

WORKFORCE INVESTMENT CORPORATION

BOARD MEETING

April 2, 2014 – 1:00 P.M.

Martin Inn & Conference Center Board Room – Clemson, SC

AGENDA

- I. Call to Order/Opening Remarks** Danny Brothers, Board Chair
- II. Approval of Minutes (02/26/14) *** Danny Brothers
- III. Committee Reports**
 - A. Youth Council** Kristi King-Brock, Committee Chair
 - i. PY'13 1st Quarter Youth Performance Report
 - ii. PY'13 Youth Outreach Update
 - iii. Youth Career Connect (YCC) Grant Summary (Anderson 3,4,5)
 - iv. The Option to Serve In-School Youth (If YCC Grant is approved)
 - B. Workforce Skills & Education Committee** Richard Blackwell, Committee Chair
 - i. Committee Update
 - ii. SC Works Reports
 - iii. Ad hoc Committee Membership*
 - C. Business Partnerships Committee** Ed Parris, Committee Chair
 - i. Committee Update
 - D. Finance Committee** Stephanie Collins, Committee Chair
 - i. PY'13 Budget Overview
 - a. WorkLink Grants
 - (i) WIA Budget Overview
 - b. Henkels & McCoy:
 - (i) Adult/DW Grant (Mod. #3 VOTE)*
 - (ii) Youth Grant
 - ii. PY'14 Outlook
 - a. PY'14 Allocations Estimate
 - b. PY'14 Henkels & McCoy Negotiations Update
 - c. May 28th Finance Meeting Rescheduled
- IV. Other Business** Danny Brothers
 - i. Job Fair Report
 - ii. Scheduled visits to SC Works Centers

V. Adjournment

*** Action Required**

**NEXT MEETING – JUNE 11, 2014 @ 1:00 P.M.
MARTIN INN & CONFERENCE CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON IN SEASON'S RESTAURANT**

**WORKFORCE INVESTMENT BOARD
BOARD MEETING
February 26, 2014 - Minutes
Martin Inn & Conference Center – Clemson University**

Members Present:

Trent Acker	Richard Blackwell	David Bowers
Stan Brooks	Danny Brothers, Chair	David Collins
Stephanie Collins	Jason Duncan	Grey Parks
Terence Hassan	Ed Parris	Mike Wallace

Members Absent:

Elaine Bailey	Ronnie Booth	Kristi King-Brock
Karen Carter	Mike Crawford	Mary Gaston
Billy Gibson	Robert Halfacre	Butch Harris
Michael Keith	Burriss Nelson	Pamela Smith

Staff Present:

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

Guest Present:

Karen Craven	Matt Fields	Scott Ferguson
Amanda Lucas	Ann Marie Baker	Dana Grant
Kal Kunkel	Steve Pelissier	Paul Corbeil

I. Call to Order

Chair Danny Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board and the meeting was being recorded for processing of minutes. Introductions were made by all in attendance and Chair Brothers acknowledged and welcomed guest Paul Corbeil from the State Workforce Investment Board to the meeting.

II. Approval of Minutes

The minutes from the October 30, 2013 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: A motion was made by Stephanie Collins to approve the minutes as submitted, second by Mike Wallace. The motion carried with a unanimous vote.

III. Committee Reports

A.) Youth Council

i. PY'13 1st Quarter Youth Performance Report

Sharon Crite referred to pages 7 - 8 of the meeting packet for Board members review of Performance Goals for PY'13.

ii. PY'14 Youth Contract Extended

In the absence of the Youth Council Chair & Vice Chair, Chair Brothers presented a motion from the Youth Council for Board approval as follows.

BOARD ACTION TAKEN: Motion from Youth Council to extend the Palmetto Youth Connections contract to Henkels & McCoy for PY'14, second by David Collins. The motion carried with a unanimous vote.

iii. PY'14 Restore Youth Program with FT Youth Program Mgr.

Chair Brothers presented a motion from the Youth Council for Board approval. Ms. Crite stated the Program Manager's time has been split 50/50 for PY'13 in order to provide assistance to the Adult & Dislocated Worker program.

BOARD ACTION Taken: Motion from the Youth Council to restore the Program Manager position back to 100% for the PY'14 Youth Program, seconded by Trent Acker. The motion carried with a unanimous vote.

iv. PY'14 Youth Budget Negotiation Team

Chair Brothers presented a motion from the Youth Council for Board approval as follows.

BOARD ACTION Taken: Motion from the Youth Council to approve the PY'14 Youth budget Negotiation Team consisting of Kristi King-Brock, Robert Halfacre, Elaine Bailey, Brandi Runion, Jennifer Kelly, Ronnie Allen & Sharon Crite, seconded by Stan Brooks. The motion carried with a unanimous vote.

v. Youth Council Membership Application

Chair Bothers referred to page 9 stating the Youth Council voted to accept and approve this application for membership to the Youth Council from Jeff Trahan on January 13, 2014.

BOARD ACTION Taken: Motion from the Youth Council to approve membership application from Jeff Trahan as presented, seconded by Stephanie Collins. The motion carried with a unanimous vote.

B.) Workforce Skills & Education Committee Update

Committee Chair, Richard Blackwell provided an update from the January 22, 2014 WSEC meeting.

i. Business Plan

Mr. Blackwell referred to page 10 of the meeting packet and provided an informational update on the SC Works OneStop Certification Standards which are due June 30, 2014 to the State for review. Mr. Blackwell reported the SC Works Center Business Plan in one of the requirements for certification approval. The Business Plan has been reviewed & approved by the Workforce Skills & Education Committee as well as the Executive Committee and was submitted to the SC DEW on December 31, 2013.

ii. Grant Extension

Mr. Blackwell reported the WSEC voted to extend the Henkels & McCoy Adult & Dislocated Worker Grant for PY'14 further stating a Request for Proposal will be issued next year due to procurement requirements.

BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to extend the Adult & DW contract to Henkels & McCoy for PY'14, second by Mike Wallace. The motion carried with a unanimous vote.

Mr. Blackwell reported the WSEC voted to nominate Richard Blackwell, Mary Gaston, David Bowers, Trent Acker and Burriss Nelson to serve on the Budget Negotiation Team and presented to the Board for approval.

BOARD ACTION Taken: Motion from the Workforce Skills & Education Committee to approve the PY'14 Adult & DW Budget Negotiation Team consisting of Richard Blackwell, Mary Gaston, David Bowers, Trent Acker & Burriss Nelson, seconded by Mike Wallace. The motion carried with a unanimous vote

iii. Eligible Training Provider List

Mr. Blackwell reported an application has been received from Norris Mechanical to be included on the Eligible Training Provider List however, the committee voted to deny the application for the following reasons:

- a. Norris Mechanical has only been in business for a short period of time and cannot provide placement rates.
- b. The owner has not followed through on obtaining a non-public post-secondary institution license from the SC Commission on Higher Education.
- c. The welding instruction class offered would be an expedited class whereas typical welding programs last for approximately two years for a student to reach the journeyman level and most industries hire journeyman level welders.

BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to deny Norris Mechanical's request to be added to the Eligible Training Provider List, second by David Bowers. The motion carried with a unanimous vote.

iv. Ad hoc Committee Members

Mr. Blackwell reported that overtime, the WSEC has been reduced from 9 members to 4 current members and stated after discussion at the January 22, 2014 meeting committee members agreed to form an ad hoc committee consisting of the three local economic developers to assist with outreach to Business representatives in the community to serve as ad hoc committee members on the WSEC.

v. Board Education

Mr. Blackwell deferred to Karen Craven of Henkels & McCoy who provided educational information to Board members on WIA Program Enrollment Services for Adult and Dislocated Workers via a Power Point presentation and handouts.

Following the presentation, Chair Brothers, in an effort to gain a better understanding and appreciation of the services being offered at the SC Works Centers as well as the participants we serve, requested Patty Manley coordinate a schedule of visits/observations to the SC Works Centers as well as the Adult Education Centers and create a calendar communicating these dates & times. Chair Brothers encouraged all Board members to visit the SC Works Centers according to the calendar schedule and their availability. Stephaine Collins also made a suggestion for the Committee's to consider holding meetings at the various Center locations.

C.) Business Partnerships Committee Update

Committee Chair, Ed Parris provided an update from the Business Partnerships Committee January 16, 2014 meeting.

i. Committee Update

Mr. Parris provided an update on the current On-the-Job (OJT) contracts training hours and reimbursement rates and noted that OJT funds are currently being underspent with approximately 38% currently obligated. Mr Parris reported that it was brought to the Committee's attention that US Engine Valve is requesting additional OJT funds due to an expansion and ongoing hiring needs. Henkels & McCoy have made various attempts to contact employers informing them of the OJT program in various forms however, the Committee decided it would be beneficial to provide an OJT program presentation at upcoming SHRM meetings. Mr. Parris stated the Committee made the decision to refrain from giving an answer to US Engine Valve until the SHRM presentations could be made, giving as many employers as possible a chance to learn about the program and take advantage.

Mr. Parris provided an update on the current Rapid Response Incumbent Worker Training Grants (RR IWT) and the WorkReady Communities Initiative stating the counties in our service region are continuing to make good progress.

ii. SC Works Certification Business Services Standards

Mr. Parris reported the Committee received an update on the SC Works Certification Business Services Standards and stated as soon as the final guidelines are received

from the state, they will be brought before the Committee for a vote of endorsement.

a. Business Services Lead

Mr. Parris reported there is currently no one serving in the position of Business Services Lead stating the Committee voted to recommend to the Board the Business Services Lead should be stated as a "position" rather than naming an individual and more specifically the Business Services Lead position be filled by the Staff Liaison for the Business Partnership Committee.

BOARD ACTION Taken: Motion from Business Partnership Committee to appoint the Business Partnership Committee Staff Liaison position as the Business Services Lead, seconded by David Collins. Motion carried with a unanimous voice vote.

D.) Finance Committee

Committee Chair, Stephanie Collins reported the Finance Committee was not able to meet in January due to inclement weather and had to conduct the necessary Committee meeting business via email votes. Ms. Collins deferred to Brandi Runion to provide Committee update.

i. WorkLink Grants:

a. WIA Budget Overview

Brandi Runion referred to page 40 of the meeting packet which is the overall WorkLink budget for PY'13 with a modification request to transfer an additional \$111,206 (15%) from DW Program funds to Adult Program funds. We had previously transferred 35%, however the DOL CAP is 50% so this transfer would put us at the CAP. This modification request was approved by Executive Committee via email vote on January 23, 2014.

Ms. Runion reported the Finance Committee brings a motion for Board approval for the following:

Line Item shifts: Increase:

Printing by \$1,500

Telephone Voice by \$546

Telephone LD by \$144

Increase Reimbursement from SCDEW for Facility Costs by \$4,119

Ms. Runion noted the remainder of \$1,929 will go back into the Undesignated funds line item.

BOARD ACTION Taken: Motion from Finance Committee to approve budget modification as presented, seconded by Jason Duncan. Motion carried with a unanimous voice vote.

b. PY'13 Incentive Funds

Ms. Runion referred to page 41 of the meeting packet stating WorkLink has been awarded a grant in the amount \$5,453 from SCDEW for our PY'13 Incentive Funds which will not end until 06/30/15. Ms. Runion reported this

comes as a motion from Workforce Skills & Education Committee and Finance Committee for Board approval to use these funds to provide outreach for the SC Works Centers stating the WSEC will determine the mode of outreach.

BOARD ACTION Taken: Motion from Finance Committee to approve Incentive Funds be used for Outreach as presented, seconded by Stan Brooks. Motion carried with a unanimous voice vote.

Ms. Runion referred to page 42 of the meeting packet and provided an update on the Rapid Response Grants with Palmett Plating Company and Technology Solutions.

Referring to page 43, Ms. Runion provided an update on the Dislocated Worker Training National Emergency Grant. This which shows expenditures through January 2014. Ms. Runion reported she has learned from DEW, that we can transfer certain participants from Dislocated Worker to this grant stating Henkels & McCoy has identified 6 participants that can be transferred.

Ms. Runion referred to page 44 providing an update on the Make It in America Grant stating the grants have been awarded by DOL to Tri County Technical College, Greenville Technical College & Northeastern Technical College which will run 10/1/13 – 09/30/16.

ii. Henkels & McCoy:

a. Adult/DW Grant (Mod. #2 approved by Exec. Committee 1/23)

Ms. Runion referred to page 45 of the meeting packet which is a summary of expenditures for the Adult & DW grant stating they have currently spent 46.83% of this grant. Ms. Runion reminded Board members that WorkLink staff meet monthly with Henkels & McCoy to look closely at the expenditures of this budget.

Pages 46-53 are a summary of the Budget Modification.

b. Youth Grant

Ms. Runion referred to page 54 which is a summary of the Youth grant with expenditures through January 2014 stating Henkels & McCoy has currently spent 49.2% of this grant.

IV. Other Business

A.) WorkLink Five Year Local Plan

Ronnie Allen referred to pages 56-57 and reported the SC Department of Employment and Workforce has accepted the WorkLink Workforce Investment Area Five Year Local Plan as submitted in December 2013.

Mr. Allen also reported we are launching work on our Strategic Plan for the next five years (2014-2018) and will be working with Doug Burns from the ACOG for facilitation. Mr. Allen stated the Executive Committee will be meeting and forming sub-committees to build on our current Strategic Plan.

Chair Brothers reported the Executive Committee met on October 30, 2013 for a presentation and discussion of a new pilot workforce development program which may possibly open additional training funds from SNAP (Supplemental Nutrition Assistance Program) thru DSS (Dept. of Social Services). Chair Brothers reported as the Executive Committee understood the presentation, this program would take the existing workforce development relationship with our partners, the Workforce Development Alliance, and create another proposed single entry system for job seekers and students. A motion was passed to Table the item for further discussion. Chair Brothers reported the Executive Committee met again on January 9, 2014 for further discussion and was in agreement this proposal would be a duplication of workforce development efforts and activities that are currently in place for our three county service region therefore, the Executive Committee passed a motion to respectfully decline the Workforce Investment Board's participation in the proposed program.

Richard Blackwell reminded Board members of the March 6th Business & Education Forum to be held at Tri County Technical College. Mr. Blackwell also expressed appreciation to the Workforce Investment Board for support reporting the AOP BIS has been tracked since it's inception and since Clemson University began hosting this event, they have seen a 78% increase in participation.

Mr. Allen reported to Board members that DEW has released the signage which is still in place at the old SC Works location for us to place at our new locations. Dr. Booth has given Mr. Allen permission for the signs to be installed at the Quick Jobs Development Buildings and Mr. Allen will be working with Brian Swords on placement.

V. Adjournment

With no further business to discuss, Chair Brooks called for a motion to adjourn meeting.

BOARD ACTION Taken: Motion from Trent Acker to adjourn meeting, seconded by David Bowers. Motion carried with a unanimous voice vote.

Respectfully submitted by: Patty Manley, Office Manager

PY 2013 WIA Quarterly Report Summary - 2nd Quarter

Performance Measure	Group	State			Worldwide			Upper Savannah			Update			Greenville			Allendale			Trident		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
Placement in Employment or Education	Youth (14-21)	67.4	101.1%	68.2	75.3	118.0%	88.3	73.8	94.1%	69.4	74.5	89.5%	66.7	67.2	92.4%	62.0	68.5	94.2%	64.5	64.0	119.3%	76.0
Attainment of Degree or Certificate	Youth (14-21)	68.4	95.4%	65.2	77.7	110.3%	85.7	74.4	85.5%	63.6	75.0	92.3%	69.2	66.5	59.1%	39.3	65.0	66.8%	41.4	77.0	96.7%	74.5
Literacy or Numeracy	Youth (14-21)	53.6	98.9%	53.0	65.3	153.1%	100.0	55.0	83.1%	45.7	68.0	122.3%	51.3	53.0	94.3%	50.0	50.0	73.0%	34.5	61.5	104.5%	64.0
Entered Employment	Adults	69.7	103.4%	72.0	69.1	107.2%	74.0	71.0	98.9%	70.2	71.7	107.1%	71.3	70.5	106.9%	71.0	75.4	95.3%	71.8	66.7	99.5%	66.4
Rate	DW	73.9	97.3%	71.9	71.2	89.6%	63.6	80.0	92.6%	74.1	75.0	94.1%	70.6	76.4	95.7%	71.1	85.2	79.3%	67.3	75.5	101.6%	76.0
Retention	Adults	86.4	101.1%	87.4	88.8	101.1%	87.2	83.8	102.7%	86.0	91.0	101.3%	89.0	87.1	91.8%	80.0	89.5	98.2%	87.5	86.0	98.7%	84.9
Rate	DW	91.5	102.1%	93.4	93.3	103.4%	90.4	92.0	105.7%	97.2	96.3	92.8%	89.4	94.4	105.9%	100.0	90.7	102.8%	87.5	90.1	102.0%	87.0
Average	Adults	10.514	100.3%	11.538	11.538	88.2%	\$10,000	10.063	90.1%	\$10,000	12.192	86.9%	\$10,546	11.889	92.9%	\$11,047	10.769	95.4%	\$10,277	11.054	91.2%	\$10,000
Earnings	DW	15.100	94.7%	\$14,784	14.908	93.3%	\$15,505	13.631	98.2%	\$15,375	15.643	76.8%	\$12,018	17.319	68.2%	\$11,808	15.000	105.3%	\$15,577	17.800	91.7%	\$14,322

Performance Measure	Group	Pre Dec			Lower Savannah			Columbia			Sanjee Lynches			Waccamaw			Lowcountry			Color Coding		
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual
Placement in Employment or Education	Youth (14-21)	66.0	117.3%	77.4	67.4	98.9%	66.7	63.3	88.6%	56.1	63.6	81.5%	51.9	74.8	115.5%	66.4	67.4	92.7%	62.5			
Attainment of Degree or Certificate	Youth (14-21)	80.0	110.7%	88.0	64.0	138.9%	87.4	65.0	115.4%	75.0	65.6	87.1%	57.1	72.0	81.0%	58.3	68.6	72.9%	50.0			
Literacy or Numeracy	Youth (14-21)	64.3	106.9%	68.3	50.9	98.2%	50.0	57.5	94.2%	54.2	51.9	118.0%	61.5	51.9	142.9%	94.0	50.0	80.0%	40.0			
Entered Employment	Adults	66.3	100.6%	66.3	66.3	114.0%	75.4	66.9	110.4%	71.0	69.7	103.8%	72.0	72.4	130.2%	87.0	67.3	103.2%	68.4			
Rate	DW	72.6	97.8%	71.0	76.0	101.9%	77.0	75.4	108.7%	82.0	71.0	110.7%	75.0	78.1	100.6%	76.0	72.0	75.8%	54.6			
Retention	Adults	85.6	106.3%	91.0	87.5	85.7%	73.8	84.3	111.0%	90.0	89.1	97.7%	87.0	85.8	106.1%	93.0	85.9	85.2%	73.2			
Rate	DW	92.0	105.7%	97.0	91.4	94.1%	86.0	92.1	104.0%	95.0	91.5	98.4%	90.0	91.7	103.3%	92.0	87.3	96.2%	84.0			
Average	Adults	11.443	108.0%	\$11,000	10.163	109.6%	\$11,145	11.225	97.4%	\$10,995	11.104	109.6%	\$10,750	10.350	104.0%	\$10,750	9.251	72.9%	\$7,107			
Earnings	DW	13.898	106.8%	\$14,175	14.345	86.4%	\$12,590	15.100	104.6%	\$15,224	13.800	118.5%	\$10,244	15.100	109.0%	\$16,240	13.270	84.5%	\$11,211			

PY 2013 WIA Quarterly Report Summary - 2nd Quarter (rolling 4 quarters)

Performance Measure	Group	State		Workforce		Upper Savannah		Upstate		Greenville		Aiken		Tri-County	
		Goal	% of Goal	Actual	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal
*Placement in Employment or Education	Youth (14-21)	67.4	103.7%	70.4	104.4%	75.3	111.7%	71.6	106.3%	71.6	106.3%	68.5	101.6%	64.0	101.9%
*Attainment of Degree or Certificate	Youth (14-21)	68.4	103.9%	71.4	104.4%	74.4	108.8%	74.4	108.8%	74.4	108.8%	65.0	95.0%	77.0	101.0%
***Literacy or Numeracy	Youth (14-21)	53.6	107.5%	57.6	107.5%	65.3	100.0%	65.3	100.0%	65.3	100.0%	50.0	94.5%	61.5	94.5%
*Entered Employment Rate	Adults	69.7	102.8%	71.6	102.8%	69.1	97.6%	69.1	97.6%	69.1	97.6%	75.4	98.2%	66.7	98.2%
**Retention Rate	Adults	73.9	104.5%	77.8	105.3%	71.2	96.2%	71.2	96.2%	71.2	96.2%	85.3	93.6%	75.5	104.2%
**Average Earnings	Adults	91.5	100.3%	91.5	100.3%	91.3	99.7%	91.3	99.7%	91.3	99.7%	90.7	98.4%	90.1	98.4%
	Adults	10.514	101.9%	11.538	109.7%	11.538	109.7%	11.538	109.7%	11.538	109.7%	10.769	101.2%	11.054	99.4%
	DW	15.101	96.3%	14.543	96.3%	14.908	100.0%	14.908	100.0%	14.908	100.0%	15.000	100.0%	17.800	96.9%

Performance Measure	Group	Per Dec		Lower Savannah		Calhoun		San Jose		Waycross		Lawrence		Color Coding	
		Goal	% of Goal	Actual	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal	Goal	% of Goal		
*Placement in Employment or Education	Youth (14-21)	66.0	116.1%	76.6	116.1%	67.4	114.1%	63.6	99.4%	63.6	99.4%	67.4	95.8%	Exceeds Goal Actual Performance is greater than 100% of goal	
*Attainment of Degree or Certificate	Youth (14-21)	80.0	110.5%	88.4	110.5%	64.0	110.1%	65.6	102.7%	62.7	95.4%	68.6	91.4%	Met Goal Actual Performance is between 80.0% and 100.0% of goal	
***Literacy or Numeracy	Youth (14-21)	64.3	106.9%	68.4	106.9%	50.9	115.9%	51.9	108.5%	51.9	108.5%	50.0	81.6%	Did Not Meet Goal Actual Performance is under 80.0% of goal	
*Entered Employment Rate	Adults	66.3	109.3%	72.4	109.3%	66.3	104.0%	69.7	107.1%	74.4	111.8%	67.3	109.1%		
**Retention Rate	Adults	72.6	105.2%	76.5	105.2%	76.0	94.2%	71.0	107.0%	76.0	106.9%	72.0	93.3%		
**Average Earnings	Adults	85.6	104.1%	89.1	104.1%	87.5	90.5%	89.1	98.4%	87.7	102.7%	85.9	91.6%		
	DW	92.0	99.9%	92.0	99.9%	91.4	96.9%	91.5	100.8%	91.7	101.7%	87.3	95.9%		
	Adults	10.443	106.3%	11.110	106.3%	10.165	96.6%	11.004	111.0%	10.350	93.8%	9.751	90.0%		
	DW	13.808	95.2%	13.220	95.2%	14.345	94.0%	13.800	100.9%	15.100	102.4%	13.270	89.3%		

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

**These measures include program exiters from 10/1/11 to 9/30/12.

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

Are you 17-21? Out of School? Need a Job?

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Earn Incentives while you Learn**

**For information online:
[Facebook.com/pycworklink](https://www.facebook.com/pycworklink)**

Palmetto Youth Connections Seneca

Contact: (864) 886-4467

Palmetto Youth Connections Easley

Contact: (864) 634-8869

Palmetto Youth Connections Anderson

Contact: (864) 634-1014

Palmetto Youth Connections Pelzer

Contact: (864) 353-2723



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

PalmettoYouth.com



Equal Opportunity Employer / Program Auxiliary aids and services available upon request to individuals with disabilities Relay service TTY: 711

Youth Career Connect

Program Summary

The Youth CareerConnect grant program is designed to encourage America's school districts, institutions of higher education, the workforce investment system, and their partners to scale up evidence-based high school models that will transform the high school experience for America's youth. Youth CareerConnect schools will strengthen America's talent pipeline through:

- **Integrated Academic and Career-Focused Learning:** Grants will provide students with education and training that combines rigorous academic and career-focused curriculum to increase students' employability in in-demand industries and prepare them for employment, post-secondary education, long-term occupational skills training, or registered apprenticeships.
- **Work-Based Learning and Exposure to the World of Work:** Strong partnerships will provide work-based learning opportunities. In addition to actual work experience, youth participants will also participate in field trips, job-shadowing, or other types of opportunities that provide students with exposure to different career paths and prepare them for the world of work.
- **Robust Employer Engagement:** Employer partners will provide work-based learning and mentoring, creating a path for students to in-demand industries and occupations including those in information technologies, advanced manufacturing and other science, technology, engineering and math (STEM) fields. Employers will also work closely with schools on professional development and training for staff to drive the sustainability of the program over the long term.
- **Individualized Career and Academic Counseling:** As an integral part of the program design, students will be provided with individualized career and academic counseling experiences to strengthen their career and post-secondary awareness and explore opportunities beyond high school.
- **Integration of Post-secondary Education and Training:** Students will participate in education and training, while they are still in high school, that leads to credit toward a post-secondary degree or certificate and an industry recognized credential, where appropriate.

The Department of Labor will use up to \$100 million in revenues from the H-1B visa program to fund approximately 25 to 40 grants for individual or multi-site projects. Grants will be awarded to local education agencies, public or non-profit local workforce entities, or non-profits with education reform experience. All grantees will have to demonstrate a strong public/private partnership, and must include, at a minimum, a local education agency, a local workforce investment system entity, an employer, and an institution of higher education. Applicants are encouraged to reach out to employers, foundations, and others in building their applications and leveraging the federal investment. At a minimum, applicants will also be required to provide a match of 25 percent of the grant award. Awards are anticipated to be made in early 2014 for program implementation to align with the 2014-15 school year.

FACT SHEET: Youth CareerConnect Grants

Building America's Next Generation Workforce

To compete in today's global economy, America's students need deep knowledge and skills that will prepare them for college and the jobs of the future. Yet far too many of America's students are not meaningfully engaged or motivated in their academic experience while in high school. Many high school graduates lack exposure to learning that links their work in school to college and careers—especially in the critically important fields of science, technology, engineering, and mathematics (STEM). Moreover, many of America's international competitors offer students a more rigorous and relevant education in their middle and high school years.

In his 2013 State of the Union address, the President laid out a new vision for America's high schools, proposing funding to scale up innovative high school models and partnerships with colleges and employers so that all students graduate better equipped for the demands of a high-tech economy. Today's global economy requires new approaches to teaching and learning in America's high schools to foster problem solving and analysis, to support creativity and collaboration, and to connect student learning directly to the real world. A 21st century education and workforce system must challenge students to do meaningful work inside and outside of the classroom, encouraging the persistence, engagement, and achievement that will put all students on track for college and careers.

Today, as part of achieving the President's goal of redesigning high schools to ensure students are prepared to succeed in post-secondary education and in a competitive workforce, the U.S. Department of Labor is collaborating with the U.S. Department of Education to make \$100 million available for Youth CareerConnect grants to provide high school students with the industry-relevant education and skills they need for a successful future.

The Youth CareerConnect grant program is designed to encourage America's school districts, institutions of higher education, the workforce investment system, and their partners to scale up evidence-based high school models that will transform the high school experience for America's youth. Youth CareerConnect schools will strengthen America's talent pipeline through:

- **Integrated Academic and Career-Focused Learning:** Grants will provide students with education and training that combines rigorous academic and career-focused curriculum to increase students' employability in in-demand industries and prepare them for employment, post-secondary education, long-term occupational skills training, or registered apprenticeships.
- **Work-Based Learning and Exposure to the World of Work:** Strong partnerships will provide work-based learning opportunities. In addition to actual work experience, youth participants will also participate in field trips, job-shadowing, or other types of opportunities that provide students with exposure to different career paths and prepare them for the world of work.
- **Robust Employer Engagement:** Employer partners will provide work-based learning and mentoring, creating a path for students to in-demand industries and occupations including those in information technologies, advanced manufacturing and other science, technology, engineering and math (STEM) fields. Employers will also work closely with schools on professional development and training for staff to drive the sustainability of the program over the long term.
- **Individualized Career and Academic Counseling:** As an integral part of the program design, students will be provided with individualized career and academic counseling experiences to strengthen their career and post-secondary awareness and explore opportunities beyond high school.
- **Integration of Post-secondary Education and Training:** Students will participate in education and training while they are still in high school, that leads to credit toward a post-secondary degree or certificate and an industry recognized credential, where appropriate.

The Department of Labor will use up to \$100 million in revenues from the H-1B visa program to fund approximately 25 to 40 grants for individual or multi-site projects. Grants will be awarded to local education agencies, public or non-profit local workforce entities, or non-profits with education reform experience. All grantees will have to demonstrate a strong public/private partnership, and must include, at a minimum, a local education agency, a local workforce investment system entity, an employer, and an institution of higher education. Applicants are encouraged to reach out to employers, foundations, and others in building their applications and leveraging the federal investment. At a minimum, applicants will also be required to provide a match of 25 percent of the grant award. Awards are anticipated to be made in early 2014 for program implementation to align with the 2014-15 school year.

This announcement builds on the President's broader agenda to strengthen education to better prepare young people for college and careers.

- The Administration's efforts to redesign high schools were unveiled in the 2013 State of the Union address and FY2014 Budget Proposal, in which the President called for \$300 million in new funding at the Department of Education to transform the high school experience for America's youth through a whole school redesign effort. This effort, currently before Congress, would challenge high schools and their partners to

rethink teaching and learning and put in place learning models that are rigorous, relevant, and better focused on real-world experiences.

- Today's announcement also builds on ongoing efforts by the U.S. Department of Education to reform America's Career and Technical Education system through a reauthorized Perkins Career and Technical Education (CTE) Act, aiming to leverage change in the federal government's \$1 billion investment each year to usher in a new era of rigorous, relevant, and results-driven CTE programs.

To apply for funding, please visit www.doeleta.gov/ycc.

10

11

12

20

Workforce Skills and Education Committee Report

Presented April 2, 2014 – Board Meeting

The Workforce Skills and Education Committee met on March 31, 2014.

H&M Grant Status

SC Works System

Jennifer Kelly, Program Director for WorkLink, gave a status update on the SC Works System. Metrolina, an Anderson County company formerly known as Yoder Brothers, has announced a layoff of 57 people in the next couple of months. WIA staff will be working closely with Department of Employment and Workforce Staff to provide Rapid Response services.

Ms. Kelly also stated that WorkLink staff monitored the Henkels and McCoy grant during the week of March 24-28, 2014. A full monitoring report will be provided at the next meeting.

Reports

Ms. Kelly provided reports 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 Customer Traffic report details the number of individuals that sought services in a particular location during the month. These numbers reflect the actual traffic and are not unduplicated numbers.

The Job Seeker Services report details the number of services provided to individuals in the centers or through SC Works Online Services (SCWOS). System-wide services, such as the unduplicated customer count, the number of individuals that registered in SCWOS, and the Job Search Services categories, reflect the number of individuals that have accessed job seeking services through SCWOS, regardless of where the services were physically accessed. The center-wide services are in-person services provided through the centers.

The Employer Services report provides information on services employers are receiving through the SC Works Centers. Only hiring events and rapid response events are in-person services. All other services may be in-person or via SCWOS. Department of Employment and Workforce (DEW) Wagner-Peyser staff carry out these services. (Wagner-Peyser was formerly known as Job Service. They provide job matching services.)

The Intensive Services report includes two pages. The first of which is a demographical snapshot of the participants coming into the WIA program. Statistics provided in this report reflect participant background information at the moment of enrollment into WIA. The second report details additional information about what WIA participants are interested in at assessment, the caseload breakdown of the individuals served through the program, one-on-one services provided to WIA participants while in the program, as well as the number of individuals that applied, were eligible, and enrolled into the WIA program.

The Training Services report reflects the number of individuals that have been recommended for training, and the number of individuals participating in on-the-job training, Occupational training, or GED training. Some follow-up information is provided in this report as well.

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).

Operator

Matt Fields, SC Works Center Manager for Henkels and McCoy, gave a brief update on the operations of the centers. Mr. Fields stated that staff is still working on OneStop Certification Standards. He is also working with a company called, Clearwater, to provide financial workshops in the SC Works Centers.

Program

Karen Craven provided committee education on the process for approving training for WIA participants. Ms. Craven reviewed the criteria a participant must meet in order to attend training, the process for issuing an Individual Training Account (ITA), which is the participant's training budget, the vouchering process, as well as the ITA obligations report.

Grant Modification Request

Ms. Runion reviewed the grant modification request for Henkels and McCoy. She stated to the committee that during the monthly expenditure review with Henkels and McCoy, staff reviews the expenditure levels and makes suggestions for moving the funds to other line items. In this modification request, there will be no overall change to the budget; however, the line items will shift approximately \$47,962 to the ITA college tuition line item. Ms. Craven stated that this will be needed for the upcoming summer semester.

Incentive Grant

During the last WorkLink Workforce Investment Board meeting, the Board voted to allow the Workforce Skills and Education Committee to use the \$5,453 in incentive funds for outreach on behalf of the SC Works Centers.

Ms. Kelly provided information on the quotes for the outreach plan. The committee approved that \$2,881 be spent on mailers and magnets that were bundled into a phase one approach proposed by one vendor, PrintIt!. This package will provide 500 magnets to give to job seekers, and a mailing will go out to approximately 2,056 employers (that employ 10 or more employees) in Anderson, Oconee, and Pickens counties, announcing our new locations and services that can be provided.

Chair Richard Blackwell asked that the committee and staff continue to work towards developing an outreach plan for the SC Works Centers.

Other Business

Ad hoc Committee Membership

The committee received two applications from the ad hoc membership committee. The first application was submitted by Trent Acker on behalf of Kelly Shumaker, HR Director from Danfoss/Comatrol. The second application was submitted by Mr. Blackwell, on behalf of Dr. Wayne Frady, who is the Hamilton Career Center Coordinator for Business and Industry in the School District of Oconee County. **The Committee voted to recommend to the Board that these two individuals serve as ad hoc members on the Workforce Skills and Education Committee.**

Reschedule Committee Meeting Date

In order to finalize all budgets prior to Ms. Runion's planned leave in June, the Board and the committee will need to finalize any financial business prior to her departure. The Executive Committee has arranged to meet on May 28 and the Finance Committee on May 19. Therefore, the Workforce Skills and Education Committee will need to meet prior to the 3:00pm Finance meeting on May 19. *The Committee agreed to re-schedule their meeting for 11:00AM on May 19 at the Clemson SC Works Center.*

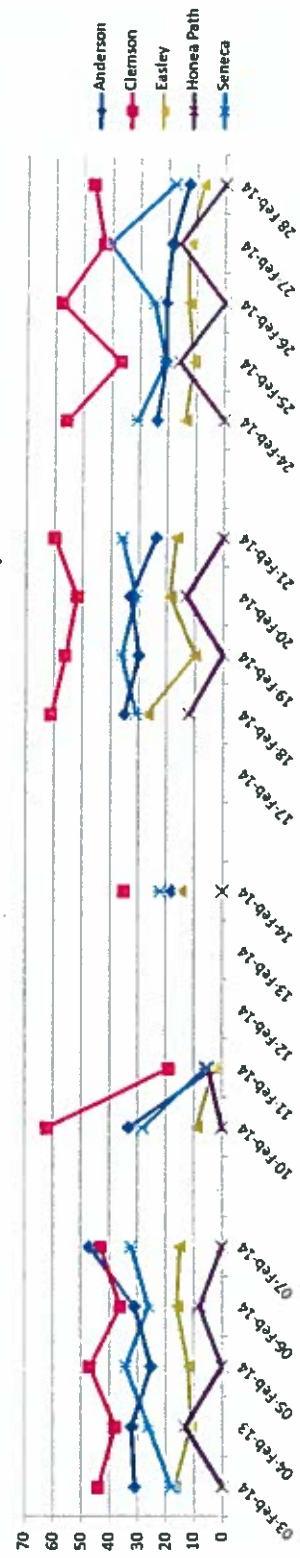
SC Works Center Holiday Schedule

Per the Board's direction, the SC Works Centers follow the state holiday schedule. Ms. Kelly explained that the holiday schedule for Henkels and McCoy and WorkLink staff does not fully coincide with the Department of Employment and Workforce (DEW) holiday schedule. Therefore, on Good Friday, Henkels and McCoy and WorkLink staff have scheduled holidays, but DEW staff does not. The committee discussed whether or not to close the office on Good Friday due to the Satellite Centers not having enough staff to be able to cover lunch breaks. **The Committee voted that the Centers will be open on Good Friday; however, they will close from 12:00pm to 1:00pm for the staff to be able to take a lunch break.** Staff should post a sign stating that the office will be closed for that one hour period.

PY2013 SC Works Center Traffic - February 2014

Center	03-Feb-14	04-Feb-14	05-Feb-14	06-Feb-14	07-Feb-14	10-Feb-14	11-Feb-14	12-Feb-14	13-Feb-14	14-Feb-14	17-Feb-14	18-Feb-14	19-Feb-14	20-Feb-14	21-Feb-14	24-Feb-14	25-Feb-14	26-Feb-14	27-Feb-14	28-Feb-14	Grand Total %
Anderson	31	32	25	31	47	33	3			18						24	21	21	19	13	22%
Clemson	44	38	47	36	43	62	19			35						56	37	58	43	47	40%
Easley	17	11	12	16	15	9	3			15						14	11	13	13	8	11%
Honea Path	0	13	0	8	0	5				0						0	16	0	16	0	4%
Seneca	18	26	34	26	32	28	6			22						31	21	25	41	18	23%
Totals										258						583					2009
Access Points	3									2						2	1				
Grand Total										258						585					2017

2013 SC Works Center Traffic - February 2014



18

19

DEMOGRAPHICS (Year to Date)		Data through: 02/28/2014		Last Revision Date: 03/14/2014				
WIA Enrollments								
YTD (Last Date of Access)								
Age		Anderson	Oconee	Pickens	Other	Total	%	
Under 19			1	1	0	0	2	0%
19-21			7	3	6	0	16	3%
22-32			92	39	22	1	154	30%
33-44			83	45	40	4	172	34%
45-54			54	23	23	3	103	20%
55-64			26	20	16	0	62	12%
65+			2	0	2	0	4	1%
Total			265	131	109	8	513	100%
Race		Anderson	Oconee	Pickens	Other	Total	%	
Caucasian			148	109	88	6	351	68%
African American			107	17	18	2	144	28%
American Indian			2	0	1	0	3	1%
Asian			0	0	0	0	0	0%
Hawaiian			0	0	0	0	0	0%
Unassigned			8	5	2	0	15	3%
Multiracial			0	0	1	0	1	0%
Total			265	131	110	8	514	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	%	
Hispanic			5	7	1	0	13	3%
Not Hispanic			259	121	108	8	496	97%
Not Provided			1	3	0	0	4	1%
Total			265	131	109	8	513	100%
Gender		Anderson	Oconee	Pickens	Other	Total	%	
Female			174	71	68	4	317	62%
Male			91	60	41	4	196	38%
Total			265	131	109	8	513	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	%	
Less than 9th Grade			23	5	2	0	30	6%
9th-12th Grade (No Diploma)			82	24	17	3	126	25%
GED			18	14	17	0	49	10%
HSD			65	46	34	3	148	29%
Vocational School Certificate			39	26	18	2	85	17%
Associate's Degree			17	10	10	0	37	7%
Bachelor's Degree			17	4	11	0	32	6%
Education beyond a Bachelor's degree			4	2	0	0	6	1%
Total			265	131	109	8	513	100%
Disability		Anderson	Oconee	Pickens	Other	Total	%	
No			260	131	105	8	504	98%
Yes			5	0	4	0	9	2%
Total			265	131	109	8	513	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	%	
Employed			28	24	17	1	70	14%
Not Employed			237	107	92	7	443	86%
Total			265	131	109	8	513	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	%	
No			259	124	103	8	494	96%
Yes			6	7	6	0	19	4%
Total			265	131	109	8	513	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-OCONEE-PICKENS

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

Job Seeker at WIA Enrollment		A	O	P	Other	Total
Vets	CO	3	5	1	0	9
	New	0	0	1	0	1
Offenders	CO	20	4	2	2	28
	New	0	1	0	0	1
TAA Co-enrolled	CO	0	0	0	0	0
	New	0	0	0	0	0
Adult/DW Low Income	CO	46	34	20	1	101
	New	5	5	1	0	11
SNAP Recipient	CO	1	0	0	0	1
	New	0	0	0	0	0

Career Interest		Total
In-Demand Career Cluster		1
Admin, Support, Waste Mgmt., Remediation		7
Manufacturing		4
Professional, Scientific, Technical Services		3
Health Care and Social Assistance		2
Retail Trade		4
Other		

Caseload Breakdown			Follow-up	Total
Active			52	99
Clay	47			
Hamrick	43	45		88
Hunter	22	33		55
Johnson	41	33		74
Snider	63	55		118
Teikleria	45	55		100
Parnell	55	75		130
Total	316	348		664

PY13 Active Enrollment			February	Total
CO			3	47
Clay	44			
Hamrick	38	5		43
Hunter	21	1		22
Johnson	39	2		41
Snider	59	4		63
Teikleria	43	2		45
Parnell	52	3		55
Total	296	20		316

*CO reflects members being served through Active or Follow Up status as of 2/28/14

One-on-One Services			February	YTD
Activity			4	17
Resumes			1	1
Job Development Contacts			2	10
Job Search Assistance				

Applications			February	YTD Total
Completed			31	235
Partial			0	6
YTD Completed				241
Eligibility			February	YTD Total
Eligible			31	211
Not Eligible (Core Only)			0	0
YTD Total Determinations				211
Enrollment			YTD February	YTD Planned (+/-)
New Enrolled			20	30
New YTD Enrolled			183	190
Not Enrolled (90 day window)			29	-7

* Eligible applications can be enrolled within 90 days of completion

WorkKeys			CO	New YTD	Total
Platinum			0	0	0
Gold			38	17	38
Silver			129	73	129
Bronze			41	16	41
Total			208	41	249

Intensive Workshops			# Workshops Offered	Attended
Employability			15	12
Financial Literacy			0	0
Expungement/Pardons			2	0
Computer Skills			9	0
Total			26	12

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AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

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

Recommended for Training Services

	February Total	YTD Total
GED	3	3
Occupational	9	9
On-the-Job Training	2	2

OJT Training Synopsis

Company Name	Location of Company	In-Progress	Success	Unsuccessful
Crowe's Corporate Promotions (1)	Oconee		1	
JM Mold South (1)	Pickens		1	
Mold Clinic, Inc. (1)	Oconee	1		
Owens Corning Composite Materials, LLC (1)	Anderson	1		
Print titl (1)	Oconee		1	
RCM Industries, Imperial Die Casting (1)	Pickens		1	
Sharpe Manufacturing, Inc. (1)	Oconee		1	
US Engine Valve (10)	Oconee		8	2

Total Current Contracts	2	0	0	0
Total Carryover	15	13	2	2
Total All OJT Contracts				

*Carryover equals those contracts started in PY12 but finished in PY13.

Funding Source

	February	YTD Total
Adult	1	13
Dislocated Workers	1	4
DWT-NEG	0	0

Follow-Up Services

Total	YTD Total
Entered Employment (Based on current Query)*	17
Services Provided	83
	86

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

Occupational Training by Provider

Name	Currently In Training	PY13 Rec'd Training
Adult Education - District 1 and 2	5	6
Adult Education - Districts 3, 4 and 5 Anderson	11	53
Adult Education - Oconee Adult Education	7	10
Adult Education - Pickens Co Adult Learn	1	3
Arc Labs	0	1
Carolina Computer Training	2	1
Forrest Junior College	1	0
Greenville Technical College	14	11
ITT Technical Institute - Columbia	1	0
New Horizons Computer Learning Center - SC	0	1
Orangeburg-Calhoun Technical College	0	1
Palmetto School of Career Development	2	1
Piedmont Technical College	0	2
PSI Project Management	0	0
Tri-County Technical College	35	47
Total	79	137

Total Occupational Training by Cluster

Occupation	Total Training	PY13 Rec'd Credential
GED Training	72	39
Admin, Support, Waste Mgmt., Remediation Svcs.	7	13
Manufacturing	10	12
Professional, Scientific, Technical Services	4	1
Health Care and Social Assistance	23	20
Retail Trade	1	0

Funding Source PY13 Rec'd (occupational and ged training)

	YTD Total
Adult	168
Dislocated Workers	48
DWT-NEG	0
Trade (co-enrolled)	0
Total	216

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WORKFORCE INVESTMENT BOARD

Workforce Skills and Education Committee Application

Applicant Name: Kelly C. Shumaker, SPHR

Applicant Address: 1407 Pelzer Hwy

Easley, SC 29642

Education: B.S + Master of Human Resources - Univ. of SC

Business/Organization: Danfoss / Comatrol

Job Title: Director, HR

County of Residence: Greenville

Phone: 864-644-3033

Fax: 864-644-3201

Cell Phone: 864-508-6461

E-mail: kshumaker@comatrol.com

Describe applicant expertise as it relates to workforce development (including industry standards, hiring practices, and both occupational skills and soft skills).

4 years trainer at readySC

20+ years HR exp in manufacturing (Anderson, Greenville, Laurens, Pickens, Spartanburg counties)

active in Workforce Readiness Council, Greenville

Member, Board of Directors - Brainerd Middle College Charter High School

Kelly C Shumaker

03/04/2014

Signature

Date

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AND JOB SEEKERS TOGETHER

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WORKFORCE INVESTMENT BOARD

Workforce Skills and Education Committee Application

Applicant Name: Wayne Parks Frady, ED.D, GCDF

Applicant Address: 430 East North 5th St
Seneca, SC 29678

Education: ED.D, Career and Technical Education-Clemson University

Business/Organization: School District of Oconee County - Hamilton Career Center

Job Title: Coordinator of Business and Industry

County of Residence: Oconee County

Phone: 864-886-4425 **Fax:** 864-886-4426

Cell Phone: 864-723-0867 **E-mail:** wpfrady@oconee.k12.sc.us.

Describe applicant expertise as it relates to workforce development (including industry standards, hiring practices, and both occupational skills and soft skills).

Signature

Date

Business Partnerships Committee Report

Meeting date: 03/05/2014

Presented April 2, 2014 – Board Meeting

Business Engagement Plan/Employer Services Metrics

The committee was given an update on the Business Engagement Plan, which is required by the state. A specific due date had not been received as of our meeting date, however we were given a copy of the “minimum elements” that must be included in the plan. A draft of the plan should be presented to the committee at our May meeting. The committee also reviewed the first set of Employer Services Metrics as set by DEW. WorkLink increased in most categories, but there has been no indication thus far as to how the metrics were arrived at by DEW. We have asked for clarification but have not yet received a reply.

On-the-Job Training Coordination

The committee reviewed a report showing the OJT contracts currently in place. Obligated funds were up from 38% to 51%, with 18 contracts having been written to date. The increase is due in part to the fact that the OJT program was presented at the local SHRM meetings, sparking new employer interest and leading to new contracts being written. The committee requested that information be made available at the next meeting regarding county split and retention rates of companies.

Work Ready Communities Initiative

The Work Ready Communities Initiative website was accessed for Anderson, Oconee, and Pickens counties. It was noted that there had been some computer issues with the ACT system, but that seems to have been resolved. Since some of the numbers don’t seem to be quite accurate, all three counties economic development staff will reach out to the schools and Adult Ed centers to see how many tests have been administered, as well as how many people took the test and did not score high enough to receive a certificate. Overall, all three of our counties seem to be making great progress in their efforts.

Rapid Response Incumbent Worker Training Grants

The committee received an update on the RRIWT grants. The grant for Kroeger Marine Construction in Seneca was approved by the State, but as of our meeting date, a decision had not been made on the grant for Roylco in Anderson (this grant has since been approved). The grants for Technology Solutions and Palmetto Plating are still in ongoing however the grant for Palmetto Plating will end on 04/30/2014. As committee education information, an overview was given of the entire RRIWT grant process.

Hiring Events/Job Fairs

The committee received updates on the confirmed employers for the 2014 WorkLink Job Fair, as well as an update on the February monthly hiring event which was held at the TCTC Anderson Campus. We were also informed that there will be an Upstate Veterans Job Fair on May 23, at the National Guard Armory in Anderson. This will be for Veterans and their spouses only.

Funds not received from SCDEW yet	Program Adult	Admin Adult*	Program DW*	Admin DW*	Program Youth	Admin Youth	Total	YTD- FEB	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				**Approved by Exec Comm Email Vote 1/23/14	
	1,774,693	167,413	558,932	174,649	1,261,179	158,311	4,095,177					
Obligations												
Henkels & McCoy - Adult**	1,307,125	-	-	-	-	-	1,307,125	676,892	52%	871,417	67%	630,233
Henkels & McCoy - DW**	-	-	230,096	-	-	-	230,096	129,107	56%	153,397	67%	100,989
Henkels & McCoy - Youth	-	-	-	-	839,929	-	839,929	467,799	56%	559,953	67%	372,130
Undesignated Funds	193,557	39,529	232,612	57,208	312,140	30,879	865,925	-	0%	-	0%	865,925
Total Pass-Through Contracts	1,500,682	39,529	462,708	57,208	1,152,069	30,879	3,243,075	1,273,798	39%	1,584,767	49%	1,969,277
Total Revenue after Obligations	274,011	127,884	96,224	117,441	109,110	127,432	852,102					
In-House Expenses												
Salaries	122,160	37,806	41,383	37,797	62,026	48,644	349,816	227,516	65%	233,211	67%	122,300
Fringe	37,201	11,954	12,650	11,951	19,396	15,480	108,632	69,200	64%	72,421	67%	39,432
SC Works Centers & Facilities Facility Costs	140,899	21,677	58,049	16,801	1,637	13,822	252,885	170,301	67%	168,590	67%	82,584
Payment from SCDEW for Facilities	(82,673)	-	(35,432)	-	-	-	(118,105)	(32,972)	(1)	(58,132)	49%	(85,133)
Travel - Training/Conferences/Meetings												
Travel - Committee/Board		3,000		2,500		3,000	8,500	1,060	12%	5,667	67%	7,440
Supplies - Consumable		250		250		2,000	2,500	88	4%	1,667	67%	2,412
Supplies - Non-Consumable		750		750		750	2,250	1,479	66%	1,500	67%	771
EMSI Data Charges		335		335		330	1,000	974	97%	667	67%	26
Consulting		1,125		1,125		1,125	3,375	2,813	83%	3,375	100%	562
Insurance - Tort		70		70		70	210	-	0%	140	67%	210
Insurance - Auto C&C		2,520		2,520		2,520	7,560	5,062	67%	5,040	67%	2,498
Insurance - Auto Liab		65		65		60	190	114	60%	127	67%	76
Postage		260		260		250	770	507	66%	513	67%	263
Printing		170		170		160	500	320	64%	333	67%	180
Telephone Voice		1,834		1,833		1,833	5,500	3,847	70%	3,667	67%	1,653
Telephone LD		540		540		540	1,620	1,618	100%	1,618	100%	2
Cellphone (Executive Director)		156		156		156	468	468	100%	468	100%	-
Web Site Hosting & Renewal Fees		6		5		1	12	12	100%	12	100%	-
Memberships, Dues, & Prof Fees		2,360		2,360		2,360	7,080	3,585	51%	4,720	67%	3,495
Training		1,125		1,075		1,100	3,300	3,076	93%	2,200	67%	224
Job Fair / Hiring Event Expenses		8,500		5,000		6,500	20,000	3,474	17%	13,333	67%	16,536
Rent - WorkLink Office		11,000		11,000		-	22,000	1,144	5%	-	0%	20,856
R&M & Gas - WIA Car		200		200		206	606	606	100%	606	100%	-
IT Maint/Support (WIB Only)		835		835		830	2,500	759	30%	1,667	67%	1,741
Outreach	5,117	1,600	2,193	1,600		1,500	12,010	9,011	75%	8,007	67%	2,999
COG Meeting Expense		3,000		1,500		500	5,000	5,000	100%	3,333	67%	-
Indirect Cost Pool (42%)		867		868		3,265	5,000	2,938	59%	3,333	67%	2,062
Total In-House	51,307	15,879	17,381	15,875	26,051	20,430	146,923	105,147	72%	97,949	67%	41,776
(1) - \$32,972 1st qtr Facility costs; \$25,160 2nd qtr Facility costs	274,011	127,884	96,224	117,441	109,110	127,432	852,102	587,147	69%	576,031	68%	264,955

WorkLink Program Year 2013 Financial Status

Indirect Rate Analysis

	Indirect	Salaries	% Rate	
July	7,607.00	10,792.00	70.49%	
August	15,012.00	40,151.00	37.39%	3 pay periods
September	12,496.00	26,946.00	46.37%	
October	13,786.00	27,093.00	50.88%	
November	11,802.00	27,134.00	43.50%	
December	13,031.00	27,133.00	48.03%	
January	18,819.00	40,701.00	46.24%	3 pay periods
February	12,594.00	27,566.00	45.69%	
March			0.00%	
April			0.00%	
May			0.00%	
June			0.00%	
	<hr/>	<hr/>	<hr/>	
	105,147.00	227,516.00	46.22%	
Budget	146,923.00	349,816.00		
% Spent	71.57%	65.04%		

WorkLink Program Year 2013 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 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%	14,155	35.04%	\$ 26,245	
Grant Period: 6/20/13-4/30/14							
WorkLink Program Year 2013 Financial Status							
13RRIWT05 - Rapid Response Grant							
	Program Revenue						
	\$ 40,068						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent	
Technology Solutions of SC, Inc	\$ 40,068	40,068	100%	11,978	29.89%	\$ 28,090	
Grant Period: 10/01/13-09/01/14							
WorkLink Program Year 2013 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%	-	0.00%	\$ 47,500	
Grant Period: 2/27/14-2/27/15							
WorkLink Program Year 2013 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%	-	0.00%	\$ 56,275	
Grant Period: 3/12/14-4/30/15							

WorkLink Program Year 2013 Financial Status

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

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

WorkLink Program Year 2013 Financial Status

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

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

WorkLink Program Year 2013 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 & Indirect (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%	15,990	3.68%	418,491
Greenville Technical College	434,481	*	434,481	100%	25,680	5.91%	408,801
Northeastern Technical College	344,492	*	344,492	100%	-	0.00%	344,492
Total In-House	\$ 1,299,610		\$ 1,213,454	93%	\$ 41,670	3.21%	\$ 1,257,940
Grant Period: 10/1/13-9/30/16	*See budgets below for yearly breakdown						
WorkLink Program Year 2013 Financial Status							
13M295T1 - Tri-County Technical College							
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 5,000		990	20%	990	19.80%	\$ 4,010
Recruitment & Assessment	5,000		-	0%	-	0.00%	\$ 5,000
Training	146,790		15,000	10%	15,000	10.22%	\$ 131,790
Job Placement	35,000		-	0%	-	0.00%	\$ 35,000
Total In-House	\$ 191,790	**	\$ 15,990	8%	\$ 15,990	8.34%	\$ 175,800
Grant Period: 10/1/13-9/30/16	**Year 1 Budget						
WorkLink Program Year 2013 Financial Status							
13M295G1 - Greenville Technical College							
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 15,000		-	0%	-	0.00%	\$ 15,000
Recruitment & Assessment	15,000		-	0%	-	0.00%	\$ 15,000
Training	126,790		25,680	20%	25,680	20.25%	\$ 101,110
Job Placement	35,000		-	0%	-	0.00%	\$ 35,000
Total In-House	\$ 191,790	**	\$ 25,680	13%	\$ 25,680	13.39%	\$ 166,110
Grant Period: 10/1/13-9/30/16	**Year 1 Budget						
WorkLink Program Year 2013 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 Workforce Investment Board Grant #13A995H1&13D995H1
Budget vs. Actual Expenditures YTD

ADULT													DLW				TOTAL				
code	November	December	January	A/E from Mod #2	February	Total Expenses	Balance	% Spent	Nov	Dec	Jan	A/E from Mod #2	Feb	Total Expenses	Balance	% Spent	Total Budget	Total Expenses	Total % Spent		
	Budget	10/28-11/24	11/25-12/20	12/21-1/26	1/27-2/23				Budget	10/28-11/24	11/25-12/20	12/21-1/26	1/27-2/23								
9.0	370,666	24,806	30,857	30,383	23,597	245,055	125,611	68.11%	65,411	10,812	13,273	10,998	43,918	21,493	67.14%	436,077	288,973	147,104	68.27%		
9.05	180,802	8,711	11,186	10,368	14,903	94,556	86,246	52.30%	31,807	4,900	4,633	14,803	2,254	17,059	14,849	53.46%	212,709	111,614	101,005	52.17%	
Subtotal	\$ 551,468	\$ 33,516	\$ 42,023	\$ 38,311	\$ 35,545	\$ 339,611	\$ 211,857	61.50%	\$ 97,318	\$ 14,812	\$ 17,907	\$ 15,429	\$ 60,976	\$ 36,342	62.86%	\$ 648,786	\$ 400,587	\$ 248,109	61.24%		
Operating Costs																					
1.3	10,200	22	-	192	295	594	1,681	16.48%	1,800	16	31	82	(205)	310	1,490	17.22%	12,300	1,981	10,009	16.19%	
1.3	2,346	-	-	-	-	-	-	0.00%	414	-	-	-	-	-	414	0.00%	-	2,760	-	2.760	0.00%
1.4	10,200	30	50	1,373	521	380	3,274	32.10%	1,800	-	13	674	(521)	567	1,213	32.81%	12,300	3,861	8,139	32.19%	
1.4	9,002	608	578	878	927	871	5,907	65.04%	1,603	345	283	294	(927)	1,043	560	65.07%	10,485	6,850	3,735	65.04%	
1.8	27,100	1,634	1,271	940	1,934	1,979	11,957	44.11%	4,784	717	570	424	(1,934)	2,161	2,623	45.17%	31,693	14,118	17,775	44.27%	
1.8	4,080	-	-	1,840	416	(260)	2,070	50.74%	720	-	832	(416)	(173)	260	427	40.69%	4,800	2,437	2,437	48.23%	
1.9	10,061	-	1,778	-	1,871	-	6,003	59.67%	1,775	-	761	-	(1,071)	1,071	704	60.34%	11,536	7,674	4,762	59.77%	
2.11	5,355	-	-	-	945	-	5,355	100.00%	945	-	-	-	(945)	-	945	100.00%	6,300	6,300	-	100.00%	
2.11	4,361	78	128	-	139	288	1,080	24.31%	770	40	55	-	(139)	81	581	24.55%	5,131	1,219	3,862	24.34%	
Subtotal	\$ 82,784	\$ 2,544	\$ 3,783	\$ 5,243	\$ 6,180	\$ 2,718	\$ 37,307	45.06%	\$ 14,611	\$ 1,112	\$ 1,893	\$ 2,366	\$ (8,186)	\$ 421	\$ 8,599	6.612	\$ 97,005	\$ 43,908	\$ 53,496	45.06%	
Training cost																					
2.1	15,300	181	284	65	-	25	1,092	7.14%	2,700	-	19	-	-	440	2,260	10.30%	18,000	1,332	16,468	8.51%	
2.2	24,225	1,728	851	1,034	-	1,216	9,506	39.24%	4,275	103	-	-	-	5,316	11,041	124.35%	28,500	14,822	13,678	52.01%	
2.3	18,275	429	1,643	1,193	-	815	5,242	28.66%	3,225	-	416	260	-	1,222	2,803	37.89%	21,500	6,464	15,036	30.07%	
2.12	8,925	-	212	-	-	12	715	8.01%	1,575	-	55	-	-	55	1,520	3.49%	10,500	770	9,730	7.33%	
2.4	87,658	8,241	-	12,743	10,487	13,804	73,331	83.47%	15,504	2,246	-	5,476	(10,487)	3,454	12,941	83.47%	103,362	86,272	17,090	83.47%	
2.6	29,750	6,125	-	-	-	-	12,250	41.09%	5,250	2,823	-	-	-	5,250	0	100.00%	35,000	17,500	17,500	50.00%	
2.6	191,940	17,487	8,549	5,892	-	3,823	73,818	38.46%	32,875	-	59	284	-	1,859	17,596	53.49%	224,816	91,004	133,411	40.60%	
2.6	78,200	3,886	11,828	-	5,102	28,578	49,624	37.34%	14,400	-	-	-	-	14,400	0.00%	93,600	29,576	64,024	31.60%		
Subtotal	\$ 485,473	\$ 34,457	\$ 13,465	\$ 32,677	\$ 10,487	\$ 24,787	\$ 265,530	46.12%	\$ 78,004	\$ 4,974	\$ 648	\$ 6,958	\$ (10,487)	\$ 4,184	\$ 42,818	63.94%	\$ 535,277	\$ 248,348	\$ 386,929	46.39%	
Supportive Service Cost																					
3.2	31,238	1,480	1,285	415	-	725	7,200	23.24%	5,513	840	535	235	-	290	3,505	63.58%	36,751	10,765	25,986	29.29%	
3.3	9,945	-	-	-	-	-	-	0.00%	1,755	-	-	-	-	-	1,755	0.00%	11,700	-	11,700	0.00%	
3.4	8,500	225	33	838	-	216	3,023	35.56%	1,500	401	101	124	-	1,652	3,652	123.47%	10,000	4,915	5,085	49.15%	
3.5	2,125	-	-	-	-	-	-	0.00%	375	-	-	-	-	-	375	0.00%	2,500	-	2,500	0.00%	
Subtotal	\$ 51,868	\$ 1,685	\$ 1,317	\$ 953	\$ -	\$ 943	\$ 10,223	19.85%	\$ 9,143	\$ 1,281	\$ 638	\$ 358	\$ -	\$ 312	\$ 8,357	3.786	\$ 59,595	\$ 15,440	\$ 45,311	25.49%	
Training/Professional Service Fee/Profit																					
4.1	87,053	3,841	3,032	3,746	4,290	3,228	30,865	33.84%	10,048	1,877	1,919	1,179	(4,290)	879	4,859	48.29%	87,121	35,464	51,657	52.44%	
4.3	8,688	-	-	-	-	-	-	0.00%	1,533	-	-	-	-	-	1,533	0.00%	10,218	-	18,219	0.00%	
4.3	89,842	6,371	8,341	8,558	7,587	5,645	43,816	53.84%	17,619	1,904	1,784	2,064	(7,507)	998	8,296	8.113	117,481	62,082	55,399	52.84%	
Subtotal	\$ 165,581	\$ 10,612	\$ 8,383	\$ 10,304	\$ 11,787	\$ 8,878	\$ 84,181	50.87%	\$ 28,220	\$ 2,861	\$ 2,863	\$ 3,243	\$ (9,179)	\$ 1,588	\$ 13,366	15.855	\$ 184,801	\$ 97,528	\$ 97,273	50.00%	
TOTALS	\$ 1,307,124	\$ 62,214	\$ 88,821	\$ 84,030	\$ 83,650	\$ 73,867	\$ 476,092	51.73%	\$ 230,086	\$ 24,920	\$ 23,560	\$ 27,205	\$ (22,860)	\$ 13,193	\$ 139,187	58.11%	\$ 1,537,829	\$ 605,998	\$ 731,221	52.05%	

Expenditure has changed below each monthly quantity, or at the end of the contract.

(1) Employer has choice of being paid monthly, quarterly, or at the end of the contract.

Adult / DW - Total

PY13 Budget	PY13 ITA Budgets	PY13 Deobligations	PY13 ITA Budget including	PY13 Vouchers Disbursed	PY13 Vouchers Disbursed that	PY13 Vouchers Disbursed that	PY13 Obligations (Budget minus all)	Remaining to be Obligated	PY14 Obligations
\$303,315.00	\$342,657.92	\$83,687.55	\$258,970.37	\$189,919.77	\$111,862.35	\$84,557.80	\$150,380.58	\$44,344.63	\$26,162.50

Adult

PY13 Budget	PY13 ITA Budgets	PY13 Deobligations	PY13 ITA Budget including	PY13 Vouchers Disbursed	PY13 Vouchers Disbursed that	PY13 Vouchers Disbursed that	PY13 Obligations (Budget minus all)	Remaining to be Obligated	PY14 Obligations
\$258,665.00	\$269,556.10	\$45,751.08	\$223,805.02	\$159,185.66	\$87,340.33	\$71,845.33	\$136,464.69	\$34,859.98	\$23,714.50

DW

PY13 Budget	PY13 ITA Budgets	PY13 Deobligations	PY13 ITA Budget including	PY13 Vouchers Disbursed	PY13 Vouchers Disbursed that are Paid	PY13 Vouchers Disbursed that haven't cleared	PY13 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY14 Obligations
\$44,650.00	\$73,101.82	\$37,936.47	\$35,165.35	\$30,734.11	\$24,522.02	\$12,712.47	\$13,915.89	\$9,484.65	\$2,448.00

DW - NEG

PY13 Budget	PY13 ITA Budgets	PY13 Deobligations	PY13 ITA Budget including	PY13 Vouchers Disbursed	PY13 Vouchers Disbursed that are Paid	PY13 Vouchers Disbursed that haven't cleared	PY13 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY14 Obligations
\$48,050.00	\$16,910.47	\$0.00	\$16,910.47	\$6,500.38	\$0.00	\$6,500.38	\$39,549.62	\$29,139.53	\$0.00

OJT - Total

PY13 Budget	PY13 Contracts	PY13 Deobligations	PY13 Contracts including	PY13 Vouchers Disbursed	PY13 Vouchers Paid	PY13 Vouchers that have not	PY13 Obligations (Budget minus all)	Budget Remaining
\$93,600.00	\$48,224.89	\$17.21	\$48,207.68	\$34,327.84	\$29,575.56	\$4,752.28	\$13,897.05	\$45,392.32

Adult

PY13 Budget	PY13 Contracts	PY13 Deobligations	PY13 Contracts including	PY13 Vouchers Disbursed	PY13 Vouchers Paid	PY13 Vouchers that have not	PY13 Obligations (Budget minus all)	Budget Remaining
\$79,200.00	\$39,527.77	\$1.25	\$39,526.52	\$31,689.32	\$27,983.56	\$3,705.76	\$7,838.45	\$39,673.48

DW

PY13 Budget	PY13 Contracts	PY13 Deobligations	PY13 Contracts including	PY13 Vouchers Disbursed	PY13 Vouchers Paid	PY13 Vouchers that have not	PY13 Obligations (Budget minus all)	Budget Remaining
\$14,400.00	\$8,697.12	\$15.96	\$8,681.16	\$2,638.52	\$1,592.00	\$1,046.52	\$6,058.60	\$5,718.84

As of 3.23.14



1400 – WorkLink (Adult-Dislocated Worker) Contract Budget Modification #3

Contractor: Henkels & McCoy, Inc.
Contract #'s: 13A995H1 & 13D995H1
Program: SC Works Operator (Adult & Dislocated Worker Services)
Submission Date: 3/21/2014
Region Manager: Kal Kunkel
Program Manager (s): Karen Craven, Dana Grant, & Matt Fields

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our budget to decrease Adult Transportation and Childcare and Increase Adult ITA College Tuition. At present we are underspent in Transportation and Childcare for the Adult population as staff has done a good job of finding other options for these supportive services through community partners. These Supportive Service funds can be better utilized in Training Services for our Adult participants.

Henkels & McCoy, Inc. is requesting to transfer \$47,962 funds from the following line items into the Adult ITA College Tuition Line Item;

- \$11,152 from Staff Salaries & Fringe
- \$3,000 from the Staff Consumable Supplies Line Item
- \$94 from the Communications Line Item (Percentage of the reduction of Staff Salaries)
- \$75 from the Staff Computer Lease Line Item (Percentage of the reduction of Staff Salaries)
- \$5,280 from the Participant Supplies Line Item
- \$6,370 from the WorkKeys Line Item
- \$15,750 from the Adult Transportation Line Item
- \$6,240 from the Adult Childcare Line Item

The overall Budget Modification will enable Henkels & McCoy, Inc. to meet the needs of the Participants currently enrolled for services and those yet to be enrolled between now and June 30, 2014.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

Reduce staff costs by \$11,152 as a result of the loss of the PM Data-Fiscal Analyst position and the additional costs approved to hire a new Program Manager for Case Management as a result of contract realignments with staff. The PM for Case management will be filled internally by Steve Riddle.

WorkLink SC Works Operator (H&M)

PY13

Staff Positions	Staff PY13		PY13 Budget Mod #2	Staff PY13	PY13 Budget Mod #3	Amt of Increase or Decrease	% of Increase or Decrease
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Removed to protect Salary Information.

Sub-Total of Staff Costs			\$ 436,077.17		\$ 427,182.89	\$ (8,894)	-2.04%
Fringe Benefits		Rate					
Health Insurance		34.55%	\$ 150,655.68	35.03%	\$ 149,663.52	\$ (992)	-0.66%
FICA		7.65%	\$ 33,359.90	7.65%	\$ 32,679.49	\$ (680)	-2.04%
State UEC-SUI		3.05%	\$ 13,300.35	3.05%	\$ 13,029.08	\$ (271)	-2.04%
FUT		0.14%	\$ 610.51	0.14%	\$ 598.06	\$ (12)	-2.04%
SC WC		0.34%	\$ 1,482.66	0.34%	\$ 1,452.42	\$ (30)	-2.04%
Public-General Liability		3.05%	\$ 13,300.35	3.05%	\$ 13,029.08	\$ (271)	-2.04%
Temporary Fees (UI Staff)		0.00%	\$ -	0.00%	\$ -	\$ -	100.00%
Sub-Total Fringe:		48.78%	\$ 212,709.45		\$ 210,451.66	\$ (2,258)	-1.06%
TOTAL			\$ 648,786.62		\$ 637,634.64	\$ (11,152)	-1.72%

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

Reduce the following line items list below and transfer the funds to Adult ITA College Tuition.

Operating Costs						
1.1 Facility, Utilities, Maintenance	\$	-	\$	-	\$	0.00%
1.2 Staff Consumable Supplies	\$	12,000.00	\$	9,000.00	\$	(3,000) -25.00%
1.3 Advertising, Outreach	\$	2,760.00	\$	2,760.00	\$	- 0.00%
1.4 Copy, Print	\$	12,000.00	\$	12,000.00	\$	- 0.00%
1.5 Communications	\$	10,684.96	\$	10,590.46	\$	(94) -0.88%
1.6 Staff Travel	\$	31,893.84	\$	31,893.84	\$	0 0.00%
1.7 Staff Conferences, Training	\$	4,800.00	\$	4,800.00	\$	- 0.00%
1.8 Staff Computer Leases	\$	18,136.32	\$	18,060.95	\$	(75) -0.42%
1.9 Postage	\$	5,130.00	\$	5,130.00	\$	- 0.00%
Sub-Total Operating	\$	97,405.12	\$	94,235.25	\$	(3,170) -3.25%

Training Costs Narrative

Decrease Participant Supplies by \$5,280 and WorkKeys by \$6,370 and increase the Adult ITA / Voucher Cost Line Item by \$36,312.

Training						
2.1 Participant Supplies	\$	18,000.00	\$	12,720.00	\$	(5,280) -29.33%
2.2 Participant Books	\$	28,500.00	\$	28,500.00	\$	- 0.00%
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)	\$	21,500.00	\$	21,500.00	\$	- 0.00%
2.4 TABE Testing Materials	\$	-	\$	-	\$	- 0.00%
2.5 Tuition (Adult Education)	\$	103,362.00	\$	103,362.00	\$	- 0.00%
2.6 Tuition (College or Vocational)	\$	259,815.00	\$	307,776.97	\$	47,962 18.46%
2.8 On-the-Job Training	\$	93,600.00	\$	93,600.00	\$	- 0.00%
2.10 Awards / Events	\$	-	\$	-	\$	- 0.00%
2.12 WorkKeys	\$	10,500.00	\$	4,130.00	\$	(6,370) -60.67%
Sub-Total Training	\$	535,277.00	\$	571,588.97	\$	36,312 6.78%

Supportive Services Narrative

Decrease Adult Transportation and Childcare Line Items by \$15,750 and \$6,240 for a total of \$21,990.

Supportive Services						
3.2 Transportation	\$	36,750.00	\$	21,000.00	\$	(15,750) -42.86%
3.3 Childcare	\$	11,700.00	\$	5,460.00	\$	(6,240) -53.33%
3.4 Training Support Materials	\$	10,000.00	\$	10,000.00	\$	- 0.00%
3.5 Emergency Assistance	\$	2,500.00	\$	2,500.00	\$	- 0.00%
Sub-Total of Supportive Services	\$	60,950.00	\$	38,960.00	\$	(21,990) -36.08%

CONTRACT BUDGET MODIFICATION

Training & Professional Fees & Profit

No modification requested.

Indirect Cost & Fees						
Training Fee (Profit)	5.00%	\$ 67,120.96	5.00%	\$ 67,120.94	\$ (0)	0.00%
Indirect Cost	8.75%	\$ 117,461.64	8.75%	\$ 117,461.64	\$ 0	0.00%
Audit Fee	0.70%	\$ 10,219.16	0.70%	\$ 10,219.16	\$ 0	0.00%
Sub-Total of Indirect & Fees		\$ 194,801.76		\$ 194,801.75	\$ (0)	

Indirect Costs

No modification requested.

Indirect Cost & Fees						
Training Fee (Profit)	5.00%	\$ 67,120.96	5.00%	\$ 67,120.94	\$ (0)	0.00%
Indirect Cost	8.75%	\$ 117,461.64	8.75%	\$ 117,461.64	\$ 0	0.00%
Audit Fee	0.70%	\$ 10,219.16	0.70%	\$ 10,219.16	\$ 0	0.00%
Sub-Total of Indirect & Fees		\$ 194,801.76		\$ 194,801.75	\$ (0)	

APPROVAL(S)

Prepared By


Kalen J. Kunkel, Region Manager

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc. Contract # 13A995H1 & 13D995H1

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

Mod# 3

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July-13	400	20	420	15	10	25	395
August-13	395	30	425	30	10	40	385
September-13	385	30	415	30	10	40	375
October-13	375	20	395	15	5	20	375
November-13	375	20	395	15	5	20	375
December-13	375	10	385	20	5	25	360
January-14	360	30	390	20	5	25	365
February-14	365	30	395	20	5	25	370
March-14	370	30	400	30	10	40	360
April-14	360	30	390	20	5	25	365
May-14	365	30	395	30	10	40	355
June-14	355	30	385	30	10	40	345
PY12 Carryovers	400	310					
New PY13 WIA Enrollments	310						
Active Follow-up	359						
Total Served	1069						
Estimated PY13 Carryovers	345						

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited



Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses			1403-11000	1403-11001	1403-11002	1403-11003	1403-11004	1403-11005	1403-11006	1303-11006	Total Expenses	Balance	% Spent
	code	Budget	7/1-7/28	7/29-8/25	8/26-9/29	9/30-10/27	10/28-11/24	11/25-12/29	12/30-1/26	1/27-2/23			
Mod #1													
Salary Total	00	325,644	21,842	21,870	30,798	25,183	25,059	36,880	24,739	25,308	208,448	119,196	83.40%
Fringe Benefit Total	01-05	123,068	7,829	8,008	10,457	8,288	8,227	10,190	8,558	8,480	70,014	53,052	58.89%
Subtotal		\$448,710	\$29,671	\$30,878	\$41,255	\$33,449	\$33,277	\$41,670	\$33,295	\$33,788	\$278,462	\$172,248	61.61%
Operating Costs													
Staff Consumable Supplies	12	6,000	75		19	102		109	68	80	432	5,568	7.20%
Advertising	13	9,000						4,272		505	4,777	4,223	53.08%
Printing/Copies	14	4,800		0	204	372		8	305	188	1,086	3,714	22.83%
Communications	15	10,748	817	972	921	857	619	924	832	866	7,108	3,638	66.15%
Staff Travel	16	26,500	804	887	1,788	1,278	1,450	1,297	1,134	1,139	9,775	16,815	36.78%
Staff Training/Conferences	17	6,000							1,796	(484)	1,312	4,688	21.67%
Computer Leases/Software	18	11,380		3600	2,179	1,000		895			7,671	3,689	67.53%
Postage	19	3,585	89	189	236	245	234	200	17	486	1,866	1,869	47.31%
Subtotal		\$78,061	\$1,885	\$5,857	\$5,342	\$3,854	\$2,903	\$7,795	\$4,152	\$2,750	\$33,857	\$44,224	43.38%
Individualized Training Cost													
Participant Supplies	21	6,400				15		142			157	6,243	2.45%
Participant Books	22	8,000				80			139	220	445	7,555	5.56%
Assessment/Exam Fees (inc work)	23	8,850				405		3063	1523	600	5,591	3,059	64.64%
TABE Testing Materials	24	2,050									0	2,050	0.00%
Tuition (Adult Education)	25	38,758		7367		9080	2432		7287	2423	29,087	9,661	75.00%
Tuition (College or Vocational)	26	24,900		45		790	780	275	444	3931	8,245	16,745	24.09%
Work Experience	29	41,780	795	1589	1881	3357	8530	6819	3855	2173	25,849	15,811	62.14%
Awards/Events	210	1,800									0	1,800	0.00%
Subtotal		\$132,208	\$765	\$8,881	\$1,861	\$14,342	\$8,712	\$10,299	\$13,226	\$9,346	\$67,454	\$64,754	51.02%
Customer Supportive Services Cost													
Student Incentives (skills&inc comp)	31	40,491	2257	1900	3152	3151	2651	1875	4750	1197	20,933	19,558	51.70%
Transportation	32	22,300	825	805	1,345	1,956	2,005	1,865	1,370	800	10,310	12,190	45.82%
Childcare	33	4,800						380	180		570	4,230	11.66%
Training Support Materials	34	3,200		3	120	337	135	385	207	271	1,458	1,742	45.58%
Emergency Assistance	35	3,500							208		208	3,292	5.94%
Subtotal		\$74,401	\$2,882	\$2,408	\$4,857	\$5,443	\$4,791	\$4,305	\$6,725	\$2,088	\$33,479	\$41,012	44.94%
Other													
Training Fee (Profit)	41	36,875	1,760	2,351	2,967	2,854	2,484	3,198	2,870	2,397	20,982	15,113	56.07%
Audit	42	5,584									0	5,584	0.00%
Subtotal		\$42,259	\$1,760	\$2,351	\$2,967	\$2,854	\$2,484	\$3,198	\$2,870	\$2,397	\$20,982	\$21,697	48.66%
Indirect													
		\$4,180	3,080	4,187	4,867	4,865	4,312	5,546	8,023	4,185	35,885	28,185	90.57%
TOTALS		\$839,929	\$40,043	\$54,173	\$40,887	\$84,937	\$56,059	\$72,994	\$65,293	\$84,833	\$487,798	\$372,130	85.70%
Monthly Actual Expenses													