

**WORKFORCE INVESTMENT CORPORATION
BOARD MEETING
August 27, 2014 – 1:00 P.M.
Martin Inn & Conference Center Board Room – Clemson, SC
AGENDA**

- | | |
|--|------------------------------------|
| I. Call to Order/Opening Remarks | Danny Brothers, Chairman |
| II. Approval of Minutes (06/11/14) * | Danny Brothers |
| III. Committee Reports | |
| A. Youth Council | Kristi King-Brock, Committee Chair |
| I. PY13 - 4th Quarter Youth Performance -Info. | |
| II. 2014 Youth Performance Negotiations – Info. | |
| III. 2009 Youth Strategic Plan/Final Vote* | |
| IV. PYC Supportive Service Revision Request* | |
| V. The Option to Serve In-School Youth – Jan. 2015* | |
| VI. PY 15 Youth Council RFP Discussions Update-Next YC Meeting (10/6/14) | |
| B. Finance Committee | Stephanie Collins, Committee Chair |
| I. PY'13 Budget Overview | |
| II. PY'14 Budget Overview* | |
| i). Adult, DW Youth Overview (Mod.#1)* | |
| ii). Henkels & McCoy - Adult/DW Grant (Mod.#1)* | |
| III. Ongoing Grants* | |
| C. Workforce Skills & Education Committee | Richard Blackwell, Committee Chair |
| I. SC Works Report | |
| II. Eligible Training Provider List | |
| a) Moratorium* | |
| b) B-Unique Barber School | |
| III. PY 15 Operator, Adult/Dislocated Worker Services RFP | |
| D. Business Partnerships Committee | Ed Parris, Committee Chair |
| I. Committee Update | |
| IV. Board Education: Workforce Innovation & Opportunity Act | Trent Acker, Executive Director |
| V. Other Business | Danny Brothers |
| VI. Adjournment | |

* Action Required

**NEXT MEETING – OCTOBER 29, 2014 @ 1:00 P.M.
MARTIN INN & CONFERENCE CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEEDS THE MEETING AT NOON IN SEASON'S RESTAURANT**



News Release

Contact: Jennifer Kelly, WorkLink, (864) 646-5898 TTY:711 or jkelly@worklinkweb.com

WorkLink WIB Hires Executive Director

(Clemson, SC – August 21, 2014) – WorkLink Workforce Investment Board has named Trent Acker to the position of Executive Director. Mr. Acker serves as chief operating officer of WorkLink, whose mission is to connect companies and employees in Anderson, Oconee, and Pickens Counties. Mr. Acker began his new role with WorkLink on August 18, 2014.

Mr. Acker joins WorkLink with experience in economic development, congressional campaign management, and private business. As the Assistant Director of Alliance Pickens, he has managed economic development activities, including engaging and meeting the needs of the existing industry community for Pickens County. He has supported and coordinated workforce development activities as part of his position at Alliance Pickens as well as through his involvement on the WorkLink Workforce Investment Board, serving on the Executive Committee and Business Partnerships Committee.

Mr. Acker has extensive experience in developing and sustaining relationships with community partners, in part through his involvement with the Anderson-Oconee-Pickens Business Industry Showcase, Pickens Area Society for Human Resource Management, and as a member of the School District of Pickens County's Business and Education Partnership. Mr. Acker also brings to the role Executive Director for WorkLink, project management and supervisory skills through his time working with a congressional campaign and private business. Mr. Acker is a Political Science graduate of Clemson University, and holds a certificate from the South Carolina Economic Development Institute.

In his new role, Mr. Acker will provide strategic leadership on Board initiatives, build partnerships with diverse stakeholders to achieve shared goals, and manage grant funds, staff, and consultants to accomplish the work of the Board and to ensure compliance with all relevant laws and regulations. Please join us in welcoming him into the role of WorkLink Executive Director.

WorkLink Workforce Investment Board (WIB) is an organization governed by a volunteer board of directors who are responsible for developing policy and overseeing workforce development initiatives in partnership with local service providers. Empowered by the Workforce Investment Act of 1998, WorkLink develops the link between employers and the workforce in Anderson, Oconee and Pickens counties.

#

August 2014_WorkLink Hires Executive Director

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

A proud partner of the  American Job Center network

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

June 11, 2014 - Minutes

Board Room - Martin Inn & Conference Center – Clemson University

Members Present:

Trent Acker	Ronnie Booth	David Bowers
Kristi King-Brock	David Collins	Stephanie Collins
Mary Gaston	Billy Gibson	Robert Halfacre
Grey Parks	Terence Hassan	Ed Parris
Pamela Smith	Jeff Trahan	Mike Wallace

Members Absent:

Elaine Bailey	Richard Blackwell	Stan Brooks
Danny Brothers	Mike Crawford	Jason Duncan
Butch Harris	Michael Keith	Burriss Nelson

Staff Present:

Jennifer Kelly	Sharon Crite	Patty Manley
----------------	--------------	--------------

Guest Present:

Karen Craven	Pat Pruitt	Scott Ferguson
Steve Riddle	Ann Marie Baker	Renee Alexander
Russell Johnson	Paul Corbeil	

I. Call to Order

Vice Chair Robert Halfacre called the meeting to order, announced a quorum was present to conduct the business of the Board and stated the meeting was being recorded for processing of minutes.

II. Approval of Minutes

The minutes from the April 2, 2014 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

BOARD ACTION TAKEN: Kristi King-Brock made a motion to approve the minutes as submitted, second by Ronnie Booth. The motion carried with a unanimous voice vote.

III. Committee Reports

A.) Youth Council

Youth Council Chair, Kristi King-Brock reported from the May 5, 2014 Youth Council meeting.

i. PY'13 2nd & 3rd Quarter Youth Performance Report

Ms. King-Brock referred to pages 8-11 of the meeting packet for Board members review of Performance Goals for PY'13 and stated that performance measures are currently being met and/or exceeded.

ii. PY'13 Youth Outreach Update

Ms. King-Brock deferred to Karen Craven of Henkels & McCoy to provide an update on outreach efforts, materials and plans.

Ms. Craven reported on the progress of Youth Council's outreach efforts that has been ongoing since July 2013 which started with a simple jingle. Next were billboards, flyers, table tents, cooler labels, coupons, pole signs and a television ad with Northland Cable. These efforts have resulted in numerous phone calls into our Centers from youth as well as parents asking for information for their youth.

Ms. King-Brock acknowledged Mike Wallace in his efforts to secure substantial in-kind donations resulting in our cost being much less than the actual value of the outreach efforts.

iii. Youth Waiver Request From DOL

Ms. King-Brock referred to page 12 reporting the Youth Council would to pursue requesting a waiver from DOL for flexibility for mentoring a youth and is bringing it to the Board for approval to move forward with request.

BOARD ACTION TAKEN: Motion from Youth Council to move forward with Youth Waiver Request from DOL, second by Ronnie Booth. The motion carried with a unanimous voice vote.

iv. Youth Membership Application(s)*

Ms. King-Brock referred to applications for Youth Council membership from Gene Williams, Oconee County Adult Education; Stormie Moore, former PYC participant; and Clara Williams, parent of an eligible youth. These applications were included in the meeting packet and presented for Board approval.

BOARD ACTION TAKEN: Motion from Youth Council to approve and accept Youth Membership applications as presented, second by Trent Acker. The motion carried with a unanimous voice vote.

v. Youth Council PY'15 RFP Discussions – Next Meeting (08/04/14)

Ms. King-Brock reported the Youth Council will be discussing the RFP for PY'15 at length at their August 4, 2014 meeting.

B.) Workforce Skills & Education Committee

Jennifer Kelly reported on behalf of Committee Chair, Richard Blackwell and referred to pages 15-17 which a report from the May 19, 2014 WSEC is meeting.

i. SC Works Reports

Ms. Kelly referred to pages 18-22 stating these are the reports for the SC Works Center's and the WIA program for Board members review. Ms. Kelly reported the provider is doing well at this time providing services to the community adding there will be a focus on outreach in the coming months.

ii. Supportive Services Policy Revision

Ms. Kelly referred to pages 23-30 and provided a summary of the revision, outlined in red, to the Supportive Services Policy as follows:

- Page 26 – Work Clothing or Uniforms will be increased from \$150 to \$250.
- Online Classes has been redlined. The WSEC agreed this should be included in the Satisfactory Progress Policy vs. the Supportive Services Policy as this is not financial in nature.
- Page 27 – Transportation Reimbursement – In an effort to streamline processes, this item is being increased slightly due to increased gas prices in increments of \$10 per day for up to 40 miles, \$15 per day for up to 80 miles, and \$20 per day for up to 120 miles.
- Page 28 – Work Based Activities has been redlined – historically there has been no pay out for these activities but the policy allowed for reimbursement of half the cost. The Committee agreed to have this reimbursement roll up into regular cost.

BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to approve revisions to Supportive Service Policy as presented, second by Ronnie Booth. The motion carried with a unanimous voice vote.

iii. Committee Membership Application

Ms. Kelly referred to page 31 which is an application presented for Board approval from Amanda Blanton of Tri County Technical College to serve as an Ad hoc member to the WSEC.

BOARD ACTION Taken: Motion from Workforce Skills & Education Committee to approve and accept the application as presented to serve as Ad hoc member to the WSEC, seconded by Kristi King-Brock. Motion carried with a unanimous voice vote.

C.) Business Partnerships Committee

Committee Chair, Ed Parris provided an update from the Business Partnerships Committee May 15, 2014 meeting.

i. Committee Update

Mr. Parris reported on the Business Engagement Plan stating a specific due date for submission to the state had not been received as of our meeting date, however we were given a rough draft of the plan, which will be revised once all partner information has been updated. Expect to have final copy of the plan by the August meeting.

Mr. Parris reported the committee also reviewed the second set of Employer Services Metrics as set by DEW. Since DEW still has not given any information as to how they arrived at the performance measures, the committee asked that we continue to seek clarification on this.

The committee reviewed a report showing the OJT contracts currently in place with it being stated that the biggest barrier that they are experiencing with trying to write contracts is that many employers are hiring through staffing agencies. We also discussed the need to address the verbiage regarding OJT for budget negotiations for PY'14. It was decided that beginning March 1, OJT funds will be opened up on a first-come, first serve basis, regardless of the county fair share rate. The committee is interested in tracking retention rate and county of residence regarding OJT contracts, as well as placing more emphasis on direct placement from WIA caseloads rather than reverse referrals. Regarding the OJT Grant, more specifically the Adult-Dislocated Worker Contract Budget Modification #4, we discussed and supported the de-obligation of \$17,280.00.

Mr. Parris reported the Work Ready Communities Initiative website was accessed for Anderson, Oconee, and Pickens counties. Pickens County has met 100% of the ACT goals, while Anderson County is at 92% and Oconee County is at 84%.

Mr. Parris reported the Committee discussed Rapid Response Incumbent Worker Training Grants and the difficulty some companies have since they are required to pay for the trainings up front before they can request reimbursement. Questions regarding this have been submitted to the state, but no response has been received at this time.

D.) Finance Committee

Committee Chair, Stephanie Collins provided an update from the Finance Committee meeting May 19, 2014.

i. PY'13 Budget Overview:

a. WorkLink Grants

Ms. Collins referred to pages 33-37 and provided a brief overview of the overall In House Budget stating the expenditure rate is at 87% of a goal of 88%. Ms. Collins reported the expenditures are recorded through April 2014 with the following items to note:

- WorkLink was late in receiving payment from DEW for the 2nd quarter invoice in the amount of \$25,160 due to payment being issued on 5/1/2014

to the incorrect vendor. DEW stopped that payment and reissued a check to WorkLink which has been received along with the 3rd quarter payment. Both payments will be reflected in the May expenditures.

- The Travel line item will be increasing due to Windy Graham attending training in Florida in May and Sharon Crite attending training in Atlanta in June.
- The Training line item will be increasing due to procurement being made for Career Development Facilitator, Team Building, Customer Service, & Resume Writing Training for staff that includes Adult/DW & Youth Staff and will be completed by 6/30/2014.

Ms. Collins provided the following summary on the following grants:

Rapid Response Incumbent Worker Grants

- Palmetto Plating Company – the training for this grant has ended, however, we requested and received an extension of the grant with SCDEW through 5/31/2014 which will allow Palmetto Plating additional time to pay the training provider.
- Technology Solution of SC – the training for this grant is ongoing with an end date of 9/1/2014.
- Kroeger Marine Construction – the training for this grant is ongoing with an end date of 2/27/2015.
- Roylco, Inc. – the training for this grant is ongoing with an end date of 4/30/2015.

Incentive Grant

- 13INC01 Grant was received from SCDEW for \$5,453 and has been approved for Outreach. This grant does not end until 6/30/2015. The Outreach ad hoc Committee discussed during the WSEC update will be involved with these funds.

Make It in America Grant

- The MiiA Grant expenditures through April 2014 have been reported. These funds were awarded to the COG and sub granted to the three technical colleges as mentioned.

Dislocated Worker National Training National Emergency Grant

- The DWT NEG was allocated to Henkels & McCoy and expenditures through April 2014 have been reported. Henkels & McCoy will discuss recruitment efforts to get participant enrolled in this grant.

b. Henkels & McCoy PY'13 Adult/DW Grant Expenditure Review

(i) Henkels & McCoy PY'13 Adult/DW Grant Modification Request #4

Ms. Collins reported that Jennifer Kelly & Brandi Runion meet monthly with Henkels & McCoy, most recently regarding the line items that were underspending. Henkels & McCoy has presented modification #4 which is a de-

obligation of \$69,777 and has been approved by the Workforce Skills & Education Committee, the Finance Committee, and the Executive Committee.

Ms. Kelly referred to pages 38-42 which details the budget modification calling attention to the summary as outlined at the bottom of page 39.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving Modification #4 as presented to de-obligate \$69,777. Motion carried with a unanimous voice vote.

c. Henkels & McCoy PY'13 Youth Grant Expenditure Review

Ms. Collins referred to page 43 which is a summary the expenditures for the Youth grant through April 2014 showing expenditures are at 72.08% of a goal of 75%.

ii. PY'14 Budget

a. PY'14 Allocations from SCDEW

Ms. Collins referred to page the overall allocations for PY'14 for all 12 areas in SC are shown on page 44 stating WorkLink region is highlighted in yellow showing that overall we received a decrease of 5.24% from PY'13.

b. PY'14 Henkels & McCoy In-House Budget Transfer Request (Transfer of 50% of Program DW funds to Program Adult Funds)

Ms. Collins reported the projected PY'14 budget has been presented and includes a request to transfer 50% of Program Dislocated Worker funds to Program Adult funds.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving transfer of 50% of Program DW funds to Program Adult funds as presented in the amount of \$325,258. Motion carried with a unanimous voice vote.

c. PY'14 WorkLink In-House Budget Proposal

Ms. Collins referred to page 45 stating the PY'14 WorkLink In-House budget has been presented and includes a 4.57% decrease from the PY'13 budget.

Ms. Collins reported the following items to note:

- Salary, Fringe & Indirect has been reduced due to 2 staff members charging hours to MiiA Grant and DWT NEG grant.
- SC Works Centers & Satellites may change due to some staff changes by SCDEW. If we remain at the current staff level at the centers and only add a SCDEW Intake Coordinator, our costs will be reduced from the PY because of PY'13 startup/move costs experienced.
- Outside Services (Strategic Plan) increased this year due to the completion of our 5 year plan. The Executive Committee has approved for this to be advertised to begin in early July. Amount of \$45,000 is contingent upon the bids that are received for this service.

- Training reduced due to training in PY'13 that isn't needed in PY'14.
- Job Fair costs tabled until true carryover numbers are received.
- IT Maintenance/Support costs reduced due to PY'13 move costs.
- Outreach increased to \$15,000 to coincide with the Incentive grant to provide Outreach for the SC Works Centers.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving the PY'14 In-House Budget as presented. Motion carried with a unanimous voice vote.

d. Henkels & McCoy PY'14 Adult/DW Grant

Ms. Collins reported from page 46, stating the PY'14 Adult/DW budget has been presented as approved by the Negotiations Committee, WSEC, Finance Committee, & Executive Committee for a total budget of \$1,450,000.

Ms. Kelly referred to page 51 for comparison between Modification #4 and PY'14. Ms. Kelly further noted that service level numbers are projected to remain the same as last PY.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote approving PY'14 Adult/DW budget as presented for a total of \$1,450,000. Motion carried with a unanimous voice vote.

e. Henkels & McCoy PY'14 Youth Grant

Ms. Collins reported the PY'14 Youth budget has been presented as approved by the Negotiations Committee, Youth Council, Finance Committee, & Executive Committee for a total budget of \$800,000.

BOARD ACTION Taken: Motion to ratify the 5/28/14 Executive Committee vote PY'14 Youth budget as presented for a total of \$800,000. Motion carried with a unanimous voice vote.

IV. Other Business

Steering Committee Update

The Steering Committee met on June 4, 2014 and addressed Board membership for the WorkLink Workforce Investment Board. Terms typically run from July 1 – June 30 in 3 year increments.

The following re-appointments were made (new term will be July 1, 2014 to June 30, 2017):

Kristi King-Brock – Partner, Community Based Organization (Anderson Interfaith Ministries)
 Burriss Nelson – Partner, Economic Development (Anderson Economic Development)
 Trent Acker – Partner, Economic Development (Alliance Pickens)
 Leon "Butch" Harris – Business Sector, Oconee County (Koyo Bearings USA)
 Ed Parris – Business Sector, Pickens County (Phillips Staffing)
 Terence Hassan – Business Sector, Anderson County (State Farm Insurance)

The following new appointments were made (new term will begin July 1, 2014 and end June 30, 2017):

Doug Newton – Business Sector, Pickens County (TTI)
Amanda Hamby – Business Sector, Anderson County (Allegro Industries)
Brook Dobbins – Business Sector, Oconee County (Itron)
Becky Godbey – Partner, Title V Older Worker Program (Goodwill Industries)

Rolling off the Board:

Stan Brooks – Business Sector, Pickens County (Alice Manufacturing)

The Steering Committee also re-newed the Memorandum of Understanding as it pertains to the locations and partners involved with providing services through the SC Works Center model.

Executive Director Search

As of 6/10/2014, 48 resumes with cover letters and references have been received. The posting closes at 11:59pm today, 6/11/2014.

Ms. Runion was able to post the job to the following locations.

- Monster.com (posted) – Will stay up until June 11
- Anderson Independent (posted in 5/11 newspaper and will be in 5/18 newspaper)
- Worklink.scworks.org (posted) – Will stay up until June 11
- Scacog.org (posted) – Will stay up until June 11
- Seta.org (sent info to them on 5/8 for posting) – Will stay up until June 11
- NAWB.org (sent info to them on 5/12 to see what the price is) – Will stay up until June 11 – HAVE NOT RECEIVED ANY RESPONSE
- Board Member email (sent on 5/8)
- Greenville News (sent them an email on 5/12 to get price and get this posted) – Will request 2 Sunday postings - DECIDED NOT TO POST
- Indeed.com (got all information entered, just need credit card from the office to get it posted) – Will stay up until June 11
- Partners email (sent on 5/13)
- SC Works Online Services (posted 5/13)

The Search Committee will begin reviewing the resumes once the job posting closes.

WorkLink Office Water Damage Update

On Sunday, May 11, 2014 staff discovered a water leak originating from the women's bathroom in the WorkLink hallway, resulting in 2 to 3 inches of standing water. The clean-up process has been completed; however, restoration is still underway. Staff is working on collecting quotes for restoration of the building. Steve Pelissier and Don Zimmer of the COG are working with legal counsel, the insurance company, Trehel, and the Janitorial service to cover the costs of the damages.

Strategic Plan

An RFP for the Strategic Plan has been issued and will be closed out on June 20, 2014. The Executive Committee will review all results and determine whether or not to procure these services or have WorkLink and COG staff complete the Strategic Planning process.

State Monitoring Report

The State Monitoring Report as well as WorkLink's response was briefly reviewed.

Outreach Ad hoc Committee

The Executive Committee met on May 28, 2014 to discuss several items including outreach and a proposal from DEW. Danny Brothers gave approval for staff to create an outreach ad hoc committee that will focus on outreach initiatives for the SC Works Centers. In addition to this, DEW has evaluated the foot traffic in the three counties and would like to propose a pilot project that will require UI claimants to report to the offices in the WorkLink region for services. This will assist us in our outreach efforts.

V. Adjournment

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

Respectfully submitted by: Patty Manley, Office Manager

Final Performance Goals for Program Year 2014

State WIA and W-P Performance Goals

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

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

Performance Measure	Group	State			Worklink			Upper Savannah			Upstate			Greenville			Midlands			Tri-County		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	67.4	103.7%	69.9	75.3	115.4%	86.9	73.8	93.2%	68.8	74.5	110.1%	82.0	67.2	97.5%	65.5	68.5	91.2%	62.5	64.0	112.3%	71.9
*Attainment of Degree or Certificate	Youth (14-21)	68.4	104.5%	71.5	77.7	107.2%	83.3	74.4	97.0%	72.2	75.0	114.9%	86.2	66.5	83.9%	55.8	65.0	72.5%	47.1	77.0	99.5%	76.6
***Literacy or Numeracy Gains	Youth (14-21)	53.6	108.6%	58.2	65.3	124.8%	81.5	55.0	97.8%	53.8	68.0	124.4%	84.6	53.0	97.0%	51.4	50.0	101.2%	50.6	61.5	96.0%	59.1
*Entered Employment Rate	Adults	69.7	103.1%	71.5	69.1	99.6%	68.8	71.0	91.3%	64.8	71.0	104.8%	74.4	70.5	102.1%	72.0	75.4	100.5%	75.7	66.7	97.6%	65.1
**Retention Rate	DW	73.9	107.2%	79.2	71.2	107.3%	76.4	80.0	103.1%	82.5	75.0	109.5%	82.1	76.4	98.0%	74.8	85.2	99.9%	85.1	75.5	105.7%	79.8
	Adults	86.4	99.4%	85.9	88.8	97.6%	86.7	83.8	102.0%	85.5	88.3	103.2%	91.1	87.1	98.1%	85.4	89.5	94.4%	84.5	86.0	97.8%	84.1
	DW	91.5	101.3%	92.1	93.3	99.7%	93.0	92.0	104.5%	96.1	93.2	100.2%	91.4	94.4	101.4%	95.7	90.7	102.2%	92.7	90.1	98.8%	89.0
**Average Earnings	Adults	10,514	103.7%	\$10,908	11,538	90.3%	\$10,414	10,063	92.4%	\$9,300	12,192	92.1%	\$11,224	11,889	93.7%	\$11,145	10,769	107.3%	\$11,554	11,054	97.9%	\$10,816
	DW	15,100	96.1%	\$14,506	14,908	104.2%	\$15,532	13,621	100.1%	\$13,638	15,100	86.3%	\$13,036	17,319	81.9%	\$14,192	15,000	109.6%	\$16,433	17,800	88.2%	\$15,693

Color Coding
Exceeds Goal Actual Performance is greater than 100.0% of the goal
Meets Goal Actual Performance is between 80.0% and 100.0% of the goal
Did Not Meet Goal Actual Performance is under 80.0% of the goal

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	66.0	124.8%	82.4	67.4	97.9%	66.0	63.3	93.7%	59.3	63.6	98.6%	62.7	74.8	110.4%	82.6	67.4	77.3%	52.1
*Attainment of Degree or Certificate	Youth (14-21)	80.0	113.3%	90.6	64.0	105.2%	67.4	65.0	112.8%	73.3	65.6	97.4%	63.9	72.0	92.6%	66.7	68.6	92.4%	63.4
***Literacy or Numeracy Gains	Youth (14-21)	64.3	119.8%	77.0	50.9	110.9%	56.5	57.5	104.3%	60.0	51.9	104.2%	54.1	51.9	134.0%	69.6	50.0	93.3%	46.7
*Entered Employment Rate	Adults	66.3	107.5%	71.3	66.3	103.3%	68.5	66.9	113.0%	75.6	69.7	109.0%	76.0	72.4	110.5%	80.0	67.3	114.4%	77.0
DW	DW	72.6	104.6%	76.0	76.0	93.9%	71.4	75.4	111.7%	84.2	71.0	111.5%	79.2	78.1	102.4%	80.0	72.0	94.6%	68.1
**Retention Rate	Adults	85.6	102.8%	88.0	87.5	90.1%	78.8	84.3	105.8%	89.2	89.1	97.8%	87.1	85.8	102.1%	87.6	85.9	89.9%	77.2
	DW	92.0	101.5%	93.4	91.4	97.4%	89.0	92.1	101.1%	93.1	91.5	103.3%	94.5	91.7	102.5%	94.0	87.3	99.1%	86.5
**Average Earnings	Adults	10,443	107.7%	\$11,244	10,165	102.9%	\$10,458	11,225	100.7%	\$11,308	11,104	113.0%	\$12,547	10,350	100.3%	\$10,385	9,751	91.4%	\$8,914
	DW	13,898	101.0%	\$14,042	14,345	93.9%	\$13,472	15,100	101.7%	\$15,158	13,800	103.3%	\$14,257	15,100	95.9%	\$14,488	13,270	88.4%	\$11,729

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

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

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

Within 1% of exceeding goal

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans					Sub-Committee
Critical Issue	Goal	Objective	Strategy	Action Plan	
Service Providers are working in silos	Integrate work systems and process	By June 30. 2011 enhance the service mapping data base by identifying Faith Base Organizations, Churches, and Service Organizations for families in the three county areas.	Establish/ identify service mapping parameters 2-1-1 SYSTEM IS SPONSORED AND SUPPORTED BY THE UNITED WAY OF ANDERSON-OCONEE-PICKENS COUNTIES.	<ul style="list-style-type: none"> ✓ Identify all stakeholders ✓ Define information needed about each service ✓ Determine which services need to be included within the database ✓ Decide audience access <ul style="list-style-type: none"> ○ partners ○ organizations ○ businesses ○ families ○ community ✓ Decide who qualifies as a service provider to be on database ✓ Identify list of agencies to participate ✓ Accomplished – Temp. staff hired to complete all tasks listed above in collaboration with each United Way of AOP. See June 6, 2011 YC meeting minutes. 	Service Integration
				<ul style="list-style-type: none"> ✓ Identify youth partners in AOP ✓ Research 211, ASA book of services ✓ Review /research www.indyserves.com website and templates ✓ Youth provider to educate families of available resources in the three county areas. – On-Going 	
			Collect/ Input service map data	<ul style="list-style-type: none"> ✓ Communicate the need of the youth provider to have partners to serve at-risk youth in the three county areas. – On-Going ✓ Advocate/solicit partner involvement – On-Going <ul style="list-style-type: none"> ○ Local church time/talent banks ○ Talk to local service clubs ○ Talk to retiree groups ✓ Youth Provider (PYC) to track all partner information in the Effort to Outcome (ETO) system. – On-Going 	
			Disseminate the Product	<ul style="list-style-type: none"> ✓ Develop marketing plan for database ✓ Market service mapping resource 	

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans					Sub-Committee
Critical Issue	Goal	Objective	Strategy	Action Plan	
Lack of work ethics, soft skills, basic skills			Identify/ address gaps in community services 2-1-1 SYSTEM IS AN ON-GOING MAPPING SERVICE AVAILABLE 24/7 WITH THE CAPABILITY OF UP-DATING ADDING/DELETING AGENCIES, PARTNERS, ORGANIZATIONS, BUSINESSES, AND COMMUNITY SERVICES.	<ul style="list-style-type: none"> ✓ Define method for letting partners know of database ✓ Accomplished - 2-1-1 marketing collaboration with each United Way of AOP was funded jointly with WorkLink Youth Council/WIB and the United Ways. Bill Boards and Brochures were produced and outreach currently continues. Bill Boards are still posted and Brochures are distributed at each WorkLink event. 	
				<ul style="list-style-type: none"> ✓ Disseminate to Youth Council, WIB, service providers and partners. – ON-GOING ✓ Determine how to address gaps 	
Lack of work ethics, soft skills, basic skills	Improve work ethic/ soft skills, and basic skills	By June 30, 2012, we will increase the community's perception of the work readiness and work ethics of our youth by 10-25%	Establish the baseline Final Results to be calculated June 30, 2014 end of program year and five year strategic plan.	<ul style="list-style-type: none"> ✓ Review data from the surveys ✓ Provide the Youth Council/WIB with the survey scores of the youth on work readiness/soft skills ✓ Finalize the baseline data ✓ Accomplished- Survey/Evaluation use: WorkLink Work Readiness Tool for the WIA Youth Program. The local business/ employer granting a work experience assignment for our youth participants completes the survey/evaluation at the mid-point and final timeframe of the work experience assignment Currently, surveys/evaluations data (forms) are being collected and saved for review by Youth Provider (PYC) to comply with the June 30, 2014 deadline. 	Work Readiness

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans				
Critical Issue	Goal	Objective	Strategy	Action Plan Sub-Committee
			Teach the soft skills	<ul style="list-style-type: none"> ✓ Research work readiness/soft skills curriculum ✓ Choose/create work readiness/soft skills curricula ✓ Implement work readiness/soft skills curricula ✓ Accomplished-Soft skills Ad Hoc Comm. was formed, last mtg. 3/2010- Providers are to determine and use their own curricula. PYC identified curricula is: Tackling the Tough Skills and Career Smart as of PY 12 (Oct. 2012). ON-GOING
			Evaluate progress by June 30, 2014. Final Results to be calculated June 30, 2014 end of program year and five year strategic plan.	<ul style="list-style-type: none"> • Survey businesses to determine increase in work readiness/soft skills of youth - On-going
		Improve awareness and Implementation of WorkKeys	Work with WIB Business Partnership and Workforce Skills and Education Committees to address this	<ul style="list-style-type: none"> ✓ See action plans of WIB committees ✓ Accomplished -WorkKeys was given to in-school and out-of school youth Summer 2009/Summer 2010 by our local One Stops. WorkKeys is administered by our local School Districts, Adult Educ. Centers, and Tri County Technical College. Currently, SC Work Ready Communities initiative in development. All WIA youth participants are offered WorkKeys testing.
Weakened family units/ Not enough focus on families – no structured system for support	Increase awareness and resources available to family units.	Introduce 90% of our partners to family services available in our geographical area.	Hold round table discussions with partners, agencies, and community services in three county areas. Youth Provider (PYC) is already doing this throughout the program year.	<ul style="list-style-type: none"> ✓ Youth Provider to conduct/ participate in partners, agencies, and community services discussions in the three county areas. – On-Going ✓ Verified WIA and Youth Council partnerships are already in the 2-1-1 system.

WorkLink Youth Council Strategic Plan

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

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans				
Critical Issue	Goal	Objective	Strategy	Action Plan
			<p>By July 2011, engage FBOs in programming plans and activities</p> <p>300+ letters were sent to local churches throughout our AOP community. The letter was sent as an invite to become involved and identify available services for the youth population. Time invested (Staff, Youth Council/Committee Members) and youth funds were invested for postage, letterhead, and envelopes. <u>Results: Zero (0) response.</u></p> <p>Youth Provider (PYC) are already actively engaged and involved with FBO's (AIMS, Ripple of One, etc.).</p>	<p>✓ Accomplished -Identify FBO's and contact persons in AOP</p> <ul style="list-style-type: none"> ○ Contact existing groups/ Associations ○ Develop a list/database of FBOs in service area ○ Find organizations ○ Contact organizations <p>• Identify 3 representative contacts of FBOs to serve on subcommittee</p> <ul style="list-style-type: none"> ○ review the FBO list ○ determine key contacts <p>• Create "buy-in"</p> <ul style="list-style-type: none"> ○ invite key contacts to Youth Council meeting ○ Encourage Church Associations ○ Train/orient key contacts to subcommittee ○ provide youth Council Strategic Plan <p>• Implement a joint plan to work together to serve the families</p> <ul style="list-style-type: none"> ○ convene the FBOs for a discussion of key issues regarding strengthening family units ○ develop a plan ○ Implement cooperative strategies
Too many youth are disengaged ¹ from school and work.	Increase the number of youth who are com-pleters ² and employed in jobs	Produce 240 general completers by June 30, 2014. Produce 35 postsecondary completers ² by June 30, 2014.	<p>Address:</p> <ul style="list-style-type: none"> -Idle teens (16-19) -Recent dropouts -Certificate students -Transition students -Upper youth (20-21) -Youth who move into the service area and are not enrolled in school. 	<p>• Determine the issues pertinent to each group.</p> <p>• Identify promising, practical solutions to each issue.</p> <p>• Implement action plans.</p> <p>• Evaluate results.</p> <p>• Engage appropriate WIA partners to assist in accomplishing goals and successes for all youth.</p>
				Education

WorkLink Youth Council Strategic Plan

WorkLink Youth Council's Strategic Plan Key Critical Issues, Goals, Objectives, Strategies, and Action Plans				
Critical Issue	Goal	Objective	Strategy	Action Plan
	paying with an average more than minimum wage. (See end notes.)	Placement in employment of 150 exiters (older youth) with an average more than minimum wage by June 30, 2014. (See end notes.)	Advocate for improved state policies, local awareness and responsiveness regarding high school dropouts. Develop a system wide support infrastructure (e.g., mentoring, transportation, life skills training, tutoring, community resources data bank, etc.).	<ul style="list-style-type: none"> Identify state and local policies and practices that negatively impact completion rates. Create discussion points for meetings with key stakeholders. Conduct roundtables or focus groups with stakeholder groups. Develop action plans (including specific areas of responsibility and follow-up milestones).

End notes

- ¹ Not high school graduates (or GED completers), not in school, and not employed.
- ² General completers means youth who complete a high school diploma, GED, certificates, and credentials.
- ³ Postsecondary completers means youth who earn any credential (certificate, diploma, or associate's degree) from a regionally accredited institution of higher education.

WORKLINK WORK READINESS TOOL FOR THE WIA YOUTH PROGRAM

EMPLOYER NAME:		EMPLOYEE EVALUATION			
Participant Name:		Worksite:			
Participant Job Title:		Worksite Supervisor/Reviewer:			
Start Date:		Review Date #1:		Review Date #2:	
FOUNDATION SKILL	PERFORMANCE EXPECTATIONS	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
See page 3 for more detailed grading descriptions					
ATTENDANCE	Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY	Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE APPEARANCE	Dressing appropriately for position and duties. Practicing personal hygiene appropriate for position and duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TAKING INITIATIVE	Participating fully in task or project from initiation to completion. Initiating interaction with supervisor for next task upon completion of previous one.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK	Giving best effort, evaluating own work, and utilizing feedback to improve work performance. Striving to meet quality standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION SKILLS	Speaking clearly and communicating effectively – verbally and non-verbally. Listening attentively. Using language appropriate for work environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSE TO SUPERVISION	Accepting direction, feedback, and constructive criticism with positive attitude and using information to improve work performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEAMWORK	Relating positively with co-workers. Working productively with individuals and teams. Respecting diversity in race, gender, and culture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROBLEM-SOLVING/ CRITICAL-THINKING	Exercising sound reasoning and analytical thinking. Using knowledge and information from job to solve workplace problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKPLACE CULTURE POLICY AND SAFETY	Demonstrating understanding of workplace culture and policy. Complying with health and safety rules. Exhibiting integrity and honesty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Would you hire this person?	Comment:				
Youth Provider:					
Grant Period:					
<i>Employers may add as many or few additional skills as they see fit based on the position.</i>	TOTAL SCORE _____ (add 4-box total; average score = total/# of skills)	# checked X 1 Total: _____	# checked X 2 Total: _____	# checked X 3 Total: _____	# checked X 4 Total: _____
To meet work readiness skill attainment: (1)* employee must have an overall average score that is "proficient" (3.0) or employee must meet "proficient" standard in 80% of the total categories listed. (2) supervisor MUST verify that performance on job was satisfactory. (3) employee must not have been fired from this work experience.		Employee had satisfactory work performance and has met minimum total score: Employer Signature: _____ Employee Signature: _____ Date: _____ (see page 2 for comments)			

Review Comments/Goals/Other:

Employer Initials: _____

TIPS FOR IMPLEMENTING WORK READINESS TOOL

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

Occupation/Technical Skills	Academic Skills	Leadership Skills	Business Skills
<ul style="list-style-type: none"> -- Occupation-specific skills -- Industry-sector skills -- Industry-wide skills -- Understanding all aspects of an industry 	<ul style="list-style-type: none"> -- Written communication -- Reading and reviewing -- Mathematics and data analysis -- STEM: science, technology, engineering, and mathematics -- Basic computer skills 	<ul style="list-style-type: none"> -- Leadership -- Creative thinking/innovation -- Project management -- Teaching and instructing 	<ul style="list-style-type: none"> -- Customer service skills -- Telephone skills -- Planning and organizing -- Scheduling & coordinating -- Using computer applications

- **PREPARATION:** Employers should review tool with the youth on or prior to the first day of the work experience. Depending on the number of youth at a worksite and the employer's discretion, this can be done as part of an employer-led group orientation or individually with each young worker. At the conclusion, each youth should have a clear understanding of their job description and expectations, what work readiness skills they will be measured on, and how often they will be measured.
- **FREQUENCY:** It is recommended that employers conduct more than one evaluation. Benefits of administering bi-weekly or "mid-point" assessments include the ability for employers to: offer youth constructive feedback; formally recognize positive work performances; address small issues before they become larger ones; and formally communicate youth performance with local program staff to ensure added support. An additional benefit is that local areas may be able to document the work readiness progress if a participant who has already proven to be proficient in work readiness leaves the program prior to its end.
- **FIRST EVALUATION:** The first evaluation can also be used as a helpful diagnostic and developmental tool that is maximized when delivered within the first two or three weeks. For participants experiencing challenges and have received a "1" in any category, a performance improvement plan should outline a set of goals in the comment section. In the past, some employers have had youth first assess their own performance and use any gaps in assessments to promote positive communication.
- **GRADING SCALE:** A grading scale of foundation skills has been listed on page 3 for employer convenience. To add any additional skills, employers can copy the language in the "general key" and modify as they see fit.
- **SUPPORT:** Local area program staff are available to make evaluation process as simple and seamless as possible. Through employer orientations, worksite monitoring, and on-going communication, summer youth program staff are available to address any outstanding questions or concerns by the employer. They may also be available to assist with job descriptions, and provide additional supportive work readiness training to participants. Sharon Crite, Youth Services Coordinator can be reached at 864-646-1828.

Sources: Tool content and design is based on three general sources encompassing public study, private research, and practical local application.

- (1) US Dept. of Labor – ETA's "Building Blocks for Competency Models" http://www.careeronestop.org/CompetencyModel/pyramid_definition.aspx
- (2) Employer research collaboration of The Conference Board, Partnership for 21st Century Skills, Corporate Voices, & Society for HR Management includes online-accessible reports: "New Graduates' Workforce Readiness", "Are They Really Ready to Work?", and "The Ill-Prepared US Workforce".
- (3) Sample tool design is based most closely on the Massachusetts Work-Based Learning Plan (<http://www.skillslibrary.com/wbl.htm>). The Seattle King County's Learning and Employability Profile, and other tools from the 2009 Summer Youth Employment Initiative under the American Recovery and Reinvestment Act were also utilized. For more info, see: "Tips on Measuring Work Readiness" www.workforce30one.org/view/5000910643776065645/info

EMPLOYEE EVALUATION GRADING SCALE

ATTENDANCE

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

PUNCTUALITY

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

WORKPLACE APPEARANCE

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

TAKING INITIATIVE

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

QUALITY OF WORK

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

COMMUNICATION SKILLS

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

RESPONSE TO SUPERVISION

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

TEAMWORK

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

PROBLEM-SOLVING/CRITICAL THINKING

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

WORKPLACE CULTURE, POLICY AND SAFETY

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

GENERAL KEY

Perf. Improvement Plan Needed	Needs Development	Proficient	Exemplary
Is not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. May need additional training.	Inconsistent in demonstrating and developing skills for the position, but development is needed.	Demonstrates the skills required for the position with rare exception, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as leader that improves overall team.

This general key is adaptable for employers to copy, paste in boxes on page 1, and modify accordingly for job-specific skills.

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

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

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

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

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

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

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

- Older Youth 88 (48 received training)
- Younger Youth 80 (57 received training)

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

- Older Youth 55 (33 received training)
- Younger Youth 49 (24 received training)

No Wages Report on this yet.

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

Total of 100 participants attained certificate out of 104.

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

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

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

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

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

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

Older Youth average wages \$4020.80.

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

Total of 124 participants attained certificate out of 129.

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

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

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

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

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

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

Older Youth average wages \$4064.50.

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

Total of 99 participants attained certificate out of 106.

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

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

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

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

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

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

Older Youth average wages \$2415.60.

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

Total of 107 participants attained certificate out of 116.

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

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

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

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

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

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

Older Youth average wages \$742.50.

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

• Total of 47 participants attained certificate out of 54.

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

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



Training Services Group

6/30/2014

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

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

Policy Background:

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

Purpose:

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

Policy Updates Requested:

- **Transportation:**

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

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



2005 N. Main Street • Anderson, SC 29621

Office (864) 633-6354 • Fax (888)696-8404 • kcraven@henkels.com

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

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

Under 75 Miles: \$20 per week

75-150 Miles: \$40 per week

151-224 Miles: \$60 per week

225 miles or more: \$80 per week

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

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

Customer Incentives:

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

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

See Skill Invoice Criteria below for proposed changes:



**PY13 Skill Invoice Criteria
(Incentives)**

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



Common Measure: Credential Attainment (Secondary Ed. or Occupational)			
Obtain GED or High School Diploma (Available through the end of 3rd Quarter after Exit) (May be earned in \$50 increments if the GED is taken in sections)	\$ 150.00		\$200
Obtain a Nationally Recognized Occupational Skills Credential (Available through the end of 3rd Quarter after Exit)	\$ 75.00		
Common Measure: Placement (Employment, Military, or Post- Secondary)			
Enter Employment or Military by the end of the 1st Quarter after Exit if not employed at Registration	\$ 75.00		
Enter Full-time Post-Secondary verified through the National Student Clearing House	\$ 75.00		

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

- Emergency Assistance:**



985 Jolly Road • Blue Bell, PA 19422
Office (215) 283-8001 • Fax (215) 283-7587 • www.henkels.com

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

Supportive Service Reference Sheet

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

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



- **Satisfactory Progress Policy:**

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

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

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

LOCAL/NATION

Dual-credit classes with Tri-County available

■ Anderson and Oconee County school districts form partnerships with technical college

By Sarah Freishtat
sarah.freishtat@independentmail.com
864-260-1274

Most local school districts will begin partnerships with Tri-County Technical College next school year, using money set aside in the state budget for dual-credit programs at Tri-County and a Midlands technical college.

All five Anderson County school districts and the Oconee County school district will offer classes with Tri-County, mostly in manufacturing fields, that allow students to graduate from high school with skills certificates. Students can use the certificates to get jobs, or they can apply the credit toward degrees.

The programs are designed to introduce students to fields related to manufacturing and to encourage them to pursue degrees in those fields, said Amanda Blanton, who oversees dual-enrollment

The programs focus on local industries in need of skilled workers, she said.

"It's to provide more opportunities to students to seamlessly transition to the workplace or to college," Blanton said.

Anderson School District 3, based in Iva, tested a dual-credit program in mechatronics during the 2013-14 school year. Most of the students who enrolled have graduated from high school and enrolled in the college's associate degree programs, Blanton said.

The state budget this year included \$2 million for Tri-County and Central Carolina Technical College in Sumter to create a way for high school students to graduate with a manufacturing certificate from technical college.

The money can be spent over two years, said Rebecca Eidsen, a spokeswoman for Tri-County. She estimated the money would be more than enough to cover high school students' tuition

She did not yet know where else the money could be spent at the college. It cannot be used to cover the high school students' tuition if they decide to enroll in Tri-County after high school graduation, she said.

The college also does not expect to receive state money for the programs each year, and has not yet figured out how to fund the partnerships in the future.

School districts are typically responsible for covering students' Tri-County tuition for the programs, Blanton said.

The state money can be used for students enrolled in certificate programs in mechatronics, electronics, automotive technology and HVAC technology, said Hollie Harrell, director of the Anderson Districts 1 and 2 Career and Technology Center.

Without the state funding, Harrell estimated the classes would cost \$1,500 per student each year, a cost the district cannot sustain, she said.

Next year, about a dozen students each in District 3 and Anderson-based District 5 will take classes together at Tri-County's Anderson campus, Blanton said.

District 5 has also partnered with Tri-County to offer certificates in data entry and basic business skills, said Cecil Bonner, director of the Anderson Five Career Campus.

Pendleton-based District 4 has several students enrolled in an automotive technology program, and one student in Oconee County is participating in a certificate program in HVAC technology, Blanton said.

More than two dozen students at the Districts 1 and 2 career center, which serves students in Williamston, Powdersville, Belton and Honea Path, have enrolled in certificate programs in mechatronics. Since the technology center is not close to any of Tri-County's three campuses, a college instructor will teach courses at the

center, Blanton said.

The college is talking with officials in the Pickens County school district about creating certificate programs in the future, Blanton said.

If students choose to apply the certificate to an associate degree, it typically takes an additional three semesters after high

school to complete the program, she said. That varies according to each district's program.

"By the time they are 19 or 20 years old, they will have an associate degree in an excellent field," Blanton said.

Follow Sarah Freishtat on Twitter @srfreish.

The Option to Serve In-School Youth

VISION

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

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

1. The option to serve up to ten (10) in-school youth.
2. Partnership with Community College which serves all three (3) counties.
3. Identify In-School Youth (**Senior – Must be age 18 before or by H. S. Graduation date**) – **Graduate to Obtain:** WorkKeys Certificate, HS Diploma, and Career Pathway Dual Credit Certification in an In-demand Career Cluster. Intention of entering into Post-Secondary and continuation of Career Pathway.
 - a. Manufacturing company/companies want youth to be age 18 before being allowed on floor.
 - b. Youth H.S. Graduate age 18-21 can always apply for WIA youth services. The youth is considered an out- of- school youth or they may choose to apply for WIA Adult services.

4. Youth must meet WIA Youth Criteria of Low Income with Youth Barrier and go through WIA Eligibility (Certification) Process.
 - a. Would like to begin accepting in-school youth referrals from the identified Community College staff that work directly with all seven (7) school districts within our three county areas in March 2015.
 - b. WIA Certification, Enrollments, and Work Readiness Preparation classes to be complete in order for WIA in-school youth participant to start on WKE assignment June 1, 2015 or thereafter.
5. WIA Youth Program can offer Work Readiness Preparation prior to placement on a Paid Work Experience (WKE) Training Opportunity, Stipend, and Monitoring of WIA youth participant and Work Experience Site. “Summer Only WKE (WIA Summer June 1- September 1)”.
 - a. Number of available WKE weeks and hours available to work a stipend paid work experience are to be determined pending budget.

Partnership Needs:

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

1. Ask our Community College to identify company or companies that would agree to a stipend paid work experience opportunity that aligns with the in-demand career cluster/career pathway, dual credit certification, and goals of our youth participant.
 - a. Our Community College has established relationships with the manufacturing or larger company/companies in our three county communities. By opening these doors for and to our youth provider and youth participants this will offer an opportunity to build upon and add new community partnerships/relationships.
2. Beginning in March 2015, ask our Community College to refer up to ten (10) in-school youth that comply with the age 18 by graduation, Career Pathway dual credit credential, WorkKeys credential, H.S. Diploma, and intention to enter post-secondary and/or continuation of career pathways. In addition, comply with WIA Youth Eligibility guidelines of Low Income with Youth Barrier(s) utilizing the county fair share ratio guidance.

3. Development of MOA/MOU to outline partnership specific responsibilities, policies, procedures, processes, and/or commitments.
4. WorkLink WIA Youth Provider will be responsible for: Eligibility, Enrollment, Work Readiness Preparation classes and all aspects of the WIA work experience site agreement with company or companies, participant paper work, participant placement, monitoring, collection of signed/dated time sheet, and insure accuracy of all information prior to payment of \$8.00 WKE stipend to WIA youth participant. Additional value added classes and/or opportunities offered to the participant.

Finance Committee Report

- **PY'13 Budget Overview**

- 1) WorkLink Board Budget

- PY13 Budget came in under budget by \$7,122 for in-house expenditures
 - Indirect and Salaries were slightly over budget due to decisions about staff made by Executive Committee
- All 3 Fund Streams met the State expectation to obligate 80% of their PY'13 funds by 6/30/13.
- The Adult (70%) and DW (76%) Programs did meet the 70% Expenditure Rate expectation by the SWIB, however, Youth came in at 66%. The State expects that each WIB will spend 70% of their program year carryover and new funds in 1 year even though the funds have a 2 year expiration date. An explanation to the State is due by Friday, August 29. Staff will draft a response that is approved by the Youth Council Chair as well as the Executive Committee and send to the State. Finance Committee agreed with the following explanations:
 - Need carryover funds
 - Don't receive PY funds by July 1 (received this year mid August at only 7% Adult and 15% DW)
 - Don't receive 2nd allotment of PY funds by October
 - Sequestration
 - Saving money
 - Fiscally responsible
 - Decreasing funds each year
 - Performing at the top of the state on less \$
 - Service Providers and Training Providers have had to float themselves while the COG has had to float WIB staff in the past when allotments did not arrive on time

- 2) Henkels & McCoy – WIA Title I Adult & DW

- Spent 88.61% of grant with 90% goal spent
- Deobligated approx. \$60k in May 2014
- Over \$200k was spent on our participants out of non-WIA funds/grants (WIA is payer of last resort)
- WSEC voted to approve to continue the monthly meetings that Brandi, Jennifer, & Trent have with H&M to monitor expenditures
- Met 92% of goal for PY'13 enrollments (347/379)

- 3) Henkels & McCoy – WIA Title I Youth

- Spent 88.13% of grant with 90% goal spent
- Explained underrun was due to departure of staff, decrease in health insurance rates

- **PY'14 Budget Overview**

- 4) WorkLink Board Budget*

- Modification to increase facility costs due to new MOA with TCTC for satellite sites and new Janitorial contract
 - *Motion from Finance Committee to approve Modification Request #1*
- PY'14 Funds received
 - 7% of Adult Allocation received in mid August (\$57,637 out of \$814,228)
 - 15% of DW Allocation received in mid August (\$102,465 out of \$722,796)
 - Not sure when we will receive the remainder of the Adult/DW funds for this PY
 - 100% of Youth Allocation received (\$877,553)

- H&M Adult/DW is at 4.02% through July at a goal of 7.5% in order to meet the 90% by June 30.
- Several variables as to why it is better to evaluate on a quarterly basis:
 - MOA's are paid quarterly
 - Tuition is paid in/around September
 - OJT is paid at the business' choosing
 - Supportive Services falls in line with class (ie, not much in July)
- Modification Request #1 from Henkels & McCoy
 - The State WIB granted Local WIB's Rapid Response On The Job Training funds in July 2014. These funds are used to fund the OJT Contract writer salary/fringe/indirect and operating costs. These costs have been moved to the new grant, thus freeing up \$59,978.29 for H&M to move to the OJT Contract line item to write 17 additional contracts.
 - *Motion from Finance Committee to approve Modification Request #1*

6) Henkels & McCoy – WIA Title I Youth

- Spent H&M Youth is at 4.72% through July at a goal of 7.5% in order to meet the 90% by June 30.

7) Ongoing Grants

- 13INC01 – Incentive Grant
 - This grant is intended for outreach. Still working with TCTC on placement of signage and Outreach Committee met on Monday to get together a plan for this.
- 13RROJT01 – Rapid Response On the Job Training Grant
 - NEW GRANT to move OJT overhead expenditures into this grant and frees up money in Formula Grant for more OJT Contracts
- Rapid Response Incumbent Worker Training Grants
 - Palmetto Plating was closed out. They didn't do 1 training giving \$2,900 back to the state
 - Technology Solutions will be closed out. They chose not to complete their trainings thus returning \$28,090 to the state
 - Kroeger Marine and Roylco are ongoing
 - AFR is new
- 13DWT01 – Dislocated Worker National Emergency Grant (Mod#1*)
 - This grant goes through June 30. Have spent 32.79% out of a goal of 37.50% to spend 100% by end of June
 - Modification Request #1 to transfer \$4,500 from tuition into books
 - *Motion from Finance Committee to approve Modification Request #1*
- Make It In America (MiiA) Grant
 - Ongoing grant that ends in September 2016
- 14IWT01 - Local Incumbent Worker Training Grant
 - NEW GRANT from SCDEW for Local IWT. We received \$70,189. Notice has been sent out that we are accepting applications. Have to obligate funds by 11/15 and training completed by 6/30/15.

• WIOA Update

- Funding levels are to increase each year bringing us back to FY'10 levels by FY'17
- Allows local board to transfer 100% between Adult and DW funds
- Restores state set aside to 15%

• Other Business

- SCDEW Financial Monitors will be onsite September 15-17
- Brandi has been added to the State SWIB SC Works Management Committee Adhoc Financial Management Workgroup. Next meeting is September 11.
- Tentative DOL Region 3 Financial Training will be held January 21-23

	Program Adult	Admin Adult	Program DW	Admin DW	Program Youth	Admin Youth	Total	YTD-June	Actual % Expended	Goal Expended	Goal % Expended	Balance
PY'13 Allocations (NFA-13-01)	749,486	83,275	741,374	82,374	802,316	89,146	2,547,971					
Transfer of funds (35%)	259,480	-	(259,480)	-	-	-	-					
Transfer of funds (15%)	111,206	-	(111,206)	-	-	-	-					
PY'12 Carryover	654,521	84,138	188,244	92,275	458,863	69,165	1,547,206					
	1,774,693	167,413	558,932	174,649	1,261,179	158,311	4,095,177					
Obligations												
Henkels & McCoy - Adult (Mod #4)	1,249,537	-	-	-	-	-	1,249,537	1,085,853	87%	1,249,537	100%	163,684
Henkels & McCoy - DW (Mod #4)	-	-	217,907	-	-	-	217,907	214,507	98%	217,907	100%	3,400
Henkels & McCoy - Youth	-	-	-	-	839,929	-	839,929	740,232	88%	839,929	100%	99,697
Undesignated Funds	251,145	39,396	244,801	57,075	312,140	30,746	935,303	-	0%	-	0%	935,303
Total Pass-Through Contracts	1,500,682	39,396	462,708	57,075	1,152,069	30,746	3,242,676	2,040,592	63%	2,307,373	71%	1,202,084
Total Revenue after Obligations	274,011	128,017	96,224	117,574	109,110	127,565	852,501					
In-House Expenses												
Salaries	349,816	37,806	41,383	37,797	62,026	48,644	349,816	357,259 (3)	102%	349,816	100%	(7,443)
Fringe	108,632	11,954	12,650	11,951	19,396	15,480	108,632	100,741	93%	108,632	100%	7,891
SC Works Centers & Facilities Costs	252,885	21,677	58,049	16,801	1,637	13,822	252,885	242,899	96%	252,885	100%	9,986
Payment from SCDEW for Facilities	(113,986)	-	(35,432)	-	-	-	(113,986)	(110,605)	94%	(118,105)	100%	(7,500)
Travel - Training/Conferences/Meetings	8,500	3,000	-	2,500	-	3,000	8,500	5,965	70%	8,500	100%	2,535
Travel - Committee/Board	2,500	250	-	250	-	2,000	2,500	1,363	55%	2,500	100%	1,137
Supplies - Consumable	2,250	750	-	750	-	2,000	2,250	2,202	98%	2,250	100%	48
Supplies - Non-Consumable	1,000	335	-	335	-	330	1,000	974	97%	1,000	100%	26
EMSI Data Charges	3,375	1,125	-	1,125	-	1,125	3,375	2,813	83%	3,375	100%	562
Consulting	3,294	1,098	-	1,098	-	1,098	3,294	3,291 (2)	100%	3,294	100%	3
Outside Services	420	140	-	140	-	140	420	418 (1)	100%	420	100%	2
Insurance - Tort	7,560	2,520	-	2,520	-	2,520	7,560	7,671	101%	7,560	100%	(111)
Insurance - Auto C&C	190	65	-	65	-	60	190	171	90%	190	100%	19
Insurance - Auto Liab	770	260	-	260	-	250	770	760	99%	770	100%	10
Postage	500	170	-	170	-	160	500	500	100%	500	100%	-
Printing	4,000	1,834	-	1,833	-	1,833	5,500	4,274	78%	5,500	100%	1,226
Telephone Voice	1,074	540	-	540	-	540	1,620	1,618	100%	1,620	100%	2
Telephone LD	324	156	-	156	-	156	468	468	100%	468	100%	-
Cellphone (Executive Director)	12	6	-	5	-	1	12	12	100%	12	100%	-
Web Site Hosting & Renewal Fees	7,080	2,360	-	2,360	-	2,360	7,080	5,520	78%	7,080	100%	1,560
Memberships, Dues, & Prof Fees	3,300	1,125	-	1,075	-	1,100	3,300	3,286	100%	3,300	100%	14
Training	20,000	8,500	-	5,000	-	6,500	20,000	16,565	83%	20,000	100%	3,435
Job Fair / Hiring Event Expenses	22,000	11,000	-	11,000	-	-	22,000	21,604	98%	22,000	100%	396
Rent - WorkLink Office	606	200	-	200	-	206	606	606	100%	606	100%	-
R&M & Gas - WIA Car	2,500	835	-	835	-	830	2,500	1,784	71%	2,500	100%	716
IT Maint/Support (WIB Only)	12,010	1,600	-	1,600	-	1,500	12,010	10,195	85%	12,010	100%	1,815
Outreach	5,000	3,000	-	1,500	-	500	5,000	4,439	89%	5,000	100%	561
COG Meeting Expense	5,000	867	-	868	-	3,265	5,000	4,733	95%	5,000	100%	267
Indirect Cost Pool (42%)	146,923	51,307	-	17,381	-	20,430	146,923	156,958	107%	146,923	100%	(10,035)
Total In-House	857,535	274,011	96,224	118,609	109,110	128,600	855,606	848,484	99%	855,606	100%	7,122
(1) - Approved by EC, Management Solutions, LLC												
(2) - Approved by EC, Susan E. Crocker, Inc.												
(3) - Approved by EC, Executive Session												



Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses			1403-11011	1403-11012	1403-11013	Total Expenses	Balance	% Spent
	codes	Budget Mod #1	5/26-6/22	paid accrual	6/23-6/30 close out			
Salary Total	0.0	325,644	22,217	6,777	(47)	312,316	13,328	95.91%
Fringe Benefit Total	0.1-0.5	123,066	7,444	2,275	(32)	105,521	17,545	85.74%
Subtotal		\$448,710	\$29,661	\$9,052	-\$79	\$417,837	\$30,873	93.12%
Operating Costs								
Staff Consumable Supplies	1.2	6,000	379	4,309	0	5,459	541	90.98%
Advertising	1.3	9,000	3,300	899	0	9,870	(870)	109.67%
Printing/Copies	1.4	4,800	309	1,784	25	4,489	311	93.52%
Communications	1.5	10,746	847	24	0	10,646	100	99.07%
Staff Travel	1.6	26,590	486	2,509	221	18,039	8,551	67.84%
Staff Training/Conferences	1.7	6,900				1,732	4,268	28.87%
Computer Leases, Software	1.8	11,360	1536		617	11,360	0	100.00%
Postage	1.9	3,585	502		126	2,975	610	82.98%
Subtotal		\$78,081	\$7,139	\$9,525	\$989	\$64,570	\$13,511	82.70%
Individualized Training Cost								
Participant Supplies	2.1	6,400		700	38	6,421	(21)	100.33%
Participant Books	2.2	8,000	46	745	131	7,933	67	99.16%
Assessment/Exam Fees (inc work)	2.3	8,650	444	2087	-80	9,152	(502)	105.80%
TABE Testing Materials	2.4	2,050				2,050	0	100.00%
Tuition (Adult Education)	2.5	38,758		0	0	38,758	2	99.99%
Tuition (College or Vocational)	2.6	24,990	1524	5729	0	16,910	8,080	67.67%
Work Experience	2.9	41,760	1301	787	134	29,578	12,182	70.83%
Awards/Events	2.10	1,600				1,600	0	100.00%
Subtotal		\$132,208	\$3,315	\$10,048	\$223	\$112,400	\$19,808	85.02%
Customer Supportive Services Cost								
Student Incentives (skills&inc con)	3.1	40,491	2747	475	725	29,730	10,761	73.42%
Transportation	3.2	22,500	1,275	245	380	16,970	5,530	75.42%
Childcare	3.3	4,800	362		40	972	3,828	20.25%
Training Support Materials	3.4	3,200		745	154	2,902	298	90.69%
Emergency Assistance	3.5	3,500				458	3,042	13.09%
Subtotal		\$74,491	\$4,384	\$1,465	\$1,299	\$51,032	\$23,459	68.51%
Other								
Training Fee (Profit)	4.1	36,675	2,225	1,505	122	32,293	4,382	88.05%
Audit	4.2	5,584				5,584	0	100.00%
Subtotal		\$42,259	\$2,225	\$1,505	\$122	\$37,877	\$4,382	89.83%
Indirect		64,180	3,894	2,636	213	56,516	7,664	88.06%
TOTALS		\$839,929						
Monthly Actual Expenses			\$50,618	\$34,231	\$2,767	\$740,232	\$99,697	88.13%

90% goal

PY13 Youth Closeout

Funds not received from SCDEW yet	Program Adult	Admin Adult*	Program DW*	Admin DW	Program Youth	Admin Youth	Total	YTD - July	Actual % Expended	Goal Expended	Goal % Expended	Balance	Net Change
PY14 Allocations (NFA-14-01)	732,805	81,423	650,516	72,280	789,798	87,755	2,114,577						
Transfer of funds (50%)	325,258	-	(325,258)	-	-	-	-	-					
PY13 Carryover	426,648	26,380	228,986	40,075	457,382	26,631	1,206,102						
	1,484,711	107,803	554,244	112,355	1,247,180	114,386	3,520,679						
Obligations													
Henkels & McCoy - Adult	1,014,916	-	-	-	-	-	1,014,916	42,089	4%	84,576	8%	972,827	1,014,916
Henkels & McCoy - DW	-	-	435,084	-	-	-	435,084	16,134	4%	36,257	8%	418,950	435,084
Henkels & McCoy - Youth	-	-	-	-	800,000	-	800,000	37,758	5%	66,667	8%	762,242	800,000
Undesignated Funds	211,131	5,028	12,750	12,772	304,420	7,304	553,405	-	0%	-	0%	553,405	402,063
Total Pass-Through Contracts	1,226,047	5,028	447,834	12,772	1,104,420	7,304	2,803,405	95,981	3%	187,500	7%	2,707,424	2,652,063
Total Revenue after Obligations	258,664	102,775	106,410	99,583	142,760	107,082	817,274						151,342
In-House Expenses													
Salaries (Reduced by BR & JK to NEG & MiuA)	109,503	36,285	41,293	36,281	67,089	42,790	333,241	10,524	3%	27,770	8%	322,717	333,241
Fringe (Reduced by BR & JK to NEG & MiuA)	33,579	12,314	12,928	12,312	20,934	14,435	106,502	1,642	2%	8,875	8%	104,860	106,502
SC Works Centers & Satellite Facility Costs	122,880	16,982	52,322	11,612	6,562	7,734	218,092	12,518	0%	18,174	8%	203,574	211,736
Payment from SCDEW for Facilities	(75,793)	-	(32,483)	-	-	-	(108,276)	-	0%	(9,023)	8%	(108,276)	(106,009)
Travel - Training/Conferences/Meetings	2,000	2,000	-	-	-	-	2,000	45	1%	508	8%	5,955	6,000
Travel - Committee/Board	1,550	1,550	-	-	5,000	3,000	6,100	-	0%	508	8%	6,100	6,100
AOP BIS Transportation (\$5k appr by YC)	-	-	-	-	-	-	5,000	-	0%	417	8%	5,000	5,000
Supplies - Consumable	750	750	-	-	-	-	750	84	4%	188	8%	2,166	2,250
Supplies - Non-Consumable	335	335	-	-	-	-	335	-	0%	83	8%	1,000	1,000
Outside Services (Strategic Plan)	12,500	2,500	10,000	2,500	15,000	2,500	45,000	-	0%	-	0%	45,000	45,000
Consulting	70	70	-	-	-	-	70	210	0%	18	8%	210	210
Insurance - Tort (\$640/mo)	1,920	1,920	3,845	3,845	1,920	1,920	7,685	160	2%	640	8%	7,525	7,685
Insurance - Bldg & PP (\$8/mo)	25	25	50	50	25	25	100	31	31%	8	8%	69	100
Insurance - Auto C&C (\$15.50/mo)	50	50	95	95	50	50	195	14	7%	16	8%	181	195
Insurance - Auto Liab (\$64/mo)	195	195	385	385	195	195	775	63	8%	65	8%	712	775
Postage	170	170	170	170	160	160	500	20	4%	42	8%	480	500
Printing	1,834	1,834	1,833	1,833	1,833	1,833	5,500	13	0%	438	8%	5,487	5,500
Web Site Hosting & Renewal Fees	2,360	2,360	2,360	2,360	2,360	2,360	7,080	-	0%	590	0%	7,080	7,080
Memberships, Dues, & Prof Fees	1,250	1,250	1,250	1,250	950	950	3,450	50	1%	288	8%	3,450	3,450
Training	3,500	3,500	3,500	3,500	2,500	2,500	9,500	1,450	15%	792	8%	8,050	9,500
Job Fair / Hiring Event Expenses	-	-	-	-	-	-	-	-	0%	-	0%	-	-
R&M & Gas - WIA Car	835	835	-	-	830	830	2,500	77	3%	208	8%	2,423	2,500
IT Maint/Support (WIB Only)	1,600	1,600	-	-	1,500	1,500	4,700	119	3%	392	8%	4,381	4,700
Outreach (SC Works Center's Only)	10,000	-	5,000	-	-	-	15,000	-	0%	1,250	8%	15,000	15,000
Meeting Expense (Madison Center & Other)	1,000	1,000	1,000	1,000	3,175	3,175	5,175	215	4%	431	8%	4,960	5,175
Indirect Cost Pool (42% of salaries)	45,995	15,250	17,350	15,250	28,175	17,975	139,995	7,361	5%	11,666	8%	132,634	139,995
Total In-House	258,664	102,775	106,410	99,583	142,760	107,082	817,274	34,386	4%	64,356	8%	782,888	813,185
													4,089
													0.50%



Worklink Workforce Investment Board Grant #14A995H3 & 14D995H3

Budget vs. Actual Expenditures YTD

ADULT										DLW				TOTAL		
codes	Original	July	Total Expenses	Balance	% Spent	Original	July	Total Expenses	Balance	% Spent	Total Budget	Total Balance	Total % Spent	Total Budget	Total Balance	Total % Spent
Original Budget																
0.0	340,122	22,871	22,871	317,251	6.72%	145,765	9,568	9,568	136,187	6.56%	485,887	453,448	6.88%	485,887	453,448	6.88%
0.1-0.5	140,879	8,210	8,210	132,669	5.83%	60,377	3,452	3,452	58,925	5.72%	201,256	189,594	5.79%	201,256	189,594	5.79%
Subtotal	\$ 481,001	\$ 31,081	\$ 31,081	\$ 449,920	6.46%	\$ 206,142	\$ 13,020	\$ 13,020	\$ 193,122	6.32%	\$ 687,143	\$ 643,042	6.42%	\$ 687,143	\$ 643,042	6.42%
Operating Costs																
1.2	5,880	134	134	5,746	2.28%	2,520	57	57	2,463	2.26%	8,400	8,209	2.27%	8,400	8,209	2.27%
1.3	1,932	-	-	1,932	0.00%	828	-	-	828	0.00%	2,760	2,760	0.00%	2,760	2,760	0.00%
1.4	7,560	487	487	7,073	6.44%	3,240	208	208	3,034	6.38%	10,800	10,107	6.42%	10,800	10,107	6.42%
1.5	7,789	631	631	7,158	8.09%	3,342	290	290	3,052	8.68%	11,141	10,220	8.27%	11,141	10,220	8.27%
1.6	17,489	915	915	16,574	5.23%	7,500	360	360	7,140	4.80%	24,999	23,724	5.10%	24,999	23,724	5.10%
1.7	2,856	-	-	2,856	0.00%	1,224	-	-	1,224	0.00%	4,080	4,080	0.00%	4,080	4,080	0.00%
1.8	13,149	-	-	13,149	0.00%	5,636	-	-	5,636	0.00%	18,785	18,785	0.00%	18,785	18,785	0.00%
1.9	1,891	73	73	1,818	4.32%	725	31	31	694	4.28%	2,418	2,312	4.30%	2,418	2,312	4.30%
Subtotal	\$ 58,366	\$ 2,240	\$ 2,240	\$ 56,126	3.84%	\$ 25,015	\$ 944	\$ 944	\$ 24,071	3.77%	\$ 83,381	\$ 80,197	3.82%	\$ 83,381	\$ 80,197	3.82%
Training cost																
2.3	11,185	334	334	10,851	2.99%	4,785	-	-	4,785	0.00%	15,950	15,816	2.08%	15,950	15,816	2.08%
2.5	54,096	-	0	54,096	0.00%	23,184	-	-	23,184	0.00%	77,280	77,280	0.00%	77,280	77,280	0.00%
	216,280	3,216	3,216	213,074	1.49%	92,610	-	-	92,610	0.00%	308,900	305,684	1.04%	308,900	305,684	1.04%
2.8	43,200	-	0	43,200	0.00%	18,720	-	-	18,720	0.00%	61,920	61,920	0.00% (1)	61,920	61,920	0.00% (1)
Subtotal	\$ 324,751	\$ 3,550	\$ 3,550	\$ 321,201	1.09%	\$ 139,299	\$ -	\$ -	\$ 139,299	0.00%	\$ 464,050	\$ 460,500	0.77%	\$ 464,050	\$ 460,500	0.77%
Supportive Service Cost																
3.2	12,556	130	130	12,426	1.04%	5,381	-	-	5,381	0.00%	17,937	17,807	0.72%	17,937	17,807	0.72%
3.3	4,368	-	-	4,368	0.00%	1,872	220	220	1,652	11.75%	6,240	6,020	3.53%	6,240	6,020	3.53%
3.4	5,250	-	-	5,250	0.00%	2,250	-	-	2,250	0.00%	7,500	7,500	0.00%	7,500	7,500	0.00%
Subtotal	\$ 22,174	\$ 130	\$ 130	\$ 22,044	0.59%	\$ 9,503	\$ 220	\$ 220	\$ 9,283	2.32%	\$ 31,677	\$ 31,327	1.10%	\$ 31,677	\$ 31,327	1.10%
Training/Professional Service Fee/Profit																
4.1	44,318	1,850	1,850	42,468	4.17%	18,884	709	709	18,285	3.73%	63,312	60,753	4.04%	63,312	60,753	4.04%
4.2	6,748	-	-	6,748	0.00%	2,882	-	-	2,882	0.00%	8,640	8,640	0.00%	8,640	8,640	0.00%
4.3	77,558	3,238	3,238	74,320	4.17%	33,239	1,241	1,241	31,998	3.73%	110,797	106,318	4.04%	110,797	106,318	4.04%
Subtotal	\$ 128,624	\$ 5,088	\$ 5,088	\$ 123,538	3.96%	\$ 55,125	\$ 1,950	\$ 1,950	\$ 53,175	3.54%	\$ 183,749	\$ 176,711	3.63%	\$ 183,749	\$ 176,711	3.63%
TOTALS	\$ 1,014,916	\$ 42,089	\$ 42,089	\$ 972,827	4.15%	\$ 435,084	\$ 16,134	\$ 16,134	\$ 418,950	3.71%	\$ 1,450,000	\$ 1,391,777	4.02%	\$ 1,450,000	\$ 1,391,777	4.02%
										30%			Goal Thru July 7.50%			

Adult/DW



1500 – WorkLink (Adult-Dislocated Worker) Contract Budget Modification #1

Contractor: Henkels & McCoy, Inc.
Contract #'s: 14A995H1 & 14D995H1
Program: SC Works Operator (Adult & Dislocated Worker Services)
Submission Date: 7/30/2014
Region Manager: Kal Kunkel
Program Manager (s): Steve Riddle, Matt Fields, Evans Coleman

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY14 budget as a result of Rapid Response Funding provided by SC DEW for expanding On-the-Job Training and requests to transfer \$59,978.29 of Staff and Operating Cost to On-the-Job Training. The modification will also include an additional 17 slots to be served through OJT and overall.

- New Rapid Response OJT grant from SCDEW allows for transfer of funds! Absorbs over head costs for Workforce specialist position!

• Approved by WSEC
on 8/13/14

CONTRACT BUDGET MODIFICATION

Training Costs Narrative

Increase On-the-Job Training by \$59,978.

Training					
2.1 Participant Supplies		\$ -		\$ -	\$ -
2.2 Participant Books		\$ -		\$ -	\$ -
2.3 Credential Exams & Assessments		\$ 15,950.00		\$ 15,950.00	\$ -
2.4 Software Licenses		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 77,280.00		\$ 77,280.00	\$ -
2.6 Tuition (College or Vocational)		\$ 308,900.00		\$ 308,900.00	\$ (0.00)
2.8 On-the-Job Training		\$ 61,920.00		\$ 121,898.29	\$ 59,978.29
Sub-Total Training		\$ 484,050.00		\$ 524,028.29	\$ 59,978.29

- 143 part
+ 17 new
60 total

Supportive Services Narrative

No change to Supportive Services.

Supportive Services					
3.11 Transportation		\$ 17,937.50		\$ 17,937.50	\$ -
3.12 Childcare		\$ 6,240.00		\$ 6,240.00	\$ -
3.13 Emergency Assistance		\$ -		\$ -	\$ -
3.14 Training Support Materials		\$ 7,500.00		\$ 7,500.00	\$ -
Sub-Total of Supportive Services		\$ 31,677.50		\$ 31,677.50	\$ -

Training Fees (Profit), Indirect, & Audit Fees

No change to Training Fee (Profit).

Indirect Cost & Fees					
Training Fee (Profit)	5.00%	\$ 63,312.58	5.00%	\$ 63,312.58	\$ (0.00)
Indirect Cost	8.75%	\$ 110,796.97	8.75%	\$ 110,796.97	\$ 0.00
Audit Fee	0.70%	\$ 9,639.33	0.70%	\$ 9,639.34	\$ 0.01
Sub-Total of Indirect & Fees		\$ 183,748.88		\$ 183,748.87	\$ 0.01

APPROVAL(S)

Prepared By

Kalen J. Kunkel
Kalen J. Kunkel, Region Manager

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # 14A995H1 & 14D995H1

Project Activity SC Works Operator Fund Source WIA Adult & DLW Formula Funds

Mod# 1

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-14	400	20	420	15	10	25	395
August-14	395	30	425	30	10	40	385
September-14	385	30	415	30	10	40	375
October-14	375	30	405	15	5	20	385
November-14	385	27	412	15	5	20	392
December-14	392	10	402	20	5	25	377
January-15	377	30	407	20	5	25	382
February-15	382	30	412	20	5	25	387
March-15	387	30	417	30	10	40	377
April-15	377	30	407	20	5	25	382
May-15	382	30	412	30	10	40	372
June-15	372	30	402	30	10	40	362
PY13 Carryovers	400	327					
New PY14 WIA Enrollments	327						
Active Follow-up	359						
Total Served	1086						
Estimated PY14 Carryovers	362						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

↑ # of OJT participants
 by 17 due to ↑ in OJT
 funds.



Worklink Workforce Investment Board Grant #14Y495H:

Budget vs. Actual Expenditures YTD

Job Number 1503

Budgeted Expenses		1503-11000	Total Expenses	Balance	% Spent	
	codes	Budget	7/1-7/27			
Salary Total	0.0	323,336	21,893	21,893	301,443	6.77%
Fringe Benefit Total	0.1-0.5	120,462	7,580	7,580	112,882	6.29%
Subtotal		\$443,798	\$29,473	\$29,473	\$414,325	6.64%
Operating Costs						
Staff Consumable Supplies	1.2	2,100	86	86	2,014	4.10%
Advertising	1.3	2,400		0	2,400	0.00%
Printing/Copies	1.4	4,200		0	4,200	0.00%
Communications	1.5	10,581	753	753	9,828	7.12%
Staff Travel	1.6	18,616	369	369	18,247	1.98%
Staff Training/Conferences	1.7	2,400		0	2,400	0.00%
Staff Computer Leases	1.8	8,644		0	8,644	0.00%
Postage	1.9	3,493	71	71	3,422	2.03%
Subtotal		\$52,434	\$1,279	\$1,279	\$51,155	2.44%
Individualized Training Cost						
Participant Supplies	2.1	3,700	0	0	3,700	0.00%
Participant Books	2.2	5,985		0	5,985	0.00%
Assessment/Exam Fees(inc work)	2.3	14,380		0	14,380	0.00%
TABE Testing Materials	2.4	1,425		0	1,425	0.00%
Workkeys	2.12	1,500		0	1,500	0.00%
Tuition (Adult Education)	2.5	38,758		0	38,758	0.00%
Tuition (College or Vocational)	2.6	28,958	0	0	28,958	0.00%
Work Experience	2.9	38,280	1392	1,392	36,888	3.64%
Awards/Events	2.10	1,600		0	1,600	0.00%
Software License	2.11	3,840		0	3,840	0.00%
Subtotal		\$138,426	\$1,392	\$1,392	\$137,034	1.01%
Customer Supportive Services Cost						
Student Incentives (skills&inc corr	3.1	37,114	325	325	36,789	0.88%
Transportation	3.2	19,500	725	725	18,775	3.72%
Childcare	3.3	2,400		0	2,400	0.00%
Training Support Materials	3.4	3,200		0	3,200	0.00%
Emergency Assistance	3.5	1,750		0	1,750	0.00%
Subtotal		\$63,964	\$1,050	\$1,050	\$62,914	1.64%
Other						
Training Fee (Profit)	4.1	34,931	1,660	1,660	33,271	4.75%
Audit	4.2	5,318		0	5,318	0.00%
Subtotal		\$40,249	\$1,660	\$1,660	\$38,589	4.12%
Indirect		61,129	2,904	2,904	58,225	4.75%
TOTALS						
		\$800,000	\$37,758	\$37,758	\$762,242	4.72%
Monthly Actual Expenses						

Goal to meet 90% thru July is 75%.

youth thru July 2014

WorkLink Program Year 2014 Financial Status

13INC01 - Incentive Grant						
	Program Revenue					
	\$ 5,453					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Outreach	\$ 5,453	-	0%	-	0.00%	\$ 5,453
Grant Period: 3/17/14-6/30/15						

WorkLink Program Year 2014 Financial Status

13RROJT01 - Rapid Response On The Job Training Grant (RROJT)						
	Program Revenue			NEW GRANT		
	\$ 74,480					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Henkels & McCoy	74,480	74,480	100%	3,478	4.67%	71,002
Total In-House	\$ 74,480	\$ 74,480	100%	\$ 3,478	4.67%	\$ 71,002
Grant Period: 6/30/14-6/30/15						

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

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salary, Fringe, & Indirect	\$ 62,824	-	0%	2,997	4.77%	\$ 59,827
Consumable Supplies	1,200	-	0%	-	0.00%	\$ 1,200
Communications	1,269	-	0%	258	20.33%	\$ 1,011
Staff Travel	2,789	-	0%	223	8.00%	\$ 2,566
Equipment Rent	998	-	0%	-	0.00%	\$ 998
Outreach	5,400	-	0%	-	0.00%	\$ 5,400
Total In-House	\$ 74,480	\$ -	0%	\$ 3,478	4.67%	\$ 71,002
Grant Period: 6/30/14-6/30/15						
					Goal Thru July	8.33%
					to meet 100% by 6/30/15	

WorkLink Program Year 2013 Financial Status						
12RRIWT25 - Rapid Response Grant						
	Program Revenue					
	\$ 40,400					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Palmetto Plating Company, Inc	\$ 40,400	40,400	100%	37,500	92.82%	\$ 2,900
Grant Period: 6/20/13-5/31/14	Extended to 5/31/14			**Closed out**		
WorkLink Program Year 2014 Financial Status						
13RRIWT05 - Rapid Response Grant						
	Program Revenue					
	\$ 40,068			**Company chose to return funds**		
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Technology Solutions of SC, Inc	\$ 40,068	40,068	100%	11,978	29.89%	\$ 28,090
Grant Period: 10/01/13-09/01/14				**Closing soon***		
WorkLink Program Year 2014 Financial Status						
13RRIWT13 - Rapid Response Grant						
	Program Revenue					
	\$ 47,500					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Kroeger Marine Construction	\$ 47,500	47,500	100%	6,100	12.84%	\$ 41,400
Grant Period: 2/27/14-2/27/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT15 - Rapid Response Grant						
	Program Revenue					
	\$ 56,275					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Roylco, Inc	\$ 56,275	56,275	100%	11,800	20.97%	\$ 44,475
Grant Period: 3/12/14-4/30/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT19 - Rapid Response Grant						
	Program Revenue			NEW GRANT		
	\$ 60,640					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Alfmeier, Fredrichs, & Rath	\$ 60,640	60,640	100%	-	0.00%	\$ 60,640
Grant Period: 6/23/14-7/31/15						

WorkLink Program Year 2014 Financial Status						
13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)						
	Program Revenue					
	\$ 55,357					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe & Indirect (WIB)	\$ 2,624	1,078	41%	1,078	41.08%	\$ 1,546
Henkels & McCoy	52,733	52,733	100%	17,073	32.38%	35,660
Total In-House	\$ 55,357	\$ 53,811	97%	\$ 18,151	32.79%	\$ 37,206
Grant Period: 8/8/13-6/30/15						

WorkLink Program Year 2014 Financial Status						
13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Indirect Cost	\$ 4,029	-	0%	1,313	32.59%	\$ 2,716
Audit Fee	351	-	0%	-	0.00%	\$ 351
Profit	2,303	-	0%	751	32.61%	\$ 1,552
Tuition	27,000	-	0%	11,919	44.14%	\$ 15,081
Books	1,500	-	0%	2,904	193.60%	\$ (1,404)
Supplies	750	-	0%	186	24.80%	\$ 564
OJT	16,800	-	0%	-	0.00%	\$ 16,800
Total In-House	\$ 52,733	\$ -	0%	\$ 17,073	32.38%	\$ 35,660
Grant Period: 8/8/13-6/30/15						
				Goal Thru July	37.50%	
				to meet 100% by 6/30/15		



1492 – WorkLink (NEG-Dislocated Worker) Contract Budget Modification #1

Contractor: Henkels & McCoy, Inc.
Contract #'s: 13D395H1
Program: NEG Dislocated Worker
Submission Date: 8/6/2014
Region Manager: Kal Kunkel
Program Manager (s): Steve Riddle, Matt Fields, Evans Coleman

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY13 NEG Dislocated Worker budget to move funds from the Participant Tuition Line Item to the Participant Books Line Item. The transfer of funds has no overall impact on the grant award.

Staff Costs Narrative

There are no Staff Costs in the grant.

Operating Costs Narrative

There are no Operating Costs in the grant.

Training Costs Narrative

Increase the Participant Books Line Item by \$4,500 and reduce the Participant Tuition Line item by \$4,500.

*- Approved by WSEC
on 8/18/14.*

CONTRACT BUDGET MODIFICATION

Training					
2.1 Participant Supplies		\$ 750.00		\$ 750.00	\$ -
2.2 Participant Books		\$ 1,500.00		\$ 6,000.00	\$ 4,500.00
2.3 Credential Exams & Assessments		\$ -		\$ -	\$ -
2.4 Software Licenses		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ -		\$ -	\$ -
2.6 Tuition (College or Vocational)		\$ 27,000.00		\$ 22,500.00	\$ (4,500.00)
2.7 Dual Credit Diploma (GTC or Other)					
2.8 On-the-Job Training		\$ 16,800.00		\$ 16,800.00	\$ -
2.9 Work Experience					\$ -
Sub-Total Training		\$ 46,050.00		\$ 46,050.00	\$ -

Supportive Services Narrative

There are no Supportive Services Costs in the grant.

Training Fees (Profit), Indirect, & Audit Fees

No change to Training Fee (Profit).

Indirect Cost & Fees					
Training Fee (Profit)	5.00%	\$ 2,302.50	5.00%	\$ 2,302.50	\$ -
Indirect Cost	8.75%	\$ 4,029.38	8.75%	\$ 4,029.38	\$ (0.01)
Audit Fee	0.70%	\$ 350.56	0.70%	\$ 350.56	\$ (0.00)
Sub-Total of Indirect & Fees		\$ 6,682.44		\$ 6,682.43	\$ (0.01)

APPROVAL(S)

Prepared By


Kalen J. Kunkel, Region Manager

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

	Program Revenue						
	\$ 1,299,610						
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe (WIB)	\$ 60,673		-	0%	-	0.00%	\$ 60,673
Indirect (WIB)	25,483		-	0%	-	0.00%	25,483
Tri-County Technical College	434,481	*	434,481	100%	67,145	15.45%	367,336
Greenville Technical College	434,481	*	434,481	100%	65,214	15.01%	369,267
Northeastern Technical College	344,492	*	344,492	100%	-	0.00%	344,492
Total In-House	\$ 1,299,610		\$ 1,213,454	93%	\$ 132,359	10.18%	\$ 1,167,251
Grant Period: 10/1/13-9/30/16		*See budgets below for yearly breakdown					

WorkLink Program Year 2014 Financial Status
13M295T1 - Tri-County Technical College

	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 5,000		1,625	33%	1,625	32.50%	\$ 3,375
Recruitment & Assessment	5,000		373	7%	373	7.46%	\$ 4,627
Training	146,790		65,147	44%	65,147	44.38%	\$ 81,643
Job Placement	35,000		-	0%	-	0.00%	\$ 35,000
Total In-House	\$ 191,790	**	\$ 67,145	35%	\$ 67,145	35.01%	\$ 124,645
Grant Period: 10/1/13-9/30/16		**Year 1 Budget					

WorkLink Program Year 2014 Financial Status
13M295G1 - Greenville Technical College

	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 15,000		4,947	33%	4,947	32.98%	\$ 10,053
Recruitment & Assessment	15,000		-	0%	-	0.00%	\$ 15,000
Training	126,790		60,267	48%	60,267	47.53%	\$ 66,523
Job Placement	35,000		-	0%	-	0.00%	\$ 35,000
Total In-House	\$ 191,790	**	\$ 65,214	34%	\$ 65,214	34.00%	\$ 126,576
Grant Period: 10/1/13-9/30/16		**Year 1 Budget					

WorkLink Program Year 2014 Financial Status
13M295N1 - Northeastern Technical College

	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 5,000		-	0%	-	0.00%	\$ 5,000
Recruitment & Assessment	7,200		-	0%	-	0.00%	\$ 7,200
Training	75,200		-	0%	-	0.00%	\$ 75,200
Job Placement	14,400		-	0%	-	0.00%	\$ 14,400
Total In-House	\$ 101,800	**	\$ -	0%	\$ -	0.00%	\$ 101,800
Grant Period: 10/1/13-9/30/16		**Year 1 Budget					

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

	Program Revenue			NEW GRANT		
	\$ 70,189					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
TBD	\$ 70,189	-	0%	-	0.00%	\$ 70,189
Grant Period: 8/15/14-6/30/15						
Local IWT Awards						
Midlands	\$ 125,387	12.54%				
Trident	115,037	11.50%				Funds must be obligated by 11/15/14
Pee Dee	99,849	9.98%				
Lower Savannah	95,410	9.54%				Training must be completed by 6/30/15
Waccamaw	92,109	9.21%				
Upstate	83,050	8.30%				
Catawba	82,835	8.28%				
Greenville	78,401	7.84%				
WorkLink	70,189	7.02%				
Upper Savannah	62,087	6.21%				
Santee-Lynches	50,826	5.08%				
Lowcountry	44,821	4.48%				
	\$ 1,000,001					

Workforce Skills and Education Committee Report

Presented August 27, 2014 – Board Meeting

The Workforce Skills and Education Committee met on August 18, 2014.

Workforce Innovation and Opportunity Act

Chair Richard Blackwell announced that the Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. Jennifer Kelly, WorkLink WIB Program Director, gave a brief overview of changes on what will affect the SC Works Centers and the Adult/DW program.

Those changes will include:

1. Additional Performance Measures - particularly in regards to business service satisfaction, return on investment of training dollars, and credential rates
2. Career Pathways will be emphasized in promoting training for participants
3. Work-Based learning will be emphasized, particularly in regards to Apprenticeships, On-the-Job Training (OJT), Incumbent Worker Training (IWT), and Work Experience
4. The local WIB will have the flexibility to shift 100% of the funds between Adult and Dislocated Worker.
5. A focus on disabilities and appropriate accommodations will be an emphasized priority
6. The sequence of services will be condensed from three levels (Core, Intensive, Training) to two levels (Career Services and Training) for participants

Most of the changes will take effect July 1, 2015 with a few implementations slotted for July 1, 2016. Ms. Kelly reported she will continue to keep Committee members abreast of information as it becomes available.

Strategic Plan Update

Ms. Kelly gave an overview of the latest Strategic Plan data. A written report given to the committee is provided in the Board packet.

In summary:

- As of July 31, 2014, 9,837 individuals have received a WorkKeys Certificate (2009 – 2014).
- Dr. Mary Gaston is currently collecting the latest High School Diploma and GED numbers.
- In PY2013, 628 individuals completed soft skills and computer training. We have served a total of 2,473 individuals through soft skills and computer training from PY2009 to PY2013.
- The OneStop Certification Standards application process is on hold at the State level.

Eligible Training Provider List

Chair Blackwell gave an overview of the request for B-Unique Barber school. **The committee voted to extend the moratorium on barber, horseshoeing, nail technician, and cosmetology training.**

Based on the lack of demand for barbers in the WorkLink region, B-Unique Barber School was denied acceptance on the eligible training provider list by committee vote.

SC Works System Update

Ms. Kelly reported that the Outreach Committee met the morning of August 18, 2014. The committee reviewed the current flyers being distributed in the community and made suggestions for improvements. Ms. Kelly will be procuring quotes for outreach materials such as grocery bags for food pantries, signs for the roadsides of the old SC Works Center locations to better direct traffic, table tents, gas toppers, and posters for partner agencies. Ms. Kelly will report all costs back to the Outreach committee for review and prioritization, and will bring a final set of outreach materials for the Workforce Skills and Education Committee to approve.

Ms. Kelly stated that the resource sharing agreement with the Department of Employment and Workforce (DEW) is currently being reviewed. The deadline for finalization is September 30, 2014. Brandi Runion, Finance Director for WorkLink, reported that the Cost Allocation Plan for the Centers has gone up slightly for PY14 due to the memorandum of agreement for the three SC Works Centers located in the Tri-County Technical College (TCTC) Quick Job Development facilities.

PY 2013 and PY2014 H&M Grant Status

Operator

Matt Fields, SC Works Center Manager for Henkels and McCoy, gave a brief update on the operations of the centers. Mr. Fields reported that the SC Works Centers are ready for SC Works Certification Standards. Ms. Kelly reported that the SC Works Certification Standards are on hold at the State level. DEW is seeking a way to fairly evaluate all areas for certification without having to procure a third party vendor.

Mr. Fields stated that the re-location of the signs from the DEW facilities in Anderson, Oconee, and Pickens is still under way. Tri-County Technical College and the Counties are confirming locations and sizes of the signs. The sign moving company has been working with all parties involved to make the sign relocation seamless.

Program

Steve Riddle, Program Manager for Henkels and McCoy, stated that enrollments are double for July 2014 as compared to July of PY'13. Mr. Riddle is expecting Career Coaches to reach a goal of 50 new enrollments by the end of August. Mr. Riddle noted to the committee that the largest number of enrollments are coming from job seekers visiting centers. Mr. Riddle stated Career Coaches should be able to stay on target for enrollment numbers for PY'14.

Reports for PY2013 and 2014

Ms. Kelly provided PY13 year-end reports and the PY14 July report on the following: customer traffic in the SC Works Centers, job seeker services, employer services, intensive services, and training and follow-up services. Brandi Runion, Finance Director, provided an obligations report and a year-to-date expenditure update. The reports follow in the Board packet

Ms. Runion reviewed the Individual Training Account (ITA) report and the expenditure levels for the Henkels and McCoy grant. The ITA report includes the total amount of the ITA budgets promised to participants to cover the cost of training. This report reflects obligations for PY13 (Program Year July 1, 2013 – June 30, 2014) and PY14 (July 1, 2014 – June 30, 2015).

Other Grants

Ms. Runion reviewed the Dislocated Worker Training – National Emergency Grant (DWT-NEG) status. Ms. Runion presented a request from Henkels and McCoy to modify the grant. **The committee voted to approve a line item shift from tuition to books under the occupational training category.**

Ms. Runion stated that DEW has offered each local area a grant to fund an OJT Contract Writer position. This initiative will free additional dollars for OJT contracts to be written. WorkLink received a total \$74,479 towards this position to cover the salary, fringe, operating, and indirect costs associated with OJT contract writing. There will be an additional 17 contracts written by Henkels and McCoy as a result of being awarded this grant.

PY2014 Grant Modification Request

Ms. Runion reviewed the Grant modification request Option A and Option B provided by Henkels and McCoy. Option A presented a direct transfer of funds out of salary, fringe, operating, and indirect costs as associated with the OJT Rapid Response grant into the OJT line item. Option B would increase two salary line items, purchase an intake software module in ETO to benefit customers coming in the door, and occupational training would decrease. **Although interested in the intake system, the committee voted for Option A with the expectation that the intake software module would be reviewed within 5 to 6 months once more details became available regarding WIOA implementation.**

PY2015 Request for Proposals

Chair Blackwell stated a need for volunteers for the OneStop Operator and Adult/DW program Request for Proposals for PY2015. A tentative schedule is set for September 23, October 23 and November 13 at 3pm at the WorkLink office. Board member volunteers would be needed from the Economic Development, Business, and Partnership categories (as long as there is no conflict of interest). Committee members will need to represent Anderson, Oconee, and Pickens Counties. **The committee decided to take this to the full Board to request volunteer Board members for the Request for Proposals.**

Workforce Skills and Education Committee

Strategic Plan Update Presented 08.18.14

Goal I. We will understand the skill level of the workforce.

Key Objective:

A. Research and analyze WorkKeys data by December 31, 2009.

WorkKeys Results 1-1-2007 through 9/30/2012		SC Works Centers				
Year	County	Total Assessments	Certificates Bronze	Certificates Silver	Certificates Gold	Total Certificates
2007	Anderson	187	44	92	30	166
	Pickens	114	30	57	9	96
	Oconee	141	26	81	20	127
		442	100	230	59	389
2008	Anderson	617	142	276	69	487
	Pickens	134	20	82	24	126
	Oconee	400	85	192	77	354
		1,151	247	550	170	967
2009	Anderson	1,715	273	604	172	1,049
	Pickens	234	48	136	41	225
	Oconee	223	52	97	33	182
		2,172	373	837	246	1,456
2010	Anderson	1,243	132	437	147	716
	Oconee	206	28	64	31	123
	Pickens	125	16	68	26	110
		1,574	176	569	204	949
2011	Anderson	237	47	159	40	246
	Oconee	189	28	98	27	153
	Pickens	59	12	36	5	53
		485	87	293	72	452
2012	Anderson	13	2	2	1	5
	Oconee	6	2	2	1	5
	Pickens	3	2	1	-	3
		22	6	5	2	13
	TOTAL	5,846	989	2,484	753	4,226

Data reflected above was collected from the SC Works Centers and is based on the calendar year. From 2009 to 2010, the former SC Employment Security Commission received funding for a WorkKeys proctor to serve the employers and WIA participants in the SC Works Centers. In 2012, the WorkLink Workforce Investment Board voted to discontinue WorkKeys proctoring. The SC Works Centers began referring participants to Adult Education Centers and Tri-County Technical College.

Below is cumulative data for all testing sites in the WorkLink region and presented under the WorkReady Communities Initiative implemented in 2013.

Data current through July 31, 2014:

Year	County	Total Assessments	Bronze	Silver	Gold	Total Certificates
2013	Anderson	1,075	247	638	189	1,075
	Oconee	577	141	352	81	577
	Pickens	825	149	514	159	825
		2,477	537	1,504	429	2,477
2014	Anderson	1,676	394	987	293	1,674
	Oconee	434	113	245	75	433
	Pickens	1,031	212	639	176	1,027
		3,141	719	1,871	544	3,134
Total		5,618	1,256	3,375	973	5,611
Grand Total 2009 to 2014		11,464	2,245	5,859	1,726	9,837

Key Objective:

- B. Increase the number in the workforce assessed with WorkKeys Readiness Certificate by 2000 by June 30, 2010.**

Based on data presented above, we certified 1,356 individuals in 2007 and 2008. Our goal stated that we should certify 2,000 additional individuals over the next five years. We certified an additional 8,481 individuals between 2009 and July 31, 2014 for a total of 9,837 individuals with WorkKeys Certificates.

Key Objective:

- C. Increase by 10% per year the number of individuals who successfully completed GED or high school diploma through the workforce system.**

Our baseline began in 2007-2008 as 324 individuals that received their High School Diploma or their GED. The WorkLink Workforce Investment Board developed a goal to increase the actual numbers achieved each year by 10%. As of 2012-2013, we have exceeded by 164 individuals.

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

Key Objective:

- D. Certify the basic work skills (soft and computer) of 1000 jobseekers that the SC Works Centers serve each year.**

- In PY2010, 807 individuals completed soft skills and computer training.
- In PY2011, 265 individuals completed soft skills and computer training.
- In PY2012, 773 individuals completed soft skills and computer training.
- In PY2013, 628 individuals completed soft skills and computer training.
- We have served a total of 2,473 individuals through soft skills and computer training from PY2009 to PY2013.

Goal III. Integrate the workforce development system.

Key Objective:

- A. By the end of the calendar year 2009, a SC Works Operator will be in place that regularly convenes service providers and partner agencies.**
- In PY 2009, the Consortium of partners operated the SC Works Centers. SC Employment Security Commission was the partner in charge of convening the partners within the Centers.
 - In PY 2010 to PY 2011, the WorkLink WIB contracted with ResCare Workforce Services to operate the SC Works Centers.
 - The WorkLink Workforce Investment Board is currently contracted with Henkels and McCoy, Inc. to operate the SC Works Centers.

Key Objective:

- B. By 2010, a SC Works Operator will be collecting the data to present to the WIB so they can certify/re-certify the SC Works Centers.**

The State Workforce Investment Board has issued OneStop Certification Standards. All Workforce Investment Areas must have certified OneStops by no later than June 30, 2014. Henkels and McCoy is working on the OneStop Certification Standards, and will have the application ready to submit to the State in time for the June 30, 2014 deadline.

The OneStop Certification Standards application process is on hold at the State level.

**WORKFORCE INVESTMENT ACT
ELIGIBLE TRAINING PROVIDER
INITIAL APPLICATION**

THIS SOLICITATION IS AUTHORIZED AND ISSUED BY:

Authorized Signature of LWIA Administrative Entity

Date

Appalachian Council of Governments (WorkLink)

Executive Director

Name of Authorized LWIA Administrative Entity

Job Title of LWIA Signatory Authority

SC Works Clemson Comprehensive Center at East Park
1376 Tiger Blvd., Suite 102
Clemson, SC 29631

**INITIAL APPLICATION INSTRUCTIONS
For
Providers of Training Services**

Post-secondary educational institutions, national apprenticeship entities, and other public and private providers of training services applying to be placed on the local and Statewide list of eligible providers of training services, will be added to such lists when review of the application information results in approval of the application the local workforce investment area or one-stop delivery system. Submission of an application to become a provider of training services can take place at any time during the year.

In consideration for training services provided by eligible providers of training services, the local workforce investment area or one-stop delivery system will pay appropriate fees to the eligible providers of training services, based upon advertised tuition and related program costs or published costs for allowable off-the-shelf training activities available to the general public and contained in the providers of training services pre-existing school/training catalog or services price list up to the limit set by the Local Board (\$5,000 a year). Payment for training services will be made through the use of a voucher, issued in an amount sufficient to cover the training services costs for eligible adults and dislocated workers who are unable to obtain other grant assistance for such services, including Federal Pell Grants; or eligible adults and dislocated workers who require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants.

Providers of training services will invoice the local workforce investment area or one-stop delivery system for training services provided to workforce investment customers in accordance with their normal invoicing procedures. The invoice must have appropriate supporting documentation attached. Appropriate supporting documentation would include but not be limited to: a copy of the redeemed voucher certificate, workforce investment (WI) customer attendance records, periodic and final reports on the customer's progress, grade or

**WORKFORCE INVESTMENT ACT
ELIGIBLE TRAINING PROVIDER
INITIAL APPLICATION**

competency achievement, performance appraisals (when applicable), cash register receipts, etc., pertaining to WI adults and dislocated workers.

Appropriate facilities and systems of providers of training services must be accessible to monitoring and/or auditing by all appropriate representatives and/or agents, of the Federal, State, and local workforce investment area.

Attached herewith is a Provider of Training Services Application. Please submit four (4) copies of the application (1 original and 3 copies) in a SEALED package to the address below. Each application will be reviewed for its completeness and approved, if warranted. Upon application approval, Providers of Training Services will be added to the Statewide list of eligible providers of training services and referrals will be made as needed thereafter, when appropriate.

Hand deliver/FedEx or Mail Applications to:

Ms. Jennifer Kelly
WorkLink Workforce Investment Board
SC Works Clemson Comprehensive Center at East Park
1376 Tiger Blvd., Suite 102
Clemson, SC 29631

Appeal Procedures

Training providers can have a training program(s) denied for inclusion in the statewide training provider list by either the local Board or the State.

The training provider that is denied by the local Board may appeal to the Board's executive committee. The appeal is accomplished as follows:

- a. The applicant submits a Notice of Appeal to the Chair of the local Board at the local Workforce Investment Area office. The appeal must be received within 10 days after the date of the letter of denial.
- b. Should an appeal not be filed and received within 10 days after the letter of denial, the denial will stand. There will be no recourse for appeal after the 10-day time limit has expired.
- c. The appeal submitted to the local Board's Executive Committee will be reviewed and scheduled for an appeal hearing by the Executive Committee. The applicant will be notified of the location, date, and time of the scheduled hearing and may represent himself/herself at the hearing.

**WORKFORCE INVESTMENT ACT
ELIGIBLE TRAINING PROVIDER
INITIAL APPLICATION**

- d. The Board's Chair will notify the applicant of the Executive Committee's final decision within five days of the appeal hearing.
- e. The Executive Committee's decision may be appealed to the State per the State Appeal Procedures.

The State also has the right to remove the training provider from the training provider list if it is determined that the provider knowingly supplied inaccurate information or otherwise violated requirements under the Workforce Investment Act. The training provider has appeal rights to both of these denials.

All appeals should be submitted to:

Ms. Jennifer Kelly
WorkLink Workforce Investment Board
SC Works Clemson Comprehensive Center at East Park
1376 Tiger Blvd., Suite 102
Clemson, SC 29631
Phone: 864.864.1515
Fax: 864.646.2814

PROVIDERS OF TRAINING SERVICES INITIAL APPLICATION

Applicant Organization			
B-Unique Beauty and Barber Academy			
Address		City, State, Zip	
10 Liberty Lane		Greenville, SC 29607	
Telephone Number	Fax Number	Website Address	
864-233-0056	864-233-3433	www.bubba-online.com	
Contact Person Name and Title		Federal ID Number	
Shanita Peppers (Owner)		05-0581467	

Submission of this APPLICATION constitutes a formal request to participate in the Workforce Investment Act (WIA) Program as a Provider of Training Services and to be placed on the Statewide list of eligible providers of training services.

REQUIRED PROVIDER OF TRAINING SERVICES INFORMATION - INDICATE WHERE THE INFORMATION CAN BE FOUND FOR ATTACHED CATALOGS, BROCHURES, ETC.

SECTION ONE

Based on current Labor Market Information (LMI), identify and give full description of your available in-demand educational/training courses/activities (if a catalog or some other form not easily reproduced, submit four (4) copies)

SECTION TWO

Give entry qualifications/prerequisites for each available in-demand training course or activity.

SECTION THREE

Give the schedule or frequency for which each specific training course or activity is to be offered.

SECTION FOUR

Give information regarding the availability of the Federal Pell Grant and any other form of financial aid, scholarships, reduced price arrangements, etc., that are available to the entity's students.

SECTION FIVE

Give information regarding the entity's payment and refund policies.

SECTION SIX

For each in-demand training program offered for training services, give the following verifiable performance information annually (population data must include at minimum, the most recent two year period):

- Program completion rate for all individuals participating;
- Percentage of individuals who obtained unsubsidized employment for all individuals participating;
- Percentage of individuals who obtained unsubsidized employment in an occupation related to the training program for all individuals participating; and

Average wage of all individuals participating at placement in unsubsidized employment.

SECTION SEVEN

Give complete cost of each in-demand training course or activity (i.e., tuition, fees, books, tools, etc.).

SECTION EIGHT

Give evidence of the current status of any required State licenses and/or Education Accreditation.

SECTION NINE

Provide a SIGNATORY LETTER OF AUTHORITY for the person(s) who will sign the Voucher System Agreement and Invoices.

CERTIFICATION: I certify that the information contained in this Provider of Training Services Application is true and accurate to the best of my knowledge and understand that if the information provided herein is later determined to be materially incorrect or misleading, my agency may be denied eligibility status may be terminated for a period of not less than two years. I further certify that by signing below I am the CONTRACTUAL SIGNATORY AUTHORITY for this entity and will comply with the terms and conditions established under the S. C. WIA Eligible Training Provider system.

Signature of Signatory Authority	Type Name and Title	Date
<i>Shanita Peppers</i>	Shanita Peppers	7/30/14

Section One:

Information to support the LMI: In-demand detailed description. See attached Courses and Course outline for detailed description of student program.

Section Two:

For all offered courses, the following qualifications are required:

Enrollment Requirements

- ☐ Tuesdays & Wednesdays from 9:00 am until 12 noon
- ☐ Registration fee of \$150.00 (included in Initial Down Payment)
- ☐ All courses require a Down Payment (Payments on DP accepted)
- ☐ Must provide transcript, copy of Diploma or Degree
- ☐ At least 9th grade completion required
- ☐ Must be at least 15 years of age
- ☐ Student *MAY NOT* attend classes until State Issued Student permit is received by the Academy
- ☐ TB Test (can be obtained through Greenville DHEC or Private Health Care Provider)

Section Three:

For all courses, the following schedules are offered:

Hours of Attendance:

Status	Hours	Estimated Completion Time
Full Time	8:00 am to 5:00 pm	10 months
Part Time Day	8:00 am to 2:00 pm	15 months
Saturday Time	8:00 am to 4:00 pm	All students

Open Tuesday-Saturday

*For Registered and Master Barber courses a total of 1500 hours are required.

Section Four:

We are a For-profit organization but have not attained all the qualifications to meet the criteria for Federal Pell Grant. In January 2014 we received our accredited status through NACCAS reference # 050042-00 We are connecting with a loan program. Students eligible for financial aid must begin their application/processing in at least 60-90 days. However we are approved for Voc Rehab and VA Funding.

Section Five:

Tuition:

Course	Tuition	Hours
Master Barber	16,500.00	1500
Registered Barber	14,500.00	1500
Hair Training Conference	\$2,500.00 Add To Tuition	4 Trips A Year

Refund and Cancellation Policy:

- ☐ Registration fee is non-refundable after 3 calendar days
- ☐ Deposit on Kit/books is non-refundable (*Exception: Student cancels before supplies are ordered*)
- ☐ Discuss Pre-payment plan REFUNDS with Administrator.

We encourage potential students to move forward with financial commitment only after considering and resolving any conflicting issues.

Section Six:

See Attached: Average Rate of Completion Sheets

c. We can train 20 students in this first class to begin Oct. 6, 2005. With variables for Registered Barbers, Master Hair Technicians, Shampoo Assistants and Manicure Assistants.

Section Seven:

Registered Barber		Mastered Barber	
Registration	\$150.00	Registration	\$150.00
Books and Kit	\$650.00	Books and Kit	\$650.00
Graduation Fee	\$150.00	Graduation Fee	\$150.00
Supplies	\$200.00	Supplies	\$200.00
Down Payment	\$1000.00	Down Payment	\$1000.00
Total deposit	\$1150.00	Total deposit	\$1150.00
Tuition balance	\$5000.00	Tuition balance	\$6000.00
Total Program Fee	\$6150.00	Total Program Fee	\$7150.00
Monthly Payment	\$450.00 (11 mos.)	Monthly Payment	\$500.00 (12 mos.)

*Total deposit \$1150.00 must be paid two weeks before class starts.

Mani/Sham Assistant		Crossover Course	
Registration	\$150.00	Registration	\$150.00
Books and Kit	\$350.00	Books and Kit	\$350.00
Graduation Fee	\$150.00	Graduation Fee	\$150.00
Supplies	\$200.00	Supplies	\$200.00
Total deposit	\$850.00	Total deposit	\$850.00
Tuition balance	\$800.00	Tuition balance	\$800.00
Total Program Fee	\$1650.00	Total Program Fee	\$1650.00
Weekly Payment	\$100.00 (8 wks.)	Monthly Payment	\$100.00 (8 wks.)

Section Eight:

- Business License
- College of Barber Science Certificate
- Instructors License

- Master Hair Tech License
- Advanced Nail Technicians Certificates
- Advanced Cutting Certificates
- Registered Cosmetologists License

Section Nine:

The director of B-Unique will sign Signatory Letter of Authority.
See attach copy.

Course Outline & Instructional Credits/Curriculum

The First Twenty-Five (25) Weeks

HOURS	CURRICULUM	WEEKS
5	Orientation and Introduction to the College Staff and Policies	0.5
45	Hygiene and Good Grooming – The Hair, Nails, Skin	2.5
30	Professional Ethics	2.0
35	Bacteriology, Sterilization and Sanitation – Type of Bacteria, Methods of Sterilization and Sanitation	2.0
8	Implements – Introduction and Use	1.0
8	Honing and Stopping	1.0

10	Shaving – Fundamental and Preparation	1.0
15	Mustache and Beards – Designing and Techniques of cutting	1.0
50	Shampooing and Rinsing – Methods, Positions, and Types	4.0
150	Cutting and Styling Curly and Over-Curly hair-Hair structure	10.0

The second twenty-five (25) weeks

HOURS	CURRICULUM	WEEKS
450	Men's Haircutting Fundamentals-Implements preparation, tapered cuts, clipper techniques, sheer and comb, thinning, facial types and modern trends.	25
280	Registered barbers must complete additions on the floor training to compensate for chemical training that they will not received .	17

Instructional Credits/Curriculum (Cont'd)

HOURS	CURRICULUM	WEEKS
35	Hair and Scalp Treatment-Recommended treatments and massage methods	2.0
15	Facial Treatments-Theory of Massage Benefits and Results, Procedures, Types and Nerves	1.0
45	Razor Haircutting- Men and women-Principles, Types of Razors and safety	2 WKS. 1 DAY
50	Hair waving and Curling-blow drying and curling iron Techniques	2.0
40	Chemical Hair Relaxing-Introduction, Chemical processing and safety precautions	2.0
90	Hair coloring-temporary, permanent, Semi-Permanent, application and lightening	5.0
150	Permanent Waving-Men and Women-types of permanents, Sectioning and blocking, Special Problems and aftercare	10
10	Anatomy and Physiology-the body and its functions	1.0

HOURS	CURRICULUM	WEEKS
35	Disorders of the skin, scalp and hair-Diseases and Treatments	2.0
25	Men's Hairpieces-Fitting, types of hair pieces and servicing	2.5
5	Electricity and Light Therapy-Usage and safety Precautions	1.0
90	Chemistry-product knowledge, Organic and Inorganic chemistry	5.0
35	Shop Management	2.0
35	Retailing	2.0
5	Licensing Regulations	1.0
5	History of Barbering	1.0
24	State Board Examination Review	2.5

Curriculum

HOURS	MANICURE ASSISTANT	WEEKS
30	Learning Object, Introduction	1
30	The Nail-Nail Structure, Nail Growth, Nail Malformation	1
30	Nail Disorders-Nail disorders that can be serviced by a Nail Technician, Nail disorders that can not be serviced by a Nail technician.	1
30	Introductions to Manicure/ Pedicure nail technology supplies-equipment, Implements, Materials, Nail cosmetics	1
30	Procedure for basic table set-ups	1
30	The basic manicure/pedicure-pre-service, procedure, post service	1
15	Hand and arm foot massage-live model	.5
15	Review questions and answers-live model	.5
240		

HOURS	SHAMPOO ASSISTANT	WEEKS
30	Learning Objects	1
30	Introduction to draping-for wet hair services	1
30	Shampoo-four (4) Requirements of a shampoo, shampoo molecules, water, chemistry of shampoos, categories of shampoos], types of shampoos	1
30	Hair Rinses-Water rinses, Acid rinses, blue rinses, medicated rinses, cream rinses	1
30	Conditioners-Instant conditioners, conditioners combined with styling lotions, penetrating protein conditioners, neutralizing conditioners, moisturizing conditioners	1
35	The shampoo service-Physical Presentation while shampooing, superior shampoo service preparation, how to prepare the client, water temperature, shampooing at the chair, application of shampoo, two methods for a plain shampoo, massage manipulation, common faults In shampooing	1
35	Scalp Treatments-Cleanliness essential, scalp massage, Procedure for scalp massage, When to recommend scalp treatments, scalp treatments with vibrator, scalp steam, oily scalp treatment, dry scalp and hair treatment, corrective hair treatment, treatment for Alopecia, Hair Tonics.	1
20	Review-Question and Answers	1
240		

ADDITIONAL INSTRUCTIONAL CREDITS

State Board Book Page 20

HOURS	CURRICULUM	WEEKS									
150	<p>The Board will issue crossover barber licenses to those licensed by the South Carolina State Board of Cosmetologist, submit a completed application with the eighty – five (\$85.00)dollar application fee and proof of a current South Carolina cosmetologist license and a score of not less than seventy (70%) percent on the written examination for State license and with the total number of years experience and training prescribed hereunder, and thereafter perform satisfactorily in all portions of the practical examination prescribed by the board. (2) Experience and training prerequisites to examination.</p> <table border="1"> <tr> <td>4 years exp.</td><td>100 hr.</td><td>\$ 800</td></tr> <tr> <td>3 years exp.</td><td>200 hr.</td><td>\$1600</td></tr> <tr> <td>Less than 3 years</td><td>350 hr</td><td>\$2800</td></tr> </table>	4 years exp.	100 hr.	\$ 800	3 years exp.	200 hr.	\$1600	Less than 3 years	350 hr	\$2800	FIVE 6-HR DAYS
4 years exp.	100 hr.	\$ 800									
3 years exp.	200 hr.	\$1600									
Less than 3 years	350 hr	\$2800									
240	Shampooist (shampoo specialist) or the ability to use those hours toward the completion of the 1,500 hours barber course.	5days 8weeks 6hr									
240	Nails-Basic manicures and pedicures-or the ability to use those hours toward the completion of the 1,500 hours barber course.	8weeks 6hr									

Evaluation of Credits for previous training applicants who have had prior training in barbering/styling or cosmetology may benefit from the College's advanced standing policy. Credits earned at other recognized institutions may be granted at the discretion of the director.

All transfer students enter B-Unique Beauty & Barber academy from another school, college, academy & or O.J.T. Must complete a minimum of 70% (1050) of training at B-Unique Beauty & Barber academy.

Students applying for transfer of credits are responsible for providing an official transcript, a copy of the school's catalog, listing the course descriptions and state board certifications of hours completed. Acceptance of hours and credits is contingent upon South Carolina State Board approval.

Attention:

Wendy Graham
B-Unique Beauty & Barber academy

B-Unique Beauty & Barber academy is beneficial to this community in a number of ways. We provide **free** services to agencies such as Fatherhood, Redemption World Outreach, Salvation Army, Greenville Housing Authority, S.H.A.R.E and United Ministries. We provide **reduced** services to the entire community. This is a valuable community asset; self-esteem is very often tied to appearance. Many residents in the area where B-Unique Beauty & Barber academy is situated are on a fixed or low income. We are proud to serve individuals who would not be able to maintain their personal appearance without us.

We are also focused on decreasing the recidivism rate when the opportunity arises and make every effort to assist single parents with their desire to receive specialized training. We have an immediate goal to meet the financial need of prospective students by providing financial assistance by Partnering with local businesses.

Economic Empowerment and self sufficiency are inevitable as overall employment of Barbers and Master Barbers is projected to **grow about as fast as the average** for all occupations through 2012, because of increasing population, incomes, and demand for personal appearance services. In addition to those arising from job growth, numerous job openings will arise from the need to replace workers who transfer to other occupations, retire, or leave the labor force for other reasons. As a result, job opportunities generally should be good. However, competition is expected for jobs and clients at higher paying salons, as applicants compete with a large pool of licensed and experienced cosmetologists for these positions. ***Opportunities will be best for those licensed to provide a broad range of services. B-Unique's Master Barber Course prepares students to perform barbering as well as chemical services. Graduates who hold this license will have greater earning potential.***

Employment trends are expected to vary among the different specialties within this grouping of occupations. For example, more rapidly than average growth is expected in employment of barbers due to a large number of retirements, causing new and younger barbers to take their place. On the other hand, employment of hairdressers, hairstylists, and cosmetologists should decline faster than average, because many barbers now cut and style both men's and women's hair. Aside from this, the demand for Master Barbers who are capable of performing coloring services and other hair treatments, such as permanent waves, by teens and aging baby boomers is expected to remain steady or even grow.

Continued growth in the number of nail salons and full-service day spas will generate numerous job openings for manicurists, pedicurists, skin care specialists, and shampooers. Nail salons specialize in providing manicures and pedicures. Day spas typically provide a full range of services, including beauty wraps, manicures and pedicures, facials, and massages. B-Unique Beauty & Barber academy's 8-week course prepares students choosing this career path.

EARNINGS

Barbers, cosmetologists, and other personal appearance workers receive income variety of ways. They may receive commissions based on the price of the service or a salary based on number of hours worked. All receive tips, and many receive commissions on the products they sell. In addition, some salons pay bonuses to employees who bring in new business.

Median annual earnings in 2002 for salaried hairdressers, hairstylists, and cosmetologists, including tips and commission, were \$18,960. The middle 50 percent earned between \$15,010 and \$25,600. The lowest 10 percent earned less than \$13,020, and the highest 10 percent earned more than \$35,240.

Median annual earnings in 2002 for salaried barbers, including tips, were \$19,550. The middle 50 percent earned between \$14,540 and \$27,290. The lowest 10 percent earned less than \$12,720, and the highest 10 percent earned more than \$37,370.

Among skin care specialists, median annual earnings, including tips, were \$22,450; for manicurists and pedicurists, \$17,330; and \$14,360 for shampooers.

A number of factors determine the total income of barbers, cosmetologists, and other personal appearance workers, including the size and location of the salon, the number of hours worked clients' tipping habits, and competition from other barber shops and salons. Cosmetologists or barber's initiative and ability to attract and hold regular clients also are key factors in determining his or her earnings. Earnings for entry-level workers are usually low; however, for those who stay in the profession, earnings can be considerably higher.

Although some salons offer paid vacations and medical benefits, many self-employed and part-time workers in this occupation arrange these common benefits for themselves. B-Unique has a Licensed Agent available to discuss these benefits with our students to introduce them to the different products available as well as familiarize them with the language and terms in the insurance products relevant to self employment.

Eligible Training Provider List

The Eligible Training Provider List (ETPL) and process is part of the strategy for achieving the WIA goals of informed customer choice, system performance, and continuous improvement. The initial intent of the ETPL was to identify training providers and programs whose performance qualifies them to receive WIA funds to train adults and dislocated workers. The eligible provider process should be administered in a manner to assure that significant numbers of competent providers, offering a wide variety of training programs and occupational choices, are available to customers.

The ETPL process is not currently operating as envisioned by USDOL. Most states, including South Carolina, have been granted waivers applicable to subsequent eligibility and the requirement that training providers submit performance information. Eight years into WIA, we have seen our ETPL blossom into a list containing courses versus training programs. With our move to common measures in Program Year 2006, we are no longer evaluated on a “credential rate” for adults and dislocated workers who participate in training. The outcome measures of employment, retention, and earnings are now the only ones for this population. With that in mind, “training programs” should have a direct impact on these measures for all individuals who receive training.

The following guidelines should be used for current and future occupational training programs relevant to the ETPL. Training programs should:

- provide a structured regimen/curriculum
- include an on-going evaluation of progress
- include the ability to evaluate successful completions
- lead to a recognized certificate, diploma, or degree
- lead to a specific job or group of jobs.

Next Steps

- Each LWIA will be provided a list of the programs they placed on the ETPL for purposes of clean up.
- Programs/courses that do not meet the above guidelines should be removed from the ETPL, but can probably be offered as pre-voc opportunities (activity code 215).
- Training providers should be notified by LWIA if any programs are removed from the ETPL, explaining continuing options.
- Workgroup should review the initial application for training providers/programs for possible revision.

Occupation Profile

BARBERS: SOUTH CAROLINA

Occupation Description

Provide barbering services, such as cutting, trimming, shampooing, and styling hair; trimming beards; or giving shaves.

State and National Wages

Location	Pay Period	2013				
		10%	25%	Median	75%	90%
United States	Hourly	\$8.35	\$9.43	\$12.03	\$15.58	\$21.25
	Yearly	\$17,400	\$19,500	\$25,000	\$32,400	\$44,200
South Carolina	Hourly	\$8.18	\$9.30	\$10.32	\$13.10	\$15.48
	Yearly	\$17,000	\$19,300	\$22,500	\$27,200	\$32,200

Occupation Wages FAQs

[Median Wage by Occupation Across States](#)
[Compare Wages by Occupation and Local Area](#)
[Compare Wages by Metropolitan Area](#)

National Data Source: [Bureau of Labor Statistics, Occupational Employment Statistics Survey](#)
 State Data Source: [South Carolina Labor Market Information](#)

State and National Trends

United States	Employment		Percent Change	Projected Annual Job Openings ¹
	2012	2022		
Barbers	52,100	57,900	+11%	1,930
South Carolina	Employment		Percent Change	Projected Annual Job Openings ¹
	2018	2028		
Barbers	N/A	N/A	N/A	N/A

¹Projected Annual Job Openings refers to the average annual job openings due to growth and net replacement.

Note: The data for the State Employment Trends and the National Employment Trends are not directly comparable. The projections period for state data is 2018-2028, while the projections period for national data is 2012-2022.

Occupation Trends FAQs

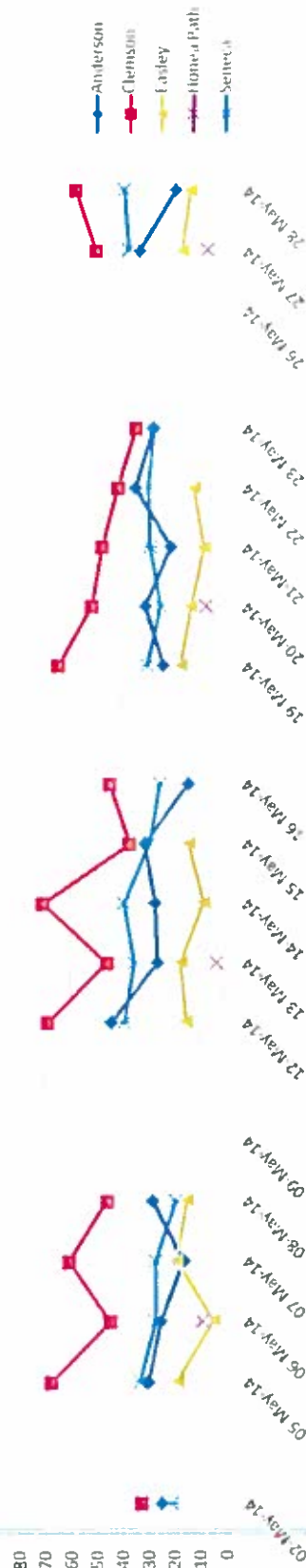
[Employment Trends by Occupation Across States](#)
[Compare Employment Trends by Occupation](#)
[Employment Trends by Industry and Occupation](#)

National Data Source: [Bureau of Labor Statistics, Office of Occupational Statistics and Employment Projections](#)
 State Data Source: [South Carolina Employment Security Commission](#)

PY2013 SC Works Center Traffic - May 2014

Center	01-May-14	02-May-14	05-May-14	06-May-14	07-May-14	08-May-14	09-May-14	12-May-14	13-May-14	14-May-14	15-May-14	16-May-14	19-May-14	20-May-14	21-May-14	22-May-14	23-May-14	26-May-14	27-May-14	28-May-14	29-May-14	30-May-14	Grand Total	%
Anderson	26	25	30	25	16	28		44	26	27	31	14	24	31	21	35	28	34	20	21	29		535	22%
Clemson	38	33	68	45	61	46		69	46	71	37	45	65	52	48	42	35	51	59	54	44		1009	42%
Enley	9		19	5	19	15		15	17	8	14		17	13	8	12		17	14	9			211	9%
Honea Path																							26	1%
Suneca	32	21	33	27	27	19		39	35	39	29	25	30	25	29	30	28	38	40	39	30		615	26%
Totals	184						492					634					580					506	2396	
Access Point's	2						1									1			1				5	
Grand Total	186						493					634					581					507	2401	

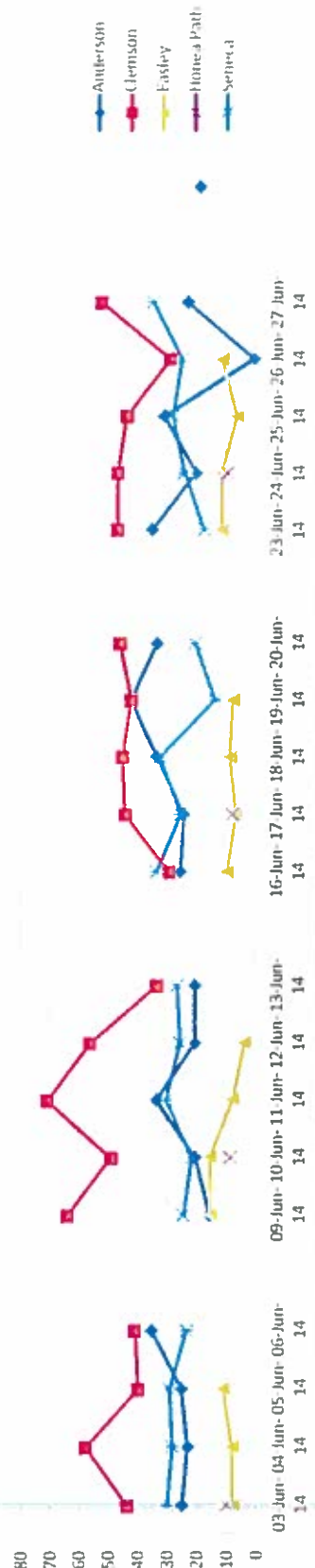
2013 SC Works Center Traffic - May 2014



PY2013 SC Works Center Traffic - June 2014

Center	02-Jun-14	03-Jun-14	04-Jun-14	05-Jun-14	06-Jun-14	09-Jun-14	10-Jun-14	11-Jun-14	12-Jun-14	13-Jun-14	16-Jun-14	17-Jun-14	18-Jun-14	19-Jun-14	20-Jun-14	23-Jun-14	24-Jun-14	25-Jun-14	26-Jun-14	27-Jun-14	30-Jun-14	Grand Total %
Anderson	34	25	23	25	35	15	20	33	20	20	25	24	33	42	33	35	20	31	0	23	19	23%
Clemson	72	44	58	40	41	64	49	71	56	33	29	44	45	42	46	47	47	44	29	53	44	44%
Easley	17	8	8	11		15	15	7	3		9	6	8	7		11	11	6	11		14	7%
Honea Path		10					8					7					9					1%
Seneca	36	30	28	29	23	24	21	30	25	26	33	25	32	13	20	17	24	28	25	35	20	24%
Totals	2				597	2	2	2	2	555	555				523					506	97	2278
Access Points																						9
Grand Total					599					559					525					506	98	2287

2013 SC Works Center Traffic - June 2014



Data through: 06/30/14
Last Revision Date: 7/11/14

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

Job/Programs & Dates	SYSTEM WIDE SERVICES												
	Q1 2013 Jul-13	Q1 2013 Aug-13	Q1 2013 Sep-13	Q2 2013 Oct-13	Q2 2013 Nov-13	Q2 2013 Dec-13	Q3 2013 Jan-14	Q3 2013 Feb-14	Q3 2013 Mar-14	Q4 2013 Apr-14	Q4 2013 May-14	Q4 2013 Jun-14	Total
Unduplicated Customer Count													
	5432	4857	4200	4574	4305	4831	5316	4416	4763	4429	5010	4879	20165
Individuals that Registered													
	547	519	373	419	366	461	471	330	413	352	410	470	5131
Anderson	290	188	124	139	132	147	140	124	159	121	165	177	1012
Clemson	5	53	48	71	64	78	77	41	48	45	65	70	676
Easley	1	100	84	90	63	99	110	64	94	74	83	52	644
Honea Path	0	54	46	34	30	49	54	40	42	51	45	47	472
Liberty	135	5	0	0	2	0	0	1	0	0	0	0	143
Seneca	116	119	71	85	75	88	84	58	70	61	82	85	684
Job Search Services													
	15961	14012	11924	13434	12273	13482	15527	12062	11951	6745	11020	10839	149230
Anderson	8060	6991	5262	5957	4728	4696	5029	3932	309	2176	3615	4674	54844
Clemson	0	150	500	1251	1341	1534	2611	2019	1985	1189	2051	1173	17184
Easley	0	350	629	1079	1228	1540	2107	1749	1905	1161	1798	1555	15101
Honea Path	0	154	372	403	495	643	947	1001	1076	534	892	920	7446
Liberty	4171	3104	2394	2193	1787	1599	1549	1046	995	450	684	575	20594
Seneca	3730	3263	2767	3151	2694	3070	3284	2315	2083	1212	1980	1925	31474
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):													
	2221	2208	1356	2052	1886	2344	2535	2009	2403	2361	2360	2144	11067
Anderson	1513	1435	0	0	325	439	487	430	549	605	535	545	6963
Clemson	0	0	439	760	643	785	901	794	957	451	1009	849	7988
Easley	219	343	287	352	308	353	401	230	258	276	175	172	4374
Honea Path	0	20	92	195	61	69	97	83	63	54	76	44	753
Liberty	78	0	0	0	0	0	0	0	0	0	0	0	78
Seneca	411	410	538	755	557	698	649	462	574	576	615	642	6759
Access Point Traffic	43	5	9	23	23	9	9	8	2	19	150	150	150
Orientation Attendance													
	63	58	121	178	130	63	98	145	131	128	72	85	1272
Core Workshops Offered													
	25	25	25	25	26	26	26	26	27	27	27	27	312
# Attended Employment	12	10	18	28	9	10	10	15	35	26	14	5	138
# Attended Financial Literacy	0	0	0	0	0	0	0	0	0	0	0	0	5
# Attended Expenditure/Pardons	0	7	15	1	14	2	13	8	1	0	13	21	96
# Attended Computer Skills	3	23	28	22	8	10	0	4	2	13	10	4	127
Referrals to Partners:													
	54	37	39	67	125	90	68	46	166	124	123	102	1041
# of Individuals Received Referral	51	33	35	63	121	89	66	46	140	100	109	93	952

Data through: 06/30/2014
Last Revision Date: 07/11/2014

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

Employer Services	Q1 2013			Q2 2013			Q3 2013			Q4 2013			Total
	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	
Internal Job Orders Created	90	69	84	77	63	84	83	86	360	275	250	248	1769
Anderson	67	48	22	12	9	16	30	26	97	51	25	33	416
Clemson	0	0	34	40	45	50	21	37	211	176	196	189	934
Easley	5	3	14	11	2	2	13	7	14	17	10	3	101
Honea Path	0	2	0	2	1	2	4	2	3	4	3	6	29
Liberty	10	8	6	5	0	2	3	2	6	6	5	9	52
Seneca	8	8	8	7	6	12	12	17	29	21	11	9	148
Services Provided Employers	1342	791	465	764	672	814	1028	809	1273	1542	1342	1225	12067
Anderson	1162	653	240	63	21	64	97	102	137	229	182	444	1693
Clemson	0	0	79	464	529	579	653	414	742	1010	718	592	5750
Easley	0	34	57	68	33	36	53	42	45	49	116	41	594
Honea Path	0	0	1	61	28	66	119	165	228	101	12	24	805
Liberty	55	13	5	8	2	1	0	0	4	2	0	0	90
Seneca	125	91	83	100	59	68	106	86	117	161	113	145	1345
Hiring Events	0	0	2	2	2	3	3	5	3	4	0	8	32
Total Job Seekers	0	0	0	238	228	74	370	238	496	60	0	291	1995
Anderson	0	0	0	0	0	14	183	207	454	28	0	272	1310
Oconee	0	0	0	238	50	0	41	31	31	13	0	0	414
Pickens	0	0	0	0	0	60	146	0	4	19	0	14	245
Entered Employments	12	37	16	52	38	73	33	102	182	122	39	51	757
Anderson	11	37	5	20	16	7	1	7	33	6	3	1	147
Clemson	0	0	9	26	20	62	24	27	32	101	14	46	951
Easley	0	0	0	0	0	0	0	0	0	1	0	1	2
Honea Path	0	0	0	0	1	0	0	62	111	3	1	0	174
Liberty	0	0	0	1	1	0	0	3	0	0	0	0	5
Seneca	1	0	2	5	0	4	4	3	0	11	1	3	44
Rapid Response Events	1	0	2	0	1	0	0	0	0	1	0	0	5
Cowdlen (# attending event)	9	0	78	0	0	0	0	0	0	0	0	0	87
Joy Global	0	0	0	0	0	0	0	0	0	0	0	0	0
Stacy's Greenhouse	0	0	0	0	0	0	0	0	0	0	0	0	0
Nutra	1	0	0	0	1	0	0	0	0	0	0	0	2
Metrolina Greenhouse										60	0	0	60

*March - Tri-County Job Fair - 454 job seekers from AOP

DEMOGRAPHICS (Year to Date)		Data through 06/30/2014			Last Revision Date 07/11/2014			
WIA Enrollments		YTD (Last Date of Access)						
Age		Anderson	Oconee	Pickens	Other	Total	%	
	Under 13	1	1	0	0	2	0%	
	19-21	11	6	9	0	26	4%	
	22-32	112	52	27	3	194	28%	
	33-44	105	58	54	4	221	32%	
	45-54	80	37	34	4	155	23%	
	55-64	35	23	22	0	80	12%	
	65+	3	0	2	0	5	1%	
	Total	347	177	143	11	683	100%	
Race		Anderson	Oconee	Pickens	Other	Total	%	
	Caucasian	200	147	114	5	466	68%	
	African American	134	24	27	6	191	28%	
	American Indian	3	1	3	0	7	1%	
	Asian	0	0	0	0	0	0%	
	Hawaiian	0	0	0	0	0	0%	
	Unassigned	10	5	4	0	19	3%	
	Multiracial	0	0	0	0	0	0%	
	Total	347	177	143	11	683	100%	
Ethnicity		Anderson	Oconee	Pickens	Other	Total	%	
	Hispanic	5	8	1	0	14	2%	
	Not Hispanic	339	165	144	11	659	96%	
	Not Provided	3	4	3	0	10	1%	
	Total	347	177	143	11	683	100%	
Gender		Anderson	Oconee	Pickens	Other	Total	%	
	Female	225	96	86	7	414	61%	
	Male	122	81	62	4	269	39%	
	Total	347	177	143	11	683	100%	
Education Level		Anderson	Oconee	Pickens	Other	Total	%	
	Less than 9th Grade	27	7	4	0	38	6%	
	9th-12th Grade (No Diploma)	107	35	24	3	169	25%	
	GED	28	19	26	2	75	11%	
	HSD	95	67	41	4	207	30%	
	Vocational School Certificate	42	29	25	2	98	14%	
	Associate's Degree	21	11	12	0	44	6%	
	Bachelor's Degree	22	7	14	0	43	6%	
	Education beyond a Bachelor's degree	5	2	2	0	9	1%	
	Total	347	177	143	11	683	100%	
Disability		Anderson	Oconee	Pickens	Other	Total	%	
	No	342	175	144	11	672	98%	
	Yes	5	2	4	0	11	2%	
	Total	347	177	143	11	683	100%	
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	%	
	Employed	42	28	29	3	102	15%	
	Not Employed	305	149	119	8	581	85%	
	Total	347	177	143	11	683	100%	
Veteran		Anderson	Oconee	Pickens	Other	Total	%	
	No	336	169	140	11	656	96%	
	Yes	11	8	8	0	27	4%	
	Total	347	177	143	11	683	100%	

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

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-O'CONNOR-PICKENS

WIA Intensive Services = July 1, 2013 - June 30, 2014

Job Seeker at WIA Enrollment

	A	O	P	Other	Total
WIA					
CO	6	6	4	0	16
New	2	0	0	0	2
Offenders					
CO	36	10	4	2	56
New	5	2	1	0	8
TAA Co-enrolled					
CO	0	2	0	0	2
New	0	0	0	0	0
Adult/DW Low Income					
CO	93	59	43	1	196
New	12	9	4	1	26
SNAP Recipient					
CO	1	0	0	0	1
New	0	0	0	0	0

Career Interest

In Demand Career Cluster	YTD Total	Total
Admin, Support, Waste Mgmt., Remediation	17	5
Manufacturing	55	10
Professional, Scientific, Technical Services	23	4
Health Care and Social Assistance	41	6
Retail Trade	9	1
Other	41	14

Caseload Breakdown

	Active	Follow up	Total
Clay	58	41	99
Hamrick	50	45	95
Hunter	76	68	144
Johnson	0	0	0
Snider	73	51	124
Tenieria	44	77	121
Parnell	65	78	143
Total	366	360	726

PY13 Active Enrollment

	CO	June	Total
Clay	51	7	58
Hamrick	44	6	50
Hunter	69	7	76
Johnson	0	0	0
Snider	66	7	73
Tenieria	34	6	44
Parnell	58	7	65
Total	326	40	366

* If report shows less than 100% of total, it is not a full report.

One-on-One Services

Activity	June	YTD
Resumes	4	42
Job Development Contacts	0	0
Job Search Assistance	4	23

Applications

	June	YTD Total
Completed	44	424
Partial	1	7
YTD Completed	45	436
Eligibility		
Eligible	44	424
Not Eligible (Core-Only)	0	0
YTD Total Determinations	44	424

YTD June

	YTD June	YTD Planned (-/+)
New Enrolled	40	30
New YTD Enrolled	35	310
Not Enrolled (90 day window)	7	7

* If report shows less than 100% of total, it is not a full report.

Workkeys

	CO	New YTD	Total
Platinum	0	0	0
Gold	25	0	25
Silver	105	3	111
Bronze	28	1	29
Total	161	4	165

Intensive Workshops

	# Workshops Offered	Attended
Employability	13	18
Financial Literacy	3	0
Entrepreneurship/Pardons	2	0
Computer Skills	9	2
Total	27	40

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

WIA Training Services and Follow Services = July 1, 2013 - June 30, 2014

Recommended for Training Services

	June Total	YTD Total
GED	11	45
Occupational	12	85
On the Job Training	3	20

On the Job Training

Company Name	Location of Company	In Progress	Success	Unsuccessful
Crowe & Corporate Promotions (2)	Oconee	0	2	0
J&M Mold South (1)	Pickens	0	1	0
Mold Clinic, Inc. (1)	Oconee	1	0	0
Owens Corning Composite Materials, LLC (1)	Anderson	0	2	0
Print it (1)	Oconee	0	1	0
RCM Industries, Imperial Div. Castings (1)	Pickens	0	1	0
Sharpe Manufacturing, Inc. (3)	Oconee	2	1	1
US Engine Valve (11)	Oconee	0	8	2
Walgreens (1)	Anderson	0	1	0
Total Current Contracts		3	17	3
Total Canceled		3	17	3
Total All OJT Contracts		3	17	3

*Contractor equals those contracts started in FY12 but finished in FY13

Training Services

	June	YTD Total
Adult	3	13
Dislocated Workers	1	8
DWV-NEG	0	0

Follow Up Services

	June	YTD Total
Entered Employment (Under 90 Days)	113	481
Services Provided	45	359

Occupational Training By Provider

Name	Currently in Training	PY 13 Rec'd Training
Adult Education - District 1 and 2	9	8
Adult Education - Districts 3, 4 and 5 Anderson	22	62
Adult Education - Oconee Adult Education	9	16
Adult Education - Pickens Co Adult Learning	3	4
Alliance Tractor Trailer Training Center	0	1
Arc Labs	2	3
Carolina Computer Training	3	1
Forrest Junior College	1	0
Greenville Technical College	8	18
ITT Technical Institute - Columbia	1	1
New Horizons Computer Learning Center - SC	0	1
Orangeburg-Columbia Technical College	0	1
Palmetto School of Career Development	0	3
Piedmont Technical College	0	2
PSI Project Management	0	1
Tn-County Technical College	34	71
Total	97	191

Total Occupational Training by Cluster

Occupation	Total Training	PY 13 Rec'd Credential
GED Training	133	40
Admin. Support, Waste Mgmt., Remediation Svcs.	10	6
Manufacturing	33	13
Professional, Scientific, Technical Services	12	4
Health Care and Social Assistance	60	27
Retail Trade	1	1

Funding Source: PY 13 Rec'd (Occupational and GED training)

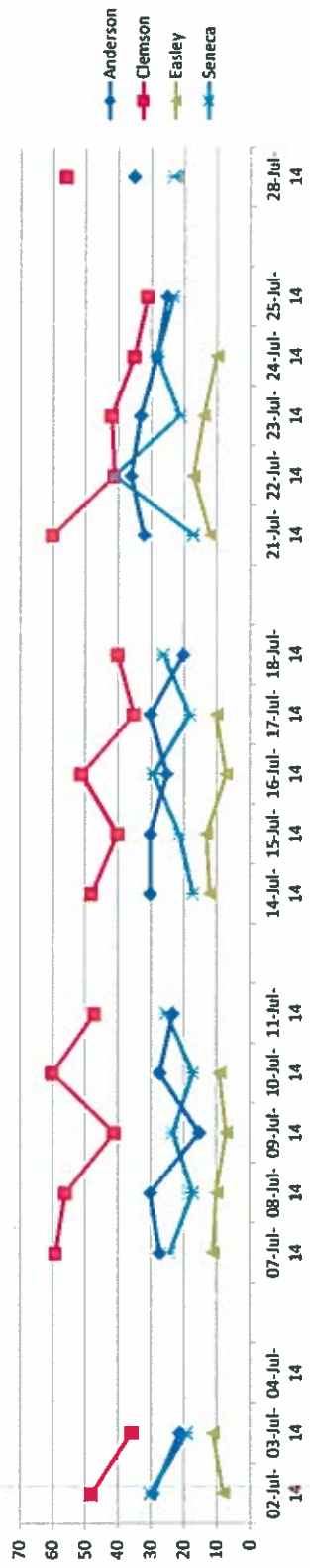
	YTD Total
Adult	222
Dislocated Workers	61
DWV-NEG	8
Trade (co-enrolled)	2
Total	293

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

PY2014 SC Works Center Traffic - July 2014

Center	Grand Total %																				
	01-Jul-14	02-Jul-14	03-Jul-14	04-Jul-14	07-Jul-14	08-Jul-14	09-Jul-14	10-Jul-14	11-Jul-14	14-Jul-14	15-Jul-14	16-Jul-14	17-Jul-14	18-Jul-14	21-Jul-14	22-Jul-14	23-Jul-14	24-Jul-14	25-Jul-14	28-Jul-14	31-Jul-14
Anderson	54	29	21		27	30	15	27	23	30	30	25	30	20	32	36	33	28	25	35	16
Clemson	41	48	36		59	56	41	60	47	48	40	51	35	40	60	41	42	35	31	56	29
Easley	9	8	11		11	10	7	9		12	13	7	10		12	17	14	10		22	14
Seneca	20	30	19		24	17	23	17	25	17	21	29	18	26	17	41	21	28	23	23	41
Totals	326								528					502					546		481
Access Points	6				2					2		2	2						1		13
Grand Total	332								530					506					547		1915

2014 SC Works Center Traffic - July 2014



SC WORKS

BIRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

Jobseekers Services	Q1 2014 Jul-14	Q1 2014 Aug-14	Q1 2014 Sep-14	Q2 2014 Oct-14	Q2 2014 Nov-14	Q2 2014 Dec-14	Q3 2014 Jan-15	Q3 2014 Feb-15	Q3 2014 Mar-15	Q4 2014 Apr-15	Q4 2014 May-15	Q4 2014 Jun-15	Total
SYSTEM WIDE SERVICES													
Unduplicated Customer Count	5259												5259
Individuals that Registered													
Anderson	393												393
Clemson	142												142
Easley	45												45
Inactive Honea Path	97												97
Liberty UI Call Center	34												34
Seneca	0												0
	75												75
Job Search Services	11680												11680
Anderson	3930												3930
Clemson	2497												2497
Easley	1818												1818
Inactive oneea Path	949												949
Liberty UI Call Center	606												606
Seneca	1880												1880
CENTER-WIDE SERVICES													
Center Traffic (Total Customer Count):	2391												2391
Anderson	611												611
Clemson	1003												1003
Easley	242												242
Inactive Honea Path	0												0
Liberty UI Call Center	0												0
Seneca	522												522
Access Point Traffic	13												13
Orientation Attendance	58												58
Core Workshops Offered	26												26
# Attended Employment	9												9
# Attended Financial Literacy	1												1
# Attended Expungement/Pardons	0												0
# Attended Computer Skills	0												0
Referrals to Partners:	129												129
# of Individuals Received Referral	119												119

Data through: 07/31/2014
Last Revision Date: 08/06/2014

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

Employer Services	Q1 2014		Q1 2014		Q2 2014		Q2 2014		Q3 2014		Q3 2014		Q4 2014		Q4 2014		Total
	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15					
Internal Job Orders Created	251																251
Anderson	38																38
Clemson	168																168
Easley	9																9
Inactive Honea Path	2																2
Liberty UI Call Center	10																10
Seneca	24																24
Services Provided Employers	1879																1879
Anderson	709																709
Clemson	931																931
Easley	52																52
Inactive Honea Path	0																0
Liberty UI Call Center	15																15
Seneca	172																172
Hiring Events	12																
Total Job Seekers	568																
Anderson	543																
Oconee	0																
Pickens	25																
Entered Employments	89																89
Anderson	6																6
Clemson	77																77
Easley	0																0
Inactive Honea Path	2																2
Liberty UI Call Center	0																0
Seneca	4																4
Rapid Response Events	0																0

DEMOGRAPHICS (Year to Date)

Data through 07/31/2014

Last Revision Date: 08/06/2014

WIA Enrollments

		YTD (Last Date of Access)						
		Anderson	Oconee	Pickens	Other	Total		
Age	Under 19	0	0	0	0	0	0	
	19-21	9	5	4	0	0	18	
	22-32	44	28	11	2	85		
	33-44	55	29	32	2	118		
	45-54	43	22	16	2	83		
	55-64	19	11	14	0	44		
	65+	1	0	0	0	1		
	Total	176	95	77	6	354		
Race		Anderson	Oconee	Pickens	Other	Total		
	Caucasian	116	73	61	4	254		
	African American	54	19	13	2	88		
	American Indian	2	0	2	0	4		
	Asian	0	0	0	0	0		
	Hawaiian	0	0	0	0	0		
	Not Provided	4	3	1	0	8		
	Total	176	95	77	6	354		
Ethnicity		Anderson	Oconee	Pickens	Other	Total		
	Hispanic	4	4	0	0	8		
	Not Hispanic	170	90	75	6	341		
	Not Provided	2	1	2	0	5		
	Total	176	95	77	6	354		
Gender		Anderson	Oconee	Pickens	Other	Total		
	Female	121	52	36	5	214		
	Male	55	43	41	1	140		
	Total	176	95	77	6	354		
Education Level		Anderson	Oconee	Pickens	Other	Total		
	Less than 9th Grade	9	3	6	0	18		
	9th-12th Grade (No Diploma)	43	18	10	1	72		
	GED	16	12	14	2	44		
	HSD	54	42	20	3	119		
	Vocational School Certificate	24	8	11	0	43		
	Associate's Degree	13	7	6	0	26		
	Bachelor's Degree	13	3	8	0	24		
	Education beyond a Bachelor's degree	4	2	2	0	8		
	Total	176	95	77	6	354		
Disability		Anderson	Oconee	Pickens	Other	Total		
	No	2	2	2	0	6		
	Yes	174	93	75	6	348		
	Total	176	95	77	6	354		
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total		
	Employed	24	16	19	2	61		
	Not Employed	152	79	58	4	293		
	Total	176	95	77	6	354		
Veteran		Anderson	Oconee	Pickens	Other	Total		
	No	169	90	74	6	339		
	Yes	7	5	3	0	15		
	Total	176	95	77	6	354		

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

SC WORKS

BUILDING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

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

Job Seeker at WIA Enrollment				
	A	O	P	Total
Veterans	CO	7	5	3
	New	0	0	0
Offenders	CO	31	12	11
	New	1	2	2
TAA Co-enrolled	CO	2	6	2
	New	0	0	0
Adult/DV Low Income	CO	100	51	44
	New	12	4	16
SNAP Recipient	CO	1	0	0
	New	0	0	0

Caseload Breakdown		
Active	Follow up	Total
Clay	52	74
Hannick	45	83
Hunter	67	104
Gleaton	0	0
Parnell	59	113
Snider	68	109
Tennetia	63	91
Total	354	582

Active Enrollment

CO	July	Total
Clay	49	52
Hannick	41	45
Hunter	54	67
Gleaton	0	0
Parnell	54	59
Snider	60	68
Tennetia	60	63
Total	274	354

* (1) indicates a client has a "hard finding" as of 07/31/2014

Career Interest

Cluster	July	Total
Admin, Support, Waste Mgmt., Remediation Svcs., Manufacturing	4	4
Professional, Scientific, Technical Services	1	1
Health Care and Social Assistance	7	7
Retail Trade	2	2
Other	4	4

Applications		
July	YTD Total	
Completed	33	33
Partial	0	0
YTD Completed	33	33

Eligibility

July	YTD Total
Eligible	33
Not Eligible (Core Only)	0
YTD Total Determinations	33

Enrollment

YTD July	YTD Planned	YTD Total
New Enrolled	31	20
New YTD Enrolled	31	20
Not Enrolled (90 day window)	12	11

* (1) indicates a client has a "hard finding" as of 07/31/2014

Workkeys

CO	New YTD	Total
Platinum	0	0
Gold	25	24
Silver	111	114
Bronze	29	30
Total	165	169

Intensive Workshops

# Workshops Offered	Attended	Total
Employability	30	30
Financial Literacy	0	0
Entrepreneurship/Paradise	0	0
Computer Skills	0	0
Total	30	30

SC WORKS WORKLINK

WORKLINK
WORKSHEET

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

Recommended for Training Services

	July Total	YTD Total
GED	5	5
Occupational	14	14
On the Job Training	6	6

On the Job Training

Company Name	Location of Company	In Progress	Success	Unsuccessful
Orion Hugs, Inc (2)	Anderson	2		
Owens Corning Composite Materials, LLC (2)	Anderson	2		
Shafter Manufacturing, Inc. (1)	Greene		1	
US Engine Valve (1)	Greene		1	
Total Current Contracts		4	2	2
Total All OJT Contracts		6		

*Contract equates to those contracts started on 7/1/14 but finished on 6/30/15

Training Services

	July	YTD Total
Adult	4	4
Deallocated Workers	2	2
OJT RIG	0	0

Follow-up Services

	Total	YTD Total
Entered Employment Based on current contract	6	6
Services Provided	59	59

*This number is hard coded from SCWOS based follow up summaries of each current contract

Occupational Training By Provider

Name	Currently in Training	PT 14 Rec'd Training
Adult Education - District 1 and 2	10	10
Adult Education - Districts 3, 4 and 5 Anderson	22	22
Adult Education - Greene Adult Education	10	10
Adult Education - Perkins Co Adult Learn	4	4
Are Labs	3	3
Carolina Computer Training	2	2
Greenville Technical College	4	4
Tri County Technical College	11	11
Total	99	104

Total Occupational Training by District

Occupation	Total Training	PT 14 Rec'd Credential
Adult Training	44	0
Admin, Support, Waste Mgmt, Remediation Svcs	10	0
Manufacturing	46	0
Professional, Scientific, Technical Services	2	0
Health Care and Social Assistance	2-4	0
Retail Trade	0	0

Funding Source PT 14 Rec'd (occupational and GED training)

	YTD Total
Adult	70
Deallocated Workers	21
OJT RIG	7
Trade (to enrolled)	0
Total	104

Note: Some participants have rec'd more than one training or more than one funding source
NOTE: We have 2 TAA Co enrolled but not in WIA training - not included in count

Business Partnerships Committee Report

Meeting held August 7, 2014

Presented August 27, 2014 - Board Meeting

Strategic Plan Update

The committee was given an update on the Strategic Plan, which began in April 2009 and is now coming to an end. It was reported that from 2009 until 2013, there have been 9,836 WorkKeys test administered in the WorkLink region. Since the beginning of 2012, all testing has been administered by Tri-County Technical College and the Adult Education Centers. One objective of the Strategic Plan was to increase the number of employer profiles by 10% each year. From the baseline in 2010 until 2013, WorkLink is seven profiles short of the goal. Regarding the objective of increasing the number of employers using the workforce system by 2% per year, WorkLink has steadily increased each year. For 2013, the numbers were significantly higher not just in our area, but across the state.

On-the-job Training Coordination

The committee was informed of two new staff members with Henkels & McCoy, Evans Coleman and Charles Morgan. The two of them will work toward a greater presence in the community regarding OJT. There have been 21 OJT contracts written to date and it was reported that the County Fair Share rate appears to be more in line with the contract. It was reported that WorkLink has received a Rapid Response OJT Grant in the amount of \$74,480.00 which is to be used to cover the OJT Workforce Specialist's salary, as well as some operating expenses. It was noted that due to this grant, the OJT line item will be increased by \$59,978.20, resulting in approximately 17 more OJT contracts (60 instead of 43).

Work Ready Communities Initiative

The Work Ready Communities Initiative website was accessed for Anderson, Oconee, and Pickens counties. Both Pickens County and Anderson County have met 100% of the ACT goals, while Oconee County is at 88%. It was reported that the talent portion (soft skills piece) of the test is not being utilized by the WIA Case Managers due to some confusion, but this is currently being addressed.

Rapid Response Incumbent Worker Training Grants

The committee received an update on the RRIWT grants. The grant for Palmetto Plating ended on May 31, 2014. They were unable to complete one of their trainings so \$2900.00 was returned to the state. Technology Solutions in Seneca did not use all of their grant funds therefore \$28,090.00 was returned to the state. We currently have ongoing grants with AFR and Roylco in Anderson and Kroeger Marine Construction in Seneca.

WorkLink received a locally funded IWT grant in the amount of \$70,189.00. The application process has begun and will take place until September 15, 2014.

WIOA Information

The committee received some information on the Workforce Innovation and Opportunity Act (WIOA) showing a couple of changes regarding Business Services.

Committee Education

The committee received some information from Susan Stockton (Disabled Veterans Outreach Specialist) regarding SCDEW changes in veteran services.

New Vice Chair

The committee voted to elect Mike Banister as Vice Chair, replacing Trent Acker who is now serving as the Executive Director of WorkLink.

WorkLink Director's Report

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

Meetings | Training Sessions | Events

- SC Works/Adult WIA program Outreach Committee
- Met with Henkels and McCoy to review budget expenditures for PY14 to date.
- Several DOL webinars regarding WIOA (OneStop Operations, Disabilities, and Adult/DW Training)
- Reviewed SC Works Center space in Anderson for UI Pilot Project
- Pickens County Workforce Opportunity Summit 2014
- Several online webinar's for SCWOS hosted by Geographic Solutions
- Received EO Technical Assistance and provided Accessibility Monitoring
- Performance Negotiations (Adult/DW and Youth)
- Resume Writing Training
- Provided SCWOS Training to three new employees
- Provided Repots Training to two Trade staff members
- First Annual Youth Forum –Atlanta
- Clemson University Summit for Youth Success
- Adult Education Graduations
- Planning sessions for the 2014 AOP Business and Industry Showcase
- State Workforce Investment Board Meeting
- DEW-SWIB-LWIB collaboration meeting
- 2014 Education and Business Summit in Greenville, June 23 – June 25
- Regional Business Services Meeting in Asheville, NC, June 26 – June 27
- July Job Fairs
- Orian Rugs (Anderson Civic Center) - nearly 200 job seekers
- First Quality (Simpsonville) – 13 job seekers
- First Quality (Abbeville) – 61 job seekers
- First Quality (Anderson) – 156 job seekers
- August Hiring Event (Seneca) – 149 job seekers

Other Notable Items

- Brandi has been added to the State SWIB SC Works Management Committee Ad hoc Financial Management Workgroup. Next meeting is September 11.
- WorkLink received locally funded IWT grant from state in the amount of \$70,189.00 (to be divided among all three counties) – Will accept applications through September 15, 2014 – The three Economic Developers will meet on September 17 to discuss and decide which companies in each county will receive a portion of the training funds

Other Notable Items continued

- The majority of the responses to the strategic plan RFP have been received and scored by the staff. We are waiting on a final submission from ACOG which is scheduled to be received on 8/26/2014 by the end of the day.
- The Unemployment Insurance Pilot Program has been delayed by DEW until October. An update from Grey Parks on 8/25/2014 indicated that the delay was primarily related to the technical aspects of the plan and DEW is working to resolve those issues. Space for the program has been identified in all three satellite locations with assistance from Tri-County Tech.

Program Staffing Update

Palmetto Youth Connections Schedule: 8:30 - 5:00 M - F

Palmetto Youth Connections						
Anderson Districts 3,4,5 Adult Education Center/2005 N. Main St. Anderson, SC 29621						
Last Name	First Name	Position	Phone	Extension	Cell	E-mail
*Craven	Karen	Program Manager	633-6354		633-6354	kcraven@henkels.com
Wengerd	Rhonda	Career Coach	634-1014		634-1014	rwengerd@henkels.com
Campbell	Jennifer	Workforce Development Specialist	328-7789		328-7789	jcampbell@henkels.com
Anderson Districts 1&2 Adult Education Center/214 Leby St. Pelzer, SC 29669						
Smith	Nicole	Career Coach	353-2723		353-2723	nsmith@henkels.com
Oconee Adult Education Center/315A Holland Ave Seneca, SC 29678						
Baker	Ann Marie	Lead Career Coach	634-8861		634-8861	abaker@henkels.com
Pickens Adult Education Center/106 Glazner St. Easley, SC 29640						
McCurry-Cobb	Christina	Career Coach	634-8869		634-8869	cmccurry@henkels.com

* Karen Craven, PM travels to all PYC site locations.

SC Works Center Update

Current Locations & Hours

SC Works Anderson QuickJobs Development Center Anderson Campus Tri-County Technical College 512 Michelin Blvd. (864) 260-6780 (TTY:711) Hours: 8:30 - 5:00 M - F	SC Works Clemson 1376 Tiger Blvd, Suite 102 (864) 643-0071 (TTY:711) Hours: 8:30 - 5:00 M - F
SC Works Easley QuickJobs Development Center Easley Campus Tri-County Technical College 1774 Powdersville Road (864) 220-8990 (TTY:711) Hours: 8:30 - 5:00 M - TH	SC Works Seneca QuickJobs Development Center Hamilton Career Center 100 Vocational Drive (864) 646-1741 (TTY:711) Hours: 8:30 - 5:00 M - F

Change (June 12, 2014 to present):

Honea Path SC Works Center became an Access Point on July 1, 2014.

Current Staffing of the SC Works Centers

SC Works Center Location	AARP	Ripple of One	TAA	UI	UW-AmeriCorps	Vet	VR	WIA	WL
Anderson	0	0	0	0	0	0	0	1	0
Clemson	4	1	2	2	1	2	2	7	7
Easley	1	0	1	0	0	0	0	1	0
Seneca	2	0	0	0	0	0	0	2	0

*Please note that there is one Adult/DW Career Coach located at the Anderson Adult Education Center in Anderson, SC

Changes (June 12, 2014 to present):

- WorkLink added Trent Acker as the Executive Director
- Henkels and McCoy added Evans Coleman as Program Manager for the Adult/DW grant, and Charles Morgan as the OJT Contract Writer
- AARP added a volunteer to assist with Reception desk in the Clemson SC Works Center
- United Way of Easley added an AmeriCorps Volunteer to be stationed in the Clemson SC Works Center. BenefitBank will be offered on Monday and Wednesday by appointment only in Clemson.

Service Provider
Status Update
July 2013 - June 2014

ENROLLMENT REPORT	PYC					
*Special notes:						
Board Goal	175					
PY'12 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		<i>68</i>				
July	2	70	5	40%	2%	40%
August	11	81	5	220%	12%	46%
September	18	99	15	120%	29%	57%
October	8	107	6	133%	36%	61%
November	18	125	6	300%	53%	71%
December	6	131	6	100%	59%	75%
January	1	132	12	8%	60%	75%
February	5	137	12	42%	64%	78%
March	13	150	12	108%	77%	86%
April	10	160	14	71%	86%	91%
May	4	164	14	29%	90%	94%
June	11	175	0	#DIV/0!	100%	100%
Totals	107	175	107			

Service Provider
Status Update
July 2014 - June 2015

ENROLLMENT REPORT	PYC					
*Special notes:						
Board Goal	185					
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		55				
July	5	60	5	100%	4%	32%
August		60	15	0%	4%	32%
September		60	15	0%	4%	32%
October		60	10	0%	4%	32%
November		60	5	0%	4%	32%
December		60	5	0%	4%	32%
January		60	10	0%	4%	32%
February		60	15	0%	4%	32%
March		60	15	0%	4%	32%
April		60	15	0%	4%	32%
May		60	15	0%	4%	32%
June		60	5	0%	4%	32%
Totals	5	60	130			

Service Provider
Status Update
July 2013 - June 2014

ENROLLMENT REPORT		Henkels and McCoy, Inc. - Grant Number 13A995H1 & 13D995H1 (Modification 1)				
special notes		331 Active Carryover plus 359 Follow-Up not included in the percentages				
Board Goal		379 New Enrollments; 1041 Served				
PY '13 Month	NEW WIA Enrollments	Total Enrollments (Active Status)	Monthly Planned Enrollment	% of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>	<i>331</i>	<i>331</i>				
July	16	347	16	100%	100%	4%
August	15	364	17	88%	94%	8%
September	20	386	22	91%	93%	13%
October	32	420	34	94%	93%	22%
November	36	450	30	120%	100%	31%
December	19	470	20	95%	99%	36%
January	24	510	40	60%	91%	43%
February	20	550	40	50%	83%	48%
March	46	590	40	115%	88%	60%
April	35	630	40	88%	88%	69%
May	45	670	40	113%	91%	81%
June	39	710	40	98%	92%	92%
Totals	347	1041	379	92%	92%	92%

Service Provider
Status Update
July 2014 - June 2015

ENROLLMENT REPORT		Henkels and McCoy, Inc. - Grant Number 14A995H1 & 14D995H1				
special notes		400 Active Carryover plus 359 Follow-Up not included in the percentages				
Board Goal		310 New Enrollments; 1069 Served				
PY '13 Month	NEW WIA Enrollments	Total Enrollments (Active Status)	Monthly Planned Enrollment	% of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>	400	380				
July	31	400	20	155%	8%	10%
August		430	30			
September		460	30			
October		480	20			
November		500	20			
December		510	10			
January		540	30			
February		570	30			
March		600	30			
April		630	30			
May		660	30			
June		690	30			
Totals	31	1069	310			