

**WORKFORCE INVESTMENT CORPORATION
BOARD MEETING**

August 28, 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 (06/26/13) * | Stan Brooks |
| III. SC Works WorkLink Transition Plan Update/Progress | Ronnie Allen, Executive Director |
| IV. 2013-2017 Workforce Investment Area Five Year Local Plan * | Ronnie Allen |
| V. Committee Reports | |
| A. Youth Council | Kristi King-Brock, Chair |
| i. Youth Incentive Funds – In-School WorkKeys | |
| ii. Youth Council Outreach Committee | |
| iii. 2013 AOPBIS Event – <i>Information Only</i> | |
| iv. PY'12 3 rd Quarter Youth Performance Goals | |
| v. PY'13 Negotiated Youth Performance Goals * | |
| vi. Youth Council Membership Applications/Youth Council Vice Chair * | |
| vii. PYC Youth Participant Guest | |
| viii. Board Education - Youth Intake/ Eligibility Presentation | |
| B. Workforce Skills & Education Committee | Jennifer Kelly |
| i. Strategic Plan Update | |
| ii. Henkels & McCoy Grants | |
| a) PY'12 Final Reports | |
| b) PY'13 Status Report | |
| iii. SC Works System Updates | |
| iv. Board Education – WIA Eligibility Presentation | |
| C. Business Partnerships Committee | Ed Parris, Chair |
| i. WorkKeys Profiles Update | |
| ii. Rapid Response/Incumbent Worker Training (RR/IWT) Grants Updates | |
| D. Finance Committee | David Collins, Chair |
| i. Committee Update | |
| VI. Other Business | |
| VII. Adjournment | |

** Action Required*

**NEXT MEETING – OCTOBER 30, 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
June 26, 2013 - Minutes
Martin Inn & Conference Center – Clemson University**

Members Present:

Stan Brooks, Chair	Trent Acker	Ronnie Booth
Danny Brothers	David Collins	David Bowers
Stephanie Collins	Jason Duncan	Billy Gibson
Robert Halfacre	Melvin Martin	Burriss Nelson
Ed Parris	Mike Wallace	Pamela Smith

Members Absent:

Elaine Bailey	Richard Blackwell	Kristi King-Brock
Mike Crawford	Mary Gaston	Billy Gibson
Charlie Haneman	Butch Harris	Terrance Hassan
Michael Keith	Mike Roneker	

Staff Present:

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

Guest Present:

Dana Grant	Kal Kunkel	Matt Fields
Scott Ferguson	Russell Johnson	Sandra McGee

I. Call to Order

Chair Stan Brooks 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.

II. Approval of Minutes

The minutes from the April 24, 2013 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brooks called for any corrections or amendments to the minutes.

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

III. SC Works WorkLink Transition Plan

Ronnie Allen provided a power point presentation and gave a detailed explanation of the new service delivery model for Anderson, Oconee & Pickens counties that has been approved by the Executive Committee. Mr. Allen explained that as a result of the Department of Labor sequestration and budget cuts, the SC Department of Employment and Workforce (SCDEW) introduced a new model for Unemployment Insurance (UI) delivery in that all services are being/were transitioned to UI call center hubs effective June 10, 2013. As a result, each Workforce Investment Board (WIB) in the state faced decisions regarding their service delivery model for Workforce Investment Act (WIA) and other employment services and implement them by July 2013..

Mr. Allen explained the new model for our service area as approved by the Executive Committee will include a Comprehensive Employment Center located at 1376 Tiger Blvd, Suite 102, Clemson, SC; 4 satellite centers located in the Quickjobs Development Centers at Tri-County Technical College's satellite campuses in Anderson, Seneca & Easley & the Watkins Community Center in Honea Path; and various access points in our 3 county service area.

BOARD ACTION Taken: Motion made to ratify the Executive Committee vote to accept the new service delivery model for the SC Works WorkLink service area as presented by Mr. Allen. The motion carried with a unanimous vote.

IV. Committee Reports

A.) Youth Council

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

i. PY'13 Youth Budget

M. Halfacre deferred this item to the Finance Committee Update.

ii. Youth Council Information Update

Mr. Halfacre referred to pages 6-11 of the meeting packet stating these are applications from the following Youth Council Members for renewal: Rick Murphy, Elizabeth Burkett, Kristi King-Brock, Tim Mays, Crystal Nobel & Melvin Martin.

BOARD ACTION Taken: David Collins made a motion to accept and approve the Membership Renewals as presented, seconded by Ronnie Booth. The motion carried with a unanimous vote.

iii. Youth Program Executive Summary

Mr. Halfacre provided a brief summary of the discussions with the Executive Committee on June 24, 2013 and referred Board Members to pages 12-21 of the meeting packet for details. Chair Brooks requested during the discussions on the Youth Program Executive Summary that Staff & Board members, when speaking, refrain from using acronyms and use the full name of programs, grants, etc. being reported on to help Board members better understand and follow discussions and reports.

Action Item: Chair Brooks recommended that the Youth Council be prepared to give an educational presentation on the purpose of the Youth Council, their program(s) and possibly a participant success story at the August 28th Board meeting. The Workforce Skills & Education Committee, Business Partnerships Committee and Finance Committee should be prepared to give educational presentations at subsequent Board meetings.

iv. Next Youth Council Meeting

Mr. Halfacre reminded Board Members the next Youth Council meeting is scheduled for August 5, 2013.

B.) Business Partnerships Committee Update

Ed Parris, Chair of Business Partnerships Committee provided a report from the May 10, 2013 meeting.

i. SCWRC Update

Mr. Parris stated that as of mid-May all 46 counties in SC are Work Ready Communities In-Progress making South Carolina's participation 100%. Also, as of the State WIB meeting on June 25, 2013, the contract with ACT, originally known as American College Testing, has now been signed.

ii. Business Service Intergration Team Update

Mr. Parris reported that the Business Service Integration Team is meeting on a monthly basis and working on a strategic way to outreach to and serve employers and businesses in our service area without duplication efforts.

iii. State v Proposed Business/Employer Service Metrics

Mr. Parris informed Board members the State is proposing set of Business/Employer Services Metrics to report out in an effort to assist the local WIB's in making judgment calls on how to improve/change or business/employer strategies to make better impact in our service areas. Mr. Parris referred to page 22 of the meeting packet for further details on these proposed metrics.

iv. Next Business Partnership Committee Meeting

Mr. Parris reported the next BPC meeting is scheduled for July 10, 2013.

C.) Workforce Skills & Education Committee Update

The Workforce Skills & Education Committee meeting was rescheduled for July 24, 2013, therefore no report was provided.

D.) Finance Committee

David Collins, Finance Committee Chair stated the Committee met on June 19, 2013 and discussed several items. Mr. Collins deferred to Brandi Runion to provide further details.

i. PY'12 Budget Overview

a. Henkels & McCoy

1) Adult/Dislocated Worker (DW) Grant Update

Ms. Runion referred to pages 35-38 of the meeting packet stating through May 26, 2013, Henkels & McCoy has spent 76.33% of the Adult/DW grant. The goal by June 30, 2013 is to spend 90%. Henkels & McCoy has additional On-the-Job Training (OJT) and Facility costs that will be paid in June, these expenditures will put them over their goal of 90% expenditure rate.

2) Youth Grant

Ms. Runion referred to page 39 of the meeting packet stating through May 26, 2013, Henkels & McCoy has spent 80.81% of the Youth grant. The goal is to spend 90% by June 30, 2013. They have some outstanding expenditures to be paid in June which will put them over the goal of 90% expenditure rate.

b. WorkLink Grants

1) Workforce Investment Act (WIA) Budget

Ms. Runion referred to page 43 of the meeting packet and provided an update on the WorkLink In-House budget through May 31, 2013. Ms. Runion reported the Finance Committee voted to move \$750 from the Job Fair Expense line item that were unspent to the Outreach line item in order to pay for the posting of the Business Services Representative position vacancy.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget request as presented, seconded by Ed Parris. Motion carried with a unanimous vote.

Ms. Runion referred to page 44 which is a snapshot of our PY'12 expenditures to the Appalachian Council of Government's (ACOG) thru May.

2) Rapid Response & Incentive Grants

Ms. Runion referred to page 40 of the meeting packet and gave a brief update on the current Rapid Response/Incumbent Worker Training (RR/IWT)

Grants stating Bowers Emergency Services recently submitted an expense reimbursement for \$9,009.50 and Pace Labels, Inc. submitted an expense reimbursement for \$2,581.

Ms. Runion also reported on additional RR/IWT Grants stating Palmetto Plating was approved on June 17, 2013 by SCDEW to receive a total of \$40,400 RR/IWT; Horizon Machine & Manufacturing submitted an application to SCDEW for review and we are waiting for a response; and South Carolina Manufacturing Extension Partnership (SCMEP) is working with Technology Solutions and Wilbert Plastics preparing applications to submit to SCDEW for review.

Ms. Runion reported the Youth WorkKeys invoices have been received. The invoice totals are \$2,674 short of the budgeted amount of \$11,000 and should be moved to a line item where the funds could be utilized.

Ms. Runion referred to page 41 stating the Finance Committee voted to approve a budget request to the 11HPW01, the High Performing Workforce Board Grant, to move the \$2,674 from the Youth WorkKeys line item to the Staff & Board Travel & Training line item and was approved by the Executive Committee via email vote on June 20, 2013.

BOARD ACTION TAKEN: Finance Committee made a motion to ratify the Executive Committee's vote on the High Performing Workforce Board Grant as presented. Motion carried with a unanimous vote.

ii. PY'13 Budget Overview

a. PY'13 Funding Allocations

Ms. Runion referred to page 45 and informed the Board this is our final allocation which we will receive for PY'13 however, we have not yet received the "official" form granting permission to draw down these funds.

b. WorkLink Grants

1) WIA Budgets

Ms. Runion called attention to pages 46-47 of the meeting packet and stated this budget includes Salary/Fringe for 7 WorkLink staff members and that the Negotiation Committee decided to take out the Facility cost line item from the Henkels & McCoy budget since we will be moving to a new service delivery model in which the Comprehensive Center will be in the Appalachian Council of Government (ACOG)'s name.

Ms. Runion also stated we are currently drafting the Resource Sharing Agreement (RSA) to have signed by the ACOG and SCDEW which shows the

total amount of the Comprehensive Center and the satellite locations. Recommendations are that SCDEW will reimburse the COG/WorkLink for their share of the centers as well as a percentage of the Finance Director's time managing contracts & invoices; SCDEW will reimburse Henkels & McCoy for their share of the Center Manager's time managing the SC Works Centers and satellites; also, the Outreach line item has been increased from the prior year since to fund advertising of our new delivery model and new Center locations.

BOARD ACTION TAKEN: Finance Committee made a motion to approve the budget with recommendations as presented, seconded by David Bowers. Motion carried with a unanimous vote.

2) Grant Opportunities

Ms. Runion referred to page 48 of the meeting packet and provided a brief explanation of the Grant opportunities WorkLink has applied for stating that once these grants are received, we will adjust the regular budgets as necessary.

c. Henkels & McCoy

1) Adult/DW Grant

Ms. Runion referred to pages 49-52 of the meeting packet and provided a brief summary of the budget. Ms. Runion stated the budget has been approved by the Executive Committee via email vote on June 17, 2013.

BOARD ACTION TAKEN: Finance Committee made a motion to ratify the Executive Committee vote to approve the budget as presented. Motion carried with a unanimous vote.

2) Youth Grant

Ms. Runion referred to pages 53-56 of the meeting packet and provided a brief summary of the budget. Ms. Runion stated the budget has been approved at the June 24, 2013 Executive Committee meeting.

BOARD ACTION TAKEN: Finance Committee made a motion to ratify the Executive Committee vote to approve the budget as presented. Motion carried with a unanimous vote.

V. Other Business

VI. Adjournment

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

Respectfully submitted by: Patty Manley, Office Manager

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON·OCONEE·PICKENS

SC Works Employment Center Hours of Operations and Locations

Job seekers and employers will be able to access employment and training services through the following:

Hours: Monday – Friday, 8:30AM to 5:00PM (except major holidays)

Locations:

Open to the public until June 30, 2013

Anderson SC Works Center
309 W. Whitner St.
Anderson, SC 29624

Liberty SC Works Center
317 Summit Dr.
Liberty, SC 29657

Seneca SC Works Center
11091 N. Radio Station Rd.
Seneca, SC 29678

Open to the public beginning July 15, 2013 ***NEW LOCATIONS***

Anderson SC Works Center
309 W. Whitner St.
Anderson, SC 29624

Easley SC Works Center
(Easley TCTC QuickJobs Bldg.)
1774 Powdersville Road
Easley, SC 29642

Seneca SC Works Center
(Seneca TCTC QuickJobs Bldg.)
100 Vocational Drive
Seneca, SC 29672

Open to the public in Fall 2013

******NEW LOCATIONS******

Comprehensive Site
Clemson SC Works Center
1376 Tiger Blvd. Suite 104,
Clemson, SC 29631

Anderson SC Works Center
(Anderson TCTC QuickJobs Bldg.)
511 Michelin Blvd.
Anderson, SC 29625

Easley SC Works Center
(Easley TCTC QuickJobs Bldg.)
1774 Powdersville Road
Easley, SC 29642

Seneca SC Works Center
(Seneca TCTC QuickJobs Bldg.)
100 Vocational Drive
Seneca, SC 29672

Honea Path SC Works Center
(Senator Billy O'Dell Learning Center -
Watkins Community Center)
204 South Main Street
Honea Path, SC 29654

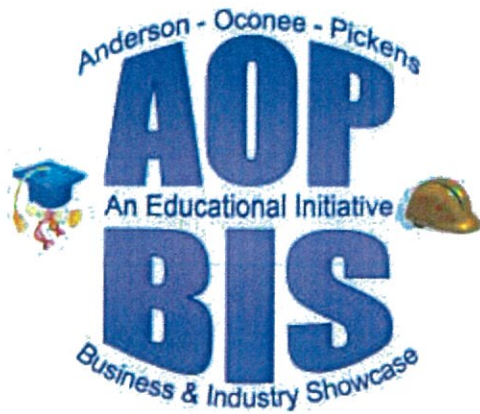
IN-SCHOOL WORKKEYS TESTING/YOUTH INCENTIVE FUNDS

Results:

School Districts:	Actual # of Students Tested:	WorkKeys Testting Expenses:
ASD1		
Palmetto HS	11	\$385.00
Wren HS	6	\$210.00
Powdersville HS	6	\$210.00
ASD2 -BHP	11	\$385.00
TOTAL	34	\$1,190.00
ASD3 - Crescent HS	9	\$315.00
ASD4 - Pendleton HS	5	\$175.00
ASD5 -Career Campus	26	\$910.00
TOTAL	40	\$1,400.00
Oconee Hamilton Career Center	92	\$2911.00
Pickens Co. Career Center	112	\$2,825.00
Grand Total	278	\$8,326.00

PY13 YOUTH COUNCIL OUTREACH COMMITTEE

- ❖ Crystal Noble
- ❖ Tim Mays
- ❖ Rick Murphy
- ❖ Jennifer Campbell
- ❖ Sharon Crite
- ❖ Kristi King Brock
- ❖ Robert Halfacre



2013 Anderson-Oconee-Pickens Business & Industry Showcase

Schedule of Events

October 1-3

- Tuesday, October 1
 - 8:00 AM – 5:00 PM - Booth Setup
- Wednesday, October 2
 - 9:00 AM – 1:30 PM – Students & Invited Guests
- Thursday, October 3
 - 9:00 AM – 1:30 PM – Students & Invited Guests
 - 1:30 PM – Until – Booth Teardown

Parking

Parking for setup and on the day of the event will be in the North Lot at Littlejohn. The North Lot is off of Ravenel Road. Littlejohn Staff will be on hand to direct traffic.



Thank you for interest in the 2013 Anderson – Oconee – Pickens Business & Industry Showcase.

The goal of the event continues to be simple - to help young people understand the decisions that they need to make now in order to thrive in their future careers. Last year at Clemson's Littlejohn Coliseum, over 5,500 eighth and ninth graders from Anderson, Oconee and Pickens counties were exposed to the business world.

During this event, students are provided an opportunity to interact with company representatives from a wide variety of industries and ask questions about the career clusters they need to take in order to be prepared to enter the workforce. This event is also an excellent opportunity to showcase just a small taste of the amazing things our local industries/businesses are doing. The students and teachers in attendance are blown away by the number of highly-skilled and highly-paid job opportunities available in their own backyard.

Last year, 52 organizations representing both large and small firms made 2012 a success. Now it is time to do an even better job in 2013 due to the fact that workforce development is critical for our region's economic development success. With emphasis on career tracks within secondary education, now is the time to make our mark.

It is our belief that initiatives like the Showcase are an effective way for the business community to have a meaningful impact on the education of these young people and our future workforce. We sincerely thank Worklink for their partnership in making this a successful event.

If anyone would like to attend or exhibit at the event, please contact Russell Johnson, rjohnson@oconeesc.com, 864-638-4210. Attendance times for the event are from 9:00am-1:30pm on October 2nd and 3rd.

Sincerely,

Richard Blackwell, Chair
A-O-P Business & Industry Showcase Board

PY 2012 WIA Quarterly Report Summary - 3rd Quarter (rolling 4 quarters)

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual
*Placement in Employment or Education	Youth (14-21)	66.0	52.8	67.4	73.8	59.1	79.1	75.3	60.1	67.7	79.3	63.5	80.3	67.2	53.8	53.8	71.8	57.5	65.5	62.7	50.2	66.9
*Attainment of Degree or Certificate	Youth (14-21)	67.0	53.6	71.2	77.7	62.2	81.5	72.9	58.4	77.5	86.0	68.8	82.3	66.5	53.2	52.4	65.0	52.0	63.7	76.6	61.3	74.4
***Literacy or Numeracy Gains	Youth (14-21)	52.0	41.6	55.8	67.3	53.9	59.1	53.3	42.7	56.6	85.0	68.0	83.3	52.0	41.6	64.7	49.4	39.6	44.2	60.4	48.4	70.0
Entered Employment	Adults	66.4	53.2	69.4	69.1	55.3	64.5	72.1	57.7	67.1	71.7	57.4	70.8	67.2	53.8	67.9	74.5	59.6	75.4	65.4	52.4	66.5
Rate	DW	73.5	58.8	73.6	69.8	55.9	65.4	81.2	65.0	78.1	75.0	60.0	73.0	75.6	60.5	76.5	85.2	68.2	84.4	74.8	59.9	70.4
**Retention	Adults	86.4	69.2	84.9	88.8	71.1	87.5	82.2	65.8	83.7	91.0	72.8	86.0	87.1	69.7	84.2	89.5	71.6	83.6	86.0	68.8	82.1
Rate	DW	91.5	73.2	91.3	95.2	76.2	90.8	92.5	74.0	92.2	96.3	77.1	94.8	94.4	75.6	93.6	90.7	72.6	88.0	90.1	72.1	87.6
**Average Earnings	Adults	10,700	8,560	10,381	11,538	9,230	10,837	10,165	8,132	9,932	12,834	10,267	11,644	11,889	9,511	10,817	10,769	8,615	10,439	11,054	8,843	10,175
	DW	15,100	12,080	15,033	14,760	11,808	14,171	14,043	11,234	13,270	15,643	12,514	15,266	17,319	13,855	16,090	14,555	11,644	15,218	17,720	14,176	17,800

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual	Goal	80% of	Actual
*Placement in Employment or Education	Youth (14-21)	64.7	51.8	69.0	62.7	50.2	57.4	62.7	50.2	58.7	62.7	50.2	58.6	74.1	59.3	78.2	64.9	52.0	66.4
*Attainment of Degree or Certificate	Youth (14-21)	78.8	63.1	86.5	63.7	51.0	44.3	63.7	51.0	66.3	63.6	50.9	65.0	75.2	60.2	69.4	68.6	54.9	71.0
***Literacy or Numeracy Gains	Youth (14-21)	63.0	50.4	65.6	49.4	39.6	32.1	55.8	44.7	64.4	49.4	39.6	52.0	49.4	39.6	40.0	52.0	41.6	42.9
Entered Employment	Adults	63.1	50.5	70.5	63.1	50.5	66.7	63.1	50.5	66.1	66.4	53.2	74.9	70.8	56.7	74.8	64.3	51.5	68.3
Rate	DW	72.6	58.1	71.2	76.0	60.8	74.2	71.8	57.5	74.0	69.8	55.9	55.9	82.2	65.8	77.0	71.6	57.3	72.0
**Retention	Adults	85.6	68.5	84.9	87.5	70.0	87.1	83.9	67.2	85.8	90.9	72.8	88.8	85.4	68.4	86.2	85.9	68.8	82.7
Rate	DW	92.0	73.6	92.6	91.4	73.2	89.8	90.7	72.6	94.2	91.5	73.2	91.8	92.7	74.2	92.2	86.9	69.6	85.3
**Average Earnings	Adults	10,340	8,272	10,427	10,165	8,132	9,248	11,114	8,891	11,348	10,781	8,625	12,097	10,350	8,280	9,667	9,951	7,961	9,349
	DW	14,038	11,230	13,867	14,345	11,476	13,471	16,128	12,902	14,980	13,800	11,040	12,770	15,100	12,080	22,722	13,968	11,174	10,776

*These measures include program exiters from 7/1/11 to 6/30/12.

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

***These measures include program exiters from 4/1/12 to 3/31/13.

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

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Trident		
		Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	66.0	52.8	69.3	73.8	59.1	81.1	75.3	60.1	71.7	79.3	63.5	79.5	67.2	53.8	59.7	71.8	57.5	63.7	62.7	50.2	67.7
*Attainment of Degree or Certificate	Youth (14-21)	67.0	53.6	71.3	77.7	62.2	79.0	72.9	58.4	81.8	86.0	68.8	80.8	66.5	53.2	54.4	65.0	52.0	58.1	76.6	61.3	74.3
***Literacy or Numeracy Gains	Youth (14-21)	52.0	41.6	57.4	67.3	53.9	62.5	53.3	42.7	57.8	85.0	68.0	76.2	52.0	41.6	57.1	49.4	39.6	45.5	60.4	48.4	63.1
Entered Employment	Adults	66.4	53.2	70.4	69.1	55.3	63.3	72.1	57.7	67.2	71.7	57.4	71.9	67.2	53.8	70.7	74.5	59.6	75.2	65.4	52.4	66.2
Rate	DW	73.5	58.8	75.4	69.8	55.9	73.2	81.2	65.0	80.5	75.0	60.0	78.1	75.6	60.5	75.5	85.2	68.2	83.0	74.8	59.9	74.4
**Retention	Adults	86.4	69.2	85.0	88.8	71.1	86.4	82.2	65.8	86.2	91.0	72.8	87.9	87.1	69.7	85.5	89.5	71.6	83.7	86.0	68.8	82.5
Rate	DW	91.5	73.2	91.9	95.2	76.2	88.8	92.5	74.0	93.8	96.3	77.1	94.5	94.4	75.6	93.5	90.7	72.6	89.1	90.1	72.1	91.6
**Average Earnings	Adults	10,700	8,560	10,440	11,538	9,230	10,794	10,165	8,132	9,533	12,834	10,267	11,405	11,889	9,511	10,873	10,769	8,615	10,543	11,054	8,843	10,230
	DW	15,100	12,080	14,673	14,760	11,808	16,215	14,043	11,234	12,962	15,643	12,514	15,261	17,319	13,855	15,513	14,555	11,644	15,605	17,720	14,176	16,923

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	64.7	51.8	72.7	62.7	50.2	62.1	62.7	50.2	64.3	62.7	50.2	62.1	74.1	59.3	80.0	64.9	52.0	72.9
*Attainment of Degree or Certificate	Youth (14-21)	78.8	63.1	87.1	63.7	51.0	49.5	63.7	51.0	70.5	63.6	50.9	65.1	75.2	60.2	66.0	68.6	54.9	65.8
***Literacy or Numeracy Gains	Youth (14-21)	63.0	50.4	71.3	49.4	39.6	53.3	55.8	44.7	64.2	49.4	39.6	54.5	49.4	39.6	61.3	52.0	41.6	30.2
Entered Employment	Adults	63.1	50.5	71.3	63.1	50.5	67.2	63.1	50.5	71.2	66.4	53.2	76.3	70.8	56.7	78.1	64.3	51.5	70.5
Rate	DW	72.6	58.1	72.1	76.0	60.8	71.1	71.8	57.5	78.3	69.8	55.9	65.0	82.2	65.8	73.0	71.6	57.3	72.0
**Retention	Adults	85.6	68.5	85.9	87.5	70.0	83.3	83.9	67.2	85.4	90.9	72.8	87.5	85.4	68.4	87.0	85.9	68.8	81.3
Rate	DW	92.0	73.6	91.5	91.4	73.2	91.1	90.7	72.6	95.4	91.5	73.2	91.3	92.7	74.2	93.2	86.9	69.6	87.2
**Average Earnings	Adults	10,340	8,272	10,724	10,165	8,132	9,457	11,114	8,891	11,518	10,781	8,625	11,925	10,350	8,280	9,572	9,951	7,961	9,020
	DW	14,038	11,230	13,176	14,345	11,476	13,543	16,128	12,902	14,529	13,800	11,040	13,467	15,100	12,080	17,782	13,968	11,174	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.

PY 2013 WORKLINK WIB GOALS

July 1, 2013 - June 30, 2014

CRITERION	PROPOSED GOAL	NEGOTIATED GOAL
Performance		
Adult Entered Employment Rate	69.1	69.1
Adult Retention Rate	88.8	88.8
Adult Average Earnings	\$11,538.00	\$11,538.00
Dislocated Worker Entered Employment Rate	69.8	71.2
Dislocated Worker Retention Rate	95.2	93.3
Dislocated Worker Average Earnings	\$14,760.00	\$14,908.00
Youth Placement in Employment or Education	73.8	75.3
Youth Attainment of Degree or Certificate	77.7	77.7
Youth Literacy or Numeracy Gains	67.3	65.3



WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION

Applicant Name: Amy Bradshaw
Applicant Address: PO Box 8002
Anderson, SC 29602
Education: B.S. Sociology
Business/Organization: SC Dept. of Juvenile Justice
Job Title: County Director
County of Residence: Anderson
Phone: 260-4041 Fax: 274-2594
Cell Phone: 353-4203 E-mail: ALBRAD@scdj.j.net
Category Represented:

- ☐ Youth Services Agency (Specify)
- | | |
|---------------------------------------------------------------------|---------------------------------------------------------------|
| <input checked="" type="checkbox"/> Juvenile Justice Representative | <input type="checkbox"/> Local D.A. or State's Attorney |
| <input type="checkbox"/> Local Police or Police Athletic League | <input type="checkbox"/> Youth Services Agency/Program/CBO |
| | <input type="checkbox"/> School Superintendent or High School |
- ☐ Public Housing Authority (Specify)
- | |
|-------------------------------------------------------|
| <input type="checkbox"/> Public Housing Director |
| <input type="checkbox"/> Public Housing Administrator |
- ☐ Parent ☐ Youth
- ☐ Youth Activity (Specify)
- | | |
|--------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Former Participant | <input type="checkbox"/> Local Recreation and Parks Director |
| <input type="checkbox"/> Local School to Work Director | <input type="checkbox"/> Existing Youth Services for Planning Groups |
- ☐ Other - Specify:
- | | |
|---------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> One-Stop Manager | <input type="checkbox"/> Social Services Director |
| <input type="checkbox"/> Adult Education Director | <input type="checkbox"/> Business |

Describe how this applicant represents the indicated agency:

I am the County Director for the Anderson office

Amy Bradshaw
Signature

7/1/13
Date



WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION

Applicant Name: Janice Ward
Applicant Address: 1348 Griffin Mill Rd
Easley, SC 29640
Education: M.A. in Education - School Leadership
Business/Organization: School District of Pickens County
Job Title: Coordinator of Secondary Education
County of Residence: Pickens
Phone: 864-397-1000 Fax: 864-855-8159
Cell Phone: 864-633-7117 E-mail: janiceward@pickens.k12.sc.us
Category Represented:

☒ Youth Services Agency (Specify)
☐ Juvenile Justice Representative ☐ Local D.A. or State's Attorney
☐ Local Police or Police Athletic ☐ Youth Services Agency/Program/CBO
League ☒ School Superintendent or High School
☐ Public Housing Authority (Specify) ☐ Public Housing Director
☐ Public Housing Administrator
☐ Parent ☐ Youth
☐ Youth Activity (Specify)
☐ Former Participant ☐ Local Recreation and Parks Director
☐ Local School to Work Director ☐ Existing Youth Services for Planning
Groups
☐ Other - Specify:
☐ One-Stop Manager ☐ Social Services Director
☐ Adult Education Director ☐ Business

Describe how this applicant represents the indicated agency:

I provide district level support to our middle schools and high school's as we work toward meeting the goals established by our superintendent and our school board (curriculum development, at risk and dropout prevention strategies and programs, data analysis, etc.).

Janice R Ward

Signature

June 18, 2013

Date



WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION

Applicant Name: Sandy Jordan

Applicant Address: 3001 Martin Luther King Jr. Blvd
Anderson, SC 29625

Education: Masters-Rehabilitation Counseling USC (Graduation 12/2013)Bachelors-Psychology-Lander University

Business/Organization: SC Vocational Rehabilitation-Anderson Office

Job Title: High School/High Tech Employment Coach 'I

County of Residence: Greenville

Phone: 864-224-6391 Fax: 864-231-6993

Cell Phone: 864-414-0150 E-mail: sjordan1@scvrd.state.sc.us

Category Represented:

☒ Youth Services Agency (Specify)
☐ Juvenile Justice Representative ☐ Local D.A. or State's Attorney
☐ Local Police or Police Athletic ☒ Youth Services Agency/Program/CBO
☐ League ☐ School Superintendent or High School

☐ Public Housing Authority (Specify) ☐ Public Housing Director
☐ Public Housing Administrator

☐ Parent ☐ Youth

☒ Youth Activity (Specify)
☐ Former Participant ☐ Local Recreation and Parks Director
☐ Local School to Work Director ☐ Existing Youth Services for Planning Groups

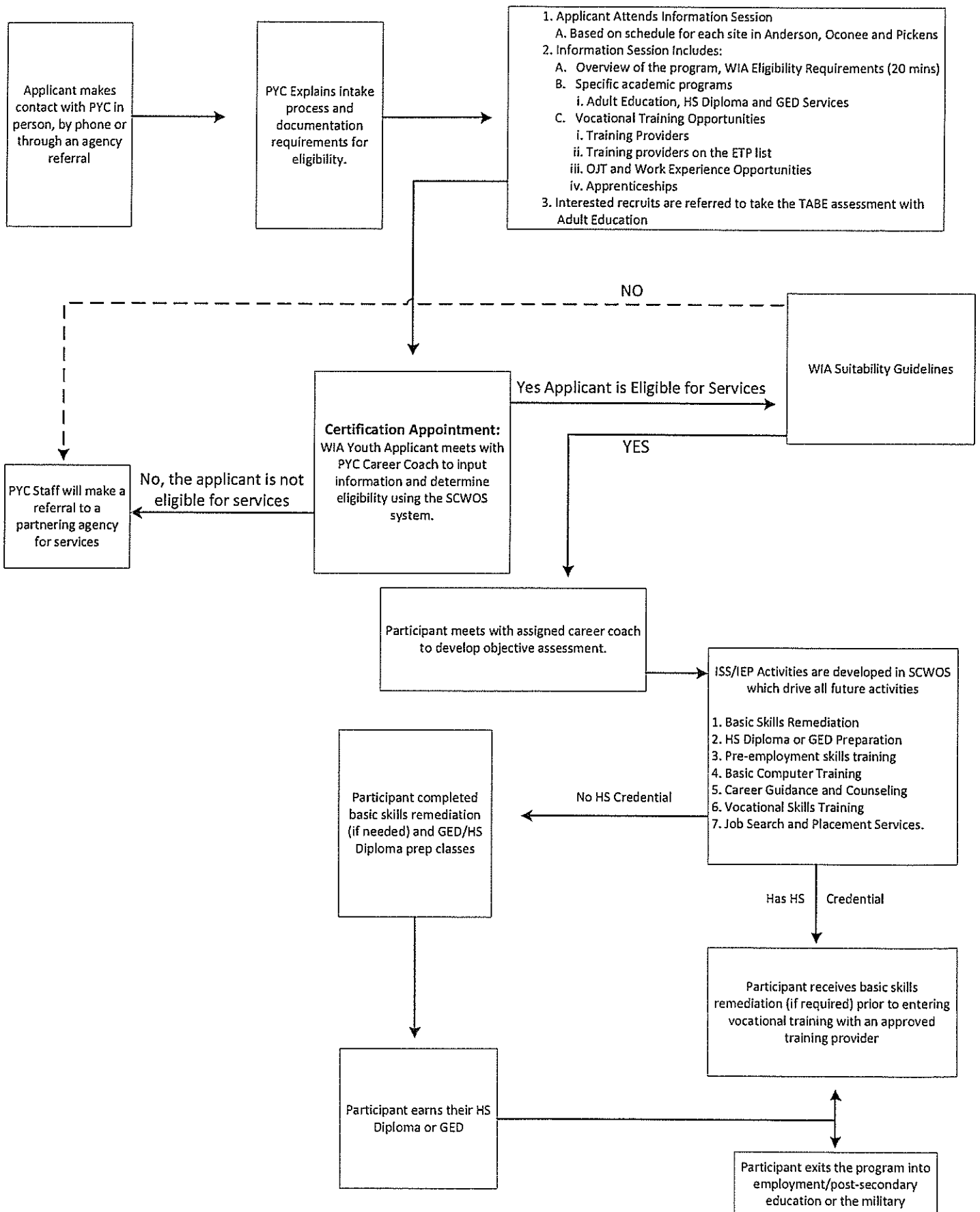
☐ Other - Specify:
☐ One-Stop Manager ☐ Social Services Director
☐ Adult Education Director ☐ Business

Describe how this applicant represents the indicated agency:

I work directly with high school students in Anderson School District 4 and 5 helping students with disabilities explore
career fields and prepare for future employment

Sandy Jordan 3/21/2013
Signature Date

Client Flow Chart Recruitment to Follow Up



Income Level Guidelines
Effective Date: 3/19/2013

Family Unit Size	METRO	NON-METRO
1	\$11,490	\$11,490
2	\$15,510	\$15,510
3	\$19,919	\$19,693
4	\$24,592	\$24,311
5	\$29,025	\$28,689
6	\$33,946	\$33,551
7	\$38,867	\$38,413
8	\$43,788	\$43,275
For each additional person in a family above eight, add	\$4,921 per person	\$4,862 per person

Workforce Skills and Education Committee Report

Presented August 28, 2013 – Board Meeting

The Workforce Skills and Education Committee met on July 24, 2013 and August 14, 2013.

Strategic Plan Update

The Workforce Skills and Education Committee discussed the progress of the two goals assigned to this committee.

Goal I. Understand the skill level of the workforce.

OBJECTIVE 3: Increase by 10% per year the number of individuals who successfully completed GED or high school diploma through the workforce system last year (July 1, 2008 – June 30, 2009).

Dr. Mary Gaston of the Pickens Adult Learning Center reviewed the PY2012 data regarding GEDs and HSD attainments. Below is how we are progressing on this goal.

STRATEGIC PLANNING = GED/HSD Attainment Report Card								
Program	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	NET
Baseline	324							
10% Goal		32	36	39	43	47	52	
Target		356	392	431	474	522	574	
Actual		417	407	441	541	534		
(+/-)		61	15	10	67	12		164

OBJECTIVE 4: Certify the basic work skills (soft and computer) of 1000 job seekers that the OneStop Centers serve each year.

Jennifer Kelly reviewed the Computer and Soft Skills progress that has been made.

Soft Skills:

- In PY 2010, 234 individuals attended VantEdge workshops provided by ResCare Workforce Services.
- In PY2011, 265 individuals attended VantEdge workshops provided by ResCare Workforce Services.
- A total of 499 individuals attended VantEdge (Soft Skills) training; 75 received Certificates. (To receive a certificate, an individual must have attended at least 5 soft skill classes.)
- In PY2012, 621 Individuals attended Tri-County Technical College Soft Skills Classes provided through a sub-grant from Henkels and McCoy.

Computer Skills:

- In PY2010, 573 individuals attended Job Readiness Computer Classes through TCTC.
- In PY 2011, referrals were made to Adult Ed, the Libraries, and TCTC for computer classes; no specific funds were dedicated to this goal.
- In PY2012, 147 individuals attended Computer Classes through TCTC.

The Committee requested that Henkels and McCoy investigate options to issue certificates to those that attend the classes under TCTC.

Goal III. Integrate the system.

The Committee reviews and evaluates the Operator's performance through reports given by Staff and the Operator. Henkels and McCoy is currently working on OneStop Certification Standards.

Committee Education

In the July 24, 2013 Committee meeting, Jennifer Kelly reviewed the Grant Deliverables as stated in the Henkels and McCoy Statement of Work, and the activity definitions of the Operator and required levels of service that WIA must provide to job seekers.

In the August 14, 2013 Committee meeting, Henkels and McCoy reviewed the intake process for jobseekers entering the SC Works Centers, and how a job seeker moves through the SC Works Center to access resources for finding employment. The WIA Program Manager also described the intake process for a customer interested in WIA program services and eligibility requirements.

H&M Grants

The Committee reviewed the final closeout data of PY2012 (July 1, 2012 to June 30, 2013) regarding the Operator and the WIA program for Adults and Dislocated Workers. A financial update will be given to the Committee upon closeout of the PY2012 grant.

The Committee also reviewed the negotiated grant deliverables (the negotiated budget, the required service levels for the WIA program, and On-the-Job Training) for PY2013 (July 1, 2013 to June 30, 2014).

SC Works System Updates

Outreach Needs – The Committee voted to use \$5,000 on Newspaper ads and radio announcements in addition to public service announcements to spread the word about the new SC Works Center locations.

SC Works Center Anderson Move – The last day of service to the public for the Anderson location at 309 W. Whitner Street will be August 28, 2013. We anticipate moving this location to Clemson

on August 29 and 30. We will be re-locating WIA and Wagner-Peyser staff to the Anderson Tri-County Technical College campus upon its opening.

DWT-NEG – WorkLink has received a grant for DWT-NEG in the amount of \$55, 357 to train long-term, dislocated workers (those that are unemployed due to no fault of their own and have been unemployed for 27 weeks or longer). The intent of this grant is for a participant to move from classroom training to OJT. These funds are available for two years.

Program	2007-2008		2008-2009		2009-2010		2010-2011		2011-2012		2012-2013	
	GED	Diploma	GED	Diploma	GED	Diploma	GED	Diploma	GED	Diploma	GED	Diploma
Anderson 1 & 2	56	12	51	19	81	7	114	6	103	11	100	10
Anderson 3, 4, 5	54	11	84	24	74	25	70	14	180	5	171	13
Oconee	88	10	100	7	81	10	107	16	103	14	82	8
Pickens	67	26	96	36	100	29	83	31	110	15	102	48
	265	59	331	86	336	71	374	67	496	45	455	79
Total H.S. Credentials	324		417		407		441		541		534	

SC WORKS | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

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Jobseekers Services	Q1 2012			Q2 2012			Q3 2013			Q4 2013			Total
	July 2012	August 2012	September 2012	October 2012	November 2012	December 2012	January 2013	February 2013	March 2013	April 2013	May 2013	June 2013	
Center Traffic (Total Customer Count):	10,582	13,709	10,592	11,884	9,957	10,436	13,394	10,739	8,049	7,583	6,635	4,080	117,640
Anderson	5,511	7,367	5,130	5,995	4,015	5,024	8,230	5,310	3,844	3,864	3,723	2,003	58,357
Liberty	2,456	3,138	2,528	2,377	2,221	2,332	2,915	2,395	1,004	2,061	1,662	781	26,470
Seneca	2,549	3,214	2,834	3,612	3,121	3,075	4,249	2,995	1,041	1,638	1,250	499	31,813
Individuals that Registered:	766	807	623	663	526	493	849	573	542	553	565	540	7,500
Anderson	367	361	340	340	266	228	396	260	238	233	259	232	3,512
Liberty	231	239	161	164	139	151	278	180	141	193	172	168	2,216
Seneca	168	206	159	140	121	114	205	113	163	127	134	127	1,772
Unduplicated Customer Count:	8498	8984	8054	9360	8056	7012	8588	7361	6854	6702	6032	5416	91,917
Anderson	3922	4039	4268	4607	3838	3314	3852	3521	3278	3148	2659	2636	42,263
Liberty	2411	2411	2493	2510	2222	1965	2594	2009	1917	1924	1609	1459	25,429
Seneca	2165	2535	2293	2753	1999	1743	2222	1884	1759	1730	1444	1283	24,195
Job Search Services:	39930	40803	51376	65672	57870	45072	54589	47510	43469	39837	37158	32630	556,116
Anderson	16991	21571	27107	34253	29691	23499	26700	24229	21268	19620	18748	16927	283,173
Liberty	12229	11162	13740	18001	16052	12796	16668	13541	12180	13316	10394	9147	157,027
Seneca	8910	6070	9569	12418	11927	8836	12151	9340	9601	6901	6016	6756	115,916
Workshop Attendances:	62	87	81	43	75	41	62	43	80	91	83	47	775
Employer Services:													
Internal Job Orders/Employer Job Openings:	118	155	107	104	83	63	118	126	141	158	140	100	1,413
Anderson	57	93	59	45	51	46	55	60	69	81	75	57	747
Liberty	24	18	18	23	14	10	25	31	40	35	32	23	269
Seneca	37	44	30	30	18	8	38	35	32	42	33	20	397
Services Provided Employers	5010	5851	4878	4892	3593	3912	5766	3843	4060	4017	2637	1992	50,451
Anderson	1794	2052	1994	2001	1690	1604	2457	1070	2037	1904	1458	1131	22,142
Liberty	991	1173	918	949	630	653	1109	676	680	825	488	399	9,088
Seneca	2214	2596	2296	2945	1873	1655	2204	1194	1343	1298	691	462	19,211
Hiring Events:	0	0	0	0	0	0	0	0	0	10	11	7	28
Anderson	0	0	0	0	0	0	0	0	0	6	5	7	18
Liberty	0	0	0	0	0	0	0	0	0	3	2	0	5
Seneca	0	0	0	0	0	0	0	0	0	1	4	0	5
Entered Employments:	183	196	197	214	200	197	218	204	201	187	203	104	2,304
Anderson	92	93	98	111	86	101	103	95	86	91	84	51	1,091
Liberty	50	69	54	60	65	55	74	60	64	42	70	31	665
Seneca	41	43	45	43	49	41	41	49	51	54	49	22	528
Rapid Response (Events):	0	0	0	0	0	0	0	2	0	2	0	2	6

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 applications during the month in the WorkLink Workforce Area.
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 individuals that logged in SCWOS during the month that has WorkLink Workforce Area listed as office location
Job Search Services:	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 individuals that logged in SCWOS during the month that searched for job opening that has WorkLink Workforce Area listed as office location
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 orders/opening that was new for the month that was put in by DEW
Services Provided Employers	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 activities provided to employers in that area that was new for the month that was put in by DEW
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 H & M's understanding this includes count all individuals that reported working where WorkLink is listed as workforce area
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 are H & M's understanding of the report.

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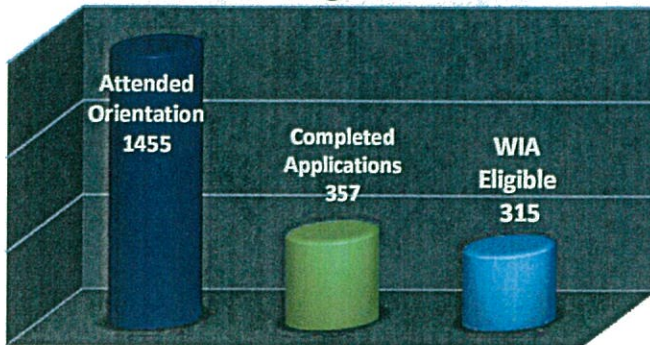
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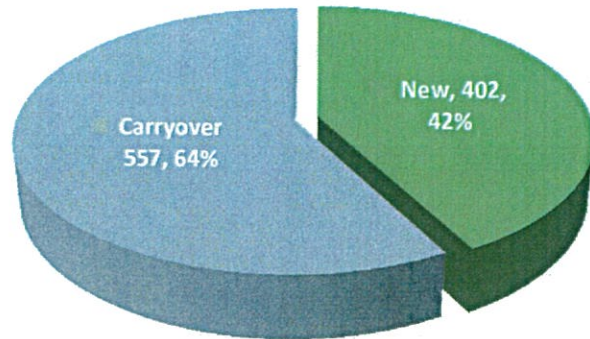
Program Year 12 (July 1, 2012 - June 30, 2013)

Report Last Saved: 8/13/2013

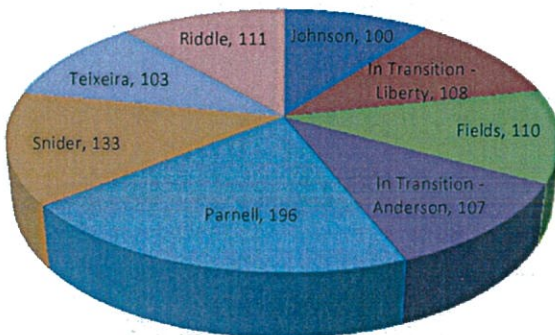
PY12 Program Intake



PY12 Total Served

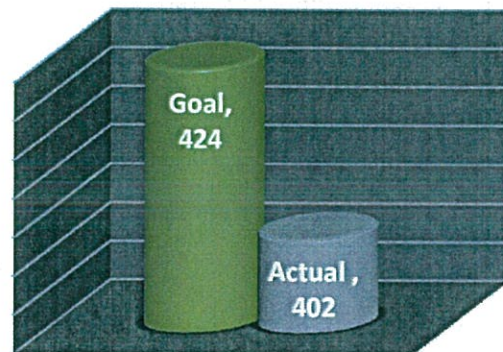


Caseload Breakdown

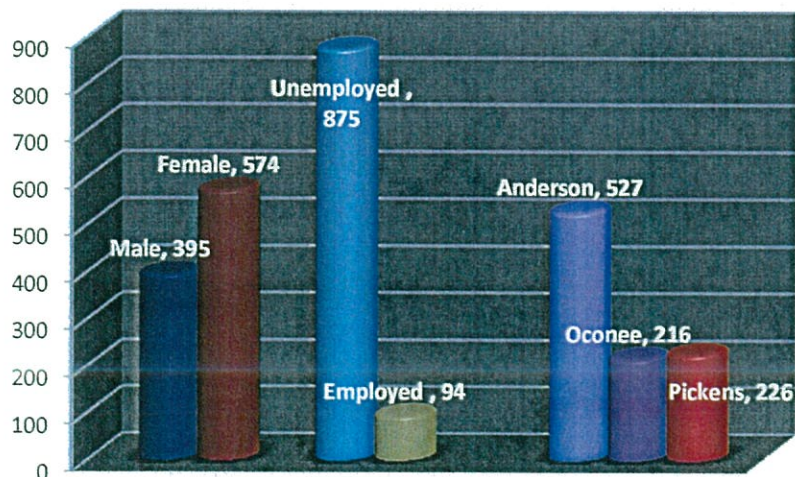


Caseload count includes Carryover and New

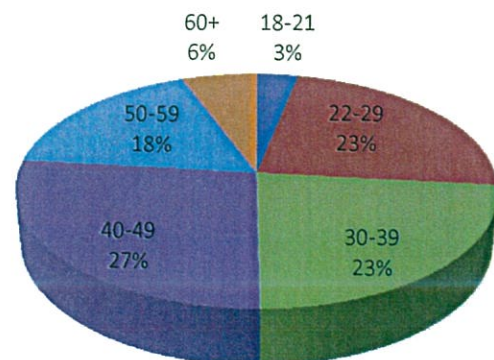
New Enrollments



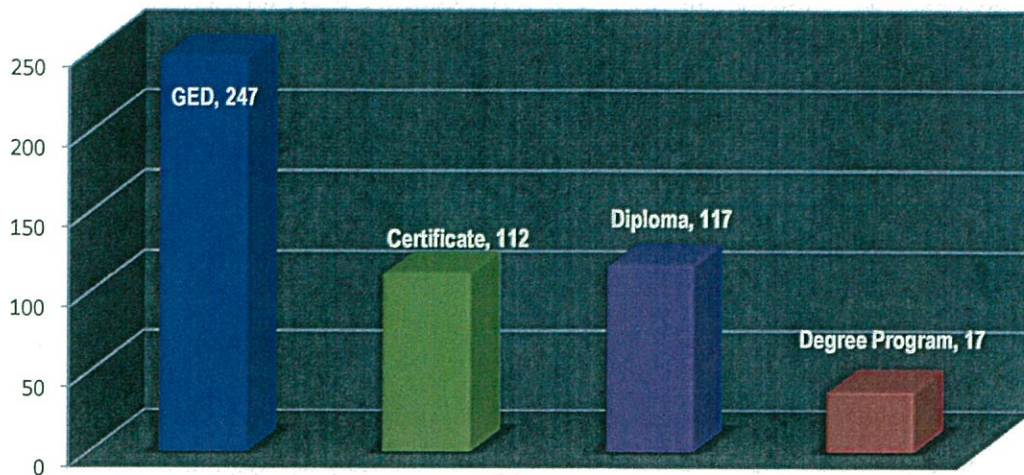
PY12 Demographics



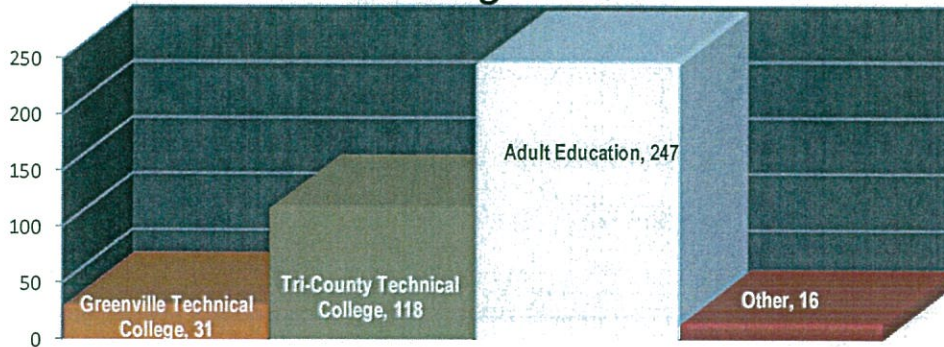
Age Ranges of Total Served



Training Programs



Training Providers



On -Job-Training

Businesses	Number of Contracts	Total Contract Value	Hrly Rate	% of Wage	Total Hrs	% Successful
MTS Office Machines	1	\$3,600.00	\$10.00	75%	480	100%
Borg Warner	3	\$11,628.80	\$13.83	49%	1680	100%
King Asphalt	2	\$4,928.25	\$10.00	75%	400	100%
Fastech	1	\$3,960.00	\$11.00	75%	480	0%
First Quality Tissue	2	\$6,278.40	\$13.08	50%	960	100%
Lakeside Steel & Machine	4	\$10,728.00	\$12.25	78%	1176	100%
Belton Metals	1	\$3,000.00	\$10.00	75%	400	100%
TrailerLogic LLC	1	\$5,940.00	\$11.00	75%	720	100%
US Engine Valve	6	\$18,372.00	\$14.60	50%	560	100%
Pittman Heating & Air	1	\$3,960.00	\$11.00	75%	480	100%
National Business Services Inc-Print It!	1	\$4,590.00	\$13.91	75%	440	100%
Crowe's Corporate Promotions-Monogram Me	1	\$3,630.00	\$11.00	75%	440	100%
Upstate Medical Staffing	1	\$3,648.00	\$13.00	75%	440	100%
W.E. Black Termite & Pest Control	3	\$10,279.00	\$11.25	75%	890	100%

Attendance of Workshops Offered

	WP	WIA	Total
Resume Writing	35	46	81
Resume Writing: Part 1, Preparation	3	15	18
Resume Writing: Part 2, Writing	3	11	14
Basic Resumes Made Easy	11	9	20
Resume Writing Beyond the Basics	8	11	19
Winning Job Applications/Online Job Applications	20	17	37
Internet & Job Search	11	12	23
Job Interviews & Successful Interviews	89	102	191
Successful Job Interviews & Networking	39	20	59
Fast Tracking Your Job Search	2	6	8
Preparing for A Job Fair	38	3	41
Doing More with Less	4	8	12
Financial Aid	1	1	2
Expungement & Pardons Workshop	80	16	96
Computer basics	13	18	31
Quick Start for New Computer Users	24	7	31
Computers: Mousing & Basic Keyboarding	2	5	7
Email for the Absolute Beginner	7	7	14
Using Microsoft Word	4	4	8
Quick Start - Word	19	7	26
Quick start - Excel	22	8	30
	435	333	768

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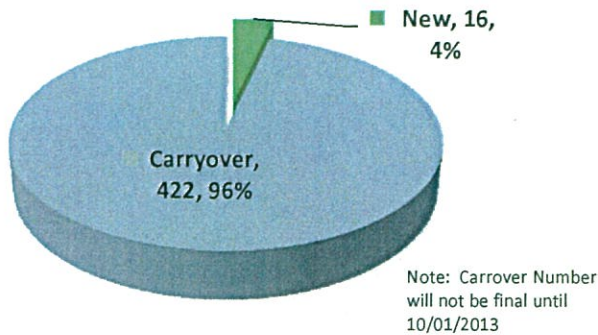
	Q1 2013	
Jobseekers Services	July 2013	Total
Center Traffic (Total Customer Count):	2221	2221
Anderson	1513	1513
Easley	219	219
Liberty	78	78
Seneca	411	411
Individuals that Registered:	549	549
Anderson	292	292
Easley	0	0
Liberty	140	140
Seneca	117	117
Unduplicated Customer Count:	5430	5430
Anderson	2977	2977
Easley	0	0
Liberty	1314	1314
Seneca	1139	1139
Job Search Services:	34823	34823
Anderson	18904	18904
Easley	0	0
Liberty	8851	8851
Seneca	7068	7068
Workshop Attendance:	27	27
Employer Services:		
Internal Job Orders/ Employer Job Openings:	90	90
Anderson	67	67
Easley	0	0
Liberty	15	15
Seneca	8	8
Services Provided Employers	1342	1342
Anderson	1162	1162
Easley	0	0
Liberty	55	55
Seneca	125	125
Hiring Events:	0	0
Entered Employments:	12	12
Anderson	11	11
Easley	0	0
Liberty	0	0
Seneca	1	1
Rapid Response Events:	1	1

SC WORKS WORKLINK ANDERSON-OCONEE-PICKENS

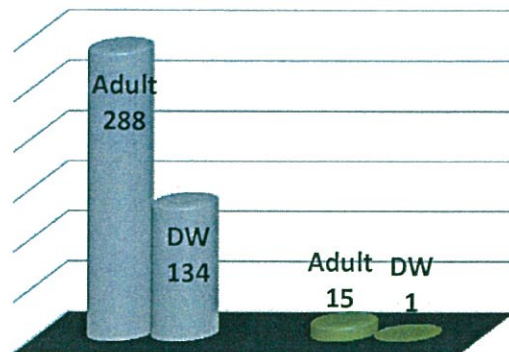
BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

Program Year 13 (July 1, 2013 - June 30, 2014)

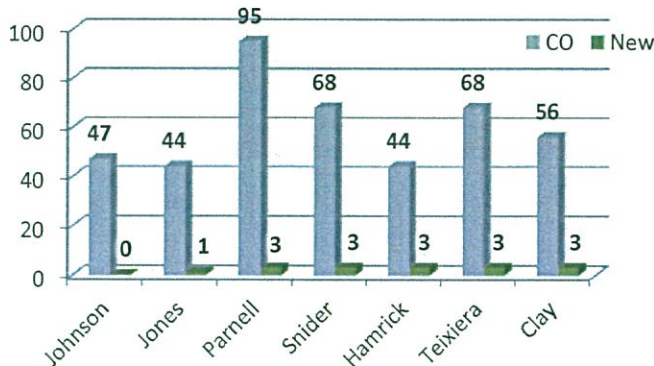
PY13 Total Served



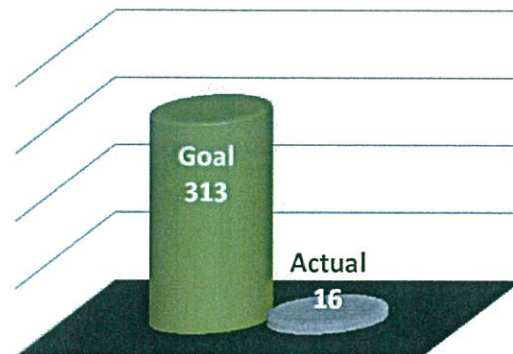
PY13 Total Served



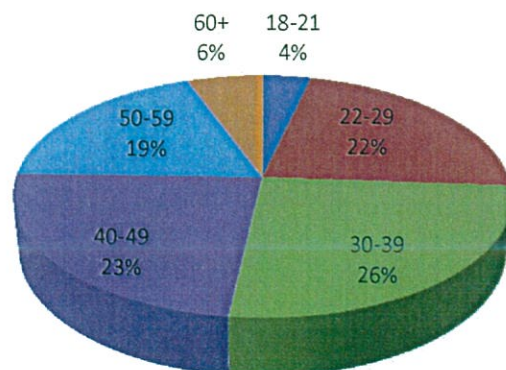
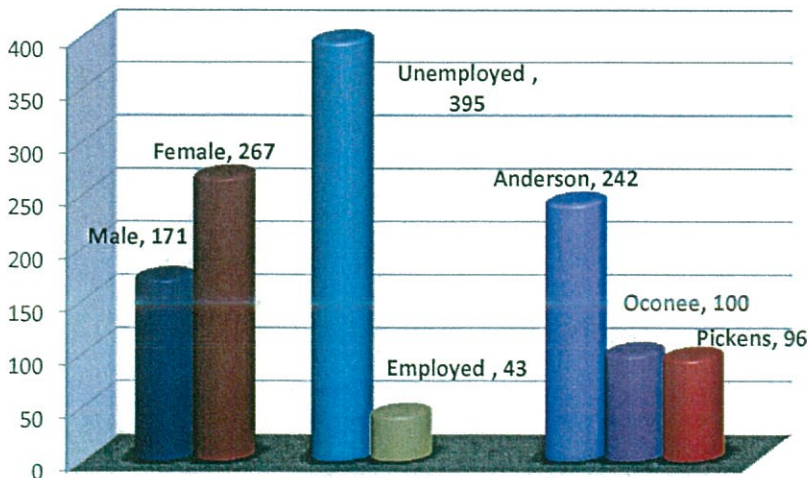
Case Load Breakdown



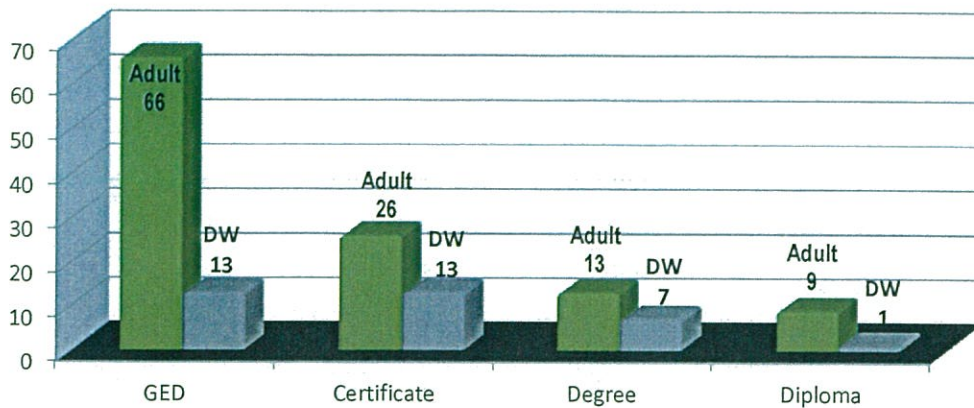
New Enrollments



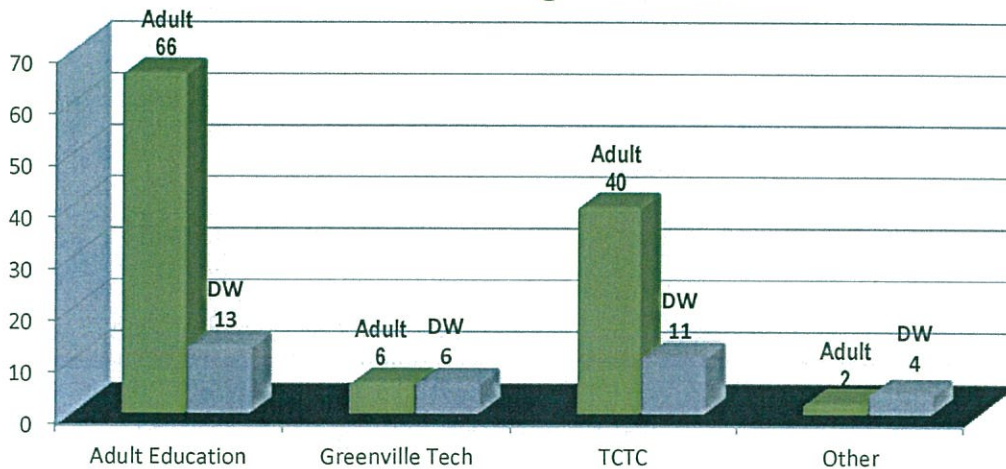
PY13 Demographics



Training Programs



Training Providers



On -Job-Training

Businesses	Number of Contracts	Total Contract Value	Hrly Rate	% of Wage	Total Hrs	% Successful
US Engine Valve	5	\$4,125.28	\$15.92	50%	518	100%
National Business Services Inc-Print It!	1	\$513.80	\$13.91	75%	49	100%
Crowe's Corporate Promotions-Monogram Me	1	\$655.13	\$11.00	75%	79	100%

Attendance of Workshops Offered

	Core	Intensive	Total
Soft Skills	12	11	23
Financial Literacy	0	0	0
Expungement/Pardons	0	0	0
Computer Skills	3	1	4
Total	15	12	27

Report Last Saved: 8/13/2013

Business Partnerships Committee Report

Presented August 28, 2013 – Board Meeting

The Business Partnerships Committee met on July 10, 2013.

Strategic Plan Update

The Business Partnerships Committee discussed the progress of the WorkReady Communities initiative, which will address the following:

Goal I. Understand the skill level of the workforce.

OBJECTIVE 2: Increase the number in the workforce assessed with WorkKeys Readiness Certificate by 3000.

This particular goal will be monitored under the WorkReady Communities Initiative. The Committee reviewed the data being reported by County on the ACT website. Jennifer Kelly provided information on how to sign up to be a provider of Career Ready 101. Teri Gilstrap gave an update on the signing of the ACT contract with the State.

Goal II. Involve business in the WIB and WIB activities

OBJECTIVE 1: Increase WorkKeys Profiles by 10% per year throughout the workforce region through awareness.

WorkLink paid for 7 of 9 profiles for companies in the WorkLink region. Two companies cancelled their profiles towards the end of the allotted timeframe; therefore, these two profiles were not able to be re-allocated to other companies. The Committee asked how many profiles had been conducted in our region. ACT is not able to give this information out to the local area; however, Ed Parris of Phillips Staffing stated that he could check how many profiles that they have conducted in the past several years.

OBJECTIVE 2: Increase the # of employers using the workforce development system services by 2% per year.

WorkLink staff is working with the State DEW staff to accurately measure this goal.

On-the-Job Training Coordination

Henkels and McCoy reviewed the OJT FAQ sheet for employers. Dana Grant discussed all the elements that the employer has to provide in order to be approved as an OJT provider. The FAQ sheet is included in the packet. For further consideration, Henkels and McCoy provided a safety

checklist that all employers go through prior to placement of an OJT candidate on an OJT contract at an employer's worksite.

Dana Grant provided an overview of the PY2012 (July 1, 2012 – June 30, 2013) OJT Contract status update. This can be seen in the Board Packet under the WIA Program Status update.

Rapid Response IWT Grants

The Committee reviewed the latest Rapid Response Incumbent Worker Training (IWT) Grants from the State to the WorkLink region.

Bowers Emergency Services	\$34,599
Pace Labels	\$24,100
Palmetto Plating	\$40,400

One company has declined Rapid Response IWT funding. Two other companies are exploring IWT funding through Rapid Response.

Finance Committee Report

*Next Meeting
Sept 18 - 2:00 PM
SC Works Clemson*

PY'12 & PY'13 Budget Overview

a. Henkels & McCoy – WIA Title I Adult & DW

i. PY'12 Grant

This grant was closed out at an expenditure rate of 84.64% with carryover of \$196,185 Adult and \$97,823 Dislocated Worker funds.

ii. PY'13 Grant

The expenditures through July 28 are included in the packet.

b. Henkels & McCoy – WIA Title I Youth

i. PY'12 Grant

This grant was closed out at an expenditure rate of 90.59% with carryover of \$79,943.

ii. PY'13 Grant

The expenditures through July 28 are included in the packet.

c. WorkLink Grants

i. 11INC01 – 2011 Incentive Grant

This grant ended on 6/30/13 with a 97.41% expenditure rate. One company notified us on the last day that they did not wish to have their WorkKeys® profile completed, therefore, leaving \$1,500 unspent.

ii. 11HPW01 – High Performing Workforce Board Grant

This grant ended on 6/30/13 with a 100% expenditure rate.

iii. 12INC01 – 2012 Incentive Grant

This grant ends on 6/30/14. The \$5,417 are budgeted to pay for transportation costs to the 2013 Anderson, Oconee, Pickens Business & Industry Showcase which will be held the first week of October 2013.

iv. 12RRIWT11 – Incumbent Worker Training Rapid Response Grant

The grant was sub granted to Bowers EMS and ended 6/30/13. The amount awarded was based off of training 12 employees. Less than 12 were trained, therefore, all of the funds will not be spent.

v. 12RRIWT18 - Incumbent Worker Training Rapid Response Grant

The grant was sub granted to Pace Labels, Inc and ends 10/31/13.

vi. 12RRIWT25 - Incumbent Worker Training Rapid Response Grant

The grant was sub granted to Palmetto Plating Company, Inc and ends on 4/30/14.

vii. 13RRIWT03 - Incumbent Worker Training Rapid Response Grant

The grant has been closed out per request from Horizon Machining & Manufacturing. They longer wish to receive the funds for training.

viii. 13DWT01 – Dislocated Worker Training National Emergency Grant

This grant was received in the amount of \$55,357 from SCDEW. A sub grant to Henkels & McCoy will be forthcoming for \$52,733.

d. WorkLink Board Budget

i. PY'12 will be closed by the end of the week for true carryover amounts.

ii. 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.

WIA Financial Monitoring Report from SCDEW

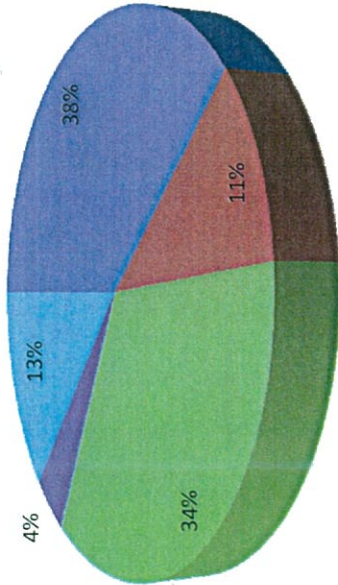
The report was received from SCDEW with no findings or issued noted.

Py'12 Final

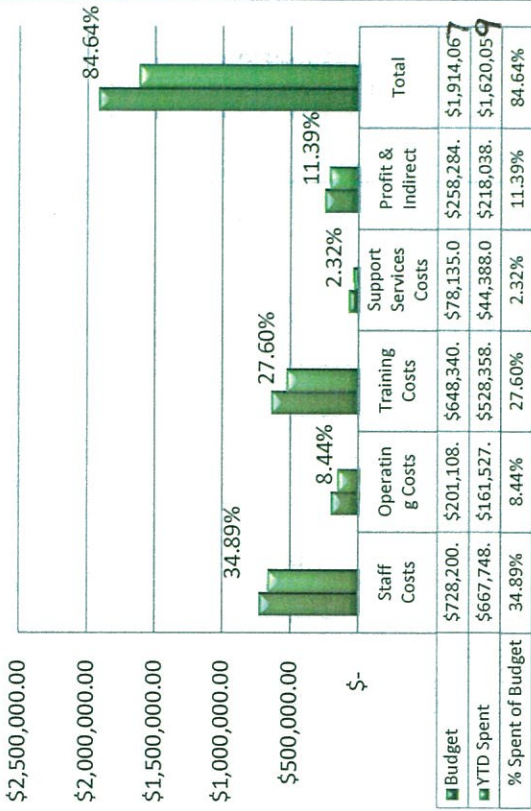
SC WORKS OPERATOR BUDGET (Mod# 3) - 7/1/12 to 6/30/13

SC Works Total Budget

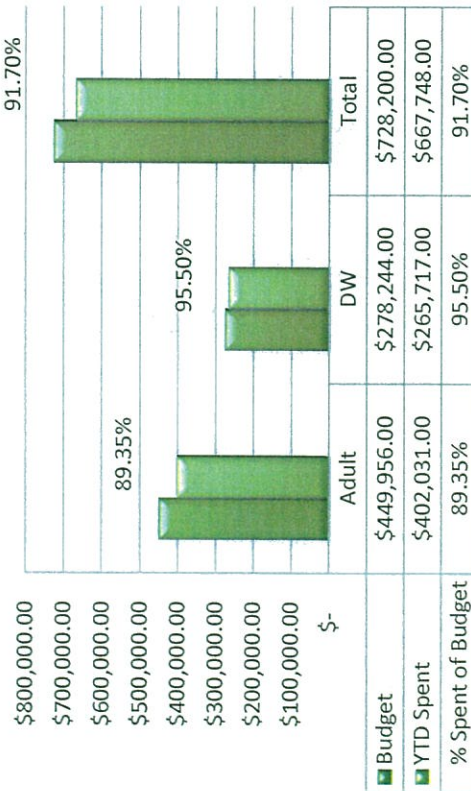
- Staff Costs
- Operating Costs
- Support Services Costs
- Profit & Indirect
- Training Costs



SC Works Total Budget vs. Actual

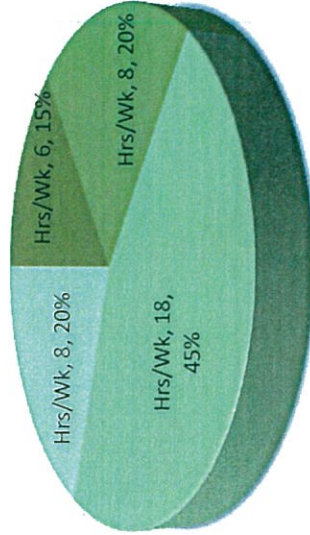


SC WORKS Staff Costs



Staff Time Split

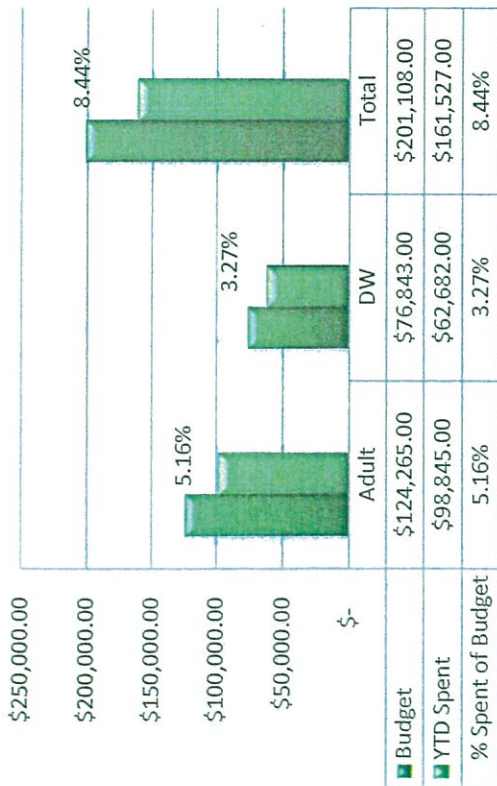
- Core
- Intensive
- Training
- Follow-up



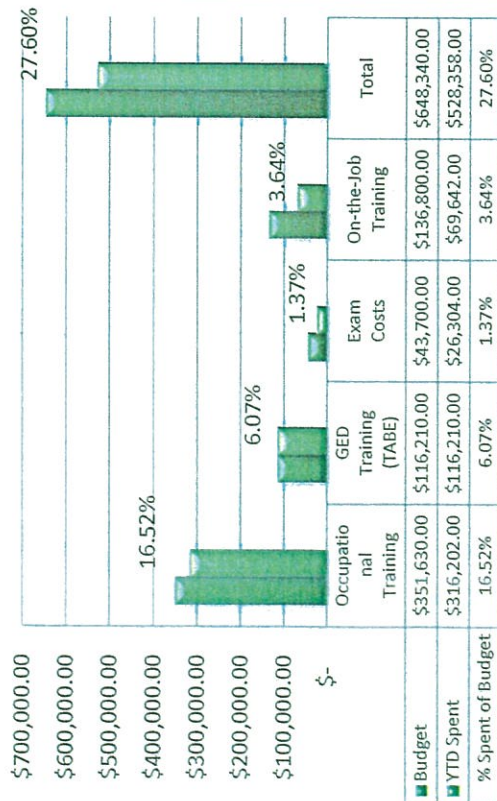
Carryover = \$ 196,185 Adult
97,823 DW

SC Works Operating Costs

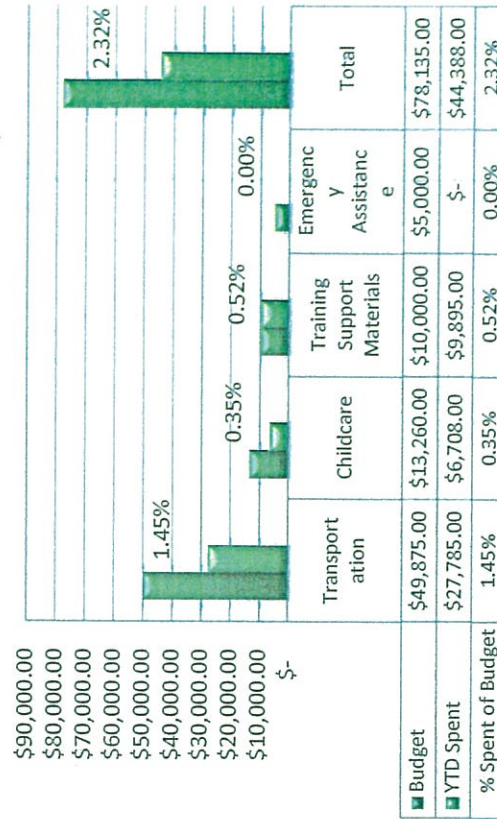
(Note: No Facility Costs have been spent YTD)



SC Works Direct Training Costs

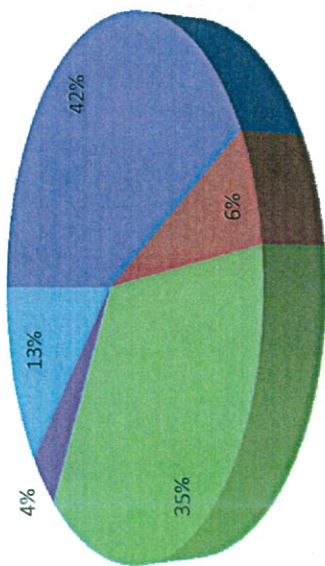


SC Works Support Service Costs

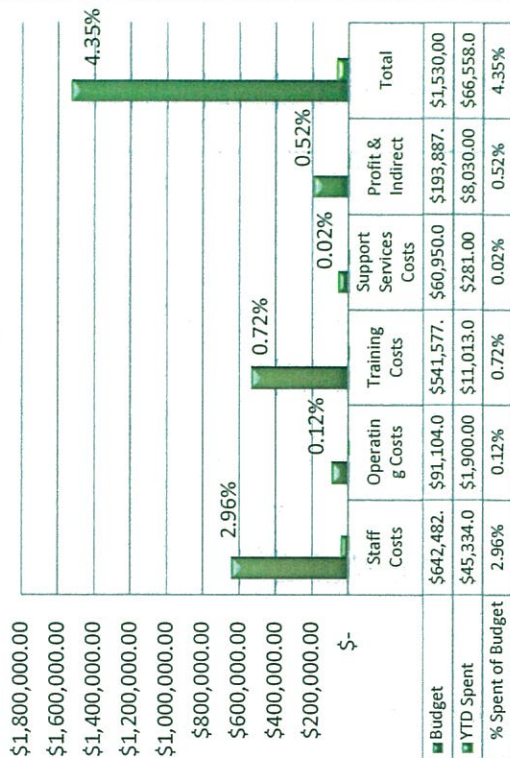


SC Works Total Budget

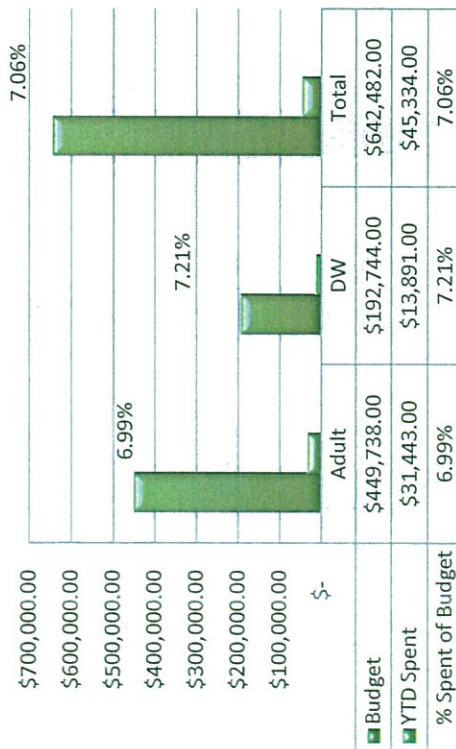
- Staff Costs
- Operating Costs
- Support Services Costs
- Profit & Indirect
- Training Costs



SC Works Total Budget vs. Actual

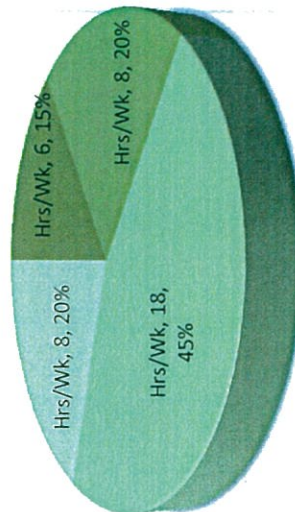


SC WORKS Staff Costs



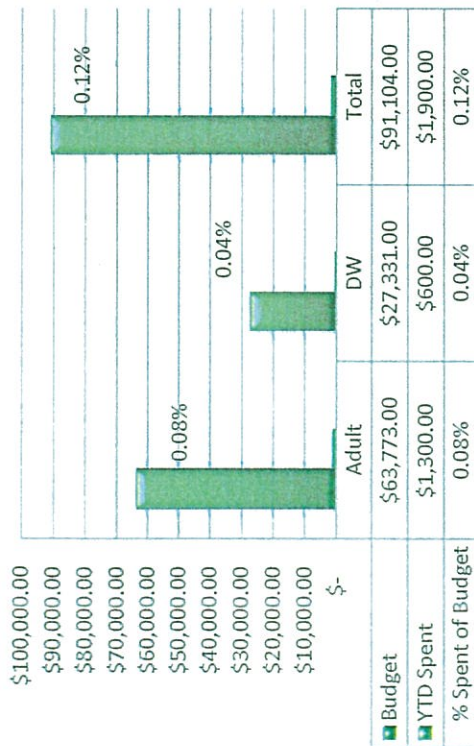
Staff Time Split

- Core
- Intensive
- Training
- Follow-up

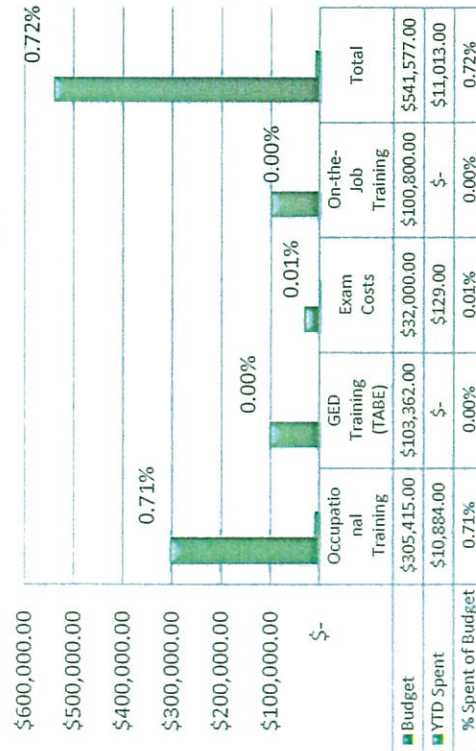


SC Works Operating Costs

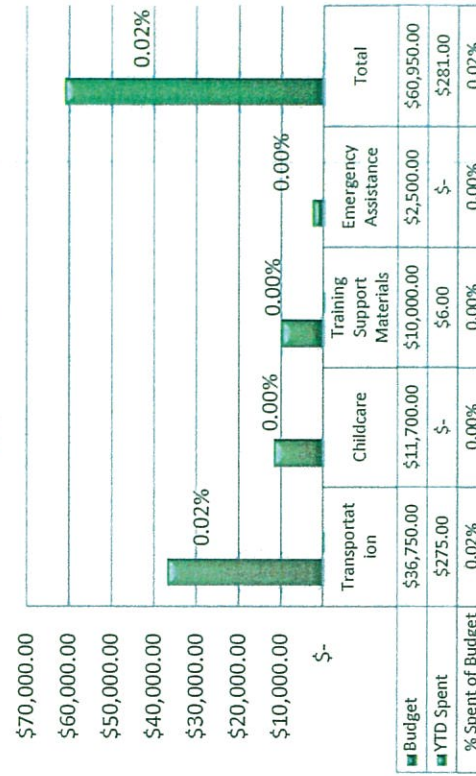
(Note: No facility costs have been spent YTD)



SC Works Direct Training Costs



SC Works Support Service Costs



Py 112
Youth

SC APPALACHIAN COUNCIL OF GOVERNMENTS

WORKFORCE INVESTMENT ACT

MONTHLY REQUEST FOR PAYMENT/FISCAL REPORT

This document is a summary of expenditures for which the Subgrantee is requesting payment. Only expenditures authorized in the approved budget are eligible for reimbursement. Please be sure to provide all information requested on the form. Please show amounts in whole dollars. All required documentation must be submitted in order to receive payment.

Federal ID#: 23-1535602 Grant #: 12Y495H4 Request for Payment #: 13
1303-11012

Subgrantee Name: Henkels & McCoy, Inc

Attention: Fran Bodziock

Address: 2268 Collection Center Drive
City: Chicago State: IL Zip Code: 60693

Grant Name: WIA Title I Youth Out of School Youth Program

Payment Type: FINAL (M=Monthly Request, F=Final Payment)

Month Ending Date: 5/27/13-6-30/13 Grant Period: 7/1/12-6/30/13

Grant Award: \$ 850,000 Original/Modification #: MOD #3 3/1/13

Grant Balance: \$ 79,943

	Budget	Current Month Expenditures	Expenditures to Date	Balance to Date	Accrued Expenditures	Obligations
REVENUES:						
WIA Funds Received			\$ 686,864			
WIA Funds Requested but Not Yet Received			77,923			
TOTAL REVENUES:			\$ 764,787			
EXPENDITURES:						
Salaries & Fringe Benefits	\$ 444,421	\$ 893	\$ 431,026	\$ 13,395	\$ -	
Facilities/Rent Costs (space)	12,000	-	12,000	-	-	
Non-Expendable Equipment Costs	11,065	-	11,065	-	-	
Operating Expenses	58,005	3,072	44,759	13,246	-	
WI Customer Wages and Fringe Benefits	37,120	-	25,283	11,837	-	
WI Customer Individualized Training Costs	89,508	268	79,848	9,660	-	
WI Customer Supportive Services Costs	30,400	400	21,823	8,577	-	
WI Customer Needs-Based/Related Payment Costs	40,683	-	33,341	7,342	-	
Staff Training/Tech Services Costs	4,500	-	1,697	2,803	-	
Other Direct Costs	13,253	-	11,841	1,412	-	
Profit	36,765	232	33,173	3,592	-	
Indirect Costs	72,280	405	64,201	8,079	-	
TOTAL EXPENDITURES:	\$ 850,000	\$ 5,270	\$ 770,057	\$ 79,943	\$ -	\$ -
REQUEST FOR PAYMENT AMOUNT:			\$ 5,270			
PERCENTAGE OF GRANT SPENT:			90.59%			

CERTIFICATION

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

Signature, CSEA or LSA

Fran Bodziock

8/9/13

Carryover
=\$79,943

Py'13
Youth



Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses			1403-11000	Total Expenses	Balance	% Spent
	codes	Budget	7/1-7/28			
Salary Total	0 0	325,644	21,842	21,842	303,802	6.71%
Fringe Benefit Total	0 1-0 5	123,066	7,829	7,829	115,237	6.36%
Subtotal		\$448,710	\$29,671	\$29,671	\$419,039	6.61%
Operating Costs						
Staff Consumable Supplies	1 2	6,000	75	75	5,925	1.25%
Advertising	1 3	9,000		0	9,000	0.00%
Printing/Copies	1 4	4,800		0	4,800	0.00%
Communications	1 5	10,746	917	917	9,829	8.53%
Staff Travel	1 6	26,590	804	804	25,786	3.02%
Staff Training/Conferences	1 7	6,000		0	6,000	0.00%
Staff Computer Leases	1 8	11,360		0	11,360	0.00%
Postage	1 9	3,585	89	89	3,496	2.48%
Subtotal		\$78,081	\$1,885	\$1,885	\$76,196	2.41%
Individualized Training Cost						
Participant Supplies	2 1	6,400	0	0	6,400	0.00%
Participant Books	2 2	8,000		0	8,000	0.00%
Assessment/Exam Fees(inc workk	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		0	38,758	0.00%
Tuition (College or Vocational)	2 6	24,990	765	765	24,225	3.06%
Work Experience	2 9	41,760		0	41,760	0.00%
Awards/Events	2 10	1,600		0	1,600	0.00%
Subtotal		\$132,208	\$765	\$765	\$131,443	0.58%
Customer Supportive Services Cost						
Student Incentives (skills&inc com	3 1	40,491	2257	2,257	38,234	5.57%
Transportation	3 2	22,500	625	625	21,875	2.78%
Childcare	3 3	4,800		0	4,800	0.00%
Training Support Materials	3 4	3,200		0	3,200	0.00%
Emergency Assistance	3 5	3,500		0	3,500	0.00%
Subtotal		\$74,491	\$2,882	\$2,882	\$71,609	3.87%
Other						
Training Fee (Profit)	4 1	36,675	1,760	1,760	34,915	4.80%
Audit	4 2	5,584		0	5,584	0.00%
Subtotal		\$42,259	\$1,760	\$1,760	\$40,499	4.16%
Indirect		64,180	3,080	3,080	61,100	4.80%
TOTALS		\$839,929				
Monthly Actual Expenses						
			\$40,043	\$40,043	\$799,886	4.77%

WorkLink Program Year 2012 Financial Status

11INC01 - Incentive Grant

	<u>Program Revenue</u>					
	\$ 57,999					
	<u>Program Expenditures</u>	<u>Total Obligated</u>	<u>Total % Obligated</u>	<u>Actual Expended</u>	<u>Actual % Expended</u>	<u>Balance</u>
Supplies - Non-Consumable	\$ 1,741	1,741	100%	1,741	100.00%	\$ -
CDF Training - Adult/DW	3,846	3,846	100%	3,846	100.00%	-
WorkKeys Profiles - Employers	12,000 *	10,500	88%	10,500	87.50%	1,500
SC Works Orientation Video	1,100	1,100	100%	1,100	100.00%	-
ADA Computer Equipment	3,802	3,802	100%	3,802	100.00%	-
AOP Business Showcase	10,000	10,000	100%	10,000	100.00%	-
Training - WIA Staff	5,151	5,151	100%	5,151	100.00%	-
Building Renovations	20,359	20,359	100%	20,359	100.00%	-
Total In-House	\$ 57,999	\$ 56,499	97%	\$ 56,499	97.41%	\$ 1,500

Grant Period: 4/16/12-6/30/13

**Notified on 6/28/13 that one company was not going to participate*

WorkLink Program Year 2012 Financial Status

11HPW01 - Incentive Grant

	<u>Program Revenue</u>					
	\$ 25,000					
	<u>Program Expenditures</u>	<u>Total Obligated</u>	<u>Total % Obligated</u>	<u>Actual Expended</u>	<u>Actual % Expended</u>	<u>Balance</u>
Staff/Board Travel & Training	\$ 9,174	9,174	100%	9,174	100.00%	\$ -
Printing	4,125	4,125	100%	4,125	100.00%	-
Youth WorkKeys	8,326	8,326	100%	8,326	100.00%	-
EMSI	3,375	3,375	100%	3,375	100.00%	-
Total In-House	\$ 25,000	\$ 25,000	100%	\$ 25,000	100.00%	\$ -

Grant Period: 7/16/12-6/30/13

WorkLink Program Year 2012 Financial Status

12INC01 - Incentive Grant

	<u>Program Revenue</u>					
	\$ 5,417					
	<u>Program Expenditures</u>	<u>Total Obligated</u>	<u>Total % Obligated</u>	<u>Actual Expended</u>	<u>Actual % Expended</u>	<u>Balance</u>
2013 AOP BIS Transportation	\$ 5,417	-	0%	-	0.00%	\$ 5,417

Grant Period: 4/1/13-6/30/14

WorkLink Program Year 2012 Financial Status

12RRIWT11 - Rapid Response Grant

	Program Revenue					
	\$ 34,599					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Bowers EMS/Signature Services	\$ 34,599	34,599	100%	28,348	81.93%	\$ 6,251
Grant Period: 1/2/13-6/30/13*						
*Extended from 5/31/13 to 6/30/13						

WorkLink Program Year 2012 Financial Status

12RRIWT18 - Rapid Response Grant

	Program Revenue					
	\$ 24,100					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Pace Labels, Inc Grant	\$ 24,100	24,100	100%	6,100	25.31%	\$ 18,000
Grant Period: 2/25/13-10/31/13						

WorkLink Program Year 2012 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 2012 Financial Status

13RRIWT03 - Rapid Response Grant

	Program Revenue						
	\$ 30,075						
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Horizon Machining & Manufacturing, Inc	\$ 30,075	**	-	0%	-	0.00%	\$ 30,075
Grant Period: 7/12/13-7/11/14		**	This grant has been closed out. Company does not wish to accept the funds at this time				

SOUTH CAROLINA DEPARTMENT OF EMPLOYMENT AND WORKFORCE

1550 Gadsden Street
PO Box 1406
Columbia, South Carolina 29202

GRANT AWARD

Grantee: SC Appalachian Council of Governments

Grant Number: 13DWT01

Contact: Ronnie Allen

Award Amount: \$ 55,357

Project Title: Dislocated Worker Training National
Emergency Grant (DWT NEG)

Grant Period: 08/08/2013-06/30/2015

CFDA Number:

17.277 – WIA Dislocated
Workers (DWT NEG Grant)

Conditions:

- Financial Status Reports, inclusive of all expenses up to and including the last day of the month, must be submitted to the fiscal contact no later than the 20th of the following month. Requests for Drawdown of grant funds may be submitted twice a month or less frequently.
- All funds not expended by the end of the grant will be deobligated and returned to the South Carolina Department of Employment and Workforce.

Contacts:

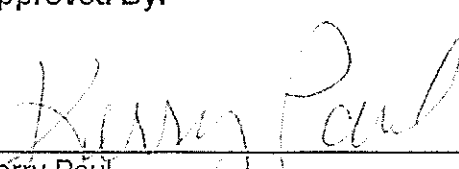
Program Contact: R. Scott Ferguson
(803) 737-2671
rsferguson@dew.sc.gov

Fiscal Contact: Michelle Harris
(803) 737-0407
mharris@dew.sc.gov

In accordance with the provisions of the Workforce Investment Act of 1998, funds are awarded in the amount shown above for the purposes specified in the Statement of Work. The acceptance of this award creates a contract between the South Carolina Department of Employment and Workforce and the Grantee named above, legally binding the Grantee to carry out the activities set forth in the Grant Agreement. The Grant Agreement consists of this Grant Award Signature Sheet, Part I – Program Statement of Work, Part II – Grant Budget, and Part III – Terms and Conditions.

Approved By:

Approved By:


Kerry Paul
Interim Assistant Executive Director
Employment Services
SC Dept. of Employment and Workforce

Steven R. Pelissier
Executive Director
SC Appalachian Council of Governments

Date

Date

Py'12

	Program Adult		Admin Adult		Program DW		Admin DW		Program Youth		Admin Youth		Total		YTD June		Actual % Expended		Goal % Expended		Balance	
	Adult	\$	Adult	\$	Program DW	\$	Admin DW	\$	Youth	\$	Youth	\$	Total	\$	YTD June	\$	Expended	%	Expended	%	Balance	\$
PY'12 Allocations (NFA-12-01)	\$ 763,248	\$	\$ 84,805	\$	\$ 850,452	\$	\$ 94,495	\$	\$ 851,486	\$	\$ 94,610	\$	\$ 2,739,096	\$								
Transfer of funds	212,613				(212,613)																	
Carryover from PY'11	903,990	\$	87,296	\$	190,614	\$	102,223	\$	435,079	\$	80,909	\$	1,800,111	\$								
	\$ 1,879,851	\$	\$ 172,101	\$	\$ 828,453	\$	\$ 196,718	\$	\$ 1,286,565	\$	\$ 175,519	\$	\$ 4,539,207	\$								
<u>Obligations</u>																						
Henkels & McCoy - Adult	\$ 1,237,148	\$	-	\$	-	\$	-	\$	-	\$	-	\$	\$ 1,237,148	\$	\$ 1,040,963	\$	84.14%	100.00%	\$ 1,237,148	100.00%	\$ 196,185	\$
Henkels & McCoy - DW	-		-		676,919		-		-		-		676,919		579,096		85.55%	100.00%	676,919	100.00%	97,823	
Undesignated Funds	359,593		88,616		66,659		104,996		366,555		58,186		1,044,605		-		0.00%		-		1,044,605	
Henkels & McCoy - Youth	-		-		-		-		850,000		-		850,000		770,057		90.59%	100.00%	850,000	100.00%	79,943	
Total Pass-Through Contracts	\$ 1,596,741	\$	\$ 88,616	\$	\$ 743,578	\$	\$ 104,996	\$	\$ 1,216,555	\$	\$ 58,186	\$	\$ 3,808,672	\$	\$ 2,390,116	\$	62.75%	72.57%	\$ 2,764,067	72.57%	\$ 1,418,556	\$
Total Revenue after Obligations	\$ 283,110	\$	\$ 83,485	\$	\$ 84,875	\$	\$ 91,722	\$	\$ 70,010	\$	\$ 117,333	\$	\$ 730,535	\$								
<u>In-House Expenses</u>																						
Salaries	142,000		27,000		41,500		35,000		32,500		52,000		330,000		289,789		87.81%	100.00%	330,000	100.00%	40,211	
Fringe	45,000		8,775		13,250		11,175		10,300		16,500		105,000		89,445		85.19%	100.00%	105,000	100.00%	15,555	
Travel - Training/Conferences/Meetings	6,500		1,200		2,500		1,800		3,500		500		16,000		(103)		-0.64%	100.00%	16,000	100.00%	16,103	
Travel - Committee/Board	1,980		-		660		-		3,360		-		6,000		1,969		32.82%	100.00%	6,000	100.00%	4,031	
Supplies - Consumable	-		800		-		900		-		800		2,500		1,975		79.00%	100.00%	2,500	100.00%	525	
Supplies - Non-Consumable	-		1,000		-		1,000		-		500		2,500		1,697		67.88%	100.00%	2,500	100.00%	803	
WorkKeys	190		-		35		-		-		-		225		224		99.33%	100.00%	225	100.00%	1	
Consulting	-		150		-		100		-		100		350		204		58.29%	100.00%	350	100.00%	146	
Insurance - Tort	-		2,500		-		2,500		-		2,000		7,000		7,062		100.89%	100.00%	7,000	100.00%	(62)	
Insurance - Auto C&C	-		-		-		75		-		75		225		183		81.33%	100.00%	225	100.00%	42	
Insurance - Auto Liab	-		350		-		250		-		200		800		760		95.00%	100.00%	800	100.00%	40	
Postage	-		850		-		800		-		850		2,500		1,222		48.88%	100.00%	2,500	100.00%	1,278	
Printing	-		1,400		-		1,300		-		1,300		4,000		3,279		81.98%	100.00%	4,000	100.00%	721	
Telephone Voice & I.D & Cellphones	-		3,500		-		3,500		-		3,500		10,500		10,353		98.60%	100.00%	10,500	100.00%	147	
Web Site Hosting & Renewal Fees	-		5,040		-		2,520		-		2,520		10,080		6,327		62.77%	100.00%	10,080	100.00%	3,753	
Newspapers, Magazines, & Books	-		700		-		650		-		350		1,700		-		0.00%	100.00%	1,700	100.00%	1,700	
Memberships, Dues, & Prof Fees	-		2,000		-		1,300		-		1,000		4,300		2,867		66.67%	100.00%	4,300	100.00%	1,433	
Training	9,800		-		3,500		-		6,700		-		20,000		1,224		6.12%	100.00%	20,000	100.00%	18,776	
Conf & Mtg Fees	-		700		-		300		-		-		1,000		-		0.00%	100.00%	1,000	100.00%	1,000	
Job Fair Expenses	17,500		-		5,750		-		-		-		23,250		16,174		69.57%	100.00%	23,250	100.00%	7,076	
Rent - WorkLink Storage	-		480		-		380		-		340		1,200		890		74.17%	100.00%	1,200	100.00%	310	
Rent - WorkLink Office	-		7,000		-		6,000		-		6,000		19,000		17,362		91.38%	100.00%	19,000	100.00%	1,638	
R&M - Equipment	-		500		-		250		-		250		1,000		290		29.00%	100.00%	1,000	100.00%	710	
R&M & Gas - W/A Car	-		1,000		-		1,000		-		1,000		3,000		1,844		61.47%	100.00%	3,000	100.00%	1,156	
IT Maint/Support	-		1,500		-		1,500		-		1,000		4,000		3,434		85.85%	100.00%	4,000	100.00%	566	
Outreach	-		1,500		-		750		-		500		2,750		2,724		99.05%	100.00%	2,750	100.00%	26	
COG Meeting Expense	-		1,000		-		1,000		-		3,000		5,000		3,572		71.44%	100.00%	5,000	100.00%	1,428	
Equipment	-		3,625		-		3,222		-		1,208		8,055		8,055		100.00%	100.00%	8,055	100.00%	0	
Indirect Cost Pool	59,640		11,340		17,430		14,700		13,650		21,840		138,600		129,069		93.12%	100.00%	138,600	100.00%	9,531	
Total In-House	\$ 282,610	\$	\$ 83,985	\$	\$ 84,625	\$	\$ 91,972	\$	\$ 70,010	\$	\$ 117,333	\$	\$ 730,535	\$	\$ 601,890	\$	82.39%	100.00%	730,535	100.00%	\$ 128,645	\$

WorkLink Program Year 2012 Financial Status

Indirect Rate Analysis

	Indirect	Salaries	% Rate
July	7,041.90	10,604.26	66.41%
August	14,351.29	37,888.23	37.88% 3 Pay Periods
September	12,274.59	25,507.71	48.12%
October	13,771.72	26,656.41	51.66%
November	11,814.69	23,212.50	50.90%
December	7,939.32	23,371.28	33.97%
January	13,260.56	23,766.75	55.79%
February	8,433.31	18,582.17	45.38%
March	9,525.83	27,686.25	34.41% 3 Pay Periods
April	8,729.24	18,457.50	47.29%
May	7,912.32	18,457.50	42.87%
June	14,014.09	35,598.32	39.37%
	129,068.86	289,788.88	44.54%
Budget	138,600.00	330,000.00	
% Spent	93.12%	87.81%	

	Program				Admin		Total
	Program Adult	Admin Adult	Program DW	Admin DW	Youth	Youth	Total
PY'13 Allocations (NFA-13-01)	749,485.00	83,276.00	741,373.00	82,375.00	802,316.00	89,146.00	2,547,971.00
Transfer of funds (35%)	259,480.00		(259,480.00)				-
PY'12 Henkels & McCoy Carryover	465,000.00	84,000.00	93,000.00	94,000.00	380,000.00	68,000.00	1,184,000.00
PY'12 Undesignated Funds Carryover	1,473,965.00	167,276.00	574,893.00	176,375.00	1,182,316.00	157,146.00	3,731,971.00
Obligations							
Henkels & McCoy - Adult	1,060,778.00						1,060,778.00
Henkels & McCoy - DW			469,223.00				469,223.00
Henkels & McCoy - Youth					839,929.00		839,929.00
Undesignated Funds	164,134.00	59,986.00	18,025.00	79,310.00	232,061.00	33,315.00	586,831.00
Total Pass-Through Contracts	1,224,912.00	59,986.00	487,248.00	79,310.00	1,071,990.00	33,315.00	2,956,761.00
Total Revenue after Obligations	249,053.00	107,290.00	87,645.00	97,065.00	110,326.00	123,831.00	775,210.00
	Program				Admin		Total
	Program Adult	Admin Adult	Program DW	Admin DW	Youth	Youth	Total
In-House Expenses							
Salaries	(5) 122,160.00	37,806.00	41,383.00	37,797.00	62,026.00	48,644.00	349,816.00
Fringe	(5) 37,201.00	11,954.00	12,650.00	11,951.00	19,396.00	15,480.00	108,632.00
SC Works Centers & Satellites Facility Costs	92,582.00	15,960.00	39,316.00	10,251.00	2,853.00	10,251.00	171,213.00
Payment from SCDEW for Facilities	(6) (56,197.00)	(1,320.00)	(24,085.00)	(1,320.00)		(1,320.00)	(84,242.00)
Travel - Training/Conferences/Meetings		3,000.00		2,500.00		3,000.00	8,500.00
Travel - Committee/Board		250.00		250.00		2,000.00	2,500.00
Supplies - Consumable		750.00		750.00		750.00	2,250.00
Supplies - Non-Consumable		335.00		335.00		330.00	1,000.00
EMSI Data Charges		1,125.00		1,125.00		1,125.00	3,375.00
Consulting		70.00		70.00		70.00	210.00
Insurance - Tort		2,520.00		2,520.00		2,520.00	7,560.00
Insurance - Auto C&C		65.00		65.00		60.00	190.00
Insurance - Auto Liab		260.00		260.00		250.00	770.00
Postage		170.00		170.00		160.00	500.00
Printing		1,334.00		1,334.00		1,332.00	4,000.00
Telephone Voice	(1) 358.00	358.00		358.00		358.00	1,074.00
Telephone LD	(1) 108.00	108.00		108.00		108.00	324.00
Cellphone (Executive Director)		484.00		483.00		483.00	1,450.00
Web Site Hosting & Renewal Fees		2,360.00		2,360.00		2,360.00	7,080.00
Newspapers, Magazines, & Books		55.00		55.00		55.00	165.00
Memberships, Dues, & Prof Fees		935.00		935.00		930.00	2,800.00
Training		7,000.00		3,000.00		6,250.00	16,250.00
Job Fair Expenses	(2)			55.00		55.00	165.00
Rent - WorkLink Storage	(4)			1,635.00		1,635.00	4,905.00
Rent - WorkLink Office (\$1635/mo)	(3)			835.00		830.00	2,465.00

4,905.00
165.00

In-House Expenses	Program Adult			Program DW			Admin DW			Program Youth		Admin Youth		Total
	Program Adult	Admin Adult	Program Adult	Program DW	Admin DW	Program DW	Admin DW	Program DW	Admin DW	Youth		Youth		
IT Maint/Support														5,300.00
Outreach	2,000.00			1,000.00			670.00					1,760.00		5,000.00
COG Meeting Expense							868.00					3,265.00		5,000.00
Indirect Cost Pool (42%)	51,307.00	15,879.00		17,381.00	15,875.00					26,051.00		20,430.00		146,923.00
Total In-House	249,053.00	107,290.00		87,645.00	97,065.00					110,326.00		123,831.00		775,210.00
Balance														
(1) July-August only														
(2) Will add with Henkels & McCoy Carryover														
(3) July-September only														
(4) We paid for this in January for 1 year. When we move, we should receive a refund of approximately \$200.														
(5) Includes 7 staff members														
(6) Reimbursement from SCDIEW for cost sharing comprehensive center, satellite centers, & Finance Director time.														
(7) More outreach with moving of centers as well as decreased UI traffic.														

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



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

August 19, 2013

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

RE: Appalachian Council of Governments WIA Financial Monitoring

Dear Mr. Pelissier:

From July 17, 2013 to July 19, 2013, 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 (ACOG) to conduct the annual on-site financial monitoring review. The results of the review, as noted in the attached final report, indicate that two observations were identified.

We appreciate your cooperation and assistance offered during the visit. Should you have any questions regarding the attached monitoring report, please contact Jake Sherbert, by email: jsherbert@dew.sc.gov or by phone: at (803) 737-3018.

Sincerely,

Don Grant, CPA
Chief Financial Officer

cc: Stan Brooks, WIB Chairperson
Ronnie Allen, Workforce Development Administrator
Don Zimmer, ACOG Finance Director
Brandi Runion, Worklink Finance Director
Kerry Paul, Interim Assistant Executive Director of Employment Services
Pat Sherlock, Director of Workforce Development
Mary Jo Schmick, Local Operations Manager



EXECUTIVE SUMMARY

Purpose & Scope

The purpose of Workforce Investment Act (WIA) financial monitoring was to determine if ACOG had used WIA funds in compliance with applicable laws and regulations, and to determine if ACOG had a sound financial system in place to carry out the WIA activities. The scope of the monitoring included reviewing and analyzing WRCOG's financial records for the period of October 1, 2012 through May 31, 2013. Fully executed contracts were reviewed for the period October 1, 2012 through June 17, 2013.

SCDEW Staff Conducting the Review

Jake Sherbert, WIA Audit Manager
Shirley B. Jones, WIA Auditor

ACOG Staff Representing the Recipient

Steve Pelissier, ACOG Executive Director
Ronnie Allen, Worklink Executive Director
Don Zimmer, ACOG Finance Director
Brandi Runion, Worklink Finance Director

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
- Payroll and payroll records
- Property control records
- Subrecipients financial monitoring
- Resource Sharing Agreement
- Indirect cost rate and indirect cost allocation
- Credit card policy and transactions
- ETA Salary Cap Review

Current Year Issue:

- None Noted

Current Year Observations:

- Procurement policy should require additional procurement documentation
- Contract management should be enhanced



WIA FINANCIAL MONITORING REPORT

South Carolina Department of Employment and Workforce (SCDEW) staff performed a financial monitoring engagement for ACOG from July 17, 2013 to July 19, 2013 in accordance with 29 CFR 97.20 and the Workforce Investment Act (WIA) of 1998, Section 183. Monitoring.

CURRENT YEAR ISSUES

None Noted

OPPORTUNITIES FOR IMPROVEMENT

During the monitoring process, opportunities for strengthening financial internal controls and/or operating efficiencies were identified. The following observations are not issues, but rather opportunities for improvement. Therefore, we recommend Appalachian COG review these comments for future enhancements.

1. Procurement policy should require additional procurement documentation

During our review, we noted that ACOG's procurement policy requires two (2) quotes for procurements from \$300 to \$5,000. However, the SCDEW WIA Financial Management Manual, as communicated to local areas, encourages local areas to solicit quotes from a minimum of three (3) qualified sources of supply for procurements between \$2,500 and \$10,000 based on the SC Consolidated Procurement Code methodology. As discussed with ACOG personnel, local political subdivisions (COGs) are excluded from the small purchases requirement under the SC Consolidated Procurement Code. However, the SC Consolidated Procurement Code requires that local political subdivisions (COGs) "adopt ordinances or procedures embodying sound principles of appropriately competitive procurement."

Recommendation: We recommend and encourage ACOG to implement procurement policies requiring the solicitation of three (3) qualified sources of supply for procurements between \$2,500 and \$10,000 which will more closely align with the SC Consolidated Procurement Code methodology. The additional quote will provide a greater level of competition during the procurement process and promote consistency among local areas across the state when procuring goods or services with WIA funds.

2. Contract management should be enhanced

During our review, we noted that Henkels and McCoy's contract budgets included a "profit" budget line item that did not require that specific performance metrics be met in order to earn the additional funds. The profit was paid regardless of contract performance.

Per Federal Acquisition Regulations (FAR) 15.404-4 (a) (1) & (3), "Profit or fee prenegotiation objectives do not necessarily represent net income to contractors. Rather, they represent that element of the potential total remuneration that contractors may receive for contract performance over and above allowable costs." Additionally, FAR



states that "automatic application of predetermined percentages to total estimated costs do not provide proper motivation for optimum contract performance."

Recommendation: We recommend that ACOG strongly consider correlating the profit budget line item with meeting or exceeding specific performance metrics and/or deliverables as a motivator of efficient and effective contract performance as encouraged by FAR 15.404-4.

Service Provider
Status Update
July 2012 - June 2013

ENROLLMENT REPORT		PYC				
*Special notes:						
Board Goal		155				
PY'12 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover		72				
July	7	79	5	140%	8%	51%
August	7	86	5	140%	17%	55%
September	12	98	10	120%	31%	63%
October	10	108	5	200%	43%	70%
November	4	112	5	80%	48%	72%
December	4	116	5	80%	53%	75%
January	6	122	10	60%	60%	79%
February	6	128	10	60%	67%	83%
March	12	140	10	120%	82%	90%
April	10	150	10	100%	94%	97%
May	10	160	8	125%	106%	103%
June	11	171	0	#DIV/O!	119%	110%
Totals	99	171	83			