

WORKFORCE INVESTMENT CORPORATION

Board Meeting, March 21, 2012 – 10:00 A.M.

Madren Center – Clemson, SC

AGENDA

- I. Call to Order/Opening Remarks** David Collins, Board Chair
- II. Approval of Minutes (1/11/12)*** David Collins
- III. Committee Reports**
 - A. Marketing Committee** Ed Parris, Chair
 - a. *Reminder:* Job Fair – March 22 – Madren Center – 10am to 2pm
 - B. Youth Council** Kristi King-Brock, Chair
 - a. 2nd Quarter Performance Report
 - b. RFP Update
 - c. FYI: Considerate Café –Hamilton Career Center
 - C. Workforce Skills & Education Committee** Todd Bennington, Chair
 - D. Business Partnerships Committee** Lawrence Nichols, Chair
 - E. Finance Committee** Danny Brothers, Chair
 - a. Henkels & McCoy Budget Modification Request *
 - b. Incentive Budget Request *
- IV. Other Business** Shae Rozakos, Executive Director
 - A. Local Plan Modification
 - B. SCDEW Monitoring Report
- V. Adjournment**

* - Action Required

NEXT MEETING – MAY 9, 2012 - 1:00 P.M.
MADREN CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE MEETING AT 12:00 P.M.



WORKFORCE INVESTMENT BOARD

BOARD MEETING

January 11, 2012 – 1pm

Board Room - Madren Conference Center – Clemson, SC

Minutes

Members Present:

Trent Acker
Jim Alexander
Dr. Ronnie Booth
Danny Brothers

David Collins
Stephanie Collins
Russ Karpick
Kristi King-Brock

Melvin Martin
Lawrence Nichols
Ed Parris

Members Absent:

Todd Bennington
Stan Brooks
Danny Fahey
Hugh Foster

Dr. Mary Gaston
Billy Gibson
Charlie Haneman
Butch Harris

Terence Hassan
Burriss Nelson
Bob Oppermann

Staff Present:

Sharon Crite
Windy Graham

Jennifer Kelly
Crayton Pruitt

Shae Rozakos
Brandi Runion

Guests Present:

Renee' Alexander
Karen Craven
Andy Dyson
Shari Gibson
Debra Giordano

Karen Hamrick
Joanne Johnson
Abby Linden
Rick Murphy

Steve Pelissier
Steve Riddle
Kelly Sarver
Doug Stephenson

I. Call to Order/Opening Remarks

Chair David Collins called the meeting to order and announced the meeting was being recorded for processing of minutes. A quorum was present to conduct the business of the Board.

Chair David Collins asked if Deb Giordano would like to introduce the newer staff in attendance. She introduced Andy Dyson, Doug Stephenson, and Kelly Sarver for ResCare.

II. Approval of Minutes (12/07/11)

The minutes from the December 7th, 2011 meeting were e-mailed with the meeting notice, included in the meeting packet. Chair David Collins called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Russ Karpick made a motion to approve the minutes as submitted, second by Kristi King-Brock. The motion carried unanimously with a show of hands vote.

III. Committee Reports

A.) Marketing

i. Job Fair

Mandatory Membership (Parent of Eligible Youth)

Brandi Runion stated that preparations for the 2012 Job Fair had begun and that the Marketing Committee had worked together to determine the date, times, location, and fees. She stated that they had decided to hold the Job Fair at the Madren Center in Clemson on March 22nd from 9am to 2pm. She stated that the 9am to 10am hour would be designated for earlier admittance to those that attend one of the offered JobReady Workshops that will be held prior to the event. She stated that the committee had set a booth fee of \$35 for any employers that would be attending the Job Fair. She stated that the Marketing Committee had already approved the details and that it was being brought before the Board for vote.

BOARD ACTION TAKEN: A motion to approve the Job Fair to be held on March 22, 2012 at the Madren Center in Clemson from the hours of 9am to 2pm and have a booth fee of \$35 was made by the Marketing Committee; the motion carried unanimously with a show of hands vote.

IV. Non-Profit Status/Update

A.) Acknowledge and Ratify Appointment of the New Board

Shae Rozakos stated that the 22 members that are listed on last month's minutes are being reappointed to their position on the Board. She stated that the by-laws state that we cannot have more than 25 members. She stated that the Board needs to acknowledge and ratify the appointment of the new Board.

BOARD ACTION TAKEN: A motion to ratify the appointment of the new Board was made by Melvin Martin; the motion was seconded by Ed Parris. The motion passed unanimously with a show of hands vote.

B.) Adopt & Ratify the filed Articles of Incorporation as the Articles of the New Entity

Shae Rozakos referred the members of the Board to pages 10-14 of the packet provided. She reviewed the Articles of Incorporation. She stated that the Board needs to adopt and ratify the filed Articles of Incorporation as the same for the new entity.

BOARD ACTION TAKEN: A motion to adopt & ratify the filed Articles of Incorporation as the Articles of Incorporation for the New Entity was made by Dr. Ronnie Booth; the motion was seconded by Jim Alexander. The motion passed unanimously with a show of hands vote.

C.) Adopt the By-Laws

Shae Rozakos referred the members of the Board to pages 15-22 of the packet provided. She asked that the members of the Board to review the By-Laws of South Carolina WorkLink Workforce Investment Corporation. She stated that the Board needs to adopt the By-Laws.

BOARD ACTION TAKEN: A motion to adopt the By-Laws of South Carolina WorkLink Workforce Investment Corporation was made by Jim Alexander; the motion was seconded by Stephanie Collins. The motion passed unanimously with a show of hands vote.

D.) Elect the Officers

Shae Rozakos referred the members of the Board to pages 18-19 of the packet provided. She asked that the members of the Board to review the nominations and ratify the vote of the Chair and Vice Chair. She stated that David Collins was elected as the Chair of the Board and that Stan Brooks was elected as the Vice-Chair. She stated that the Board also needed a Treasurer and a Secretary. She stated that no one person can hold more than one office and that it would make sense for the Treasurer to be the chair of the Finance Committee that Danny Brothers be elected as the Treasurer. She also stated that Stephanie Collins had agreed to serve as the Secretary for the Board. She stated that the Board would need to ratify and vote on these positions as stated.

BOARD ACTION TAKEN: A motion to ratify the vote of Chair- David Collins and Vice-Chair- Stan Brooks, elect Danny Brothers as the Treasurer and Stephanie Collins as the Secretary was made by Dr. Ronnie Booth; the motion was seconded by Lawrence Nichols. The motion passed unanimously with a show of hands vote.

E.) Resolve to File for Tax Exempt Status Under Section 501(c)(3) of the Internal Revenue Code

Shae Rozakos stated that the Board must vote to determine if the new corporation will file for tax exempt status as a 501(c)(3) organization.

BOARD ACTION TAKEN: A motion to Resolve to File for Tax Exempt Status Under Section 501(c)(3) of the Internal Revenue Code was made by Dr. Ronnie Booth; the motion was seconded by Stephanie Collins. The motion passed unanimously with a show of hands vote.

F.) Resolve to Register the Entity as a Charitable Fundraising Organization with the Secretary of State

Shae Rozakos stated that the Board must vote to determine if they will register the new corporation as a charitable fundraising organization with the Secretary of State.

BOARD ACTION TAKEN: A motion to Resolve to Register the Entity as a Charitable Fundraising Organization with the Secretary of State was made by Jim Alexander; the motion was seconded by Melvin Martin. The motion passed unanimously with a show of hands vote.

V. Other Business

Ed Parris asked if we had received a response to the letter sent to the Governor in regards to the concern that the Board has with not having any representation on the State Workforce Investment Board. Shae Rozakos stated that she had not received a response.

Dr. Ronnie Booth stated that he had not received a response to his letter that he had sent to the Governor, either.

Kristi King-Brock asked about rescheduling the Board Retreat that had been set for March 14th. Different dates were discussed and the new proposed date was set for March 21st. Staff would verify the availability of the Madren Center for that day.

Russ Karpick asked how the rebranding transition was going. Brandi Runion stated that the new signs were up at the three local SC Works Workforce Centers. She stated that there would be a continued process of transitioning from the old materials to the new logo and colors.

VI. Adjournment

With no further business the meeting was adjourned.

Respectfully submitted by Crayton Pruitt- Workforce Program Specialist

PY 2011 WIA Quarterly Report Summary-2nd Quarter (rolling 4 quarters)

| Performance Measure | Group | 80% of Goal | Goal | State | Worklink | Upper Savannah | Upstate | Greenville | Midlands | Trident | Pee Dee | Lower Savannah | Catawba | Santee-Lynches | Waccamaw | Lowcountry |
|--------------------------------------|---------------|-------------|--------|--------|----------|----------------|---------|------------|----------|---------|---------|----------------|----------|----------------|----------|------------|
| Placement in Employment or Education | Youth (14-21) | 48.8 | 61.0 | 61.4 | 75.0 | 82.6 | 66.0 | 60.5 | 70.4 | 59.1 | 60.9 | 54.2 | 54.7 | 55.8 | 44.1 | 60.2 |
| Attainment of Degree or Certificate | Youth (14-21) | 44.0 | 55.0 | 57.2 | 60.6 | 71.2 | 72.7 | 55.7 | 61.7 | 69.3 | 71.5 | 26.0 | 56.6 | 43.2 | 47.8 | 48.4 |
| Literacy or Numeracy Gains | Youth (14-21) | 36.0 | 45.0 | 49.2 | 71.0 | 50.0 | 87.7 | 42.9 | 49.7 | 50.5 | 68.1 | 36.4 | 52.4 | 58.5 | 16.2 | 32.4 |
| Entered Employment Rate | Adults | 48.0 | 60.0 | 63.1 | 65.4 | 67.5 | 73.7 | 67.1 | 67.8 | 62.2 | 60.4 | 61.0 | 57.6 | 57.9 | 58.1 | 64.8 |
| | DW | 51.2 | 64.0 | 71.0 | 62.4 | 78.7 | 73.9 | 75.7 | 78.1 | 78.0 | 67.7 | 73.6 | 63.4 | 53.9 | 75.2 | 73.0 |
| | NEG | | | | | | | | | | | | | | | |
| Retention Rate | Adults | 65.6 | 82.0 | 84.6 | 86.2 | 82.8 | 87.7 | 84.4 | 87.6 | 83.7 | 85.4 | 83.9 | 79.5 | 86.7 | 85.6 | 81.6 |
| | DW | 70.2 | 87.8 | 90.0 | 91.9 | 92.5 | 93.6 | 94.9 | 90.6 | 91.6 | 89.7 | 88.7 | 85.2 | 83.7 | 85.2 | 85.6 |
| | NEG | N/A | N/A | | | | | | | | | | | | | |
| Average Earnings | Adults | | Goal | 9,613 | 10,813 | 9,093 | 11,461 | 10,278 | 10,700 | 9,687 | 9,660 | 8,755 | 10,818 | 10,563 | 9,500 | 8,568 |
| | | | Actual | 10,379 | 11,652 | 9,176 | 12,093 | 11,492 | 10,089 | 10,608 | 9,986 | 9,013 | 10,803.8 | 10,874 | 9,517 | 8,439 |
| | DW | | Goal | 12,400 | 12,000 | 12,000 | 12,400 | 14,600 | 14,000 | 12,120 | 10,700 | 12,000 | 13,725 | 12,000 | 12,450 | 11,100 |
| | | | Actual | 14,745 | 15,494 | 12,851 | 16,196 | 18,278 | 14,670 | 16,824 | 12,299 | 13,379 | 15,315.7 | 12,438 | 16,118 | 12,127 |
| | NEG | | N/A | | | | | | | | | | | | | |

Measure includes program exiters from 10/1/2010 through 9/30/2011 (for all 6 measures).

PY 2011 WIA Quarterly Report Summary-2nd Quarter (rolling 4 quarters)

| Performance Measure | Group | 80% of Goal | Goal | State | Worklink | Upper Savannah | Upstate | Greenville | Midlands | Trident | Pee Dee | Lower Savannah | Catawba | Santee-Lynches | Waccamaw | Lowcountry |
|---------------------|-------------------|-------------|------|--------|----------|----------------|---------|------------|----------|---------|---------|----------------|---------|----------------|----------|------------|
| Total Participants | Total Adults | | | 84,533 | 5,557 | 3,706 | 6,041 | 7,513 | 11,766 | 15,895 | 6,309 | 7,942 | 5,656 | 4,307 | 7,074 | 2,767 |
| | Adults (SS only) | | | 64,977 | 3,722 | 2,487 | 4,528 | 6,273 | 9,313 | 13,581 | 4,319 | 5,816 | 3,704 | 3,632 | 5,596 | 2,006 |
| | WIA Adults | | | 76,927 | 4,961 | 3,143 | 5,341 | 6,984 | 10,830 | 15,507 | 5,432 | 6,956 | 4,722 | 3,918 | 6,689 | 2,444 |
| | WIA DW | | | 7,966 | 597 | 582 | 759 | 550 | 943 | 458 | 887 | 1,004 | 1,047 | 410 | 406 | 323 |
| | NEG | | | 57 | 5 | 15 | 7 | 1 | 8 | 0 | 8 | 6 | 7 | 0 | 0 | 0 |
| | Training Services | | | 8,699 | 927 | 512 | 416 | 501 | 769 | 987 | 987 | 1,130 | 1,273 | 251 | 686 | 260 |
| | WIA Adults | | | 5,239 | 624 | 211 | 202 | 250 | 438 | 851 | 554 | 641 | 724 | 64 | 526 | 154 |
| | WIA DW | | | 3,644 | 304 | 311 | 231 | 263 | 332 | 173 | 436 | 494 | 625 | 198 | 171 | 106 |
| | Total Youth | | | 4,170 | 223 | 516 | 275 | 140 | 726 | 347 | 554 | 361 | 386 | 191 | 279 | 172 |
| | YY (14-18) | | | 2,165 | 122 | 276 | 192 | 74 | 355 | 123 | 391 | 131 | 127 | 85 | 199 | 90 |
| Total Exiters | OY (19-21) | | | 2,005 | 101 | 240 | 83 | 66 | 371 | 224 | 163 | 230 | 259 | 106 | 80 | 82 |
| | Out-of-School | | | 3,222 | 223 | 298 | 189 | 106 | 697 | 333 | 240 | 345 | 363 | 168 | 100 | 160 |
| | In-School | | | 948 | 0 | 218 | 86 | 34 | 29 | 14 | 314 | 16 | 23 | 23 | 179 | 12 |
| | Total Adults | | | 78,183 | 5,196 | 3,320 | 5,648 | 7,086 | 10,819 | 14,828 | 5,714 | 7,479 | 5,025 | 3,792 | 6,783 | 2,493 |
| | Adults (SS only) | | | 64,638 | 3,963 | 2,488 | 4,662 | 6,245 | 9,256 | 13,157 | 4,317 | 5,794 | 3,793 | 3,249 | 5,672 | 2,042 |
| | WIA Adults | | | 72,957 | 4,808 | 2,884 | 5,207 | 6,755 | 10,163 | 14,544 | 5,110 | 6,798 | 4,419 | 3,443 | 6,494 | 2,332 |
| | WIA DW | | | 5,485 | 390 | 448 | 483 | 358 | 662 | 344 | 605 | 693 | 678 | 363 | 300 | 161 |
| | NEG | | | 11 | 3 | 3 | 0 | 0 | 0 | 0 | 1 | 0 | 4 | 0 | 0 | 0 |
| | Total Youth | | | 2,549 | 133 | 273 | 169 | 149 | 414 | 178 | 307 | 287 | 213 | 145 | 180 | 101 |
| | YY (14-18) | | | 1,357 | 78 | 150 | 109 | 68 | 236 | 69 | 211 | 117 | 69 | 49 | 146 | 55 |
| Total Exiters | OY (19-21) | | | 1,192 | 55 | 123 | 60 | 81 | 178 | 109 | 96 | 170 | 144 | 96 | 34 | 46 |
| | Out-of-School | | | 2,008 | 133 | 150 | 125 | 129 | 395 | 169 | 152 | 273 | 199 | 138 | 52 | 93 |
| | In-School | | | 541 | 0 | 123 | 44 | 20 | 19 | 9 | 155 | 14 | 14 | 7 | 128 | 8 |

Measure includes program exiters from 10/1/2010 through 9/30/2011 (for all 6 measures).

Considerate Café

GRADUATION MATTERS

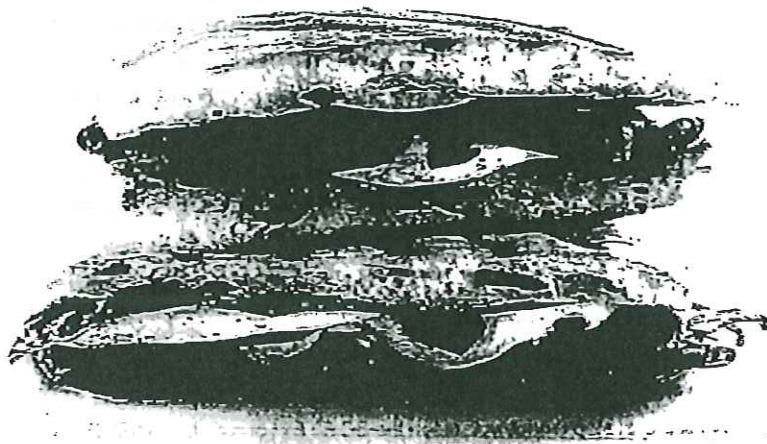
OPEN

Tuesday,
Wednesday,
Thursday

11:00—1:30

Oconee County
School Days

Hamilton Career
Center



Considerate café provides fresh, healthy, creative foods in a friendly and considerate environment at an affordable price. We are inspired to use local and organic products. Our goal is for our garden program within the transitional employment program to provide the café with fresh vegetables and herbs.

Mission Statement For Transition Employment Program

To assist transition education students to become contributing members of society through education, job training and job placement. Our program is supporting the Graduation Matters initiative by motivating students to work in a relevant paid job experience (Considerate Café).



Directions to Hamilton Career Center
100 Vocational Drive, Seneca, SC 29672

(864) 886-4425

From Columbia/Charleston/Myrtle Beach:

1. I-26 West towards Spartanburg (mileage will vary)
2. Merge onto I-385 N via EXIT 51 on the LEFT toward LAURENS/GREENVILLE (22.8).
3. Take the SC-418 exit, EXIT 23, toward FOUNTAIN INN/PELZER (0.3)
4. Turn LEFT onto MCCARTER RD/SC-418. Continue to follow SC-418 (11.6)
5. SC-418 becomes SC-8 (12.5)
6. Turn LEFT to stay on SC-8 (0.4)
7. Turn SLIGHT LEFT onto SC-88 (10.6)
8. Turn RIGHT onto EIGHTEEN MILE RD/SC-18. Continue to follow SC-18 (1.3).
9. Merge onto US-123 S via the ramp on the LEFT toward CLEMSON (11.1)
10. US-123 S becomes US-123 BYP S/US-76 BYP W/SC-28 W (2.4)
11. Turn SLIGHT RIGHT onto BLUE RIDGE BLVD/SC-28 (1.2)
12. Turn RIGHT onto SC-60/SC-188 (0.3)
13. Turn RIGHT onto S COVE RD/SC-S-37-608 (0.1)
14. Turn LEFT onto VOCATIONAL DR (0.2)

Note: If you are uncomfortable with the above directions you may continue on I-385 (step 2 above) and get on I-85 South towards Atlanta. You will then exit off I-85 South at Exit 40 and take SC 153 toward Easley; SC 153 will intersect US-123 in Easley. Continue with directions at step 9 once you reach the SC 88 Exit on US 123. This route will be approximately 20-25 minutes longer.

From Greenville/Spartanburg/Rock Hill:

1. I-85 South towards ATLANTA
2. Take the SC 153 exit, EXIT 40, toward EASLEY (0.3)
3. Merge on to SC 153 N (5.5)
4. Merge onto 123 S toward EASLEY (27.9)
5. US-123 S becomes US-123 BYP S/US-76 BYP W/SC-28 W (2.4)
6. Turn SLIGHT RIGHT onto BLUE RIDGE BLVD/SC-28 (1.2)
7. Turn RIGHT onto SC-60/SC-188 (0.3)
8. Turn RIGHT onto S COVE RD/SC-S-37-608 (0.1)
9. Turn LEFT onto VOCATIONAL DR (0.2)

From Seneca:

511 US 123 Bypass, Seneca, SC 29678

(864) 886-9646

1. Start out going south on US 123 Bypass (1.6)
2. Turn slight right onto Blue Ridge Blvd SC 28 towards Walhalla (1.2)
3. Turn RIGHT onto SC-60/SC-188 (0.3)
4. Turn RIGHT onto S COVE RD/SC-S-37-608 (0.1)
5. Turn LEFT onto VOCATIONAL DR (0.2)

Soups

Our soups are made seasonally so freshness and taste is guaranteed.

Bowl
\$1.00

Salads

Salads will be available upon request. You may Build your Own Salad with all of the ingredients listed. \$3.00

Lettuce
Tomato
Cucumber
Onion

Roasted Red Pepper
Fresh Mozzarella

Feta
Chicken Salad

Ham
Turkey
Croutons

Please let your server know how many items you would like before ordering.

Oil and vinegar, Ranch, Vidalia Onion, Honey Mustard

Sandwiches

Build your own sandwiches!
All Sandwiches \$3.25

Choice of Bread
White French Roll, Wheat French Roll,
Croissant, Focaccia

Choice of Meats
Ham, Turkey, Salami, Pepperoni, chicken
salad

Choice of Cheeses
American, Provolone, Fresh Mozzarella, Feta

Choice of Toppings
Lettuce, Tomatoes, Onions, Cucumbers, pickles, Roasted Red Pepper

Condiments
Mayo, Pesto, Mustard, Oil and Vinegar,
Ranch, Vidalia Onion, Honey Mustard

SPECIALS

Daily combo meals will be available

\$3.00

Signature Sandwiches

Panini Style \$3.00

Mozzarella veggie Melt
Fresh mozzarella, roasted red
peppers, lettuce, and homemade
pesto spread

The Italian
Ham, salami, pepperoni, provolone
cheese with Roasted Red
Peppers

Sides

Cinnamon or salt pretzel
.....\$1.50
French Fries\$1.00
Chips.....\$0.50

Beverages

Coke, Sprite, Diet Coke, Sweet
Tea and Unsweetened Tea
\$0.75



Considerate café provides fresh, healthy, creative foods in a friendly and considerate environment at an affordable price.

We are inspired to use local and organic products. Our garden program within the transition employment program provides the café with fresh vegetables and herbs.

All proceeds support the transition employment program

Hours of Operation
11-1:30 Tues, Wed, Thurs.
Following Oconee County
School District Schedule

TEP

Transition Employment Program
at the Hamilton Career Center

MISSION STATEMENT

To assist transition students to become contributing members of society through education, training and job placement.



Hamilton Career Center
100 Vocational Drive
Seneca SC 29672



MENU

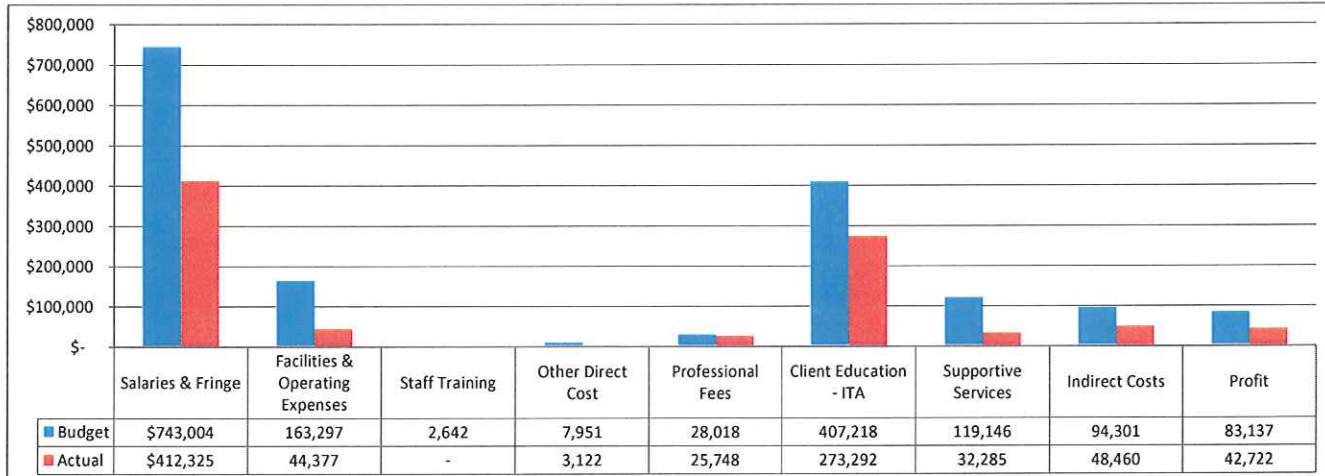
TEP
Transition Employment
Program at the Hamilton
Career Center

100 VOCATIONAL
DRIVE
SENECA SC 29672

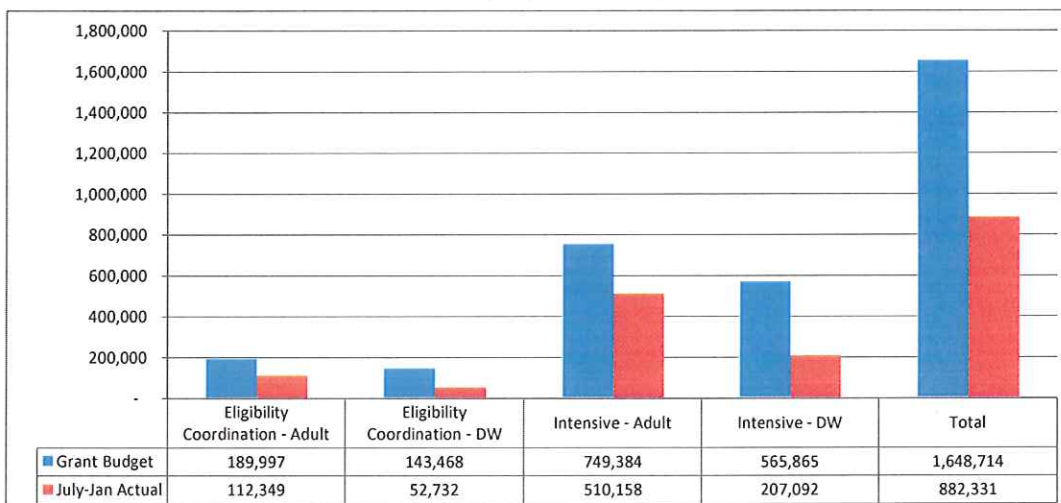
| WorkLink Program Year 2011 Financial Status | | | | | | | | | |
|--|------------|--------------------|----------------------|------------------|--------------------|-----------|--|--|--|
| Obligations - As of January 31, 2012 | | | | | | | | | |
| | Total | Actual Expended | Actual % Expended | Goal Expended | Goal % Expended | Balance | | | |
| Obligations | | | | | | | | | |
| ResCare-Eligibility (Adult) | \$ 189,997 | \$ 112,349 | 59.13% | \$ 110,832 | 58.33% | \$ 77,648 | | | |
| ResCare-Eligibility (Dw) | 143,468 | 52,732 | 36.76% | 83,690 | 58.33% | 90,736 | | | |
| ResCare-Intensive (Adult) | 749,384 | 510,158 | 68.08% | 437,141 | 58.33% | 239,226 | | | |
| ResCare-Intensive (Dw) | 565,865 | 207,092 | 36.60% | 330,088 | 58.33% | 358,773 | | | |
| PYC | 1,010,413 | 488,673 | 48.36% | 589,408 | 58.33% | 521,740 | This will change if budget modification is passed by Committee | | |
| Adult Ed - And 1&2 | 38,410 | 5,102 | 13.28% | - | 0.00% | 33,308 | | | |
| Adult Ed - And 3,4 &5 | 51,590 | 18,118 | 35.12% | - | 0.00% | 33,472 | | | |
| Adult Ed - Oconee | 45,000 | 11,418 | 25.37% | - | 0.00% | 33,582 | | | |
| Adult Ed - Pickens | 45,000 | 4,713 | 10.47% | - | 0.00% | 40,287 | | | |
| IWT-Imperial Die Casting | 8,200 | 7,900 | 96.34% | 8,200 | 100.00% | 300 | | | |
| IWT-Tri-Tech USA | 7,521 | 7,112 | 94.56% | 7,521 | 100.00% | 409 | | | |
| IWT-Sargent Metal | 13,180 | 13,180 | 100.00% | 13,180 | 100.00% | - | | | |
| IWT-Sargent Metal | 1,200 | 1,200 | 100.00% | 1,200 | 100.00% | - | | | |
| OJT (Adult) - obligations outstanding \$30,241 | 110,000 | 11,349 | 10.32% | 64,167 | 58.33% | 98,651 | | | |
| OJT (Dw) - obligations outstanding \$0 | 10,000 | - | 0.00% | 5,833 | 58.33% | 10,000 | | | |
| OJT (NEG) - obligations outstanding \$11,040 | 117,834 | 860 | 0.73% | 68,737 | 58.33% | 116,974 | | | |
| In-House - As of February 29, 2012 | | | | | | | | | |
| | Total | Actual Expended | Actual % Expended | Goal Expended | Goal % Expended | Balance | | | |
| In-House Expenses | | | | | | | | | |
| Salaries | 376,712 | 174,946 | 46.51% | 250,741 | 66.67% | 201,166 | | | |
| Fringe | 108,732 | 54,744 | 50.35% | 72,488 | 66.67% | 53,988 | | | |
| Travel - Training/Conferences/Meetings | 10,710 | 6,950 | 64.89% | 7,140 | 66.67% | 3,760 | | | |
| Travel - Committee/Board | 4,500 | 2,209 | 49.08% | 3,000 | 66.67% | 2,291 | | | |
| Supplies - Consumable | 3,490 | 920 | 26.35% | 2,327 | 66.67% | 2,570 | | | |
| Supplies - Non-Consumable | 4,488 | 882 | 19.66% | 2,992 | 66.67% | 3,606 | | | |
| WorkKeys | 32,380 | 7,410 | 22.88% | 21,387 | 66.67% | 24,971 | | | |
| Consulting | 19,295 | 1,541 | 7.99% | 12,863 | 66.67% | 17,754 | We have contracted with EMSI to do the LMI Study for \$15,000 | | |
| Youth Forum | 10,213 | 10,028 | 98.19% | 6,809 | 66.67% | 185 | | | |
| Insurance - Tort | 8,100 | 4,689 | 57.89% | 5,400 | 66.67% | 3,411 | | | |
| Insurance - Auto C&C | 360 | 124 | 34.38% | 240 | 66.67% | 236 | | | |
| Insurance - Auto Liab | 1,200 | 507 | 42.25% | 800 | 66.67% | 693 | | | |
| Postage | 6,000 | 935 | 15.59% | 4,000 | 66.67% | 5,065 | | | |
| Printing | 37,855 | 8,043 | 21.25% | 25,237 | 66.67% | 29,812 | We have ordered new SC Works materials that will be paid in March | | |
| Telephone, Cell, & Internet | 7,500 | 6,408 | 85.44% | 5,000 | 66.67% | 1,092 | | | |
| Web Site Hosting & Renewal Fees | 13,100 | 3,763 | 28.73% | 8,733 | 66.67% | 9,337 | | | |
| Newspapers, Magazines, & Books | 1,900 | 1,554 | 81.79% | 1,267 | 66.67% | 346 | | | |
| Memberships, Dues, & Prof Fees | 2,970 | 2,810 | 94.61% | 1,980 | 66.67% | 160 | | | |
| Training | 32,400 | 3,330 | 10.28% | 21,600 | 66.67% | 29,070 | | | |
| Conf & Mtg Fees | 1,000 | 185 | 18.50% | 667 | 66.67% | 815 | | | |
| Job Fair Expenses | 24,000 | 6,942 | 28.93% | 16,000 | 66.67% | 17,058 | Job Fair is 3/22 so most of the expenses will be paid in March/April | | |
| Rent - WorkLink Storage | 1,140 | 1,140 | 100.00% | 1,140 | 100.00% | - | | | |
| Rent - WorkLink Office | 18,000 | 13,348 | 74.16% | 13,500 | 75.00% | 4,652 | | | |
| R&M - Equipment | 1,000 | 623 | 62.26% | 667 | 66.67% | 377 | | | |
| R&M & Gas - WIA Car | 3,000 | 1,198 | 39.92% | 2,000 | 66.67% | 1,802 | | | |
| IT Maint/Support | 3,020 | 1,970 | 65.24% | 2,013 | 66.67% | 1,050 | | | |
| Outreach | 5,000 | 243 | 4.87% | 3,333 | 66.67% | 4,757 | | | |
| COG Meeting Expense (Board & Committees) | 7,000 | 1,808 | 25.83% | 4,667 | 66.67% | 5,192 | | | |
| MISC Expenses | 2,000 | - | 0.00% | 1,333 | 66.67% | 2,000 | | | |
| Indirect Cost Pool (30% of salaries) | 112,923 | 71,953 | 63.72% | 75,282 | 66.67% | 40,970 | Steve Pelissier will discuss during the meeting | | |
| CO - Furn & Equip | 8,644 | - | 0.00% | 5,763 | 66.67% | 8,644 | | | |
| Total In-House | \$ 868,032 | \$ 391,201 | 45.07% | 580,568 | 66.88% | 476,831 | | | |
| Balance | 112,268 | | | | | | | | |

Summary of ResCare Expenditures through January 2012 - By Category

| Category | Budget | Eligibility | Intensive | YTD Total | Balance | % Spent |
|---------------------------------|--------------|-------------|------------|------------|------------|---------|
| Salaries & Fringe | \$ 743,004 | \$ 126,275 | \$ 286,050 | \$ 412,325 | \$ 330,679 | 55.49% |
| Facilities & Operating Expenses | 163,297 | 8,471 | 35,906 | 44,377 | 118,920 | 27.18% |
| Staff Training | 2,642 | - | - | - | 2,642 | 0.00% |
| Other Direct Cost | 7,951 | 468 | 2,654 | 3,122 | 4,829 | 39.27% |
| Professional Fees | 28,018 | 3,768 | 21,980 | 25,748 | 2,270 | 91.90% |
| Client Education - ITA | 407,218 | - | 273,292 | 273,292 | 133,926 | 67.11% |
| Supportive Services | 119,146 | - | 32,285 | 32,285 | 86,861 | 27.10% |
| Indirect Costs | 94,301 | 13,870 | 34,590 | 48,460 | 45,841 | 51.39% |
| Profit | 83,137 | 12,229 | 30,493 | 42,722 | 40,415 | 51.39% |
| | \$ 1,648,714 | \$ 165,081 | \$ 717,250 | \$ 882,331 | \$ 766,383 | 53.52% |

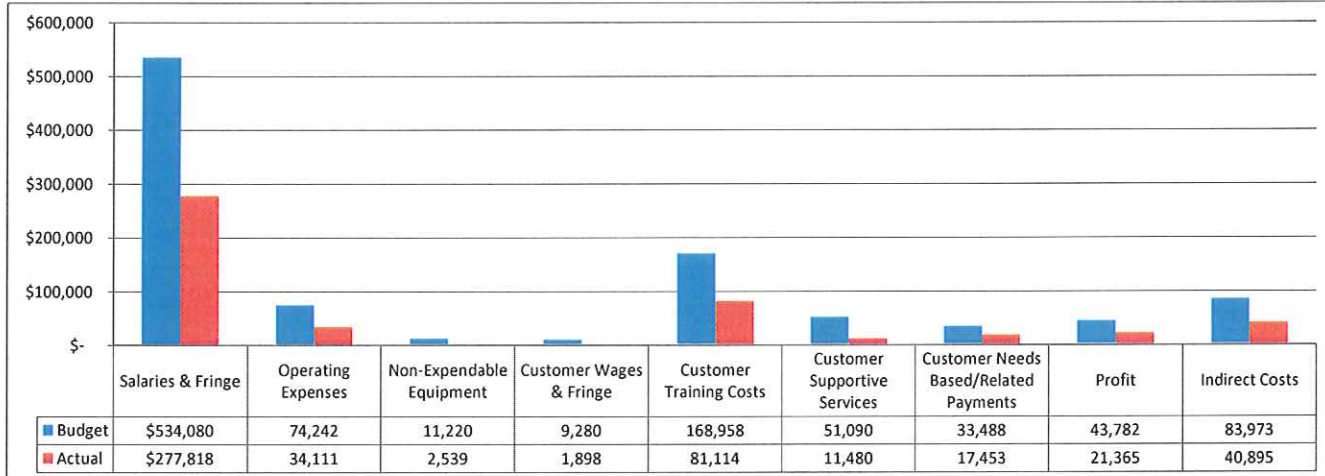


| Grant Name | Grant Budget | July-Jan Actual | Balance | % Spent to Date |
|----------------------------------|--------------|-----------------|---------|-----------------|
| Eligibility Coordination - Adult | 189,997 | 112,349 | 77,648 | 59.13% |
| Eligibility Coordination - DW | 143,468 | 52,732 | 90,736 | 36.76% |
| Intensive - Adult | 749,384 | 510,158 | 239,226 | 68.08% |
| Intensive - DW | 565,865 | 207,092 | 358,773 | 36.60% |
| Total | 1,648,714 | 882,331 | 766,383 | 53.52% |

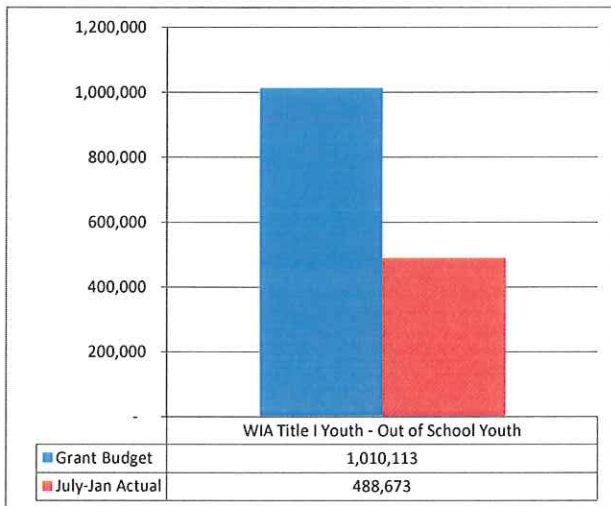


Summary of Henkels & McCoy Expenditures through January 2012 - By Category

| Category | Budget | YTD Total | Balance |
|---------------------------------------|--------------|------------|------------|
| Salaries & Fringe | \$ 534,080 | \$ 277,818 | \$ 256,262 |
| Operating Expenses | 74,242 | 34,111 | 40,131 |
| Non-Expendable Equipment | 11,220 | 2,539 | 8,681 |
| Customer Wages & Fringe | 9,280 | 1,898 | 7,382 |
| Customer Training Costs | 168,958 | 81,114 | 87,844 |
| Customer Supportive Services | 51,090 | 11,480 | 39,610 |
| Customer Needs Based/Related Payments | 33,488 | 17,453 | 16,035 |
| Profit | 43,782 | 21,365 | 22,417 |
| Indirect Costs | 83,973 | 40,895 | 43,078 |
| | \$ 1,010,113 | \$ 488,673 | \$ 521,440 |



| Grant Name | Grant Budget | July-Jan Actual | Balance | % Spent to Date |
|---|--------------|-----------------|---------|-----------------|
| WIA Title I Youth - Out of School Youth | 1,010,113 | 488,673 | 521,440 | 48.38% |



WorkLink PYC Budget Modification Request

| | | Original Budget | Amt of Increase or Decrease | Mod #1 Budget | Increase or Decrease | Justification |
|---|---------------|----------------------|-----------------------------|----------------------|----------------------|--|
| Slot Level | | | | | | |
| | | 195 | 0 | 195 | 0.00% | No change |
| Staff Costs | | | | | | |
| Sub-Total of Staff Costs | | \$ 375,610.56 | \$ - | \$ 375,610.56 | | No Change |
| | | | | | | |
| Fringe Benefits | Rate | | | | | |
| Health Insurance | 29.60% | \$ 111,180.16 | (\$15,000.00) | \$ 96,180.16 | -13.49% | Decrease due to Staff not taking Health Ins. |
| FICA | 7.65% | \$ 28,734.21 | \$0.00 | \$ 28,734.21 | 0.00% | |
| State UEC-SUI | 0.89% | \$ 3,342.93 | \$0.00 | \$ 3,342.93 | 0.00% | |
| FUT | 0.13% | \$ 488.29 | \$0.00 | \$ 488.29 | 0.00% | |
| UC (FED) | 0.78% | \$ 2,929.76 | \$0.00 | \$ 2,929.76 | 0.00% | |
| General Liability | 3.14% | \$ 11,794.17 | \$0.00 | \$ 11,794.17 | 0.00% | |
| | | | | | | |
| Sub-Total Fringe: | 42.19% | \$ 158,469.53 | \$ (15,000.00) | \$ 143,469.53 | | \$15k Contract Deobligation due to Staff not taking Health Ins. To make requested contract equipment purchases. |
| | | | | | | |
| Operating Costs | | | | | | |
| | | | | | | |
| 1.1 Facility, Utilities | | \$ 12,000.00 | \$0.00 | \$ 12,000.00 | 0.00% | \$6,000 of the deobligated Health Ins. Funds for WorkLink staff to upfit the office space at Anderson Adult Education for 3 Staff from excess Salary & Fringe |
| 1.2 Staff Consumable Supplies | | \$ 7,200.00 | \$0.00 | \$ 7,200.00 | 0.00% | |
| 1.3 Advertising, Outreach | | \$ 1,800.00 | \$0.00 | \$ 1,800.00 | 0.00% | |
| 1.4 Copy, Print | | \$ 1,800.00 | (\$800.00) | \$ 1,000.00 | -44.44% | Decrease this line item by \$800 to move to Staff Conferences |
| 1.5 Communications | | \$ 16,740.00 | (\$200.00) | \$ 16,540.00 | -1.19% | Decrease this line item by \$200 to move to Staff Conferences |
| 1.6 Staff Travel | | \$ 17,093.98 | \$0.00 | \$ 17,093.98 | 0.00% | |
| | | | | | | |
| 1.7 Staff Conferences, Training | | \$ 1,600.00 | \$1,000.00 | \$ 2,600.00 | 62.50% | Increase to provide for Staff Development to attend National Dropout Prevention & SETA |
| 1.8 Staff Computer Leases | | \$ 6,720.00 | \$0.00 | \$ 6,720.00 | 0.00% | |
| 1.9 Postage | | \$ 3,309.00 | \$0.00 | \$ 3,309.00 | 0.00% | |
| Sub-Total Operating | | \$ 68,262.98 | \$0.00 | \$ 68,262.98 | | |
| | | | | | | |
| Training | | | | | | |
| | | | | | | |
| 2.1 Participant Supplies | | \$ 4,875.00 | \$0.00 | \$ 4,875.00 | 0.00% | Contract Deobligation \$9k from excess Salary & Fringe, \$3,500 from Transportation, & \$2,500 from Childcare for WorkLink Staff to purchase 15 Participant Computers at 3 each at 5 Sites |
| 2.2 Participant Books | | \$ 3,900.00 | \$0.00 | \$ 3,900.00 | 0.00% | |
| 2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.) | | \$ 8,775.00 | \$0.00 | \$ 8,775.00 | 0.00% | |

| | | | | | | |
|--|-------|------------------------|-----------------------|----------------------|---------------|--|
| 2.4 TABE Testing Materials | | \$ 1,950.00 | \$0.00 | \$ 1,950.00 | 0.00% | |
| 2.5 Tuition (Adult Education) | | \$ 38,758.40 | \$0.00 | \$ 38,758.40 | 0.00% | |
| 2.6 Tuition (College or Vocational) | | \$ 31,200.00 | \$0.00 | \$ 31,200.00 | 0.00% | |
| 2.7 Dual Credit Diploma (GTC or Other) | | \$ 84,375.00 | (\$42,000.00) | \$ 42,375.00 | | Decrease of \$16k moved to Work Experience & \$26k Contract Deobligation |
| 2.8 On-the-Job Training | | \$ - | \$0.00 | \$ - | | |
| 2.9 Work Experience | | \$ 9,280.00 | \$23,500.00 | \$ 32,780.00 | 253.23% | Increase of \$16k from GTC and \$7,500 from Childcare |
| 2.10 Awards / Events | | \$ 800.00 | \$0.00 | \$ 800.00 | 0.00% | |
| 2.11 Software Licenses | | \$ 4,500.00 | \$0.00 | \$ 4,500.00 | 0.00% | |
| Sub-Total Training | | \$ 188,413.40 | \$ (18,500.00) | \$ 169,913.40 | | \$3k Decrease as a result of Contract Deobligation |
| | | | | | | |
| Supportive Services | | | | | | |
| 3.1 Participant Incentives (Skill Invoices) | | \$ 29,737.50 | \$0.00 | \$ 29,737.50 | 0.00% | |
| 3.2 Transportation | | \$ 37,050.00 | (\$3,500.00) | \$ 33,550.00 | -9.45% | Deobligation of \$3,500 for Student Computer needs in local offices |
| 3.3 Childcare | | \$ 14,040.00 | (\$10,000.00) | \$ 4,040.00 | -71.23% | Deobligation of \$2,500 for Student Computer needs in local offices & a Decrease \$7,500 to Work Experience |
| 3.4 Uniforms, Tools, Drug Screens, Background Checks | | \$ 300.00 | \$0.00 | \$ 300.00 | 0.00% | |
| 3.5 Emergency Assistance | | \$ 3,750.00 | \$0.00 | \$ 3,750.00 | 0.00% | |
| 3.6 Laptop Incentive | | \$ - | \$0.00 | \$ - | | |
| Sub-Total of Supportive Services | | \$ 84,877.50 | \$ (13,500.00) | \$ 71,377.50 | | Decrease of \$11k moved to Training for Participants \$2.5k was a result of Contract Deobligation for equipment purchases |
| | | | | | | |
| Sub-Total of Contract Costs | | \$ 875,633.97 | \$ (47,000.00) | \$ 828,633.97 | | \$47k Contract Deobligation as a result of decreased activity in GTC Program and purchases for students computers and office equipment |
| | | | | | | |
| Indirect Cost & Fees | | | | | | |
| Training Fee (Profit) | 5.00% | \$ 43,781.70 | \$ (2,350.00) | \$ 41,431.70 | | Decrease due to \$47k Contract Deobligation |
| Indirect Cost | 9.59% | \$ 83,973.30 | \$ (4,507.30) | \$ 79,466.00 | | Decrease due to \$47k Contract Deobligation |
| Audit Fee | 0.70% | \$ 7,023.72 | \$ (377.00) | \$ 6,646.72 | | Decrease due to \$47k Contract Deobligation |
| Sub-Total of Indirect & Fees | | \$ 134,778.72 | \$ (7,234.30) | \$ 127,544.42 | | \$7k Decrease as a result of the \$47k Contract Deobligation |
| | | \$ 1,010,412.69 | \$ (54,234.30) | \$ 956,178.39 | -5.37% | |

PC Connection

PC Connection Sales Corp.
730 Milford Road
Merrimack, NH 03054-4631
603/683-2000

Order line: (800) 800-0014 ext. 79199

Salesperson: Patrick Kelley

Fax: (603) 683-1497

QUOTATION

Quote # 7094183.01

*PLEASE REFER TO THE ABOVE
QUOTE NUMBER WHEN ORDERING*

Date: March 13, 2012

Valid through: March 23, 2012

Contact: Paul Pappasergi, Henkels & McCooy Training Ser
(484) 344-2324

BILL TO:

AB#: 11059140
HENKELS & MCCOY TRAINING SERVICES
ACCOUNTS PAYABLE
450 DAVIS DRIVE
PLYMOUTH MEETING, PA 19462

SHIP TO:

AB#: 12533948
HENKELS & MCCOY TRAINING SERVICES
GROUP
ANDERSON ADULT EDUCATION
2005 N MAIN ST
ANDERSON, SC 29621

DELIVERY

FOB
Wilmington, OH

TERMS
NET 30

FEDERAL ID #
02-0497006

| * Line# | Qty | Item # | Manuf. Part # | Description | Price | Ext |
|---|-----|----------|---------------|--|---------------------------|--------------------|
| 10 | 15 | 13192110 | | Aspire 1.65GHz / 4GB / 500GB / DVD SM / bgn / NIC / WC / 6C / 15.6" HD / W7HP64 / Gray Acer | \$500.00 | \$7,500.00 |
| 20 | 15 | 11646499 | T5D-00295 | Office Home and Business 2010 Product Key Card Download for Windows Microsoft | \$174.95 | \$2,624.25 |
| 30 | 15 | 6023553 | TCM004US | Messenger Notebook Case, Fits Notebooks up to 15.6" Targus | \$20.00 | \$300.00 |
| Lines: 3 | | | | | Total Merchandise | \$10,424.25 |
| | | | | | Ship Via: Best Way | 113. pounds |
| | | | | | Shipping and Handling | CALL! |
| | | | | | Tax | \$625.46 |
| | | | | | TOTAL | \$11,049.71 |
| | | | | | * Lease for as low as: | |
| * Lease quote above is based on a 36-month, Fair Market Value lease, provided by one of our leasing partners, and is subject to their terms, conditions and policies. | | | | | | |
| Important Notice - Standard Terms of Sale: Pricing valid for quantities shown until expiration date, excluding memory and hard drives. Leasing subject to credit approval. All purchases from PC Connection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Standard Terms of Sale on the Company's website - pcconnection.com, or you may request a copy via fax, e-mail, or mail by calling 1-800-800-0011 or your account representative. | | | | | | |



REQUEST FOR MODIFICATION

| | |
|--|---------------------------------|
| Grant Number: 11Y495H3 | Date of Request: 3/13/12 |
| Grantee: Palmetto Youth Connections | |
| Budget Modification Request 2 | |
| List Below How the Grant Currently Reads: (Please list page number, section number and item number) | |
| <p>SALARIES, FRINGE BENEFITS, & INDIRECT COST (page number N/A; budget forms)</p> <p>TOTAL SALARIES</p> <p>Line Item: Health & Wealth (Pos. Level)</p> <p>Original Cost: \$111,180.16</p> <p>Budget Mod: \$96,180.16</p> <p>FACILITIES COST * Including Water & Electric</p> <p>Tri-County Technical College Office-GTC</p> <p>Line Item: Facilities or Rent</p> <p>Original Cost: \$12,000.00</p> <p>Budget Mod: \$12,000.00</p> <p>(\$6,000.00 deobligation from the Fringe/Health Ins. Line item for WorkLink staff to up-fit office space at Anderson Adult Education facility for PYC staff.)</p> <p>WIA OPERATING EXPENSES (page number N/A; budget forms)</p> <p>Line Item: Printing/Copies</p> <p>Original Cost: \$1,800.00</p> <p>Budget Mod: \$1,000.00</p> <p>WIA OPERATING EXPENSES (page number N/A; budget forms)</p> <p>Line Item: Communications</p> <p>Original Cost: \$16,740.00</p> <p>Budget Mod: 16,540.00</p> <p>STAFF TRAINING/TECH SERVICES</p> <p>Line Item: Staff Training/Conferences</p> <p>Original Cost: \$1,600.00</p> <p>Budget Mod: \$2,600.00</p> <p>WIA OPERATING EXPENSES(Training)</p> <p>Line Item: WI Customer Supplies and Materials Cost (Participant Supplies)</p> <p>Original Cost: \$4,875.00</p> <p>Budget Mod: \$4,875.00</p> <p>(\$15,000.00 deobligation: \$9,000.00 from the Fringe/Health Ins. Line item, \$3,500.00 from the Transportation line item, \$2,500.00 from the Childcare line item for WorkLink staff to purchase</p> | |

requested equipment purchases.)

INDIVIDUALIZED TRAINING COST

Line Item: GTC/TCTC

Original Cost: \$84,375.00

Budget Mod: \$42,375.00

CUSTOMER WAGE AND FRINGE BENEFITS

Line Item: Work Experience

Original Cost: \$9,280.00

Budget Mod: \$32,780.00

WI CUSTOMER SUPPORTIVE SERVICES COSTS

Line Item: Transportation

Original Cost: \$37,050.00

Budget Mod: \$33,550.00

WI CUSTOMER SUPPORTIVE SERVICES COSTS

Line Item: Childcare

Original Cost: \$14,040.00

Budget Mod: \$4,040.00

Indirect Cost & Fees

Line Item: Training Fee (Profit)

Original Cost: 43,781.70

Budget Mod: \$41,431.70

Line Item: Indirect Cost

Original Cost: 83,973.30

Budget Mod: \$79,466.00

Line Item: Audit Fee

Original Cost: 7,023.72

Budget Mod: 6,646.72

Sub-Total of Indirect & Fees

Line Item: Indirect & Fees

Original Cost: 134,778.72

Budget Mod: 127,544.42

- Total Deobligation \$54,234.30

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

Palmetto Youth Connections has been requested by the WorkLink Finance Committee to deobligate \$15,000.00 from the Fringe/Health Ins. Line item and an additional \$3,500.00 from the transportation line item, and \$2,500.00 from the Childcare line item for a total of \$21,000.00 deobligation to allow WorkLink staff to purchase the following equipment requested by Palmetto Youth Connections for Youth services:

- Fifteen(15) Student Computers, with MS Office, and accommodate PYC staff and up-fit office space at the Anderson Adult Education facility providing cubicle equipment
- The purchase and installation of office cubicles for three (3) staff, three (3) desks, file cabinet equipment and office chairs.

Palmetto Youth Connections is requesting permission to modify the current budget to move \$800.00 from the Printing/Coping line item and \$200.00 from the Communications line item to the Staff Training/Conference line item. This will leave the Printing/Coping line item at \$1,000.00 and the Communication line item at \$16,540.00. The Staff Training/Conference line item at \$2,600.00 for staff to attend National Drop-Out Prevention Conference and the SETA Spring Conference.

Palmetto Youth Connections is requesting permission to modify the current budget to move \$16,000.00 from the GTC/TCTC line item to the Work Experience line item and to deobligate \$26,000.00 due to limited enrollment into the GTC program with the implementation of the local policy for satisfactory progress. This will leave the GTC/TCTC line item at \$42,375.00 and the Work Experience line item at \$25,280.00.

Palmetto Youth Connections is requesting permission to modify the current budget to move \$7,500.00 from the Childcare line item to the Work Experience line item. This will leave the Childcare line item at \$4,040.00 and the Work Experience line item at \$32,780.00 with the additional \$16,000.00 from the GTC/TCTC line item.

Please see the attached Budget Vs. Actual Expenditures YTD

Please Provide Brief Explanation for Your Request to Modify This Grant

PYC Management has reviewed our current budget line item balances in an effort to make available extended resources to participants. We are requesting to move a total of \$24,500.00 and to deobligate \$26,000.00 from the GTC line item, \$15,000.00 from the Fringe/Health Ins. Line item, \$3,500.00 from the transportation line item and \$2,500.00 from the Childcare line item, \$2,350.00 from Training and Profit, \$4,507.30 from Indirect Cost and \$377.00 from the Audit line item for a total deobligation of \$54,234.30. This request as noted above is made in an effort to best serve our participants for the program year. Please contact PYC Management if further explanation or documentation is required.

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

WorkLink Budget Modification provided to: Worklink Executive Director, Shae Rozakos
WorkLink Budget Modification Approved Date: _____

Incentive Funds Award Budget ~ \$57,999

SCDEW informed us that our award for incentive funds this year will be \$57,999. These funds will be available approximately 1 week after the Board approves this on March 21. The funds will expire on June 30, 2013.

The following is the proposal from staff which is currently going through Finance Committee Email vote. If any changes are proposed by Finance, the changes will be included in the printed Board Packet on Wednesday, March 21.

| Item | Amount |
|---|-----------------|
| 2 Polo Shirts for each Staff Member | \$600 |
| Career Development Facilitator Training (\$10k Adult/DW & \$4k Youth) | \$14,000 |
| WorkKeys Profiles for Employers | \$10,000 |
| WorkKeys Testing for Youth In-School | \$6,000 |
| Guest Speaker for Expungement/Pardon Workshop | \$300 |
| Outreach for Expungement/Pardon Workshop | \$300 |
| Rental of Facility for Expungement/Pardon Workshop | \$1,000 |
| Light Refreshments for Expungement/Pardon Workshop | \$300 |
| Security Services for Expungement/Pardon Workshop | \$200 |
| Up Fit for new Anderson SC Works Center | \$20,000 |
| Training for WorkLink Staff | \$5,569 |
| Total | \$57,999 |

PO Box 995
1550 Gadsden Street
Columbia, SC 29202
www.dew.sc.gov



Nikki R. Haley
Governor

Abraham J. Turner
Executive Director

March 14, 2012

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

RE: Appalachian Council of Governments WIA Program Financial and Programmatic Monitoring

Dear Mr. Pelissier:

On December 13, 2011 through December 15, 2011, WIA monitoring staff from the Office of Internal Audit and Quality Assurance at the South Carolina Department of Employment and Workforce (SCDEW) visited Appalachian Council of Governments (COG)/Worklink to conduct the annual on-site monitoring review. The purpose of the review was to determine if the recipient had used WIA and ARRA funds for the authorized purposes in compliance with laws, regulations, and provisions to carry out the WIA and ARRA programmatic activities. As a result of the monitoring visit, several issues and observations were noted in the attached report.

Unless otherwise indicated, Appalachian COG/WorkLink is required to address all current year issues in a response or Corrective Action Plan (CAP) within 30 days after receipt of the accompanying monitoring report.

We appreciate your cooperation and assistance offered during the visit. Should you have any questions regarding the attached monitoring report, please contact Emmy Zhang, by email: ezhang@dew.sc.gov or by phone: at (803) 737-3825.

Sincerely,

Glenn S. Holton, CIA
Assistant Executive Director for
Internal Audit and Quality Assurance

Enclosure

cc: David Collins, WIB Chairperson
Shae Rozakos, WIA Administrator
Joseph Lowder, Chief of Staff
Nicholas J. Anderson, PhD, Assistant Executive Director for E&T
Dennis King, Deputy Assistant Executive Director for E&T
Pat Sherlock, Workforce Development Director

Date(s) of visit: December 13, 2011 through December 15, 2011

Appalachian COG/Worklink Financial and Programmatic Monitoring

SCDEW staff performed financial and programmatic monitoring reviews of Appalachian Council of Governments (COG)/Worklink on December 13, 2011 through December 15, 2011 in accordance with 29 CFR 97.20 and the Workforce Investment Act (WIA) of 1998, Section 183, Monitoring.

SCDEW Staff Conducting the Review

Emmy Zhang, WIA Audit Manager
André Anderson, WIA Auditor
Monica Mose, WIA Auditor
Jake Sherbert, WIA Auditor

ACOG Staff Representing the Recipient

Steve Pelissier, ACOG Executive Director
Don Zimmer, ACOG Finance Director
Shae Rozakos, WIA Administrator
Windy Graham, Database Contract Manager
Brandi Runion, Financial Management Specialist
Jennifer Kelly, One Stop Coordinator
Sharon Crite, Youth Services Coordinator
Crayton Pruitt, Office Manager

EXECUTIVE SUMMARY

Financial Monitoring

Current Year Issues:

- \$14,253.41 WIA fund was paid through ResCare to a consultant who did not possess a valid working permit
- Additional \$456,491 funds were added to ResCare contracts without substantiating the increase

Programmatic Monitoring

Current Year Issue:

- OJT contracts were out of compliance with local and federal standards governing self-sufficiency.
- There was a lack of NEG-OJT being performed within the local area.
- Veteran's Priority signage was not displayed.

Current Year Observations

- OJT contracts lacked detailed training plans and participant names.
- OJT referral process was unclear to front-line staff.

Financial Monitoring Review WIA and ARRA GRANTS

Purpose & Scope

The purpose of Workforce Investment Act (WIA) financial monitoring was to determine if Appalachian COG/WorkLink had used WIA and ARRA funds in compliance with applicable laws, regulations, and provisions to carry out WIA and ARRA activities. The scope of the monitoring included reviewing and analyzing Appalachian COG/WorkLink's financial records for the period of November 1, 2010 through October 31, 2011. As a result of the financial monitoring review, two issues were noted.

Review Areas

SCDEW performed its financial monitoring through reviews and analyses before, during, and after the on-site visit for the following areas:

- Governance and oversight management
- Financial system with fiscal controls and accounting procedures
- Supporting documentation for selected expenditures
- Contracts and records
- Supportive services
- Payroll and payroll records
- Property control records
- Sub-recipient financial monitoring
- Resource Sharing Agreement

PRIOR YEAR ISSUE (Addressed in SCDEW Monitoring report dated March 1, 2011)

1. Property control records were not in compliance with federal regulations

During the review of the One-Stop Inventory List, we noted that the following four fields were omitted from the property records: 1) the source of the property, 2) who holds the title, 3) the percentage of federal participation in the cost of the property, and 4) the condition of the property.

Status – Cleared

On March 31, 2011, in response to DEW prior year WIA monitoring report, Appalachian COG/Worklink indicated that the existing property control list had been modified and updated to include the federally required information. The current year on-site monitoring confirmed that the property control list has been updated to include the federally required information.

CURRENT YEAR ISSUE

1. \$14,253.41 WIA fund was paid through ResCare to a consultant who did not possess a valid working permit

During contract review, WIA monitors noted that there was a \$15,000 "Professional Fees" budget line item in two ResCare (a subrecipient of WorkLink) contracts (contract #1, 11A195R2 & 11D195R2 and contract #2, 11A295R2 & 11D295R2). A further review of the contract modification statement revealed that the budget was done "in order

to pay the Project Director for contract services in lieu of wages/fringe pending permanent hire once the VISA is received.”

Per further inquiry and review, we discovered that ResCare established a consulting agreement with an independent foreign consultant who came from the United Kingdom under the Visa Waiver Program (VWP) to provide professional services in the United States. The consultant worked at the Anderson SC Works center as a project director and was paid \$14,253.41 in WIA funds for the period 11/7/11 through 2/10/12.

On 2/28/12, SCDEW WIA monitors from Internal Audit Office, and attorneys from Office of General Counsel, contacted James Herr, Deputy General Counsel for ResCare. Mr. Herr was advised that it appeared the independent foreign consultant may have been improperly paid by ResCare with WIA funds for performing services while in the United States because he was in the country on a visitor status, rather than through a work visa. On 3/6/12, Mr. Herr called SCDEW WIA audit manager and stated that ResCare fully accepts the monitoring result regarding the working status of the foreign independent consultant. A written response to the monitoring result was also provided by Mr. Herr via email to the WIA Audit Manager on 3/12/12. On 3/13/12, Appalachia COG received a check paid by ResCare for \$14,253.41 which includes all the monetary compensation paid to the consultant and any profit and indirect cost charged to the WIA funds.

Required Action: Appalachian COG should submit a Corrective Action Plan (CAP) indicating that contract management should be enhanced by closely monitoring its subrecipients to ensure that any WIA program activities and contract payments must be in compliance with applicable laws and regulations.

2. Additional \$456,491 funds were added to ResCare contracts without substantiating the increase

During our review, we noted that the original contracts awarded to ResCare (contract #1, Grant #: 11A195R2 & 11D195R2 and contract #2, Grant#: 11A295R2 & 11D295R2) by Appalachian COG were signed on August 11, 2011 for total of \$1,192,222. However, three months later, on November 9, 2011, Appalachian COG awarded an additional \$456,491 to the referenced ResCare contracts through modification #1. Per our review of the contracts and modification #1, the 38.3% increase in additional funds was not substantiated by any increases in measurable corresponding grant activities such as an increase in the performance goals or the number of participants to be served. Per a further discussion with Appalachian/WorkLink personnel, it was indicated that ResCare developed original contract budgets in anticipation of receiving carryover funds left over from the prior year. However, per our review, we were unable to identify any documentation indicating additional carryover funds would be available to ResCare when the original contracts were signed.

Per 29 CFR 97.20 (b) (2) and (4), “Grantees and subgrantees must maintain records which adequately identify the source and application of funds provided for financially-assisted activities. These records must contain information pertaining to grant or subgrant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays or

expenditures, and income.” Further, “Financial information must be related to performance or productivity data, including the development of unit cost information whenever appropriate or specifically required in the grant or subgrant agreement.”

Required Action: Appalachian COG should enhance its contract management by closely monitoring its subrecipients to ensure the additional funding to ResCare is substantiated by the additional corresponding program activities. Programmatic monitoring and performance review of the ResCare contracts should be conducted in addition to the financial reviews. Appalachian COG should also submit a Corrective Action Plan (CAP) to address that contract modifications should contain sufficient information substantiating any increases in funding.

FINANCIAL REPORTING

This section is designed to highlight and address the continuing efforts of local areas regarding financial reporting. Accurate and timely financial reporting of obligations and expenditures including accruals is paramount in reporting consistent data to the Federal Government.

We acknowledge that Appalachian COG uses the accrual method to report expenditures in compliance with applicable Federal and State requirements. However, per our review, the NEG-OJT grant obligation balance and the expenditure balances are significantly low. According to Appalachian COG’s records, as of March 13, 2012, Appalachian COG/WorkLink has obligated \$22,533 (\$110,990 remaining unobligated) and expended \$12,561 (\$120,960 remaining unexpended) of the NEG-OJT grant.

Recommendation: Appalachian COG/Worklink management should make the completion of the NEG-OJT grant its highest priority utilizing whatever methods at their disposal to increase the NEG-OJT output of the local area. Not only will this increase employment within the local area, but it will also assist the citizens of this state in achieving self-sufficient employment. Appalachian COG/Worklink WIA personnel should maintain an active involvement in the day to day operations of the NEG-OJT grant to ensure grant funds are utilized efficiently and effectively before the NEG-OJT grant expiration date, June 30, 2012.

Programmatic Monitoring Review WIA Programs

Purpose and Scope

The purpose of the programmatic review was to ensure that the Appalachian COG/WorkLink's programs funded by WIA funds were compliant with applicable statutes, regulations, and guidelines. The scope of the review included the following areas:

- Governance
- SC Works Delivery System
- SC Works Online System
- Adult, Dislocated Worker, and Youth Program Activities
- Service Provider Review
- Participant File Management

The programmatic monitoring of PY'11 WIA activities was accomplished through documentation review, observation of operation, data testing, and interviews with WIA staff and the WIB local board chairperson. WIA monitors traveled to the Liberty, Seneca and Anderson SC Works Centers. In addition, two (2) Palmetto Youth Connections sites in Easley and Seneca SC were visited to review Appalachian COG's administration of its Youth program. Lastly, WIA monitors interviewed participants at two (2) On-The-Job Training sites, Watts Nu Alltel and Anderson School District One.

PRIOR YEAR ISSUES (Addressed in SCDEW Monitoring report dated March 1, 2011)

1. Social Security Numbers (SSNs) were included in participant files

Full SSNs were visible in several files reviewed during the current PY10 monitoring review.

Status – Cleared

According to the monitoring response received by SCDEW on March 31 2011, Appalachian COG sent a request on March 9, 2011 to Service Providers to review their participants' hard files and forms. Staff had been instructed to review and destroy all old, non-compliant forms, blacken out all SSNs, and submit a plan to the WIB by March 28, 2011 on how this will be corrected on all future files. WIA monitors found no visible SSNs during the PY11 monitoring review.

2. Appalachian COG did not meet the Program Year 2009 (PY09) negotiated performance goals

A review of PY09 performance data revealed that Appalachian COG failed to meet negotiated performance measures in the following four areas:

- Placement in Employment or Education;
- Attainment of Degree or Certificate;
- Adult Entered Employment Rate; and,
- DW Entered Employment Rate.

Status – Cleared

During PY11 monitoring, Appalachian COG had met or exceeded all PY 10 negotiated performance measures.

CURRENT YEAR ISSUES

1. OJT contracts were out of compliance with local and federal standards governing self-sufficiency.

During the OJT site review, WIA monitors discovered that a contract to Watts Nu Alltel had been written for \$8.00 an hour, which is below the \$8.25 requirement stated in the local OJT policy. Additionally, taking into account the participant's family size, the OJT contract amount was written for well below what is considered a self-sufficient wage for the region, which is a wage of \$13.05 an hour. According to SC Work Online System (SCWOS) data retrieved on 01/08/12, 4 of the 19 PY11 OJT contracts written were out of compliance with WorkLink's local OJT policy related to minimum amount for which OJT contracts will be written.

Per the local OJT policy revised February 12, 2011 "WorkLink will not write contracts for less than \$8.25/hour, and will strive for higher paying, self-sufficient jobs in the WorkLink area."

Per 20 CFR 652 "State and Local Boards are responsible for establishing the criteria for determining whether employment leads to self-sufficiency. Accordingly, the regulation provides maximum flexibility, requiring only that self-sufficiency mean employment that pays at least 100 percent of the lower living standard income level (LLSIL)."

Required Action: Going forward, Appalachian COG should adhere to its local policy in determining the wages of OJT contracts. Specifically, when using WIA funds to place a participant into an OJT, the OJT contract manager must review all relevant factors to ensure that the participant's wage meets the LLSIL for the local area.

2. There was a lack of National Emergency Grant On-The-Job Training (NEG-OJT) contracts

During the on-site review, WIA monitors discovered that Appalachian COG had only 6 NEG-OJT participant slots filled. The local area was awarded \$133,510 in WIA funds and is required to fill a slot level of 22 participants for this program. SCWOS data compiled on 01/09/12 revealed no change in the number of NEG-OJT contracts within the local area since the conclusion of onsite monitoring conducted on December 15, 2011. Additionally, the local area has a balance of \$116,997 in NEG-OJT funds that remains unspent as of November 30, 2011.

Per the OJT NEG Statement of Work "The grant period is December 1, 2010 through June 30, 2012. However, it is expected that OJT agreements and training will be executed efficiently and effectively resulting in completion of activities prior to grant expiration."

Required Action: Appalachian COG should make the completion of the NEG-OJT grant its highest priority utilizing whatever methods are at their disposal to increase the NEG-OJT output of the local area. Not only will this increase employment within the local area, but also it will assist the citizens of this state in achieving self-sufficient employment. It is not an option for South Carolinians to have these monies returned to USDOL.

3. Veteran's Priority of Service signage was not displayed

Veterans and other covered persons are entitled to a priority of service under all WIA Title I funded programs. During the on-site monitoring, we noted that the Liberty SC Works Center did not have signage displayed to inform veterans of this priority at the point of entry.

Per Training and Employment Guidance Letter (TEGL) 10-09 "The policy or policies must require that processes are in place to ensure that veterans and eligible spouses are identified at the point of entry and given an opportunity to take full advantage of priority of service." TEGL 10-09 further indicates: "Written copies of local priority of service policies should be maintained at all service delivery points and, to the extent practicable, should be posted in a way that makes it possible for members of the general public to easily access them."

Required Action: Following the veteran's priority of service requirement of TEGL 10-09, Appalachian COG must ensure that the veterans' priority of service signage is displayed visibly at the point of entry of all SC Works locations within the LWIA. Appalachian COG must submit further verification of posted signage along with a response to this monitoring report.

OPPORTUNITIES FOR IMPROVEMENT

During this monitoring process, an opportunity for strengthening programmatic and service delivery outcomes was identified. The following observations were not issues, but rather opportunities for improvement. Therefore, we recommend Appalachian COG review these comments for future program enhancement.

CURRENT YEAR OBSERVATIONS

1. On-The-Job Training (OJT) contracts lacked detailed information

Per our monitoring review of OJT contracts, we noted that the participant names were omitted from the contract files. This lack of identifying information created a difficulty in tracking the OJT contracts/training plan for particular participants. Additionally, we noted that the training outline included in the contract appeared similar to a job description rather than an actual training outline. Specifically, the training outline should lay out the details regarding the specific skillsets that will be obtained with the preset measureable timelines to ensure the efficiency and effectiveness of the OJT program.

Recommendation: We suggest that Appalachian COG list the participant names in the OJT contracts. Additionally, the Appalachian COG should include detailed training plans for its participants in the OJT contracts. By doing so, the services rendered to OJT participants can be objectively measured using the baseline benchmark to track the results of the OJT program.

2. OJT referral process was unclear to frontline staff

During onsite monitoring review, WIA monitors noted that case management staff at 2 of the 3 SC Works Centers did not understand the OJT referral process. Appalachian COG facilitated the OJT program, while ResCare provided the case management services for the area. Traditionally, these two functions would be handled by one entity, thereby creating a seamless referral process. The impact of case managers being unaware of the OJT referral process is that high quality OJT services remain unobtainable for individuals who are receiving intensive services in the WorkLink LWIA. It also has the potential to delay re-employment for South Carolinians trying to get back to work.

Recommendation: We suggest that Appalachian COG communicate the current OJT referral process to ResCare staff and explain that this service should be made widely available to all participants receiving intensive services within the LWIA. This training should be provided to ResCare staff on an on-going basis.

Service Provider
Status Update
July 2011 - June 2012

ENROLLMENT REPORT

ResCare

special notes

Board Goal 720

| PY '10 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> | <i>949</i> | <i>949</i> | | | | |
| July | 93 | 45 | 45 | 207% | 207% | 13% |
| August | 60 | 104 | 59 | 102% | 147% | 21% |
| September | 35 | 163 | 59 | 59% | 115% | 26% |
| October | 46 | 235 | 72 | 64% | 100% | 33% |
| November | 68 | 321 | 86 | 79% | 94% | 42% |
| December | 61 | 380 | 59 | 103% | 96% | 50% |
| January | 64 | 439 | 59 | 108% | 76% | 46% |
| February | 66 | 498 | 59 | 112% | 68% | 47% |
| March | | 557 | 59 | | | |
| April | | 616 | 59 | | | |
| May | | 675 | 59 | | | |
| June | | 720 | 45 | | | |
| Totals | 493 | 1669 | 720 | | | |

CERTIFICATION REPORT

ResCare

Special Notes

Board Goal 720

| PY '11 Month | NEW Adult Certifications | Total Certifications | Monthly Planned Certifications | YTD % of Monthly Plan | Annual % of Plan | YTD % of Board Goal |
|---------------|-----------------------------|-------------------------|--------------------------------------|--------------------------|---------------------|------------------------|
| July | 27 | 45 | 45 | 207% | 60% | 4% |
| August | 65 | 104 | 59 | 107% | 88% | 13% |
| September | 47 | 163 | 59 | 80% | 85% | 19% |
| October | 53 | 235 | 72 | 74% | 82% | 27% |
| November | 74 | 321 | 86 | 86% | 83% | 37% |
| December | 64 | 380 | 59 | 108% | 87% | 46% |
| January | 69 | 439 | 59 | 117% | 85% | 52% |
| February | 77 | 498 | 59 | 131% | 77% | 53% |
| March | | 557 | 59 | | | |
| April | | 616 | 59 | | | |
| May | | 675 | 59 | | | |
| June | | 720 | 45 | | | |
| Totals | 476 | 136 | 720 | | | |

Service Provider
Status Update
July 2011 - June 2012

| | | | | | | |
|--------------------------|--|------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------|
| ENROLLMENT REPORT | PYC | | | | | |
| *Special notes: | Includes Gateway to College - carryover=28 | | | | | |
| Board Goal | 198 | | | | | |
| PY'11 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> | | 118 | | | | |
| July | 2 | 120 | 5 | 40% | 3% | 61% |
| August | 2 | 122 | 10 | 20% | 5% | 62% |
| September | 14 | 136 | 10 | 140% | 23% | 69% |
| October | 13 | 149 | 5 | 260% | 39% | 75% |
| November | 4 | 153 | 5 | 80% | 44% | 77% |
| December | 3 | 156 | 5 | 60% | 48% | 79% |
| January | 14 | 170 | 10 | 140% | 65% | 86% |
| February | 17 | 187 | 10 | 170% | 86% | 94% |
| March | | 187 | 10 | 0% | 86% | 94% |
| April | | 187 | 5 | 0% | 86% | 94% |
| May | | 187 | 5 | 0% | 86% | 94% |
| June | | 187 | 0 | #DIV/0! | 86% | 94% |
| Totals | 69 | 187 | 80 | | | |