will be held at 11:00 am at the Madren Center. Lunch will follow immediately.

Staff Liaison: Sharon Crite, Youth Services Manager/Education Outreach, scrite@worklinkweb.com, 864-646-1828

Business Partnerships – Meetings will be held at 3:00 pm at Comprehensive Center in Clemson

Staff Liaison: Renee Murdock, Business Services Representative, rmurdock@worklinkweb.com 864-646-1468

Workforce Skills & Education – Meetings will be held at 3:00 pm at Comprehensive Center in Clemson.

Staff Liaison: Jennifer Kelly, Program Director, jkelly@worklinkweb.com, 864-646-5898

Finance – Meetings will be held at 3:00 pm at Comprehensive Center in Clemson.

Staff Liaison: Brandi Runion, Finance Director, brunion@worklinkweb.com, 864-646-1827

Workforce Investment Board – Meetings will be held at *time to be determined* at the Madren Center. Lunch will immediately *precede/follow* the meeting.

Staff Liaison: Ronnie Allen, Executive Director, rallen@worklinkweb.com, 864-646-1458

**** (Note: option of beginning the Board meetings at 11:00 with lunch to follow is open for discussion)**

Steering Committee - Meetings will be held in the Board Room at Tri-County Technical College on the 1st Wednesday of the 3rd Month of the Quarter.

Staff Liaison: Ronnie Allen, Executive Director, rallen@worklinkweb.com, 864-646-1458

Meeting Dates:

March 5, 2014

June 4, 2014

September 3, 2014

December 3, 2014

Service Provider
Status Update
July 2013 - June 2014

ENROLLMENT REPORT	PYC					
*Special notes:						
Board Goal	175					
PY'12 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		68				
July	2	70	5	40%	2%	40%
August	11	81	5	220%	14%	46%
September	18	99	15	120%	34%	57%
October		99	5	0%	34%	57%
November		99	5	0%	34%	57%
December		99	5	0%	34%	57%
January		99	10	0%	34%	57%
February		99	10	0%	34%	57%
March		99	10	0%	34%	57%
April		99	10	0%	34%	57%
May		99	10	0%	34%	57%
June		99	0	#DIV/0!	34%	57%
Totals	31	99	90			