

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

WORKFORCE INVESTMENT CORPORATION

BOARD MEETING

October 29, 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. <u>Approval of Minutes (08/27/14) *</u> | Danny Brothers |
| III. <u>Director's Report</u> | Trent Acker, WIB Exec. Director |
| A. Strategic Plan | |
| B. UI Pilot Project | |
| C. Williamston HOPE Program | |
| D. Executive Committee | |
| E. SWIB Information | |
| IV. <u>Board Elections</u> | Danny Brothers |
| A. Board Election Dates | |
| B. Nomination/Election of Officers* | |
| C. 2015 Board Meeting Dates* | |
| V. <u>Committee Reports</u> | |
| A. Youth Council | Kristi King-Brock, Committee Chair |
| I. PY'13 Annual Performance Summary | |
| II. PY'13 Youth Executive Summary – PYC | |
| III. 2014 Final Youth Performance Negotiation | |
| IV. Increase PY'14 PYC Incentive Policy* | |
| V. Re-Activate Local Special Youth Barrier* | |
| VI. 2015 Youth RFP/Grant Committee Members* | |
| VII. 2014 AOP BIS Update | |
| VIII. Youth Council Application* | |
| B. Finance Committee | Stephanie Collins, Committee Chair |
| I. PY'14 Budget Overview | |
| a) WorkLink Formula Grants | |
| i). Adult, DW, Youth, Overview (Mod.#2)* | |
| 1) Fund Utilization Rate | |
| 2) Notice of Funds Authorization (NFA) | |
| 3) PY'14 SCDEW Financial Monitoring Draft | |
| II. Henkels & McCoy | |
| a) Adult/DW Grant | |
| b) Youth Grant* | |
| III. Ongoing Grants | |
| C. Workforce Skills & Education Committee | Jennifer Kelly, Staff Liaison |
| I. Outreach Update | |
| II. Usage Reports | |
| III. Committee Education | |
| D. Business Partnerships Committee | Ed Parris, Committee Chair |
| I. OJT & IWT Update | |
| II. WorkReady Communities Initiative Update | |
| III. Palmetto Workforce Partnership Awards - Information | |
| IV. Upcoming Hiring Events | |
| VI. <u>Other Business</u> | Danny Brothers |
| VII. <u>Adjournment</u> | |

**NEXT MEETING – December 3, 2014 @ 1:00 P.M.
MARTIN INN & CONFERENCE CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEEDS THE MEETING AT NOON IN SEASON'S RESTAURANT**

**WORKFORCE INVESTMENT BOARD
BOARD MEETING**

August 27, 2014 - Minutes

Board Room - Martin Inn & Conference Center – Clemson University

Members Present:

Amanda Hamby
Danny Brothers
Doug Newton
Kristi King-Brock
Robert Halfacre

Brooke Dobbins
David Bowers
Ed Parris
Mary Gaston
Ronnie Booth

Burriss Nelson
David Collins
Jason Duncan
Mike Wallace
Terence Hassan

Members Absent:

Billy Gibson
Grey Parks
Mike Crawford
Stephanie Collins

Butch Harris
Jeff Trahan
Pamela Smith

Elaine Bailey
Michael Keith
Richard Blackwell

Staff Present:

Trent Acker
Patty Manley
Windy Graham

Jennifer Kelly
Brandi Runion

Sharon Crite
Renee Murdock

Guest Present:

Steve Pelissier
Scott Ferguson
Paul Corbiel

Karen Craven
Matt Fields

Kal Kunkel
Ann Marie Baker

I. Call to Order

Chair Brothers 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. Chair Brothers introduced Trent Acker as new Executive Director for WorkLink as of August 18, 2014 and recognized his service as a Workforce Investment Board member from 2011-2014 and welcomed the following new Board Members who's terms had begun in July 2014: Brooke Dobbins with Itron, Doug Newton with TTI North America, and Amanda Hamby with Allegro Industries. Chair Brother also recognized Grey Parks and Stan Brooks whose terms ended June 2014. Introductions of other visitors, worklink staff and board members were then made.

II. Approval of Minutes

The minutes from the June 11, 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: Ronnie Booth made a motion to approve the minutes as submitted, second by Mike Wallace. The motion carried with a unanimous voice vote.

III. Committee Reports

A.) Youth Council

I. PY'13 4th Quarter Youth Performance as Information

Ms. King-Brock reported the final 4th quarter youth performance measures have not been received and deferred to Windy Graham to provide and update. Ms. Graham stated that all performance measures were currently being met and/or exceeded in the Youth Program.

II. 2014 Youth Performance Negotiations as Information

Ms. King-Brock referred to pages 11-12 of the meeting packet and reported that local negotiations for performance measures are still on going stating Ms. Crite is working with the State toward realistic measures and goals.

III. 2009 Youth Strategic Plan/Final Vote*

Ms. King-Brock referred to pages 13-18 reporting the Youth Council has finalized their 2009-2014 Youth Council Strategic Plan and is bringing to the WIB for final vote of approval. Ms. King-Brock also noted a copy of the work readiness tool and supporting data for Work Readiness and Education was provided in the meeting packet on pages 19-31.

BOARD ACTION TAKEN: Motion from Youth Council to accept the final data as presented for the 2009-2014 Youth Council Strategic Plan, second by David Collins. The motion carried with a unanimous voice vote.

IV. PYC Supportive Service Revision Request*

Ms. King-Brock referred to pages 32-37 reporting that PYC has requested the following updates and increases to their Supportive Services & Incentive Policy:

- Transportation - reimbursement increase from \$400 (20 weeks) to \$1,000 (50 weeks) per training activity.
- One Time Emergency Cost – increase minor car repair from \$250 to \$500.
- GED Practice Test – allow for 3 practice tests @ \$3 per core area for a total of \$36 per participant if needed.

Ms. King-Brock reported these updates and increases have been approved by the Youth Council are being presented for Board approval.

BOARD ACTION TAKEN: Motion from Youth Council to approve and accept PYC Supportive Service Policy Revision as presented, second by Mike Wallace. The motion carried with a unanimous voice vote.

V. The Option to Serve In-School Youth – Jan. 2015*

Ms. King-Brock referred to pages 38-41 and provided a report on newspaper article included regarding dual credit classes and the vision for the option to serve in-school youth. Tri-County Technical College has agreed to partner and assist the youth provider and HS Guidance Counselors in establishing new relationships with the larger companies in our community for youth work experience opportunities that align with the dual credit career pathways and in-demand career clusters. There are 10 slots of paid work experience at \$8.00 per hour which is an opportunity for work readiness preparation and will keep youth engaged throughout the summer months, focused on career goal with steps that lead toward post-secondary education or employment in career pathway/in-demand career clusters. Anderson and Oconee School districts are on board at this time and plans are for Pickens School district to be on board by Fall of 2015.

Ms. King-Brock reported the Youth Council has approved the Option to Serve In-School Youth and is bringing for Board approval.

BOARD ACTION TAKEN: Motion from Youth Council to approve the Option to serve In-School Youth (10 slots), partner with Tri-County Technical College and move forward as presented, second by Ed Parris. The motion carried with a majority voice vote. Ronnie Booth abstained from voting.

VI. PY'15 Youth Council RFP Discussions Update – Next Meeting (10/06/14)

Ms. King-Brock reported the Youth Council will be voting on the RFP Committee for PY'15 at their October 6, 2014 meeting adding they are also planning to review WIOA and finalize their RFP discussions.

B.) Finance Committee

I. PY'13 Budget Overview

Brandi Runion referred to page 44 and provided a report on the WorkLink Board Budget stating the PY'13 Budget came in under budget by \$7,122 for in-house expenditures adding that the Indirect and Salaries line items were slightly over budget due to decisions regarding staff made by Executive Committee.

Ms. Runion provided an update stating each of our Fund Streams, Adult/DW & Youth, all met the State expectation to obligate 80% of their PY'13 funds by June 30, 2013. Ms. Runion also reported the State expects that each local WIB to spend 70% of their program year carryover as well as their new funds in 1 year even though the funds have a 2 year expiration date. The Adult and DW Programs did meet the 70% expenditure rate expectation by the SWIB, however, the Youth Program came in at 66%. Ms. Runion

stated staff has drafted a response which will be sent to the State by Friday, August 29, 2013 and will include the following explanations approved by the Finance Committee:

- Need for carryover funds
- Do not receive our new PY funds by July 1st (i.e. Only received 7% Adult & 15% DW funds in mid-August) & 2nd allotment of PY funds not received until October
- Sequestration
- Attempt to be fiscally responsible as funds are decreasing 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

Ms. Runion referred to page 45 which is the Henkels & McCoy Adult & DW Grant which ended June 30, 2014 reporting 88.61% was spent out of a 90% goal. Ms. Runion stated the Workforce Skills & Education Committee voted to approve to continue the monthly meetings with Henkels & McCoy to monitor expenditures.

Ms. Runion referred to page 46 which is the Henkels & McCoy Youth Grant which ended June 30, 2014 reporting 88.13% was spent out of a 90% goal. Ms. Runion explained underrun was due to departure of Henkels & McCoy staff and a decrease in health insurance rates.

II. PY'14 Budget Overview*

Ms. Runion reported the PY'14 Funds have been received in the following amounts:

- Adult Allocation - 7% (\$57,637 of \$814,228) received in mid-August
- DW Allocation – 15% (\$102,465 of \$722,796) received in mid-August
 - Not sure when balance of funds will be received
- Youth Allocation – 100% (\$877,553) received

a. Adult,DW, Youth Overview (Mod #1)*

Ms. Runion referred to page 47 which is the PY'14 WorkLink Board Budget which began July 1, 2014 stating there is a request to increase the budget by \$4,089 due to the new Memorandum of Agreement with Tri County Technical College for the Satellite Sites and the new Janitorial contract for the Clemson Comprehensive Center stating this has been approved by the Finance Committee and is being presented to the Board for approval.

BOARD ACTION Taken: Motion from Finance to approve modification #1 to increase Facility Costs by \$4,089 as presented. Seconded by Terence Hassan. Motion carries.

b. Henkels & McCoy – Adult/DW Grant (Mod #1)*

Ms. Runion referred to page 48 which is the Henkels & McCoy grant which began July 1, 2014 stating Henkels has currently spent 4.02% of this grant for the first month. Ms. Runion provided several variables below for evaluating the grant on a quarterly basis:

- MOA's are paid quarterly

- Tuition is paid in or around September
- OJT is paid upon the business'/employer's choosing
- Supportive Services fall in line with class schedules

Ms. Runion referred to page 49 and reported due to a Rapid Response On the Job Training Grant received from South Carolina Department of Employment & Workforce, there is a modification request from Henkels & McCoy to transfer \$59,978.29 from Staff and Operating Cost line item to On the Job Training line item adding this transfer absorbs overhead costs for Workforce Specialist position and includes an additional 17 slots to be served through OJT. Ms. Runion reported the Workforce Skills & Education Committee has approved this modification at their 8/18/14 meeting.

BOARD ACTION Taken: Motion from Finance to approve modification #1 to transfer \$59,978.29 as presented. Seconded by Ronnie Booth. Motion carries.

Ms. Runion referred to page 53 which shows the expenditures through July for the Youth Grant to be at 4.72% of a goal of 7.5%. Ms. Runion stated spending is beginning to increase now that school has begun.

III. Ongoing Grants*

Ms. Runion provided an update on the following ongoing grants:

- **Page 54 - 13INC01 – Incentive Grant:**
This grant is intended for outreach and the WSEC Outreach ad hoc Committee met earlier in the month and has put a plan in place.
- **Page 54 - 13RROJT01 – Rapid Response On the Job Training Grant:**
This is a new grant received from SCDEW in the amount of \$74,480 voted on above to move OJT overhead expenditures and free up money in Formula Grant for additional OJT Contracts.
- **Page 55 - Rapid Response Incumbent Worker Training Grants Summary:**
 - Palmetto Plating closed out and did not complete 1 training thereby 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.
 - Alfmeier, Fredrichs, & Rath is a new grant as of 6/23/14 and will run through 7/31/15.
- **Page 56 - 13DWT01 – Dislocated Worker National Emergency Grant (Mod#1*)**
This grant has been sub-granted to Henkels & McCoy and goes through June 30, 2015. Henkels has spent 32.79% out of a goal of 37.50% to spend 100% by end of June. Ms. Runion reported there is a modification for this grant to transfer \$4,500 from the Tuition line item to Books line item due to books costs being higher than anticipated.

BOARD ACTION Taken: Motion from Finance Committee to approve Modification Request #1 to transfer \$4,500 from tuition into books, Seconded by Robert Halfacre. Motion carries.

- **Page 59 - Make It In America (MiiA) Grant:**
This grant was received from DOL and is an ongoing grant that ends in September 2016 in which Ms. Runion and Ms. Kelly can charge minimal time to.
- **Page 60 - 14IWT01 - Local Incumbent Worker Training Grant:**
This is a new grant from SCDEW for Local Incumbent Worker Training in which we received \$70,189. Notice has been sent out that we are accepting applications. We will have to obligate funds by November and the training is required to be completed by June 30, 2015.

C.) Workforce Skills & Education Committee

I. SC Works Reports

Ms. Kelly referred to pages 61-63 stating this is the written Committee meeting report provided for Board members review. Ms. Kelly gave an overview of the latest Strategic Plan data stating in summary from 2007-2014, 9,837 individuals have received a WorkKeys Certificate which helped us attain our goal for the region. Ms. Kelly also reported that Dr. Mary Gaston is collecting the latest High School Diploma and GED data for the three counties and the most recent data shows that for 2013, 466 individuals either attended a High School Diploma or completed a GED. This information shows we exceeded our Strategic Plan goal by 56 individuals.

II. Eligible Training Provider List

Ms. Kelly referred to pages 67-81 stating these pages are included for Board members review.

a. Moratorium

Ms. Kelly reported we have a moratorium on Barbering which was previously voted on by the WSEC and the Board in 2009, however an application has been received by a Barber School to be added to the ETPL. The Workforce Skills & Education Committee discussed and voted to extend the moratorium and is bringing to the Board for approval.

BOARD ACTION TAKEN: Motion from Workforce Skills & Education Committee to continue the moratorium on barber, horseshoeing nail technician, and cosmetology training second by Kristi King-Brock. The motion carried with a unanimous voice vote.

b. B-Unique Barber School

Ms. Kelly reported an application, included in the pages noted above, was received to be added to the ETPL stating the WSEC reviewed the application and based their decision to deny the request on the above moratorium.

III. PY'15 Operator, Adult/Dislocated Worker Services RFP

Ms Kelly stated the Outreach committee met and is waiting on quotes to be received which will be reported to WSEC and will then report to the Board adding that DEW will be involved in finalizing the materials for outreach for the SC Works Centers.

Ms. Kelly referred to pages 85-86 of the packet and provided a brief update on the, job seeker and job search services reports, employer services report, hiring events & rapid response events. PY'13 & PY'14 WIA services, Case Management Reports & Occupational Training reports were also provided as information.

Ms. Kelly called for volunteers to serve on the RFP committee for the Operator and Adult/Dislocated Worker Services. Chair Brothers encouraged Board members to consider volunteering to serve on the committee. Ms. Kelly stated the following categories are needed for the committee: Business/Economic Development; County Representatives (one from each of our 3 counties); Finance Committee representative; Business Partnership Committee representative; and Workforce Skills & Education Committee representative.

The following Board members volunteered:

- Ed Parris; Mike Wallace; Burriss Nelson; David Bowers; & Amanda Hamby

D.) Business Partnerships Committee

I. Committee Update

Mr. Parris provided an update on the Business Partnerships Committee 2009-2013 Strategic Plan stating the goals and objectives regarding WorkKeys assessments and Employers Profiling have been met.

Mr. Parris reported with the combined efforts of two new Henkels & McCoy staff members, 21 new On-the-Job Training contracts have been written to date adding that County Fair Share rate appears to be more in line with the contract.

Mr. Parris stated the Work Ready Communities Initiative website was accessed for each of our counties and reported that both Pickens and Anderson counties have met 100% of the ACT goals, while Oconee county is at 88%. Mr. Parris further reported during discussions, the Committee learned the Talent portion of the WorkKeys Assessment is not being utilized by the WIA Case Managers due to some confusion but is currently being addressed.

Mr. Parris reported the Business Partnerships Committee voted to elect Mike Banister as Vice Chair, replacing Trent Acker who is now serving as Executive Director for WorkLink.

IV. Board Education: Workforce Innovation & Opportunity Act

Trent Acker referred to page 98 of the meeting packet as well as an additional hand-out included and provided a WorkLink Director's Report to Board members as information which includes meetings, training sessions and events that the WorkLink staff has participated in and highlights the activities and interactions with our partners and the community.

Mr. Acker provided an overview via PowerPoint for education on Workforce Innovation and Opportunity Act of some of the changes that will be taking effect with the reauthorization including:

- Roles of Local Elected Officials
- Local Board Membership – new law will allow for smaller WIB membership
- Board Structure – no major change for our Board with exception of mandatory committees. New law is currently recommending three committees focused on oversight, youth, and individuals with disabilities.
- Board Certification – WIB's could lose certification or grand-father status if they fail to meet State performance goals.
- Functions of Local Plan – Increased regional collaboration.
- Career Pathways development
- Program Oversight – Greater accountability; will increase to 3 measures in each of the 3 funding streams.
- Greater Focus on access and compliance for individuals with disabilities.
- Budget and Administration – Determined through local elected officials or in our case through the Appalachian Council of Governments since they are our Administrative Agency.
- WIB Director Qualifications – There were none in place with WIA. Local Board sets qualifications for Director with WIOA.

Mr. Acker stated next steps will be to bring the Steering Committee up to speed next week at the Steering Committee meeting and asked if the Board would like a continuing series of education as we learn more about the new legislation. Chair Brothers responded in affirmation with a request in interest of time to keep the information limited.

V. Other Business

Steve Pelissier, Executive Director with Appalachian Council of Governments, referred to the Youth performance negotiations on page 12 stating Board members should be made aware that Worklink and Upstate WIB are pulling the state with performance measures. Mr. Pelissier reported that he had addressed his concern regarding the possibility of a WIB losing grandfather status if a goal is not met with Cheryl Stanton and Pat Sherlock at the state level.

Paul Corbeil, State WIB Member, reported the LWIB Oversight Committee of the SWIB has recently established 4 sub-groups to look at financial management measures, program administration, etc. to take place over the next nine months. Mr. Corbeil recommended this Board request a list of those committees and take an in-depth look at the purpose of those groups and develop a dialogue between the LWIB and the SWIB.

Chair Brothers provided a handout drafted by the Executive Committee on Executive Director's Goals & Objectives for Board members and requested input and feedback be provided to either him or Robert Halfacre stating the purpose of this is to quantify goals and make them tangible for both the Executive Director and Board members.

VI. Adjournment

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

Respectfully submitted by: Patty Manley, Office Manager

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

Meetings | Training Sessions | Events

- August 29, 2014 – Technical Assistance to Henkels and McCoy - EO Training
- September 3, 2014 – Jennifer attended SC Works Collaboration Work Group
- September 4, 2014 – Steering Committee Meeting
- September 8, 2014 – Jennifer and Brandi attended webinar for Make It In America
- September 8, 2014 – Trent, Jennifer, Brandi attended RSA Discussion with SC DEW – Conference Call
- September 10, 2014 – Oconee County Workforce Opportunity Summit
- September 10, 2014 – Trent attended the SC Workforce Development Area Administrators' Association Meeting
- September 15-17, 2014 – Sharon and Patty attended the Fall SETA Conference
- September 16, 2014 – Jennifer attended the Ten at the Top Event – Upstate Regional Forum
- September 16, 2014 – WorkLink and H&M monthly budget meeting
- September 17, 2014 – WorkLink and H&M monthly programmatic meeting
- September 19, 2014 – Trent and Jennifer participated in the ETPL Administration Survey – Conference Call
- September 22, 2014 – SC Works Outreach Committee Meeting
- September 23, 2014 – Sharon and Jennifer attended a Family Literacy Partner Meeting
- September 23, 2014 – Operator and WIA Ad/DW Program RFP Committee
- September 24, 2014 – SC Works Quarterly Partner Meeting
- September 24, 2014 – Jennifer participated in the CFPB Financial Coaching Program Conference Call
- September 25, 2014 – Apprenticeship Initiative – Webinar
- September 26, 2014 – Renee and Jennifer attended the Business Services Integration Team Meeting
- September 30, 2014 – Brandi and Jennifer attended the Quarterly Make It In America Conference Call Meeting
- October 2, 2014 – Jennifer participated in the Focus Group- How to effectively serve Seniors in Rural Communities
- October 1-2, 2014 – PYC participated in the 2014 AOP Business and Education Showcase
- October 2, 2014 – Brandi attended the SWIB's SC Works Management Committee Meeting
- October 6, 2014 – Trent and Sharon participated in a conference call regarding a potential pilot project collaboration with DSS
- October 8, 2014 – Sharon attended AIM Advisory Committee Meeting (foster care youth)
- October 8, 2014 – Sharon and Patty attended AIM's Hats Off to Women annual event
- October 8, 2014 - Trent attended the SC Workforce Development Area Administrators' Association Meeting
- October 14, 2014 – WorkLink and H&M Monthly Financial Committee meeting
- October 15, 2014 – Brandi and Jennifer attended the Make It In America Conference Call with DOL
- October 10, 2014 – Trent attended a planning meeting for the Williamston HOPE program
- October 16, 2014 – Jennifer and Renee provided technical assistance to Henkels and McCoy for OJT
- October 23, 2014 – Renee attended the SWIB Business Engagement Workgroup meeting in Columbia
- October 24, 2014 - Quarterly EO Roundtable in Columbia
- October 28, 2014 – Trent was asked to speak at the Easley Rotary Club's luncheon

WorkLink Director's Report - 10/29/2014

Unemployment Insurance (UI) Pilot Project

From November 1, 2014 until June 30, 2015, DEW will be conducting a pilot project in the WorkLink region which will require some UI recipients to attend in-person meetings at SC Works Centers.

Those selected to participate in the program will be required to attend three meetings with a DEW Career Development Specialist (CDS). These meetings will include eligibility reviews, job matching, referrals to workshops, and other reemployment services. Each meeting will result in tasks that must be completed, or the participant risks suspension of their UI benefits.

In addition to the increased traffic in all four centers, success of the program will be defined by an earlier return to employment by those that participate in the program when compared to similarly situated persons who are not participating.

It is anticipated that we will be able to begin analyzing program results in January or February of 2015.

WorkLink Strategic Plan

On September 30, 2014 the Executive Committee voted to proceed with an in-house option to complete the WorkLink Strategic Plan. A kickoff meeting which included WorkLink Staff and ACOG staff was held last week during which more details of the process were discussed.

In addition to participation in the process as members of the WorkLink Board, in the coming weeks many board members will also be asked to participate in focus groups based on his or her area of expertise.

Williamston HOPE

WorkLink has agreed to participate in an initiative called Williamston HOPE (Helping Others Achieve Excellence). The program is a collaborative effort between Tri-County Tech, a variety of public and private agencies, the town of Williamston and the local faith community. The kickoff event for the program, a job fair and training expo, will be held on November 13, 2014 at the Williamston Town Hall.

SC Works Signs

All of the SC Works signs have been relocated to their new homes at the Satellite Centers in Anderson, Easley and Seneca.

SWIB MEETING REPORT

Committee/Workgroup Name	SWIB (Full Board)
Meeting Date	August 21, 2014, 9:30 a.m. – Richland One Adult Ed
Members Present	Paul Corbeil, Isaac Dickson, Rep. Mike Forrester**, Jay Holloway, Mikee Johnson, Michelle Kelley, Steve S. Kelly, Jr., Dr. Louis Lynn**, Ray Maher, Howard Metcalf, Pat Michaels, Glenda Page, Willis Ponds, and Cheryl Stanton **Via conference call
Members Absent	Charles Brave*, Sen. Paul Campbell, Nick Foong*, Thomas Freeland*, Laurie Hollick*, Archie Maddox*, Michael Parrotta, Dr. Joe Patton*, Michael Sexton*, Rep. Tommy Stringer, and Sen. Kent Williams*
Staff Present	Rebecca Battle-Bryant, Marlin Bodison, Scott Ferguson, Lisa Gowans, LaCrystal Jackson, Angela Jacobs, Amanda Lucas, Chena Melvin, Silvia Middleton, Michelle Paczynski, Grey Parks, Mary Jo Schmick, and Pat Sherlock
Others Present	Trent Acker (WorkLink), Andre' Anderson (Lower Savannah), Jeanette Ard (Waccamaw), Tammy Beagen (Midlands), Barry Butler (Midlands), Areatha Clark (Santee-Lynches), Joette Dukes (Pee Dee), Kevin Hill (Midlands), Dean Jones (Greenville), Jennifer Kelly (WorkLink), Thomas Langley (Waccamaw), Nicole Lawing (Catawba), Mike Mikota (Santee-Lynches), Steve Pellisier (WorkLink), Connie Shade (Lower Savannah), Dana Wood (Upstate), and Jamie Wood (Trident)

Discussion/Action Items:	Follow-up/Next Steps:
<ul style="list-style-type: none"> Amended SWIB By-laws were approved by the Board. Committee Updates: <u>Collaboration & Partnership Committee</u> – The State Partner MOU is near completion for state partner signing. The MOU will be implemented in two phases: 1) an agreement that all parties will work together and 2) review of WIOA requirements and determinations on SC Works Center resource sharing. SCWRC updates included on July 31, Saluda County was honored as the 4th SC Certified Work Ready Community. 10 more counties have met 100% of the ACT national goals: Allendale, Bamberg, Beaufort, Dorchester, Edgefield, Greenwood, Laurens, Marlboro, Pickens, and Sumter. South Carolina is ranked 3rd in the country for NCRCS earned. We are the only state with all counties supporting the initiative. <u>Board Governance Committee</u> reviewed its PY '13 Goals and Outcomes and its PY'14 plans of its four workgroups (Board Recruitment, Business Engagement, Best Practices, and Board Policies). Current SWIB vacancies are expected to remain unfilled due to WIOA requirements. <u>SC Works Management Committee (SCWM)</u> reviewed the goals of its four workgroups (Financial Management, Training Needs Assessment, LWIBs, and Service Delivery) and will next identify action items and timelines for the workgroups. Ms. Pat Sherlock of DEW gave an overview and highlights of Workforce Innovation and Opportunity Act (WIOA). Ms. Cheryl Stanton, DEW Executive Director, updated the Board on the following: DEW's realignment; grants (federal incentive, H1-B, ex-offender, and disability); Dept. of Commerce liaison to help with defense contractors with transition strategies; Santee-Lynches WIA/SNAP training partnership; Dept of Ed partnership for WorkKeys database; LWIA performance negotiations; resource sharing agreements; WIA/Training fund obligations; WorkLink/Tri-County Tech Job Fair; DEW Customer Service Training; staff training on SCWOS; Operation Palmetto Employment; and JAG-SC (4th year in row exceeded goals). 	<ul style="list-style-type: none"> Staff to explore developing a press release or correspondence to inform and educate the public on WIOA.

Next Meeting Date:	December 10, 2014 at 9:30 a.m. DEW Auditorium
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SWIB Meeting Report

Committee/Workgroup Name	Board Governance Committee
Meeting Date	September 25, 2014, 10:00 a.m. via WebEx
Members Participating	Patrick Michaels, Willis Ponds, Thomas Freeland, and Archie Maddox
Members Absent	Charles Brave, Jr., Laurie Hollick, Dr. Louis Lynn, and Dr. Joseph Patton, III
Staff & Others Present	Michael Buchman, Amy Hill, Shannon Kinder, LaCrystal Jackson, Chena Melvin, Silvia Middleton, and Michelle Paczynski
Other Participants	Trent Acker, WorkLink LWIA; Dean Jones, Greenville LWIA; Sandra Johnson, Upper Savannah LWIA; Nicole Lawing, Catawba LWIA; Sally Sharpe, Lower Savannah LWIA; Dana Wood, Upstate LWIA; and Mike Daniels, ENVIRO AgScience

Discussion/Action Items:	Follow-up/Next Steps:
<p>PY '14 BGC Workplan: Pat Michaels reviewed the PY '14 BGC workplan with meeting participants. He explained the workgroup work product development process and Committee meeting schedule. Each workgroup will present its progress at the BGC meetings and to the SWIB as necessary.</p> <ul style="list-style-type: none"> Business Engagement – Thomas Freeland reported on the workgroup's workplan and discussed the addition of LWIA staff to the workgroup. LWIA representatives include Zach Nickerson (Pee Dee), Renee Murdock (WorkLink), David Smith (Upper Savannah), and Mike Butler (Lowcountry). The next meeting for the workgroup will be after the 10/23/14 BGC meeting. Board Best Practices – Willis Ponds reported on this workgroup's workplan. The last post-SWIB meeting survey had only 10 responses; survey questions to the SWIB will change on the next survey and a hardcopy of the survey will be provided in an attempt to increase responses. The workgroup will continue looking at best practices and will include related questions on the SWIB survey. The workgroup also proposed exploring the possibility of having a 3rd party conduct the annual board assessment. Board Policies – Pat Michaels reported on the workgroup's workplan which includes a review of the three (3) current SWIB policies. SWIB members will sign-off on the policies at the December 10th meeting. The workgroup will also review the SWIB and Palmetto Workforce Partnership Awards processes in preparation for development of an award policy by program year's end. Board Development – Chena Melvin, Grants and Projects Coordinator, reported on behalf of this workgroup in the absence of the workgroup members. During a recent meeting, the workgroup reviewed its workplan, discussed having an ongoing list of SWIB mentor volunteers, and reviewed the travel policy in anticipation of developing a plan for SWIB member attendance at conferences. 	<p>For the October 23rd BGC Meeting:</p> <ul style="list-style-type: none"> All workgroups will report progress towards goals and objectives Review Employer Services Metrics.
<p style="text-align: center;">Next Workgroup Meeting Date: October 23, 2014, at 10:00 a.m. at DEW</p>	

SWIB Meeting Report

Committee/Workgroup Name	SC Works Management Committee
Meeting Date	October 2, 2014
Members Present	Ray Maher, Nick Foong, and Jay Holloway
Members Absent	Paul Corbell, Isaac Dickson, Michelle Kelley, and Glenda Page
Staff Present	Rebecca Battle-Bryant, Michael Buchman, Scott Ferguson, Jean Cecil Frick, Michelle Harris, Amy Hill, LaCrystal Jackson, Angela Jacobs, Amanda Lucas, Silvia Middleton, Mary Jo Schmick, Jake Sherbert, and Pat Sherlock
Others Present	<i>In Person:</i> Sharon Blackburn, Catawba; Areatha Clark, Santee-Lynches; Nicole Dixon, Pee Dee; Joette Dukes, Pee Dee; Brenda England, Waccamaw; Nicole Lawing, Catawba; Mamie Legette, Pee Dee; Brandi Runion, WorkLink; Jamie Wood, Trident <i>Via Phone:</i> Andre Anderson, Lower Savannah; Shelly Campbell, Lower Savannah; Bridgette Coates, Pee Dee; Kevin Hill, Midlands; Sandra Johnson, Upper Savannah; Dean Jones, Greenville

Discussion/Action Items:	Follow-up/Next Steps:
<ul style="list-style-type: none"> Committee Charter: The Committee Charter which outlines the committee's responsibilities was approved by the Committee. <p>Workgroups reported as follows:</p> <ul style="list-style-type: none"> ➤ Training Needs: The workgroup met on 9/25 and developed action items for the following: 1) Help ensure workforce readiness to meet economic needs for 2015-2016; 2) Increase WIA/workforce development role in registered apprenticeship; and 3) Improve the efficiency of the Eligible Training Provider List (ETPL) and make more user-friendly and accessible. ➤ Financial Management: The workgroup met on 9/11 and identified action items for their main objective: Evaluate local expenditure analysis reporting and methodology. ➤ LWIBs: To ensure collaboration between the SWIB and LWIBs, the workgroup held a conference call on 9/22 to discuss action items for their three objectives: 1) Hold a SWIB/LWIB Forum during the 2015 Workforce Symposium; 2) Share SWIB meeting minutes and other communication via email and; 3) Assign SWIB members to LWIBs to attend meetings. ➤ Service Delivery: The workgroup will meet on 10/2 to discuss evaluation methods for the SC Works Certification. • PY '13 Fund Utilization Rate Results: Effective PY '13, an annual 70% fund utilization rate for each of the local fund streams (Adult, Dislocated Worker & Youth) was required. LWIBs failing to meet the 70% expenditure rate provided a written explanation detailing the reasons and outlining corrective measures that will ensure future compliance with the policy. The four areas (Catawba, Waccamaw, WorkLink, and Santee-Lynches) that did not meet the expenditure rate presented their explanations to the Committee and answered any follow-up questions. • PY '13 LWIA Performance Summary: In PY '13 all areas Met or Exceeded their performance goals. • PY '13 Incentive Policy Discussion: The original policy awards incentive funds to areas that improved their participant GED credentials by 25% and for reaching 90% of performance goals in PY '13. Four (4) LWIBs met the GED goal. All LWIBs met all or parts of the 90% goal for the common measures. To increase the amount of incentive funding each LWIA will receive, the Committee voted to apply all remaining funding left over after awarding areas for GED attainments to performance achievements. This change will go before the full Board for approval at the December 10th SWIB meeting. \$100,000 has been allocated for PY '13 incentives. 	<ul style="list-style-type: none"> Staff will provide the committee with additional fund utilization information going forward.
<p style="text-align: right;">Next Meeting Date: December 3, 2014 at 10:00 a.m. at SCDEW</p>	

SC WORKS

WORKLINK

2015 Committee/Board Meeting Schedule

Committee	Dates				
Youth Council	January 12	March 2	May 4	August 3	October 5
Business Partnerships	January 15	March 5	May 14	August 13	October 15
Workforce Skills & Education	January 21	March 18	May 20	August 19	October 21
Finance	January 28	March 25	May 27	August 26	October 28
Workforce Investment Board	February 11	April 8	June 10	September 9	November 11

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

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

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

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

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

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

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

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

Workforce Investment Board – Meetings will be held at 1:00 pm at the Madren Center. Lunch preceeds the meeting in Season's Restaurant at noon.

Staff Liaison: Trent Acker, Executive Director, tacker@worklinkweb.com, 864-646-1458

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

Staff Liaison: Trent Acker Executive Director, tacker@worklinkweb.com, 864-646-1458

Meeting Dates:

March 4, 2015

June 3, 2015

September 2, 2015

December 2, 2015

PY 2013 WIA Annual Report Summary

Performance Measure	Group	State		Worklink		Upper Savannah		Ustaste		Greenville		Midlands		Trent	
		Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal
• Placement in Employment or Education (14-21)	Youth (14-21)	67.4	103.2%	69.6	75.3	104.9%	79.0	73.8	90.1%	66.5	67.2	99.6%	66.9	68.5	97.2%
• Attainment of Degree or Certificate (14-21)	Youth (14-21)	68.4	105.6%	72.2	77.7	109.8%	85.3	74.4	89.6%	66.7	75.0	110.6%	81.0	67.2	97.7%
• Literacy or Numeracy Gains (14-21)	Youth (14-21)	53.6	111.6%	59.8	65.3	126.3%	82.5	55.0	91.7%	50.4	68.0	138.1%	93.9	53.0	99.1%
• Entered Employment	Adults	69.7	104.0%	72.5	69.1	106.5%	73.6	71.0	93.9%	66.7	71.7	105.9%	75.9	70.5	104.8%
• Retention Rate	Adults	73.9	107.6%	79.5	71.2	102.1%	72.7	80.0	102.6%	82.1	75.0	110.3%	82.7	76.4	101.6%
• Retention Rate	Adults	86.4	99.3%	85.8	88.8	97.0%	86.2	83.8	101.7%	85.7	91.0	99.5%	90.6	87.1	98.3%
• Average Earnings	Adults	91.5	101.0%	92.4	93.3	100.9%	94.1	92.0	103.3%	95.1	96.3	97.2%	93.6	94.4	99.6%
• Average Earnings	Adults	10,514	105.2%	\$11,064	11,538	89.3%	\$10,305	10,063	91.8%	\$9,243	12,192	91.8%	\$11,190	11,889	91.5%
	DW	15,100	95.7%	\$14,449	14,908	89.2%	\$13,296	13,621	103.5%	\$18,098	15,643	88.4%	\$13,836	17,319	81.1%
• Placement in Employment or Education (14-21)	Youth (14-21)	66.0	119.8%	79.1	67.4	111.9%	75.4	63.3	90.8%	57.5	63.6	96.7%	61.5	74.8	110.8%
• Attainment of Degree or Certificate (14-21)	Youth (14-21)	80.0	113.8%	91.1	64.0	102.2%	65.4	65.0	111.7%	92.6	65.6	98.5%	64.6	72.0	102.5%
• Literacy or Numeracy Gains (14-21)	Youth (14-21)	64.3	113.0%	72.6	50.9	93.1%	47.4	57.5	107.3%	61.7	51.9	110.1%	57.1	51.9	130.4%
• Entered Employment	Adults	66.3	102.1%	67.7	66.3	101.3%	67.2	66.9	109.9%	73.5	69.7	110.6%	77.1	72.4	108.7%
• Retention Rate	Adults	72.6	104.2%	75.6	76.0	96.3%	73.2	75.4	107.5%	81.1	71.0	116.6%	82.8	78.1	109.1%
• Retention Rate	Adults	85.6	102.8%	88.0	87.5	93.9%	82.2	84.3	106.1%	80.5	89.1	96.4%	85.9	85.8	104.5%
• Average Earnings	Adults	92.0	100.9%	92.9	91.4	94.4%	86.3	92.1	102.5%	94.4	91.5	101.3%	97.3	91.7	101.4%
• Average Earnings	Adults	10,443	108.1%	\$11,291	10,165	104.9%	\$10,659	11,225	100.3%	\$11,253	11,104	113.4%	\$12,592	10,350	103.8%
	DW	13,898	106.5%	\$14,801	14,345	89.2%	\$12,991	15,100	100.2%	\$19,113	13,800	104.1%	\$14,364	15,100	97.1%

*These measures include program exits from 10/1/12 to 9/30/13.
 **These measures include program exits from 4/1/12 to 3/31/13.
 ***These measures include program exits from 7/1/13 to 6/30/14.

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

Training Services Group



Executive Summary

WorkLink Youth Program Questions



WorkLink Youth Council & Executive Committee Update

October 6, 2014

OVERVIEW

Henkels & McCoy, Inc. (dba - Palmetto Youth Connections) was awarded a contract for Youth Services on October 1, 2006 and has been providing services to At-Risk Out-of-School Youth ages 17-21 in the WorkLink Region since that time. At the onset of the program the focus was for us to address and change the format of services being offered, address the failing Federal Performance Measures, and to provide quality education services to ensure that the many High School Dropouts being served attained their GED or High School Diploma. Second to these primary goals was to initiate and provide Occupational Training and/or Work Experience opportunities that would lead to employment.

Henkels & McCoy, Inc. is proud of the fact that we were able to reach and exceed these initial goals and continually improve our service model by adding new services and by improving the existing services. Our staff has all been with us now in excess of 7 years as we enter our 8th year as a Youth Service provider in the WorkLink Region.

OVERVIEW OF SERVICES & PROGRAM STATISTICS**1) PY13 Cost Per Participant Justification (\$4,799.59) – PY13 Youth Budget \$839,000 to serve 175****a) Historical Statistics****i) Budget vs. Actual Expenditures & Cost Per Participant**

Program Year	BUDGET			ACTUAL			Contract Dates		Status
	Amount	Slots	Cost per	Amount	Slots	Cost per			
PY06 (9 Mo)	\$ 709,932.00	180	\$ 3,944.07	\$ 582,012.00	110	\$ 5,291.02	10/1/2006	to 6/30/2007	Complete
PY07	\$ 855,042.00	200	\$ 4,275.21	\$ 766,864.00	205	\$ 3,740.80	7/1/2007	to 6/30/2008	Complete
PY08	\$ 790,000.00	180	\$ 4,388.89	\$ 700,187.00	210	\$ 3,334.22	7/1/2008	to 6/30/2009	Complete
PY09 (Formula)	\$ 711,000.00	160	\$ 4,443.75	\$ 642,442.00	205	\$ 3,133.86	7/1/2009	to 6/30/2010	Complete
PY09 (ARRA)	\$ 263,520.00	75	\$ 3,513.60	\$ 239,397.00	81	\$ 2,955.52	7/1/2009	to 6/30/2010	Complete
PY09 TOTAL	\$ 974,520.00	235	\$ 7,957.35	\$ 881,839.00	286	\$ 6,089.38	7/1/2009	to 6/30/2010	Complete
PY10 (GTC)	\$ 997,930.00	215	\$ 4,641.53	\$ 807,190.00	226	\$ 3,571.64	7/1/2010	to 6/30/2011	Complete
PY11 (GTC)									
Note De-obligated \$30,001.95	\$ 1,110,412.00	198	\$ 5,608.14	\$ 925,874.00	220	\$ 4,208.52	7/1/2011	to 6/30/2012	Complete
PY12	\$ 850,000.00	155	\$ 5,483.87	\$ 770,057.14	171	\$ 4,503.26	7/1/2012	to 6/30/2013	Complete
PY13	\$ 839,929.00	175	\$ 4,799.59	\$ 740,232.00	175	\$ 4,229.90	7/1/2013	to 6/30/2014	Complete

b) Services Provided

- i) Henkels & McCoy, Inc. has been contracted to provide the following services as outlined in the Contract Statement of Work along with a description of time it takes to provide these services to meet and exceed the establish Federal Performance Measures.

ii) Services**(1) Summary of Services Provided****(a) Outreach & Recruitment**

- (i) Orientations, Community Presentations, Coordination with Adult Education & K-12

(b) Assessments

- (i) TABE (Reading & Math Assessment)
(ii) SCOIS (Interest Inventory)
(iii) Aptitude Testing (as needed)
(iv) WorkKeys (For those who enroll)

(c) WIA Eligibility Determination**(d) WIA Program Enrollment****(e) Individual Employment Plan or Service Strategy Development****(f) One-on-One Career Counseling and Coaching****(g) Required Reporting in SC WOS (State Reporting System)****(h) Monthly Monitoring of Records****(i) Monthly Programmatic & Fiscal Reports****(j) Career Smart (Employability Workshops) including;**

- (i) NIOSH Safety

- (ii) Expungement Clinics
 - (iii) Financial Literacy
 - (iv) Parenting Classes
 - (k) Mentoring
 - (l) Supportive Services for Transportation, Childcare, and Emergency Assistance
 - (m) Work Experience (Paid & Unpaid)
 - (n) Placement into Employment, Military, and/or Post-Secondary Education
 - (o) 12 Months of Follow-up
 - (2) Outreach & Recruitment
 - (a) 10 Hours Per Week – 25%
 - (3) WIA Eligibility Determination, Certification, Assessment, Plan Development, & Enrollment
 - (a) 6 Hours Per Week – 15%
 - (4) Active Participant Case Management, Training Services, & Reporting
 - (a) 16 Hours Per Week - 40%
 - (5) Placement in Employment and/or Post-Secondary & 12 Month Follow-up
 - (a) 8 Hours Per Week - 20%
- 2) **Is our highest goal for our youth a GED? If so, this cost is too high per individual.**
- a) No, our only goal is not GED attainment.
 - b) **WorkLink Vision & Mission Statement**
 - i) **Youth Council Vision**
 - (1) **To have youth, educated and prepared for self-sufficiency in work and in life."**
 - ii) **Youth Council Mission**
 - (1) **"The WorkLink Youth Council facilitates collaboration and the delivery of services for youth, leading to educational, workplace and personal success."**
 - iii) **Goals:**
 - (1) Increase Basic Skills to enable students to complete their Secondary Education and/or become prepared for Post-Secondary Education in Certificate, Diploma, and/or Associates Degree programs in demand occupational areas that lead to above minimum wage jobs.
 - (2) Provide every student with the opportunity to complete their Secondary Education first, if that has not been accomplished when entering the program. Establish an Individual Service Strategy for each student that includes Occupational skills at the Post-Secondary level to obtain a Certificate, Diploma, and/or Associates Degree programs in demand occupational areas that lead to above minimum wage jobs. Plans should include Work Experience opportunities for those students with little to no actual work experience when entering the program.
 - (3) Place every student possible in employment, including the Military and/or Post-Secondary Education. Ensure that a plan is prepared that includes a path back to education if that is not the initial route chosen as many youth that qualify for WIA services need to provide for themselves and live independently.
- 3) **What is it we are trying to accomplish?**
- a) The overall goal of Palmetto Youth Connections is to achieve the Vision and Mission of the WorkLink Youth Council and overall Program goals as stated below and addressed above;
 - b) **WorkLink Vision & Mission Statement**
 - i) **Youth Council Vision**
 - (1) **To have youth, educated and prepared for self-sufficiency in work and in life."**
 - ii) **Youth Council Mission**
 - (1) **"The WorkLink Youth Council facilitates collaboration and the delivery of services for youth, leading to educational, workplace and personal success."**
 - iii) **Goals:**

- (1) Increase Basic Skills to enable students to complete their Secondary Education and/or become prepared for Post-Secondary Education in Certificate, Diploma, and/or Associates Degree programs in demand occupational areas that lead to self-sufficient wages.
 - (2) Provide every student with the opportunity to complete their Secondary Education first, if that has not been accomplished when entering the program. Establish an Individual Service Strategy for each student that includes Occupational skills at the Post-Secondary level to obtain a Certificate, Diploma, and/or Associates Degree programs in demand occupational areas that lead to above minimum wage jobs. Plans should include Work experience opportunities for those students with little to no actual work experience when entering the program.
 - (3) Place every student possible in employment, including the Military and/or Post-Secondary Education. Ensure that a plan is prepared that includes a path back to education if that is not the initial route chosen as many youth that qualify for WIA services need to provide for themselves and live independently.
- 4) **Why are there so many program carry-overs?**
- a) In WIA the Program Year runs from July 1st to June 30th annually. We continually are enrolling new participants every week and month throughout the program year. Most of the participants we enroll are High School dropouts, are Basic Skills deficient in Math and/or Reading and possess other barriers such as a Parenting or Pregnant Teen, in or aging out of Foster Care, a Runaway, have legal issues, etc. These barriers define these youth as most in need which is a requirement of the program contract based on the Federal Regulations for services provided with WIA funding. On average it takes 18 months for a participant to complete the program if they stick to their Individual Service Strategy and accomplish the goals that they have established. The menu of services offered under the WIA youth program are self-paced which means that some complete activities quicker than others, but the average time in the program is 18 months and that is why we have carry-overs.
 - b) Client Flow Projections Form – The Client Flow Projections Form has been in place since we began on October 1, 2006. The question was posed then as to what its purpose was and what it exactly measured. No answer has ever been given and no one can explain the form, but we are required to complete it. The numbers reflected in on the Positive and Negative Outcome side of the form are estimates of program performance outcomes that have never been clearly defined. The WIA Youth program follows Federal Regulations that measure performance outcomes using three clearly defined Performance Measures as follows;
 - i) Literacy and Numeracy
 - (1) Of those who are determined to be Basic Skills deficient at enrollment as verified by the TABE Assessment fall in this measure. Basic Skills deficient is considered a grade level of 8.9 or less in Reading and/or Math.
 - ii) Credential Attainment
 - (1) Of those enrolled in training the number that attain a credential (for Youth Secondary Diploma or Nationally Recognized Occupational Skills Credential) by the end of the 3rd Quarter after exiting the program.
 - iii) Placement in Employment and/or Post-Secondary (including Military)
 - (1) Of those not employed at enrollment the number that are placed into employment, military, or post-secondary education (fulltime) during the first quarter after exiting the program.
 - iv) As described in the Federal Performance Measures listed above there is not an individual Positive or Negative measure for the program or scope of services.
- 5) **Caseloads of the Career Coaches**

- a) The Career Coaches Caseloads are made up of New Participants that are planned to be enrolled in the new program year, carry-over participants from the previous program and participants in their 12 Month Follow-up Cycle that begins when they exit the active phase of the program.
 - i) Caseload Breakdown
 - (1) 70 Planned Carry-overs (will be adjusted based on the actual number in Oct 13)
 - (2) 90 Planned New Enrollments
 - (3) 61 Planned 12 Month Follow-up Participants
 - (4) 221 Total
 - (5) 4 Career Coaches
 - (6) 55 Total Per Career Coach
- b) Positives & Negatives on the Client Flow Projection Form
 - i) This form does not accurately reflect how WIA Performance is measured by U.S. DOL. There is not an overall Positive or Negative outcome for an individual. A true overall negative would be someone that enrolled in WIA and never yielded any positive outcome, as described in the definitions of the three federal performance measures, but that is not typical.
- c) PY12 – 161 Enrollments & Outcomes (True Negatives)
 - i) How many of the 72 PY12 Carryovers have exited the program?
 - (1) 59 of the 72 Carry-overs have exited the program. Thirteen participants are still active at present, but 10 of those should complete and exit by the end of June 2013. The remaining carry-over participants may continue to be represented on the “active” case load due to continuous self-serving activities initiated in SCWOS under Wagner-Peyser, which causes them to stay open.
- d) Is there a way to reflect out of the 161 total enrolled right now for PY12 if any participants have failed? Failure to me means they were enrolled and did nothing or did not achieve any positives on any youth measure?
 - i) There were 12 out of the 161 participants served that have not achieved any outcome in any of the three Federal Measures or 7%. Two of the 12 were incarcerated and do not count for us or against us.

ATTACHMENT A

STAFF TIME & WIA FEDERAL REGULATIONS & REQUIREMENTS

- a) Services Provided
 - i) Henkels & McCoy, Inc. has been contracted to provide the following services as outlined in the Contract Statement of Work along with a description of time it takes to provide these services to meet and exceed the establish Federal Performance Measures.
 - ii) Services
 - (1) Summary of Services Provided
 - (a) Outreach & Recruitment
 - (i) Orientations, Community Presentations, Coordination with Adult Education & K-12
 - (b) Assessments
 - (i) TABE (Reading & Math Assessment)
 - (ii) SCOIS (Interest Inventory)
 - (iii) Aptitude Testing (as needed)
 - (iv) WorkKeys (For those who enroll)
 - (c) WIA Eligibility Determination
 - (d) WIA Program Enrollment
 - (e) Individual Employment Plan or Service Strategy Development
 - (f) One-on-One Career Counseling and Coaching
 - (g) Required Reporting in SC WOS (State Reporting System)
 - (h) Monthly Monitoring of Records
 - (i) Monthly Programmatic & Fiscal Reports
 - (j) Career Smart (Employability Workshops) including:
 - (i) NIOSH Safety
 - (ii) Expungement Clinics
 - (iii) Financial Literacy
 - (iv) Parenting Classes
 - (k) Mentoring
 - (l) Supportive Services for Transportation, Childcare, and Emergency Assistance
 - (m) Work Experience (Paid & Unpaid)
 - (n) Placement into Employment, Military, and/or Post-Secondary Education
 - (o) 12 Months of Follow-up
 - (2) Outreach & Recruitment (Makes up at least 25% of Staff Time Weekly – 10 Hours Weekly)
 - (a) H&M is required to provide outreach and recruitment services in order to meet and exceed the enrollment goals set forth in the contract. Over our many years of experience we have found that our staff needs to reach out to at least 100 Youth to find 15 – 20 that they will enroll who they deem suitable and able to complete the goals of the program. As part of this process is federally legislated that we focus on serving those participants who are most in need, meaning they have multiple barriers as outlined in the Federal Regulations and the primary barrier is High School Dropout and basic Skills Deficiencies.
 - (i) To be eligible for services under Title I of the Workforce Investment Act for youth, an individual must meet the following definition.
 - 1. An eligible youth is defined as:
 - a. An individual who is not less than age 14 and not more than age 21; and
 - b. Is a low income individual, and
 - c. Is an individual who has one or more of the following barriers:
 - d. Deficient in basic literacy skills
 - e. A school dropout
 - f. Homeless, a runaway, or a foster child

- g. Pregnant or a parent
 - h. And offender
 - i. An individual who requires additional assistance to complete an educational program, or to secure and hold employment, or lacks reliable transportation, or is in need of work-readiness skills.
- (ii) The following definitions apply to the above eligibility criterion:
- 1. Low-Income individual is defined as:
 - a. An individual who receives, or is a member of a family that receives, cash payments under a Federal, State, or local income based public assistance program;
 - b. An individual who received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under Section 202 of the Social Security Act (42 U.S.C. 402) that , in relation to family size, does not exceed the higher of –
 - i. the poverty line, for an equivalent period; or
 - ii. 70 percent of the lower living standard income level, for an equivalents period;
 - c. An individual who is a member of household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
 - d. An individual who qualifies as a homeless individual, as defined in subsections (a) and (c) of Section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S. C. 11302);
 - e. An individual who is a foster child on behalf of whom State or local government payments are made; or
 - f. In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or of subparagraph (B), but who is a member of a family whose income does not meet such requirements.
- (iii) Deficient in Basic Literacy Skills is defined as:
- 1. An individual who is determined to compute or solve problems, read, write, or speak English at or below grade level 8.9; or
 - 2. An individual who is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family or in society.
- (iv) School dropout is defined as:
- 1. An individual who is no longer attending any school and who has not received a secondary school diploma or it has recognized equivalent.
- (v) Offender is defined as:
- 1. Any adult or juvenile-
 - a. who is or has been subject to any stage of the criminal justice process, for whom services under this ACT may be beneficial; or
 - b. who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.
- (vi) Individual who requires additional assistance to complete an educational program, or to secure and hold employment is defined as:
- a. This definition is the Youth Plan Section of the Local Plan.

- (vii) Out of School Youth is defined as:
 - a. An eligible youth who is a school dropout; or
 - b. An eligible youth who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployment and under-employed.
- (3) WIA Eligibility Determination, Certification, Assessment, Plan Development, & Enrollment
(Makes up at least 15% of Staff Time Weekly – 6 Hours Weekly)
 - (a) Every participant that applies for WIA services must be scheduled for a Certification and Eligibility Appointment to meet one-on-one with staff. These appointments generally take 2 hours, if the individual has all of their documentation. During this meeting staff goes through the WIA Application and determines WIA Eligibility in SC WOS (state reporting system). WIA Suitability is assessed and the Objective Assessment determines what needs the participant has that will make up their Individual Employment Plan (IEP) or Individual Service Strategy (ISS). Our students have multiple barriers as mentioned above. It is staff's job at this phase to identify all of the barriers so that we may address them for each individual.
 - (i) Assessments
 - 1. Prior to the appointment applicants for services are referred to Adult Education to take the Test for Adult Basic Education (TABE) to determine if they are Basic Skills Deficient or not as define above.
 - 2. Prior to the appointment applicants are also asked to complete the SCOIS Interest Inventory to determine what their occupational interests are to facilitate developing a plan.
 - (ii) Enrollment & Plan Development
 - 1. If the Participant is deemed eligible and suitable for the program the Career Coach proceeds with enrollment. The Enrollment process takes another 1-2 hours of time depending on the individual's needs.
 - a. If someone is not eligible, not suitable, or not interested staff offer to refer them to other community services based on their needs.
- (4) WIA Youth 10 Elements from the Regulations
 - (a) § 664.410 Must local programs include each of the ten program elements listed in WIA section 129(c)(2) as options available to youth participants?
 - (i) Yes, local programs must make the following services available to youth participants:
 - 1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies;
 - 2. Alternative secondary school offerings;
 - 3. Summer employment opportunities directly linked to academic and occupational learning;
 - 4. Paid and unpaid work experiences, including internships and job shadowing, as provided in §§ 664.460 and 664.470;
 - 5. Occupational skill training;
 - 6. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors;
 - 7. Supportive services, which may include the services listed in § 664.440;
 - 8. Adult mentoring for a duration of at least twelve (12) months, that may occur both during and after program participation;
 - 9. Follow-up services, as provided in § 664.450; and
 - 10. Comprehensive guidance and counseling, including drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.

- a. Local programs have the discretion to determine what specific program services will be provided to a youth participant, based on each participant's objective assessment and individual service strategy. (WIA sec. 129(c)(2).)
 - (b) Henkels & McCoy, Inc. provides all of the Ten Elements listed above as part of our program based on each individual's needs as assessed by the Career Coach during the course of the program.
- (5) Active Participant Case Management, Training Services, & Reporting (Makes up at least 40% of Staff Time Weekly – 16 Hours Weekly)
 - (a) H&M is required to provide holistic case a management to every participant served. In order to successfully serve at-risk out-of-school youth the Career Coach has to meet with the participant multiple times during the month. We have strategically placed our Career Coaches in the Adult Education Centers as most of our participants are high School Dropouts and need to attain their GED or High School Diploma. This allows the Career Coach to monitor their participants weekly, if not daily.
 - (b) H&M Staff is required to do a significant amount of administrative tracking to verify all of the services being provided. Everything is tracked in the state reporting system and items that cannot be tracked there are tracked through proprietary software that H&M provides. Career Coaches enter detailed case notes on each participant, they meet monthly to review their IEP or ISS to ensure they are on track, they track weekly training attendance, they write vouchers for Occupational Skills Training, and they write vouchers for Transportation and Childcare as needed.
 - (c) Training Services are provided based on each individual's needs and goals as outlined in their IEP or ISS. Short Term Occupational Skills Training is provided through Vouchers given to the participant for training at eligible training providers as certified by the state and local WIB. A variety of training is offered and must be with in the pre-determined Occupational Clusters as approved by the WorkLink WIB. Participants are all required to attend our Career Smart Employability Skills Training that includes, NIOSH Safety Course, Financial Literacy, Job Applications, Resume Writing, Interviewing Techniques, Work Attitudes & Dress, Expungement Clinics, FAFSA Workshops and more. Staff provides Basic Skills Tutoring access to our participants utilizing Skills Tutor Software provided by H&M. Staff sets up Mentoring services for participants as needed through a partnership with Ripple of One. Parenting classes are offered to those pregnant and parenting teens being served. There are many more services offered through community collaboration by a referral process to get each participant to the right service as needs arise. Staff strongly encourage our youth to look at 2 year degree programs as they all qualify for Pell and Lottery funding.
 - (d) H&M Management report out monthly to the WorkLink WIB Staff and the Youth Council and provide a Performance Dashboard Report as well as a Budget versus Actual on year to date expenditures.
- (6) Placement in Employment and/or Post-Secondary & 12 Month Follow-up (Makes up at least 20% of Staff Time Weekly – 8 Hours Weekly)
 - (a) Our Career Coaches and Workforce Specialists work together to identify employment opportunities for our participants that are going to go directly into employment out of the program. Most of the youth we serve have little to no work experience and we utilize Work experience initiatives to provide that experience with local areas businesses and have done so successfully. Many are interested in going on to Post-Secondary and do enroll in 2 year programs or on part-time basis. Unfortunately the many of the youth we serve do not have type of family support mechanisms and need to work even if they go to school fulltime. We facilitate both needs and desires by assisting them with employment while helping them enroll in post-secondary education. The outcomes collected in SC WOS often show up as Employment because their wages hit before we can record the

entry into Post-Secondary Education so the placement reports may reflect lower level employment, but what is missing is their enrollment into post-secondary education.

- (b) The Career Coaches provide 12 months of monthly follow-up services to each participant enrolled in the program and assist them with barriers and challenges that may occur during this time. Often times we assist in finding more than one employment opportunity for our youth after they exit the program.

ATTACHMENT B

PROGRAM PERFORMANCE SUMMARY

WorkLink Youth Performance Summary
PY10, PY11, PY12, & PY13 (YTD)

Literacy & Numeracy

Program Year	Annual Goal	Perf %	Failed, Met, or Exceeded	Federal Reporting Dates	Notes
PY10	45.00%	67.00%	Exceeded	7/1/10 to 6/30/11	
PY11	45.00%	69.00%	Exceeded	7/1/11 to 6/30/12	
PY12	67.30%	62.50%	Met	7/1/12 to 6/30/13	
PY13	65.30%	82.50%	Exceeded	7/1/13 to 6/30/14	Final

Calculation & Definition

Number who increase one or more educational functioning levels in lit or num

Number who completed a year of participation + Number who exit before completing a year of participation

Credential Attainment

Program Year	Annual Goal	Perf %	Failed, Met, or Exceeded	Federal Reporting Dates	Notes
PY10	55.00%	73.00%	Exceeded	10/1/09 to 9/30/10	
PY11	55.00%	62.00%	Exceeded	10/1/10 to 9/30/11	
PY12	77.70%	78.99%	Exceeded	10/1/11 to 9/30/12	
PY13	77.70%	85.30%	Exceeded	4/1/12 to 3/31/13	Final

Calculation & Definition

Of those enrolled in education at participation or any time during the program:

Number attaining a diploma, GED or certificate by the end of the 3rd quarter after exit

Number of exiters

	GED	HS Diploma	Occupational Skills Credentials	Total	Notes
PY10	61	25	28	114	
PY11	81	11	27	119	
PY12	83	15	11	109	
PY13	65	6	5	76	Final
Total	290	57	71	418	
NOTE:					

Placement in Employment and/or Post-Secondary

Program Year	Annual Goal	Perf %	Failed, Met, or Exceeded	Federal Reporting Dates	Notes
PY10	61.00%	72.00%	Exceeded	10/1/09 to 9/30/10	
PY11	61.00%	76.00%	Exceeded	10/1/10 to 9/30/11	
PY12	67.30%	81.08%	Exceeded	10/1/11 to 9/30/12	
PY13	75.30%	79.00%	Exceeded	4/1/12 to 3/31/13	Final

Calculation & Definition

Of those who are not in any of the following at date of participation - post-secondary education, employment, or the military:

Number of participants in employment or the military or enrolled in post-secondary education and/or advanced training/occupational skills training in the quarter after exit

Number of exiters

	Placed	Counted in Measure			Notes
PY10	63	88	72%	20 Post Secondary	
PY11	87	114	76%	9 Post Secondary	
PY12	109	138	79%	5 Post Secondary	
PY13	71	82	86.59%	8 Post Secondary	Final
TOTAL	330	422			

FINAL YOUTH PERFORMANCE NEGOTIATION FOR PY 14

Youth Performance Measures	PY 14	PY 13	Difference
Placement in Empl. or Education or Military	80.0%	75.3%	+4.7
Attainment of Degree or Credential	80.0%	77.7%	+2.3
Literacy or Numeracy	67.6%	65.3%	+2.3

PY14 Skill Invoice Criteria – DRAFT

(Incentives)

MEASURE	AMOUNT	PROPOSED	
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 Tutoring/ Remediation Sessions	\$ 25.00		
Non-Common Measure: WorkKeys Certification (Only eligible to earn one)			
Bronze WorkKeys Certificate	\$ 25.00	\$50	
Silver WorkKeys Certificate	\$ 50.00	\$75	
Gold or Platinum WorkKeys Certificate	\$ 75.00	\$100	
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)	\$ 200.00		
Obtain a Nationally Recognized Occupational Skills Credential (Available through the end of 3rd Quarter after Exit)	\$ 75.00	\$150	
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	\$100	
Enter Full-time Post Secondary verified through the National Student Clearing House	\$ 75.00	\$100	

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.)

Laptop Computer not to exceed \$650

Request: To Activate/Add to SCWOS

The Local Special Youth Barrier Reads As:

#3) Is the applicant (youth 17-21) in need of work-readiness skills to include soft skills, life skills, occupational skills, and lack of work experience?

These are the current Youth Barriers as they appear on the Youth Application in SCWOS.

Special Youth Barriers

Youth facing Serious Barriers to Employment? (5% Exception)

Additional Questions	
Does the applicant's physical, mental, emotional, or learning disability result in a substantial barrier to employment or to education?	Yes No
Does applicant lack reliable transportation, defined as not having a valid driver's license or access to an automobile?	Yes No

Youth requires additional assistance?

Additional Questions	
Does the applicant's physical, mental, emotional, or learning disability result in a substantial barrier to employment or to education?	Yes
	No
Does applicant lack reliable transportation, defined as not having a valid driver's license or access to an automobile?	Yes
	No

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

1376 Tiger Blvd Suite 102 Clemson SC 29631 P. 864.646.1515 F. 864.646.2814 Relay Service Dial 711 (TTY)

YOUTH RFP/GRANT COMMITTEE - 2015

NAME	MEMBERSHIP	COUNTY	REPRESENTING
Kristi King-Brock	YOUTH COUNCIL CHAIR/WIB	ANDERSON	COMMUNITY
Robert Halfacre	YOUTH COUNCIL VICE-CHAIR/WIB	OCONEE	BUSINESS
Elaine Bailey	YOUTH COUNCIL/WIB	REGIONAL (AOP)	PARTNER/AGENCY DSS
Crystal Noble	YOUTH COUNCIL	ANDERSON	PARTNER/AGENCY DJJ
Tim Mays	YOUTH COUNCIL	OCONEE	BUSINESS
Rick Murphy	YOUTH COUNCIL	REGIONAL (AOP)	EDUCATION

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

**WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION**

Applicant Name: Kevin Woods

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

Education: Masters in Human Resources Development - Clemson University

Business/Organization: South Carolina Vocational Rehabilitation

Job Title: Counselor

County of Residence: Anderson

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

Cell Phone: 864-556-6099 E-mail: kwoods@scvrd.state.sc.us

Category Represented:

☒ Youth Services Agency (Specify)

☐ Juvenile Justice Representative

☐ Local Police or Police Athletic
League

☐ Local D.A. or State's Attorney

☒ Youth Services Agency/Program/CBO
☐ School Superintendent or High School

☐ Public Housing Authority (Specify)

☐ Public Housing Director

☐ Public Housing Administrator

☐ Parent

☐ Youth

☐ Youth Activity (Specify)

☐ Former Participant

☐ Local School to Work Director

☐ Local Recreation and Parks Director

☐ Existing Youth Services for Planning
Groups

☐ Other - Specify:

☐ One-Stop Manager

☐ Adult Education Director

☐ Social Services Director

☐ Business

Describe how this applicant represents the indicated agency:

I am a transition counselor for Vocational Rehabilitation. I start working with my clients when they are in high school, at least 16

I assist my clients with preparation on how to obtain and maintain competitive employment. I also assist them with the college process. I am able to be their
advocate when they leave high school. I set up job shadows, job tryouts, and internships for my clients.

Kevin Woods

Signature

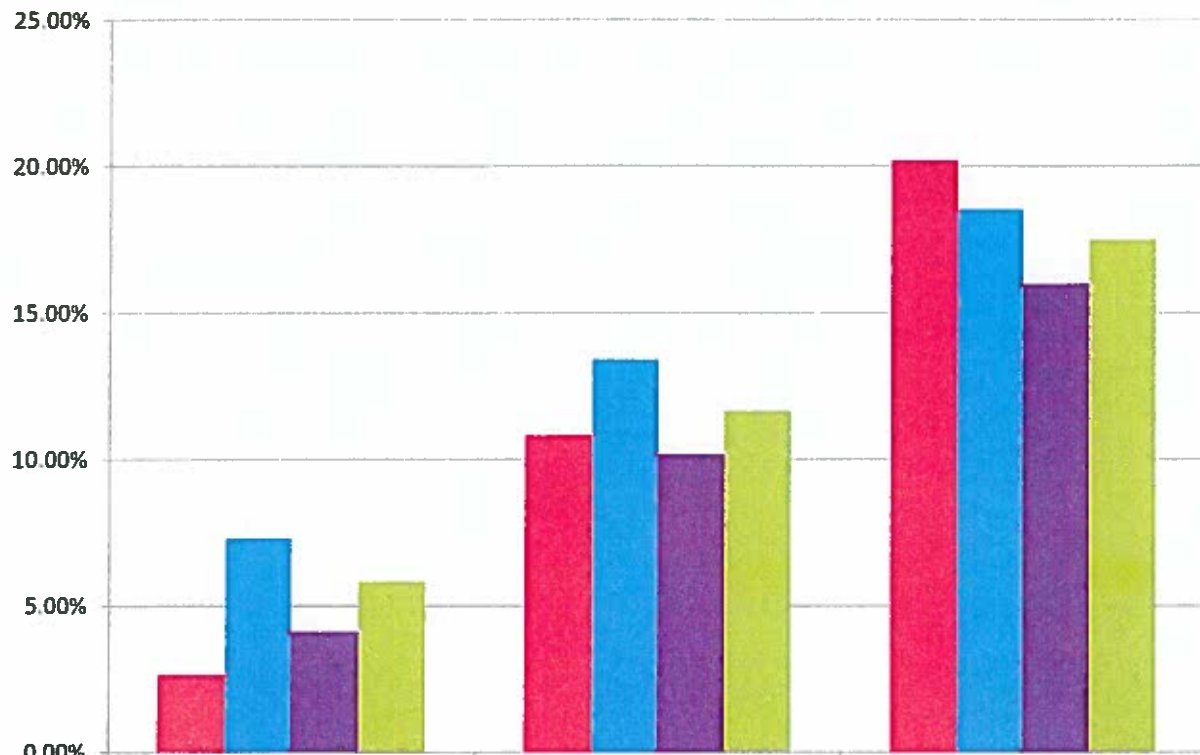
Digitally signed by Kevin Woods, DN: cn=Kevin Woods, o=SC, email=kwoods@scvrd.state.sc.us, c=US
Date: 2014.10.22, 5:52:41 PM

10-22-14

Date

Program Adult*	Admin Adult*	Program DW*	Admin DW*	Program Youth	Admin Youth	YTD - Sept		Actual %		Goal %		Balance	
						Total	YTD - Sept	Expended	Expended	Expended	Expended		
*Funds not received from SCDEW yet													
PY14 Allocations (NFA-14-01)	732,885	81,433	450,516	77,280	87,755	2,414,577							
Transfer of funds (50%)	325,258	-	(325,258)	-	-	1,206,102							
PY13 Carryover	426,648	26,380	228,986	40,075	26,631	3,620,679							
	1,484,711	107,803	554,244	117,355	114,386								
Obligations													
Honkels & McCoy - Adult	1,015,000	-	-	-	-	1,015,000	182,505	18%	169,167	17%	832,495	1,015,000	
Honkels & McCoy - DW	-	-	435,000	-	-	435,000	78,182	18%	72,500	17%	356,818	435,000	
Honkels & McCoy - Youth	-	-	-	800,000	-	800,000	161,682	20%	133,333	17%	638,318	800,000	
Undesignated Funds	202,664	8,563	7,445	8,414	16,528	217,664	-	0%	-	0%	517,089	553,405	(36,316)
Total Pass-Through Contracts	1,217,664	8,563	442,445	8,414	16,528	2,767,089	422,369	15%	375,000	14%	2,344,720	2,803,405	(36,316)
Total Revenue after Obligations	267,047	99,240	111,799	103,941	97,858	853,590							
In-House Expenses													
Salaries	106,050	41,300	45,035	42,325	40,040	356,685	75,389	21%	89,171	25%	281,296	333,241	23,444
Fringe	31,815	12,390	13,511	12,698	12,012	107,007	23,685	22%	26,752	25%	83,312	106,502	23,190
SC Works Centers & Satellite Facility Costs	138,876	5,964	59,518	6,383	6,131	226,950	52,122	23%	56,738	25%	174,728	218,092	43,364
Payment from SCDEW for Facilities	(79,728)	1,030	(34,169)	-	-	(113,897)	-	0%	(28,474)	25%	(113,897)	(108,276)	(5,621)
Travel	4,315	-	1,850	1,095	1,095	14,000	1,007	7%	3,500	25%	12,993	12,100	893
AOP BUS Transportation (\$10K appr by EC)	-	-	-	10,000	-	10,000	-	0%	2,500	25%	10,000	5,000	5,000
Supplies - Consumable	-	750	-	750	-	2,250	444	20%	563	25%	1,806	2,250	444
Supplies - Non-Consumable	-	335	-	335	-	1,000	65	7%	250	25%	935	1,000	65
Outside Services (Strategic Plan) \$10,000	3,000	500	1,400	500	1,000	10,000	-	0%	2,400	25%	10,000	45,000	(35,000)
Consulting	-	70	-	70	-	210	-	0%	53	25%	210	210	-
Insurance - Tort (\$640/mo)	-	1,922	-	3,841	-	7,685	1,917	25%	1,921	25%	5,768	7,685	-
Insurance - Bldg & PP (\$33/mo)	-	96	-	192	-	384	94	24%	96	25%	290	100	194
Insurance - Auto C&C (\$15 50/mo)	-	55	-	85	-	195	43	22%	49	25%	152	195	43
Insurance - Auto Liab (\$64/mo)	-	195	-	385	-	775	190	25%	194	25%	585	775	-
Postage	-	170	-	170	-	500	195	39%	125	25%	305	500	195
Printing	-	1,834	-	1,833	-	5,500	449	8%	1,375	25%	5,051	5,500	449
Web Site Hosting & Renewal Fees	-	2,360	-	2,360	-	7,080	1,270	18%	1,770	25%	5,810	7,080	1,270
Memberships, Dues, & Prof Fees	-	1,104	-	1,173	-	3,450	50	1%	863	25%	3,400	3,450	50
Training	-	403	-	428	-	10,000	2,350	24%	2,500	25%	7,650	9,500	1,850
Job Fair / Hiring Event Expenses	4,057	6,500	1,739	6,500	428	19,500	-	0%	-	0%	19,500	-	19,500
*EM & Gas - WIA Car	-	835	-	835	-	2,500	883	35%	625	25%	1,617	2,500	883
* Maint/Support (WIB Only)	-	1,600	-	1,600	-	4,700	1,215	26%	1,175	25%	3,485	4,700	1,215
Outreach (SC Works Centers Only)	-	-	3,000	-	1,500	15,000	-	0%	-	0%	15,000	-	15,000
Meeting Expense (Madison Center & Other)	12,000	1,655	-	1,760	-	5,175	1,035	20%	3,750	25%	15,000	15,000	-
Indirect Cost Pool (42% of salaries)	46,662	18,172	19,815	18,623	17,618	156,941	35,599	23%	39,235	25%	121,342	139,995	18,653
Total In-House	267,047	99,240	111,799	103,941	97,858	853,590	198,112	23%	208,423	24%	655,478	817,274	162,806

Fund Utilization Rate



	July	August	September
Adult	2.66%	10.84%	20.21%
DW	7.32%	13.40%	18.53%
Youth	4.12%	10.18%	16.01%
Goal	5.83%	11.67%	17.50%



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

As of: 10/17/14

Adult / DW Formula Total

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 294,850.00	\$ 215,971.77	\$ 39,719.30	\$ 176,252.47	\$ 87,835.50	\$ 19,434.92	\$ 68,400.58	\$ 88,416.97	\$ 206,433.03	\$ -

Adult Formula

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 206,395.00	\$ 184,121.69	\$ 28,812.80	\$ 155,308.89	\$ 70,903.76	\$ 14,124.92	\$ 56,778.84	\$ 84,405.13	\$ 121,989.87	\$ -

DW Formula

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 88,455.00	\$ 31,850.08	\$ 10,906.50	\$ 20,943.58	\$ 16,931.74	\$ 5,310.00	\$ 11,621.74	\$ 4,011.84	\$ 84,443.16	\$ -

DW - NEG

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 29,250.00	\$ 13,859.00	\$ 11,104.00	\$ 2,755.00	\$ 1,718.00	\$ 1,589.00	\$ 129.00	\$ 1,037.00	\$ 28,213.00	\$ -

OJT Formula Total

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 61,920.00	\$ 28,155.46	\$ 3,929.00	\$ 24,226.46	\$ 11,380.02	\$ 8,952.82	\$ 2,427.20	\$ 12,846.44	\$ 49,073.56

Adult OJT Formula

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 43,200.00	\$ 24,418.80	\$ 3,929.00	\$ 20,489.80	\$ 8,318.08	\$ 5,890.88	\$ 2,427.20	\$ 12,171.72	\$ 31,028.28

DW OJT Formula

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 18,720.00	\$ 3,736.68	\$ -	\$ 3,736.68	\$ 3,081.94	\$ 3,061.94	\$ -	\$ 674.72	\$ 18,045.28

DW OJT NEG

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 16,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,800.00



Worklink Workforce Investment Board Grant #14Y495H3

Budget vs. Actual Expenditures YTD

Job Number 1503

Budgeted Expenses			1503-11000	1503-11001	1503-11002	Total Expenses	Balance	% Spent
	codes	Budget	7/1-7/27	7/28-8/24	8/25-9/28			
Salary Total	0 0	\$ 323,336	\$ 21,893	\$ 24,197	\$ 30,791	\$ 76,881	\$ 246,455	23.78%
Fringe Benefit Total	0 1-0 5	120,462	7,580	8,131	10,240	25,951	94,511	21.54%
Subtotal		443,798	29,473	32,328	41,031	102,832	340,966	23.17%
Operating Costs								
Staff Consumable Supplies	1 2	2,100	86	571	220	877	1,223	41.76%
Advertising	1 3	2,400	-	-	100	100	2,300	4.17%
Printing/Copies	1 4	4,200	-	-	1,268	1,268	2,932	30.19%
Communications	1 5	10,581	753	750	1,018	2,521	8,060	23.83%
Staff Travel	1 6	18,616	369	522	1,488	2,379	16,237	12.78%
Staff Training/Conferences	1 7	2,400	-	-	-	-	2,400	0.00%
Staff Computer Leases	1 8	8,644	-	-	-	-	8,644	0.00%
Postage	1 9	3,493	71	211	128	410	3,083	11.74%
Subtotal		52,434	1,279	2,054	4,222	7,555	44,879	14.41%
Individualized Training Cost								
Participant Supplies	2 1	3,700	-	140	-	140	3,560	3.78%
Participant Books	2 2	5,985	-	-	129	129	5,856	2.16%
Assessment/Exam Fees(inc work	2 3	14,380	-	75	-	75	14,305	0.52%
TABE Testing Materials	2 4	1,425	-	-	-	-	1,425	0.00%
Workkeys	2.12	1,500	-	-	-	-	1,500	0.00%
Tuition (Adult Education)	2 5	38,758	-	9,689	-	9,689	29,069	25.00%
Tuition (College or Vocational)	2 6	28,958	-	-	2,888	2,888	26,070	9.97%
Work Experience	2 9	38,280	1,392	1,617	787	3,796	34,484	9.92%
Awards/Events	2.10	1,600	-	-	-	-	1,600	0.00%
Software License	2.11	3,840	-	3,840	-	3,840	-	100.00%
Subtotal		138,426	1,392	15,361	3,804	20,557	117,869	14.85%
Customer Supportive Services Cost								
Student Incentives (skills&inc cor	3 1	37,114	325	1,600	4,465	6,390	30,724	17.22%
Transportation	3 2	19,500	725	660	2,830	4,215	15,285	21.62%
Childcare	3 3	2,400	-	-	100	100	2,300	4.17%
Training Support Materials	3 4	3,200	-	28	59	87	3,113	2.72%
Emergency Assistance	3 5	1,750	-	-	401	401	1,349	22.91%
Subtotal		63,964	1,050	2,288	7,855	11,193	52,771	17.50%
Other								
Training Fee (Profit)	4 1	34,931	1,660	2,602	2,846	7,108	27,823	20.35%
Audit	4 2	5,318	-	-	-	-	5,318	0.00%
Subtotal		40,249	1,660	2,602	2,846	7,108	33,141	17.66%
Indirect		61,129	2,904	4,553	4,980	12,437	48,692	20.35%
TOTALS		\$ 800,000	\$ 37,758	\$ 59,186	\$ 64,738	\$ 181,682	\$ 640,718	20.21%
Monthly Actual Expenses								

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	4,031	74%	4,031	73.92%	\$ 1,422
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					
	\$ 74,480					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Henkels & McCoy	74,480	74,480	100%	13,477	18.09%	61,003
Total In-House	\$ 74,480	\$ 74,480	100%	\$ 13,477	18.09%	\$ 61,003
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	11,942	19%	11,942	19.01%	\$ 50,882
Consumable Supplies	1,200	-	0%	-	0.00%	\$ 1,200
Communications	1,269	430	34%	430	33.88%	\$ 839
Staff Travel	2,789	1,105	40%	1,105	39.62%	\$ 1,684
Equipment Rent	998	-	0%	-	0.00%	\$ 998
Outreach	5,400	-	0%	-	0.00%	\$ 5,400
Total In-House	\$ 74,480	\$ 13,477	18%	\$ 13,477	18.09%	\$ 61,003
Grant Period: 6/30/14-6/30/15				Goal Thru Sept	25.00%	
					to meet 100% by 6/30/15	

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%	12,250	25.79%	\$ 35,250
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%	31,900	56.69%	\$ 24,375
Grant Period: 3/12/14-4/30/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT19 - Rapid Response Grant						
	Program Revenue					
	\$ 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	1,869	71%	1,869	71.23%	\$ 755
Henkels & McCoy	52,733	52,733	100%	17,073	32.38%	35,660
Total In-House	\$ 55,357	\$ 54,602	99%	\$ 18,942	34.22%	\$ 36,415
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	1,313	33%	1,313	32.59%	\$ 2,716
Audit Fee	351	-	0%	-	0.00%	351
Profit	2,303	751	33%	751	32.61%	1,552
Tuition	22,500	11,919	53%	11,919	52.97%	10,581
Books	6,000	2,904	48%	2,904	48.40%	3,096
Supplies	750	186	25%	186	24.80%	564
OJT	16,800	-	0%	-	0.00%	16,800
Total In-House	\$ 52,733	\$ 17,073	32%	\$ 17,073	32.38%	\$ 35,660
Grant Period: 8/8/13-6/30/15						
			Goal Thru September		43.75%	
					to meet 100% by 6/30/15	

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%	83,448	19.21%	351,033
Greenville Technical College	434,481	*	434,481	100%	89,031	20.49%	345,450
Northeastern Technical College	344,492	*	344,492	100%	3,268	0.95%	341,224
Total In-House	\$ 1,299,610		\$ 1,213,454	93%	\$ 175,747	13.52%	\$ 1,123,863
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		3,235	65%	3,235	64.70%	\$ 1,765
Recruitment & Assessment	5,000		373	7%	373	7.46%	\$ 4,627
Training	146,790		79,840	54%	79,840	54.39%	\$ 66,950
Job Placement	35,000		-	0%	-	0.00%	\$ 35,000
Total In-House	\$ 191,790	**	\$ 83,448	44%	\$ 83,448	43.51%	\$ 108,342
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		5,761	38%	5,761	38.41%	\$ 9,239
Recruitment & Assessment	15,000		-	0%	-	0.00%	\$ 15,000
Training	126,790		83,270	66%	83,270	65.68%	\$ 43,520
Job Placement	35,000		-	0%	-	0.00%	\$ 35,000
Total In-House	\$ 191,790	**	\$ 89,031	46%	\$ 89,031	46.42%	\$ 102,759
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%	1,918	2.55%	\$ 73,282
Job Placement	14,400		-	0%	1,350	9.38%	\$ 13,050
Total In-House	\$ 101,800	**	\$ -	0%	\$ 3,268	3.21%	\$ 98,532
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					
	\$ 70,189					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Allegro	\$ 6,793.20	\$ 6,793.20	100.00%	-	0.00%	\$ 6,793.20
Bosch	9,810.00	9,810.00	100.00%	-	0.00%	9,810.00
Danfoss	3,686.25	3,686.25	100.00%	-	0.00%	3,686.25
Greenfield	4,875.00	-	0.00%	-	0.00%	4,875.00
Inergy	14,362.50	14,362.50	100.00%	-	0.00%	14,362.50
KP	4,734.00	4,734.00	100.00%	-	0.00%	4,734.00
Michelin	4,200.00	4,200.00	100.00%	-	0.00%	4,200.00
RBC	5,928.75	5,928.75	100.00%	-	0.00%	5,928.75
Reliable	11,939.10	11,939.10	100.00%	-	0.00%	11,939.10
USEV	3,860.20	3,860.20	100.00%	-	0.00%	3,860.20
	\$ 70,189.00	\$ 65,314.00	93.05%	\$ -	0.00%	\$ 70,189.00
		as of 10/20				
Grant Period: 8/15/14-6/30/15						
Local IWT Awards						
Midlands	\$ 125,387	12.54%		Funds must be obligated by 11/15/14 Training must be completed by 6/30/15		
Trident	115,037	11.50%				
Pee Dee	99,849	9.98%				
Lower Savannah	95,410	9.54%				
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					

Request for Technology Grant – WorkLink

Item	Price	Quantity	Total
Dell Laptops	\$289.99	40	\$11,599.60
Laptop Lock	\$54.95	20	\$1,099.00
Keyboard & Mouse	\$19.95	40	\$798.00
Total			\$13,496.60

The laptops would be used to upgrade the current resource room computers. The hardware is getting old, as well as the operating system they all run is Windows XP. With faster computers clients will be able to do job search services quicker. The upgraded operating system will allow for less internet issues, and provide a safer online experience for clients. The laptops would be dispersed as follows:

Clemson SC Works: 15

Seneca SC Works: 10

Anderson SC Works: 10

Easley SC Works: 5



Providing Quality Services To Local Governments Since 1965.

Mr. Jake Sherbert
Audit Manager
South Carolina Department of
Employment and Workforce
PO Box 995
Columbia, SC 29202

October 20, 2014

Dear Mr. Sherbert:

WorkLink/ACOG is in receipt of your report regarding the September financial monitoring of our WIA program. Thank you for the time you spent with us. We appreciate the opportunity to openly discuss items concerning the program, both during the monitoring visit, as well as throughout the year. Please find attached to this correspondence, the Corrective Action Plan for the one issue you identified, as well as responses to the two observations included in your report.

The current year issue concerns the segregation of duties as it relates to the posting of journal entries in the ACOG General Ledger. Between Brandi Runion (the WorkLink Finance Director) and Don Zimmer (the ACOG Finance Director), we already have two employees looking at all WIA related entries, as Ms. Runion reviews all entries posted by Mr. Zimmer. Moving forward, Ms. Runion will continue to review journal entries. In addition, I will also review and approve entries. This additional step will begin immediately.

Your report also identifies two observations and recommendations. For procurement, you recommend that we align our cost threshold for requiring three vendor sources with the state cost range of \$ 2,500 to \$10,000. In addition, you note that our contract with our service provider includes a profit line item and recommend that we identify specific metrics or deliverables to be met in order for the profit to be earned.

As noted in your report, as a council of governments, we are required to adopt and follow a procurement policy, though we are not required to adopt the state code. It appears that the only difference between the ACOG policy and the State Procurement Code is that for a product or service costing between \$ 2,500 and \$ 5,000, ACOG requires two quotes and the State Code requires three quotes. We are in the process of reviewing the agency Policies and Procedures Manual and will consider aligning our cost thresholds with ranges from the South Carolina Procurement Code. In considering this, I will need to talk with our Finance and Purchasing staff to ensure there would be no unintended consequences. In addition, we operate a broad range of programs and need to have a consistent policy that applies agency-wide. Therefore, I also need to make sure that a change would not cause us to be out of compliance with some other program. I am not aware of any specific issues that a change would generate but need to do some more research.

PO Box 6668 . Greenville, SC 29606
864.242.9733 . Fax 864.242.6957 . www.scacog.org

WorkLink will conduct an RFP process for Adult, Dislocated Worker, and Youth services for PY 2014. As a component of that process, the Procurement Committee will consider options for developing effective incentives, as well as the Profit clause in general.

I believe the attached information adequately addresses the items in the monitoring report. Should you have any questions, or if I can provide additional information, please let me know.

With regards,



Steven R. Pelissier
Executive Director

CC: Mr. Danny Brothers
Mr. Trent Acker
Ms. Brandi Runion
Mr. Don Zimmer

P.O. Box 995
1550 Gadsden Street
Columbia, SC 29202
dew.sc.gov



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

EXECUTIVE SUMMARY

Purpose & Scope

The purpose of Workforce Investment Act (WIA) financial monitoring is to determine if ACOG is using WIA funds in compliance with applicable laws and regulations, and if ACOG has a sound financial system in place to carry out the WIA activities. The scope of the monitoring included reviewing and analyzing ACOG's financial records for the period of June 1, 2013 through June 30, 2014.

SCDEW Staff Conducting the Review

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

ACOG Staff Representing the Recipient

Steve Pelissier, ACOG Executive Director
Trent Acker, WIA Administrator
Don Zimmer, ACOG Finance Director
Brandi Runion, Worklink Finance Management Specialist

Review Areas

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

- Governance and oversight management
- Financial system with fiscal controls and accounting procedures
- Supporting documentation for selected expenditures
- Contracts and records
- Payroll and payroll records
- Property control records
- Subrecipients financial monitoring
- Resource Sharing Agreement
- Indirect cost rate and indirect cost allocation
- Credit card transactions
- ETA Salary Cap Review

Current Year Issue:

- Segregation of Duties should be established for the journal entry process.

Current Year Observations:

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

WIA FINANCIAL MONITORING REPORT

South Carolina Department of Employment and Workforce (SCDEW) staff performed a financial monitoring engagement for ACOG on September 15, 2014 through September 17, 2014 in accordance with 29 CFR 97.20 and the Workforce Investment Act (WIA) of 1998, Section 183, Monitoring.

CURRENT YEAR ISSUE**1. Segregation of Duties should be established for the journal entry process**

The ACOG Finance Director prepares, approves, and posts journal entries to ACOG's General Ledger. Best practices encourage organizations to segregate key processes, such as the authorization, custody, reconciliation and record keeping of assets, in order to mitigate unnecessary risk. The principle of Segregation of Duties is based on shared responsibilities of an important procedure that disperses the critical functions of that procedure to more than one person or department.

29 CFR 97.20 (a)(3) states that "effective control and accountability must be maintained for all grant and subgrant cash, real and personal property, and other assets. Grantees and subgrantees must adequately safeguard all such property and must assure that it is used solely for authorized purposes."

Recommendation: Adequate segregation of duties will strengthen internal controls within ACOG. We recommend that ACOG develop a documented journal entry process to ensure the preparation, approval, and posting of journal entries is properly segregated. The corrective action should be implemented as soon as possible and a corrective action plan submitted to describe the new process that will be used.

Corrective Action Plan: ACOG Executive Director will review and approve all journal entries prior to posting, effective immediately.

OPPORTUNITIES FOR IMPROVEMENT

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

1. Procurement policy should require additional procurement documentation

ACOG's procurement policy requires two (2) quotes for procurements from \$300 to \$5,000. However, the SCDEW WIA Financial Management Manual, as communicated to local areas, encourages local areas to solicit quotes from a minimum of three (3) qualified sources of supply for procurements between \$2,500 and \$10,000 based on the SC Consolidated Procurement Code methodology.

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

Response: Councils of Governments do not come under State Procurement, but are to adopt their own reasonable procurement policies. Our Program Year 2014 Resource Sharing Agreement that was signed in September 2014 between ACOG and SCDEW does state however, that for any shared costs we will obtain 3 quotes for items within the \$2,500 - \$5,000 price range. ACOG is currently reviewing its Policies and Procedures Manual and will consider aligning expenditure thresholds with the South Carolina State Procurement Code.

2. Contract management should be enhanced

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

Federal Acquisition Regulations (FAR) 15.404-4 (a), (1) states, "Profit or fee prenegotiation objectives do not necessarily represent net income to contractors. Rather, they represent that element of the potential total remuneration that contractors may receive for contract performance over and above allowable costs. (2) It is in the Government's interest to offer contractors opportunities for financial rewards sufficient to stimulate efficient contract performance, attract the best capabilities of qualified large and small business concerns to Government contracts, and maintain a viable industrial base."

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

Response: WorkLink/ACOG considers correlating profit with meeting/exceeding specific performance metrics and/or deliverables every RFP year for the Adult/DW and Youth programs, with the ultimate decision up to the WorkLink Board's RFP Committee.

Program Year 2014 is an RFP year for both programs. As with every RFP year, profit for performance is on the agenda to be considered.

FOLLOW-UP OF PRIOR YEAR RECOMMENDATION

During the current year on-site monitoring visit to ACOG, monitors verified and re-evaluated the recommendations that were addressed in the prior year WIA financial monitoring report dated August 19, 2013. The current status and follow up of the prior year monitoring recommendations is summarized below.

2013 Follow Up To CAP			2014 Monitoring
Number	Prior Year Recommendation	Implementation Status	Recommendation Noted in Current Testing
1	Procurement policy should require additional procurement documentation.	On-Going	See Observation #1.
2	Contract management should be enhanced.	On-Going	See Observation #2.

Workforce Skills and Education Committee Report

Presented October 29, 2014 – Board Meeting

The Workforce Skills and Education Committee met on October 15, 2014.

SC Works System

UI Pilot Project

Executive Director Trent Acker gave a brief overview of the Unemployment Insurance (UI) Pilot Project for the WorkLink region. The implementation date for the pilot is set for November 1, 2014 and will last until June 30, 2015. Continuance of this pilot is contingent upon renewal of the Re-employment Assistance (REA) program grant. Actual traffic to the SC Works Centers will not begin until two to three weeks later due to the lag time of notices going out to UI claimants to report to their respective SC Works Centers. All four WorkLink SC Works locations will see be utilized in this project. UI Claimants will be those that were laid off through no fault of their own and have been categorized as least likely to return to work. UI claimants will be required to attend three appointments over the course of receiving benefits. Failure to keep the required appointments may result in loss of benefits. The intended outcomes for the pilot project include increased traffic to the SC Works Centers in the WorkLink region, and reduced numbers of long-term unemployed. A similar pilot will be implemented in the Lowcountry region.

Outreach

Jennifer Kelly, Program Director, gave an overview of the Outreach initiatives for the SC Works Centers.

Accomplished:

1. Signs were relocated from the Anderson, Seneca, and Liberty SC Department of Employment and Workforce (SCDEW) buildings to the Tri-County Technical College (TCTC) QuickJob Center locations. The Liberty vinyl was replaced with Easley.
2. Mailers, including new locations and services offered, have been mailed to four different mail carrier routes. The carrier routes selected had the highest count of incomes less than \$25000, and gave us a total count of 3371 mailers that went out [Seneca (896 records), Easley (714 records) and two in Anderson (1761 records)].
3. 500 refrigerator magnets telling how to contact us were distributed to job seekers.

Next Steps approved by the Workforce Skills and Education Committee (Board budget) include:

1. Movie Theater (15 second clip) for job seekers with the new locations - \$3,640 at AmStar for 6 months, potential audience 37,275 per month
2. Bowling Alley (slide with locations and services) for one year - \$300

Items approved pending Outreach Committee vote:

3. Gas Toppers - \$94
4. Banners - \$276 (3 for old locations) pending approval from the Counties and SC DEW
5. Posters with pockets and postcards - \$1,475
6. Pens - \$670

Henkels and McCoy budget for Business Services:

1. Radio Ads - \$3,000
2. Sticky Notepads (4x6) - \$1,227

Operator Update

Kal Kunkel, Regional Manager for Henkels and McCoy, gave an overview of the SC Works Operator. Mr. Kunkel reviewed the reports available in the Board packet with the committee. A new Access Point has come online at the Dream Center of Pickens County. Traffic has been steadily picking up over the last month.

WIA Adult & DW Program

Steve Riddle, Program Manager for Henkels and McCoy, gave an update on the WIA Program status for the Adult and Dislocated Worker (DW) program. He stated that they were ahead for enrollments by 24, making the final number through September 30, 2014 of enrollments total 104 individuals. The case managers have placed 29 individuals in training (Healthcare = 8; Manufacturing = 11; Technical Services = 4; CDL = 6). Five WIA participants have completed the SCMC program, and an additional four are currently in training. There are currently 30 individuals in GED training through the Adult Ed Centers. There are 11 individuals that have either completed or are currently in OJT training through WIA.

Mr. Riddle shared several success stories from the three counties:

- In Oconee County, one participant obtained a welding certificate and is working at Lift Technologies with a starting wage of \$14.85 per hour.
- WIA participant Terry Cobb received a CDL Class A license through TCTC and is the owner/operator of his own rig; he averages \$1000 per week in wages.
- In Pickens County, one WIA student has just received their Pharmacy Technician certificate from TCTC and is seeking employment in that field.
- In Anderson County, two ladies received their CDL Class A license and drive for Covenant Trucking as a team making \$20 per hour each.
- Another participant completed their GED with a Silver WorkKeys and gained employment with Michelin starting at \$16.54/hour.
- A current GED student gained his CDL Class B license over the summer during the Adult Ed class break.
- One WIA participant received their RN degree and is currently employed with St. Francis earning \$21.25 per hour, while another participant received their LPN degree and is currently employed at Seneca Health and Rehab earning \$16 per hour.

**Please note that not all participants have given permission to share their name.*

PY14 H&M Grants - Financial

Budget Reports

Mr. Kunkel reviewed the budget expenditure report and stated that as of September 30, Henkels and McCoy had expended 17.98% of their budget of the 22.50% required. Mr. Kunkel stated that they are expecting an additional \$73,471.34 in accruals to come in to be paid for the period of July 1, 2014 to September 30, 2014. If invoices had been received in time, this would put them up to 23.05% expenditures.

Fund Utilization Rate



Mr. Acker and Brandi Runion, Finance Director, gave an overview of the Fund Utilization Rate concerns that the State Workforce Investment Board (SWIB) have been discussing. The WorkLink Workforce Investment Board is required to expend 70% of the funds available each year, which includes both new funding and carryover funds from previous years. Ms. Runion stated success with achieving the 70% expenditure rate will depend on the Service Providers expending the funds that we have given them in its entirety. Mr. Acker explained that the 70% expenditure rate is a balancing act for the WIB due to the fact that we do not receive our full allocation of funds until October or sometimes even later. If WorkLink were to spend 100% of the funds, then the Board would face financial hardships in the event that the allocations from US Department of Labor and SC Department of Employment and Workforce were delayed.

Other Business

Chair Blackwell gave the proposed dates of the 2015 Committee schedule. The dates were as follows: January 21, March 18, May 20, August 19, and October 21. The proposed time and location were set for 3pm at the SC Works Clemson Conference Room. **The committee voted to approve the dates, times and locations.**

Chair Blackwell informed the committee that WorkLink has received an application from Grepa Health & Environmental Services to be included on the Eligible Training Provider List (ETPL). The investigation into the training provider is still ongoing.

SC Works Office Signage TCTC Quick Job Centers

Anderson Location	Easley Location	Seneca Location
 <p>SC WORKS ANDERSON BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER</p> <p>QuickJobs CAROLINA TCTC</p>	 <p>SC WORKS EASLEY</p> <p>QuickJobs CAROLINA TCTC</p>	 <p>SC WORKS SENECA</p> <p>QuickJobs CAROLINA TCTC</p>

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

WORKFORCE INVESTMENT BOARD
Workforce Skills and Education Committee
October 15, 2014 at 3:00pm
SC Works Clemson Comprehensive Center, Large Conference Room

Outreach Handout

Total Outreach Budget (as of 9.26.14) = \$16,421.75

Item	Cost
Movie Theater	\$3,640 at AmStar for 6 months
Bowling Alley	\$300 per year at Anderson
Other pending ideas:	
• Gas Toppers – pending	\$94
• Banners – pending sign regulations plus hanging charges	\$276 (for 3 at old locations)
• DOT road signs – pending	
• Poster with pocket and postcards	\$1,475
• Sticky Notepads (4 x 6)	\$1,225
• Pens	\$670 = 1000 x .67 cent
• Radio ads	\$3,000
Total	\$10,680
	(\$3940 – Movie Theater and Bowling Alley have been recommended to the Committee by the Outreach Committee)

[illegible]

[illegible]

DEMOGRAPHICS (Year to Date)

Data through: 09/30/2014

Last Revision Date: 10/06/2014

WIA Enrollments

		YTD (Last Date of Access)						
Age		Anderson	Oconee	Pickens	Other	Total	%	
	Under 19	0	0	0	0	0	0%	
	19-21	10	5	5	0	20	6%	
	22-32	42	27	8	2	79	22%	
	33-44	58	29	26	3	116	33%	
	45-54	49	24	20	2	95	27%	
	55-64	20	10	13	0	43	12%	
	65+	1	0	0	0	1	0%	
	Total	180	95	72	7	354		
Race		Anderson	Oconee	Pickens	Other	Total	%	
	Caucasian	120	70	54	4	248	70%	
	African American	56	24	16	3	99	28%	
	American Indian	0	0	0	0	0	0%	
	Asian	0	0	0	0	0	0%	
	Hawaiian	0	0	0	0	0	0%	
	Not Provided	4	1	2	0	7	2%	
	Total	180	95	72	7	354		
Ethnicity		Anderson	Oconee	Pickens	Other	Total	%	
	Hispanic	4	3	1	0	8	2%	
	Not Hispanic	176	91	69	7	343	97%	
	Not Provided	0	1	2	0	3	1%	
	Total	180	95	72	7	354		
Gender		Anderson	Oconee	Pickens	Other	Total	%	
	Female	128	51	39	5	223	63%	
	Male	52	44	33	2	131	37%	
	Total	180	95	72	7	354		
Education Level		Anderson	Oconee	Pickens	Other	Total	%	
	Less than 9th Grade	14	4	2	0	20	6%	
	9th-12th Grade (No Diploma)	44	21	13	1	79	22%	
	GED	20	13	14	2	49	14%	
	HSD	54	42	19	3	118	33%	
	Vocational School Certificate	22	4	9	0	35	10%	
	Associate's Degree	9	7	6	0	22	6%	
	Bachelor's Degree	13	3	7	1	24	7%	
	Education beyond a Bachelor's degree	4	1	2	0	7	2%	
	Total	180	95	72	7	354		
Disability		Anderson	Oconee	Pickens	Other	Total	%	
	No	179	94	71	7	351	99%	
	Yes	1	1	1	0	3	1%	
	Total	180	95	72	7	354		
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total		
	Employed	27	20	21	2	70	20%	
	Not Employed	153	75	51	5	284	80%	
	Total	180	95	72	7	354		
Veteran		Anderson	Oconee	Pickens	Other	Total	%	
	No	174	90	69	0	333	94%	
	Yes	6	5	3	7	21	6%	
	Total	180	95	72	7	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

WORKLINK

ANDERSON-OCONEE-PICKENS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

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

Job Seeker at WIA Enrollment

	A	O	P	Other	Total
Veterans					
CO	0	1	2	0	3
New	1	1	0	0	2
Offenders					
CO	6	3	2	0	11
New	6	4	2	0	12
TAA Co-enrolled					
CO	0	1	1	0	2
New	0	1	0	0	1
Adult/DW Low Income					
CO	20	9	8	0	37
New	15	10	4	0	29
SNAP Recipient					
CO	0	0	0	0	0
New	0	0	0	0	0

Career Interest

	September	Total
In-Demand Career Cluster		
Admin, Support, Waste Mgmt., Remed Svcs..	5	15
Manufacturing	6	19
Professional, Scientific, Tech Svcs	6	11
Health Care and Social Assistance	7	24
Retail Trade	1	3
Other	20	32
TOTAL	45	104

Caseload Breakdown

	Active	Follow-up	Total
Clay	46	45	91
Hamrick	48	43	91
Hunter	63	53	116
Gleaton	24	3	27
Parnell	64	61	125
Snider	70	52	122
Telideria	39	38	77
Total	354	295	649

Active Enrollment

Active Enrollment			
	CO	September	Total
Clay	38	8	46
Hamrick	41	7	48
Hunter	57	6	63
Gleaton	23	1	24
Parnell	55	9	64
Snider	62	8	70
Telideria	33	6	39
Total	309	45	354

*CO reflects numbers being served through Active as of 09/30/2014

One-on-One Services

Activity	September	YTD
Resume Preparation Assistance	4	30
Job Development Contacts	0	1
Provided Internet Job Search Support/Training	2	14
TOTAL	6	45

Applications

	September	YTD Total
Completed	62	148
Partial	1	1
YTD Completed		148
Eligibility		
September	62	148
YTD Total		148
Not Eligible (Core Only)		1
YTD Total Determinations		148

Enrollment

	September	YTD Planned	{+/-}
New Enrolled	45	30	-15
New YTD Enrolled	104	50	-54
Not Enrolled (90 day window)	44		

* Eligible applications can be enrolled within 90 days of completion

WorkKeys

	September	Total
Platinum	0	0
Gold	36	29
Silver	120	128
Bronze	34	35
Total	180	192

Workshops Offered

	September	YTD
Employability	47	98
Financial Literacy	0	0
Expungement/Pardons	3	5
Computer Skills	0	0
Total	50	103

SCWORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

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

Recommended for Training Services

	September	YTD Total
GED	13	25
Occupational	17	45
On-the-Job Training	2	15

OJT Training Synopsis

Company Name	Location of Company	Current	Successful	Unsuccessful	Total
MoreSun Custom Woodworking, Inc.	Oconee	1			1
Orlan Rugs, Inc.	Anderson		2		2
Owens Corning Composite Materials, LLC	Anderson	1	1		2
Sherrill Manufacturing, Inc.	Oconee		1		1
Southern Vinyl Window Mfg.	Pickens	1			1
Upstate Medical Staffing dba Upstate HealthCare S	Anderson	1			1
US Engine Valve	Oconee	1	1		2
Total Current Contracts		5	3	2	
Total Carryover		2			
Grand Total					10

*Carryover equals those contracts started in PY13 but finished in PY14

Funding Source

	September	YTD Total
Adult	1	8
Dislocated Workers	0	2
DWT-NEG	0	0

Follow-Up Services

	September	YTD Total
Entered Employment (Based on Current Quarter)*	61	90
Services Provided	60	222

*This number is based counted from SCWORKS based follow-up summaries of each career coach

Occupational Training by Provider

Name	Currently In Training	PY14 Rec'd Training
Adult Education - District 1 and 2	12	13
Adult Education - Districts 3, 4 and 5 Anderson	31	32
Adult Education - Oconee Adult Education	13	13
Adult Education - Pickens Co Adult Learn	3	3
Arc Labs	2	4
Brown Mackie College	1	1
Carolina Computer Training	3	3
Greenville Technical College	8	10
ITT	1	1
Southern Wesleyan University	1	1
Tri-County Technical College	32	52
Total	107	133

Total Occupational Training by Cluster in PY14

Occupation	Total Training	PY14 Rec'd Credential
GED Training	61	0
Admin. Support, Waste Mgmt., Remediation Svcs.	8	1
Manufacturing	19	5
Professional, Scientific, Technical Services	5	0
Health Care and Social Assistance	32	3
Retail Trade	0	0

Funding Source PY14 Rec'd (Occupational and GED training)

	YTD Total
Adult	106
Dislocated Workers	30
DWT-NEG	0
Trade (co-enrolled)	3
Total	139

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

Notes

PY14 Rec'd Training
The total number of WIA participants that have participated in classroom training during PY14 (July 1, 2014 to June 30, 2015).

Currently in Training
The total number of WIA participants that are currently sitting in classroom training as of the reporting period.

PY14 Rec'd Credential
Of those in the PY14 Rec'd Training count, the total number of credentials awarded to Participants that have finished classroom training by industry cluster

WORKLINK WORKFORCE INVESTMENT BOARD

Board Education

Presented October 29, 2014 – WorkLink WIB Meeting

INDIVIDUAL TRAINING ACCOUNTS (ITA)

WorkLink ITA Funding Cap	Maximum Duration
\$5,000	Program Year
\$10,000	Lifetime

State Funding Cap	State Maximum Duration
\$14,000	Lifetime

INDIVIDUAL TRAINING ACCOUNT (ITA) – An ITA is a *training budget* constructed on behalf of a WIA participant, and outlines all costs associated with the program of study to be completed by the participant. The ITA is a written agreement between the case manager, the training provider and the WIA participant.

CONDITIONS FOR ISSUING AN ITA - The ITA can only be issued under the following circumstances:

WIA Participant

1. The participant is eligible for WIA funding.
2. The participant is not able to obtain employment through Intensive Services.
3. The participant has been determined to need training in order to find employment. (Changes forthcoming under WIOA.)
4. Training of choice is in one of the five Board approved industry clusters.
 - The five in-demand industry clusters include: 1) Administrative, Support, and Waste Water Remediation Services; 2) Professional, Scientific, and Technical Services; 3) Retail Trade; 4) Health Care and Social Assistance; and 5) Manufacturing.
5. Training of choice will result in a credential in an in-demand occupation. (Reasonable expectation of employment after completion of training program.)
6. Costs cannot be covered by other funding sources. (WIA is payor of last resort. The participant is not required to pay anything out-of-pocket, unless the training goes over the approved ITA funding caps.)

Training Provider

7. Training provider has been approved by the WIB to be on the Eligible Training Provider List.
8. Training provider offers courses of study that lead to a recognizable credential.
9. Training provider, case manager, and customer agrees and signs off on the associated costs of the training.
10. Training provider maintains minimum qualifications to remain on the Eligible Training Provider List (ETPL).
 - This includes satisfactory placement rates, recognizable credentials, reasonable costs for a reasonable length of time for training, and meets all qualifications of the Labor, Licensing, and Regulation Board and the Commission for Higher Education.

EXPENSES THAT MAY BE PAID FOR BY AN ITA

Tuition, application/registration fee, certifications, permits, licensure fees, books, physical exams, and uniforms if required. Other incidental costs may be paid (must be included as a requirement of the training course by the training provider).

PAYMENT MECHANISM UTILIZED

Step 1 - The ITA budget form is developed and reviewed by the WIA participant, case manager, and the training provider and agreed upon by all parties with signatures. Any changes that are made must be done through a budget modification, and agreed upon by all parties.

Step 2 – The ITA budget is uploaded into the service providers ITA database. Vouchers are then issued for the WIA participant to take to the training provider. The voucher allows costs to be incurred without the WIA participant having to pay the balance. Vouchers are only issued for items that are required by the training course of study.

Step 3 – The training provider issues an invoice to the service provider based on the vouchers they have received.

Step 4 – The service provider reviews the invoice against the vouchers created, and issues payment to the training provider.

BOARD/COMMITTEE MEMBER TAKE AWAY

The Board/committee can influence the process in the following ways:

1. The ITA funding caps can be adjusted.
2. Supportive services policies can be reviewed and adjusted. Supportive service cap is \$3,000 per program year.
 - *Supportive services - childcare, transportation, and other related expenses can be issued on behalf of the participant to assist with participation in the WIA program and in the training program of study. Supportive services are not requirements of the training provider, but are intended to assist WIA participants with overcoming barriers in order to be successfully and gainfully employed at the end of WIA participation.*
3. Training providers are reviewed and approved by the committee and the Board to be placed on the Eligible Training Provider List.
4. Industry clusters can be modified.
5. The committee can set the amount of funds to be devoted to occupational training in the service provider's budget.

The Board/committee take-away when reviewing the service provider budget:

1. The overall occupational line item will drive the number of individuals to be trained.
2. The budget expenditure levels are subject to training providers invoicing the service provider in a timely fashion.
3. Occupational training tends to be cyclical in nature – follows the semesters at the university and technical colleges. Expenditures may follow this pattern.
4. The WIA laws and regulations protect customer choice. The Board/committee can steer customer choice by influencing the process (see the preceding section).
5. The obligations report shows the expenditures, the amount of vouchers that are pending invoices from training providers, and the remaining un-vouchered ITA budget amount balance.
6. The number of individuals in occupational training can be seen on the SC Works Usage Report that is given out at each meeting.
7. WIA is required by law to be the payor of last resort. There may be WIA participants that are in training, but WIA is not spending any funds on them.



Budget vs. Actual Expenditures YTD

CLASS	ADULT				DLW				TOTAL										
	Mod #1	July	Aug	Sept	Total Expenses	Balance	% Spent	Mod #1	July	Aug	Sept	Total Expenses	Balance	% Spent	Total Budget	Total Balance	Total % Spent		
Salary Total																			
90	Budget	313,914	22,871	7708-8/24	8/25-9/28	30,551	78,399	23,515	24.97%	134,534	9,568	771-7/27	7/27-8/24	9/25-9/28	448,448	336,398	24.98%		
91-95	Fringe Benefit Total	128,608	8,210	8,823	11,468	29,201	99,407	99,407	22.71%	55,118	3,452	3,452	3,877	4,948	183,728	142,248	22.98%		
Subtotal																			
	\$	442,522	\$ 31,081	\$ 34,590	\$ 42,819	\$ 107,600	\$ 334,822	\$ 334,822	24.32%	\$ 189,652	\$ 12,820	\$ 14,807	\$ 18,101	\$ 45,928	\$ 632,174	\$ 478,646	24.37%		
Operating Costs																			
12	Staff Consumable Supplies	5,040	134	450	485	1,068	3,971	3,971	21.21%	2,160	57	193	200	458	7,200	5,073	21.31%		
13	Advertising	1,932	-	-	-	-	1,932	0.00%	828	-	-	-	-	-	2,760	2,760	0.00%		
14	Printing/Copies	7,560	487	82	1,060	1,828	5,931	21.55%	3,240	206	35	454	695	2,545	10,800	8,478	21.52%		
15	Communications	6,911	631	589	1,124	2,344	4,567	33.82%	2,981	290	250	347	887	2,074	9,872	6,841	32.73%		
16	Staff Travel	16,309	915	949	1,557	3,421	12,888	20.98%	6,990	360	399	660	1,419	5,571	23,299	18,459	20.77%		
17	Staff Training/Technical Services	2,856	-	-	-	-	2,856	0.00%	1,224	-	-	-	-	1,224	4,080	4,080	0.00%		
18	Staff Computer Leases	12,573	-	3,611	-	3,611	8,962	28.72%	5,388	-	1,547	-	1,547	3,841	17,981	12,803	28.72%		
19	Postage	1,680	73	125	109	307	1,373	18.27%	720	31	54	47	132	568	2,400	1,001	18.29%		
Subtotal																			
	\$	64,861	\$ 2,240	\$ 5,066	\$ 4,315	\$ 12,381	\$ 42,480	\$ 22.57%	\$ 23,511	\$ 844	\$ 2,478	\$ 1,716	\$ 5,138	\$ 18,373	\$ 78,372	\$ 60,853	22.35%		
Training cost																			
22	Credential Exam Fees	11,185	334	119	-	453	10,712	4.06%	4,785	-	-	-	-	4,785	15,950	15,497	2.84%		
23	Tuition/Adult Ed (SLM Upgraded/GED)	54,090	-	13,524	-	13,524	40,572	25.00%	23,184	-	3,796	-	5,796	17,388	77,280	57,940	25.00%		
24	Account/Voucher cost	216,290	3,216	6,207	7,944	17,407	199,883	8.05%	92,610	-	4,945	2,555	7,550	85,060	308,900	283,943	8.08%		
25	On the Job Training	85,260	-	-	5,890	5,890	79,378	6.91%	38,630	-	1,299	1,792	3,081	33,569	171,828	112,947	7.34%		
Subtotal																			
	\$	366,819	\$ 3,550	\$ 19,850	\$ 13,874	\$ 37,274	\$ 328,545	\$ 18.16%	\$ 157,209	\$ -	\$ 12,090	\$ 4,317	\$ 16,407	\$ 140,802	\$ 524,028	\$ 470,347	18.24%		
Supportive Service Cost																			
32	Transportation	12,556	130	1,246	1,100	2,470	10,086	19.87%	5,391	-	530	330	860	4,521	17,937	14,607	18.58%		
33	Childcare	4,368	-	-	-	-	4,368	0.00%	1,872	228	-	-	220	1,852	6,240	6,020	3.53%		
34	Uniforms, Drug Screens etc	5,250	-	349	369	718	4,532	13.68%	2,250	-	78	104	180	2,070	7,500	6,602	11.97%		
Subtotal																			
	\$	22,174	\$ 130	\$ 1,595	\$ 1,469	\$ 3,188	\$ 18,986	\$ 14.38%	\$ 9,603	\$ 228	\$ 606	\$ 434	\$ 1,268	\$ 8,243	\$ 31,677	\$ 27,229	14.94%		
Training/Professional Service Fee/Profit																			
41	Training Fee (Profit)	44,318	1,850	3,087	3,015	8,022	38,296	18.10%	18,994	709	1,499	1,228	3,438	15,658	63,312	51,854	18.10%		
42	Audit	6,748	-	-	-	-	6,748	0.00%	2,892	-	-	-	-	2,892	9,640	9,640	0.00%		
43	Interest	77,558	3,238	5,483	5,399	14,040	63,518	18.10%	33,238	1,241	2,623	2,169	6,013	27,228	110,797	90,744	18.10%		
Subtotal																			
	\$	128,624	\$ 5,088	\$ 8,490	\$ 8,484	\$ 22,062	\$ 108,562	\$ 17.15%	\$ 56,125	\$ 1,950	\$ 4,122	\$ 3,377	\$ 9,449	\$ 45,678	\$ 183,749	\$ 152,238	17.18%		
TOTALS																			
	\$	1,819,000	\$ 42,889	\$ 78,225	\$ 70,181	\$ 182,595	\$ 1,636,405	\$ 17.50%	\$ 436,000	\$ 16,134	\$ 34,183	\$ 27,945	\$ 78,182	\$ 3,568,818	\$ 1,460,000	\$ 1,189,313	17.50%		
														22.56%		Good Thru Sept		22.56%	

Example

As of 10/14/2014

Example

Adult / DW Formula Total

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 294,850.00	\$ 215,971.77	\$ 39,719.30	\$ 176,252.47	\$ 87,835.50	\$ 10,434.02	\$ 68,400.58	\$ 88,416.97	\$ 206,433.03	\$ -

Adult Formula

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 206,395.00	\$ 184,121.69	\$ 28,812.80	\$ 155,308.89	\$ 70,903.76	\$ 14,124.02	\$ 56,778.84	\$ 84,405.13	\$ 121,983.67	\$ -

DW Formula

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 88,455.00	\$ 31,850.08	\$ 10,906.50	\$ 20,943.58	\$ 16,931.74	\$ 5,310.00	\$ 11,621.74	\$ 4,011.84	\$ 84,443.16	\$ -

DW - NEG

PY14 Budget	PY14 ITA Budgets	PY14 Deobligations	PY14 ITA Budget including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Disbursed that are Paid	PY14 Vouchers Disbursed that haven't cleared	PY14 Obligations (Budget minus all vouchers made)	Remaining to be Obligated	PY15 Obligations
\$ 29,250.00	\$ 13,859.00	\$ 11,104.00	\$ 2,755.00	\$ 1,718.00	\$ 1,589.00	\$ 129.00	\$ 1,037.00	\$ 28,213.00	\$ -

OJT Formula Total

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 61,920.00	\$ 28,155.46	\$ 3,929.00	\$ 24,226.46	\$ 11,380.02	\$ 8,952.82	\$ 2,427.20	\$ 12,846.44	\$ 49,073.56

Adult OJT Formula

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 43,200.00	\$ 24,418.80	\$ 3,929.00	\$ 20,489.80	\$ 8,318.08	\$ 5,890.88	\$ 2,427.20	\$ 12,171.72	\$ 31,028.28

DW OJT Formula

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 18,720.00	\$ 3,736.66	\$ -	\$ 3,736.66	\$ 3,061.94	\$ 3,061.94	\$ -	\$ 674.72	\$ 18,045.28

DW OJT NEG

PY14 Budget	PY14 Contracts	PY14 Deobligations	PY14 Contracts including Deobligations	PY14 Vouchers Disbursed	PY14 Vouchers Paid	PY14 Vouchers that have not cleared	PY14 Obligations (Budget minus all vouchers made)	Budget Remaining
\$ 16,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,800.00

Determination of Need for Training

Individual must meet all six criteria:

- 1. No Suitable Employment**
 - ☐ In or outside commuting area, no reasonable prospect in foreseeable future (state policy)
 - ☐ Work of substantially equal or higher skill level and at wages not less than 80%
 - ☐ No prospect of recall
- 2. Would Benefit from the Training**
 - ☐ A comprehensive assessment has been provided to determine ability to undertake, make satisfactory progress and complete and documented
 - ☐ Individuals with disabilities – must take into account availability and use of assistive and universally designed technologies by the provider
- 3. Reasonable Expectations of Employment**
 - ☐ Based on objective indicators (LWIB demand occupations list, LMI, etc...) Attached
 - ☐ Fair and objective projection of job market conditions at completion. Attached
- 4. Training Is Reasonably Available**
 - ☐ Public and proprietary schools and union training program – curriculum attached
 - ☐ Community - or Faith-based organizations
 - ☐ Is within individual's normal commuting area _____ miles
- 5. Qualified to Undertake and Complete**
 - ☐ Personal qualifications as determined by comprehensive assessment – educational background, physical and mental capabilities, and previous work experience – attached
 - ☐ Occupational goal and steps to achieving is documented in IEP
 - ☐ Evaluation of adequacy of financial resources (personal and family) has been documented
 - ☐ Remaining weeks of UI and TRA in relation to training
 - ☐ Other sources of income – family, severance, Pell Grants, scholarships, etc...
 - ☐ Fixed financial obligations
 - ☐ Part-time employment
 - ☐ Evaluation of financial resources completed
 - ☐ Case record documented that discussion occurred
 - ☐ Determination made that financial resources available before training is approved
 - ☐ When adequate financial resources not available, training must not be approved
- 6. Training is Suitable and Available at a Reasonable Cost**
 - ☐ Information in the comprehensive assessment documents appropriateness of the training
 - ☐ Costs of training including the tuition and related cost, i.e., books, tools, uniforms, goggles, work-boots, etc., laboratory and other academic fees, travel or transportation and subsistence (budget attached)
 - ☐ Training at a Reasonable Cost
 - ☐ First consideration to lowest cost training in commuting area
 - ☐ Costs of training not unreasonably high in comparison with average costs of training in similar occupations with other providers
 - ☐ Training is substantially similar in quality and content and similar results cannot be obtained from lower cost training.

WIA Individual Training Account (ITA) Summary

WorkLink LWIA

Training Provider					
Address					
City		State		Zip	
Training Provider Contact Person				T #	
Participant		Last 4 SSN		T#	
Type of Training Services				# of Semesters/Qtrs/Weeks	
Projected Training Start Date			Projected Training End Date		
Funding Source: <input type="checkbox"/> Adult <input type="checkbox"/> DW <input type="checkbox"/> Other:					

Training Services Cost Items	\$ Per Week/ Qtr/Semester	# Semesters/ Qtrs/Weeks	Total Cost Of Training
Tuition (Activity, Technology, Lab Fees):	\$ -	0	\$ -
Books/Supplies:	\$ -	0	\$ -
Total Cost of Tuition & Books/Supplies	\$ -	0	\$ -

Additional ITA Covered Costs for Training (typically one time costs)	Cost of Item	# of Times to Purchase	Total of Add. Costs
Application/Registration/Enrollment Fees	\$ -	0	\$ -
Background Checks	\$ -	0	\$ -
DMV Licensing/Permit Fees	\$ -	0	\$ -
Equipment	\$ -	0	\$ -
Exam Fees (Certifications)	\$ -	0	\$ -
Graduation Fees	\$ -	0	\$ -
Medical (physicals, shots, drug tests, etc.)	\$ -	0	\$ -
Uniforms	\$ -	0	\$ -
WorkKeys	\$ -	0	\$ -
Other (specify):	\$ -	0	\$ -
Total Cost of Additional Items:	\$ -		\$ -

Total Cost of Training: (Sum of Cost of Tuition & Books/Supplies and Cost of Additional Items) **\$ -**

Available Non-TAA/WIA Funding Sources	\$ Per Week Qtr/Semester	# Semesters Qtrs/Weeks	Total Cost Of Training
Federal PELL Grant (Attach SAR, etc.)	\$ -	0	\$ -
Scholarships/Grants of Financial Aid (Attach Award Ltrs)	\$ -	0	\$ -
State Lottery System	\$ -	0	\$ -
Others (specify):	\$ -	0	\$ -
Others (specify):	\$ -	0	\$ -
Total Available Non-TAA/WIA Funding Resources	\$ -		\$ -

VIA TOTAL OBLIGATION* (Total Cost of Training Services Less Non-TAA/WIA Funding) **\$ -**

Signature: Training Provider (Academic Advisor/Counselor/Financial Aid Officer/Authorized Other)

Signature/Job Title/Date:

Case Manager's Signature & Date:

Additional Funding Resources Needed (explanation of non covered costs needed if not zero) **\$ -**

Total WIA obligations may not exceed \$5,000 in one year or \$10,000 in a lifetime. All exceptions must be approved by WIB

Career Counselors: Vouchers should not exceed line item amount listed above without an amended ITA Summary

Send invoices to: Accounts Payable, Anderson OneStop, PO Box 407, Anderson, SC 29624

ITA Form

Assessment: Individual Training Account - WIA

Participant:

Date Completed:

Total WIA obligations may not exceed \$5000 in one year or \$10,000 in a lifetime. All exceptions must be approved by WIB. Vouchers should not exceed line items amounts listed below without an amended ITA Summary.

Note: A separate ITA Should be done for each training provider.

Program year funds will be expended: PY14

Training Provider: Tri County CCE

Type of Training: Fiber Optics Technician Certificate # of qtrs-sem this Program Year: Not Answered

Projected Training Start 9/22/2014 Projected Training End Date or last day of Program Year 9/28/2014
Date: (whichever comes first):

Funding Source: Adult

Is this for a GED/High School Diploma? No

2.5 Tuition (Adult Education)-Cost per Qtrs-Sem: # of qtrs-sem this Program Year: Total Cost:
Not Answered \$0.00

Is this for occupational skills training? Yes

2.6 Tuition (College/Vocational)- Qtrs-Sem : # of qtrs-sem this Program Year: Total Cost of Tuition:
Not Answered \$0.00

Do multiple classes make up this training? If yes, please list each class below. Yes

If the participant is projected to complete multiple training classes with individual tuition fees for
If the participant is projected to complete multiple short term certification classes (less than one semester) with individual tuition fees for each class, enter the training class schedule and associated tuition fees in the chart below.

Class Description	Cost of Class	# of Times to be Taken	Total Cost of Class
141BLD52001 Certified Fiber Optic Tech	\$725.00	1	\$725.00
141BLD52101 Certified Fiber Optic Spec./Testing & Maintenance	\$675.00	1	\$675.00
141BLD52401 Certified Fiber Optic Spec/Outside Plant	\$815.00	1	\$815.00
Not Answered		Not Answered	\$0.00
Not Answered		Not Answered	\$0.00
Not Answered		Not Answered	\$0.00
Not Answered		Not Answered	\$0.00
Not Answered		Not Answered	\$0.00
Not Answered		Not Answered	\$0.00

Class Description	Cost of Class	# of Times to be Taken	Total Cost of Class
<i>Not Answered</i>		<i>Not Answered</i>	\$0.00
<i>Not Answered</i>		<i>Not Answered</i>	\$0.00

Are participant supplies needed? No

Total Cost for 2.1 Participant Supplies: Please list Supplies Needed:

Not Answered

Are participant books needed? No

Total Cost for 2.2 Participant Books: Please list books needed:

Not Answered

Are there credential exams for this training? No

Total Cost of 2.3 Credential/Exams: Please list credentials/exams needed:

Not Answered

Are there awards/events for this training? No

Total Cost for 2.10 Awards/Events: Please list awards/events:

Not Answered

Are there WorkKeys for this training? No Total Cost for 2.12 WorkKeys:

Total Training Cost: \$2,215.00

Is the participant receiving any scholarships, grants, or awards? *Not Answered*

Federal Pell Grant (Attach SAR, etc): Scholarships/Grants of Financial Aid (attach award list) State Lottery Assistance:

Total Non-WIA Funding Available:

\$0.00

Total WIA Budget (Total Training Cost minus non-WIA/TAA funding): Deobligations:

\$2,215.00

7/30/2014

Signature:

7/30/2014

Signature:

8/11/2014

Signature:

Not Answered

Signature: _____

Training Provider (Academic Advisor/Counselor/Financial Aid Officer/Authorized Other)

Printed Name and Job Title: Not Answered

Notes related to ITA:

Not Answered

Assessment Calculations

1. **GED Cost:** .00
2. **Multiple Classes - Class 1:** 725.00
3. **Multiple Classes - Class 10:** .00
4. **Multiple Classes - Class 2:** 675.00
5. **Multiple Classes - Class 3:** 815.00
6. **Multiple Classes - Class 4:** .00
7. **Multiple Classes - Class 5:** .00
8. **Multiple Classes - Class 6:** .00
9. **Multiple Classes - Class 7:** .00
10. **Multiple Classes - Class 8:** .00
11. **Multiple Classes - Class 9:** .00
12. **One Class Tuition:** .00
13. **Total Cost (before subtrating other funding):** \$2,215.00
14. **Total Funding:** \$.00
15. **Total WIA Cost (not including deobligations):** \$2,215.00

Voucher



Henkel's and McCoy Training Services
SC Works Enrichment (Not Work)

VOUCHER

Date: 03/15/2014

Purpose: 2.6 Tuition College Cont. En. (A3.1)

Description of Purpose: Tuition for Certified Fiber Optic Tech to begin on 9/22/14

Not to Exceed: Seven Hundred Twenty-Five and 00/100 Dollars \$725.00

Vendor: [REDACTED] #42576
[REDACTED] SC [REDACTED]

Purchaser: #76957

Staff Signature

Student Signature

Managers Approval (If Required)

ATTENTION VENDORS:

Please attach invoice and mail or fax to:
Henkel's and McCoy, Inc. (Not Work)
413 Davis Drive
Plymouth Meeting, PA 19462
(Attn: Training Services Payment Processing)
Phone: 484 314 2325
Fax: 215 231 7750

** Please Note for Drug Screens / Backgrounds:
Checks please send a copy to the above address a
fourth Address with Attention of Staff Signature

Accounts Payable (For Internal Office use Only)

Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Check # _____ Date Pay to: _____

Business Partnerships Committee Report

Meeting held October 16, 2014

Presented October 29, 2014 – Board Meeting

On-the-Job Training Coordination

The Business Partnerships Committee received a PY'14 OJT Update from Henkels & McCoy. As requested at our last meeting, a retention column was added to this report for the PY'13 contracts, allowing the committee to track whether or not the participants are retaining their jobs once the OJT contract ends.

Work Ready Communities Initiative and Employer Usage Report

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 currently at 88%. The committee also reviewed the data within the employer section of the SC Works Centers Usage Report.

Incumbent Worker Training Grants (Rapid Response and Locally Funded)

The committee received an update on the Rapid Response IWT grants. We currently have ongoing RRIWT grants with Alfmeier Friedrichs & Rath and Roylco in Anderson and with Kroeger Marine Construction in Seneca. The committee also received an update on the locally funded IWT grant that we recently received in the amount of \$70,189.00. WorkLink received a total of 14 IWT applications with the amount of requested trainings totaling \$380,137.59.

Committee Education

Andy Carr with the South Carolina Manufacturing Extension Partnership (SCMEP) informed the committee of the process he goes through when a company requests a Competitiveness Review. Mr. Carr also explained how SCMEP determines whether or not a company should apply for a Rapid Response Incumbent Worker Training grant and how he assists them with that process as well.

Palmetto Workforce Partnership Awards

The committee was informed of the Palmetto Workforce Partnership Awards. These awards recognize top state employers for the jobs they provide and the contributions they make to their communities. WorkLink will submit nominations in each of the three categories (small, medium, and large employers). The committee discussed the selection/nomination process with the understanding that all nominations must be submitted to SCDEW by December 11, 2014.

Upcoming Hiring Events and Other Business

- (1) November 6, 2014, 9am - 12pm (onsite job fair at First Quality Tissue)
- (2) November 7, 2014, 9am - 12pm (Veterans Priority of Service Job Fair at Tri-County Technical College Pendleton Campus) – Veterans only from 9am -10am then open to general public for last 2 hours

****Committee Member Teri Gilstrap was named a "Champion for Public Education" by the South Carolina School Boards Association (SCSBA).

SCSBA names Teri Gilstrap a Champion for Public Education

October 20, 2014



COLUMBIA, SC - The South Carolina School Boards Association (SCSBA) has honored Teri Gilstrap with its Champions for Public Education award. SCSBA Executive Director Paul Krohne presented the association's award at the Anderson County School District 4 school board meeting on Monday night.

The Anderson District 4 board nominated Gilstrap for the award, which is presented to community residents, organizations or local businesses/industries whose support of and contributions to public education have significantly benefited the entire school district or public schools statewide.

Gilstrap is the Existing Industries Manager for the Anderson County Office of Economic Development and has been a key partner with local schools. She has set up tours of manufacturing facilities for educators, taken part in career awareness programs, and led professional development sessions for teachers. She is a tireless promoter of public education and has helped Anderson District 4 schools to forge valuable relationships with local business and industry.

According to the nominating statement, "(Gilstrap) is positive, supportive and encouraging, and she seeks ways to continually improve opportunities and understanding for students, teachers and staff."

To receive the Champions for Public Education award, recipients must meet the following criteria:

- show leadership in support of ongoing or special programs authorized by the school board
- demonstrate, through actions, pride for the school district and effectively works for the betterment of the schools in the district as a whole or for public schools statewide
- understand public education's importance to democratic society and actively inspires support for quality public schools within the community or state
- make a difference for the entire school district or schools statewide

"Teri Gilstrap is to be commended for her invaluable support, service and leadership to the students in Anderson District 4," said Krohne. "She recognizes the crucial partnership between schools and her community and is truly a champion for public education."

"Teri Gilstrap is an extraordinary employee," said Anderson County Councilman Tom Allen. "She does her job well and makes a difference in our community. Her efforts to make the connection between our local industry and education have been a game changer in Anderson County. This award is well deserved and I am proud to say she is a district 4 resident."

Service Provider
Status Update
July 2014 - June 2015

ENROLLMENT REPORT	PYC					
*Special notes:						
Board Goal	185					
PY'14 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>		57				
July	5	62	5	100%	4%	34%
August	21	83	15	140%	20%	45%
September	9	92	15	60%	27%	50%
October		92	10	0%	27%	50%
November		92	5	0%	27%	50%
December		92	5	0%	27%	50%
January		92	10	0%	27%	50%
February		92	15	0%	27%	50%
March		92	15	0%	27%	50%
April		92	15	0%	27%	50%
May		92	15	0%	27%	50%
June		92	5	0%	27%	50%
Totals	35	92	130			