

**WORKFORCE INVESTMENT BOARD  
BOARD MEETING  
April 2, 2014 - Minutes  
Martin Inn & Conference Center – Clemson University**

**Members Present:**

|                       |                   |                |
|-----------------------|-------------------|----------------|
| Trent Acker           | Richard Blackwell | Ronnie Booth   |
| David Bowers          | Kristi King-Brock | Stan Brooks    |
| Danny Brothers, Chair | David Collins     | Jason Duncan   |
| Robert Halfacre       | Grey Parks        | Terence Hassan |
| Pamela Smith          | Mike Wallace      |                |

**Members Absent:**

|               |               |                   |
|---------------|---------------|-------------------|
| Elaine Bailey | Karen Carter  | Stephanie Collins |
| Mike Crawford | Mary Gaston   | Billy Gibson      |
| Butch Harris  | Michael Keith | Burriss Nelson    |
| Ed Parris     |               |                   |

**Staff Present:**

|              |               |                |
|--------------|---------------|----------------|
| Ronnie Allen | Sharon Crite  | Jennifer Kelly |
| Patty Manley | Brandi Runion | Renee Murdock  |

**Guest Present:**

|              |                 |                |
|--------------|-----------------|----------------|
| Karen Craven | Matt Fields     | Scott Ferguson |
| Dana Grant   | Ann Marie Baker | Kal Kunkel     |

**I. Call to Order**

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

**II. Approval of Minutes**

The minutes from the February 26, 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: A motion was made by Mike Wallace to approve the minutes as submitted, second by Stan Brooks. The motion carried with a unanimous vote.**

### **III. Committee Reports**

#### **A.) Youth Council**

##### **i. PY'13 1<sup>st</sup> Quarter Youth Performance Report**

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

##### **ii. PY'13 Outreach Update**

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

Ms. Craven began by stating Phase I of outreach was the placement of 6 billboards, 2 in each county, from November 2013 – January 2014 which unfortunately resulted in only 5 calls coming in to the Centers. Ms. Craven referred to page 10 and provided an update on Phase II of outreach stating procurement has been finalized with Print It for mailers, flyers and table tents with all items having the same theme and Phase III plans are for approximately 20,000 bag stuffers to be used at McDonalds restaurants, pump toppers & cooler lables to be placed at area convenience stores on the gas pumps and soda coolers adding they will continue with postings on FaceBook. Ms. Craven also stated staff is tracking the avenue of information from phone calls coming in to the Centers.

##### **iii. Youth Career Connect (YCC) Grant Summary (Anderson 3,4,5)**

Ms. King-Brock referred to pages 11-13 which is a summary of the YCC Grant, which Anderson School Districts 3,4 & 5 have applied, for Board memebbers review.

##### **iv. Option to Serve In-School Youth (If YCC Grant is approved)**

Ms. King-Brock stated if the gant is approved, the focus will be on high school seniors with barriers. Ms. King-Brock referred to the Youth Statement of Work saying, as stated in the RFP, if funds allow, up to 20% of youth funds can be utilized for the option to serve in-school youth classified as seniors with multiple youth barriers and most in need being the priority. Ms. King Brock reminded the Board that the youth provider can offer WIA services with emphasis on work readiness skills, soft skills, and work experience as long as the school district is not also providing those services, stressing duplication of services was disallowed.

#### **B.) Workforce Skills & Education Committee**

Committee Chair, Richard Blackwell provided an update from the March 31, 2014 WSEC meeting.

##### **i. Committee Update**

Mr. Blackwell referred to page 14 and provided a brief status update on the SC Works System stating WorkLink staff monitored the Henkels & McCoy grant during the week of March 24, 2014 and will have a full report at the next meeting.

Mr. Blackwell reported that staff is continuing to work on the OneStop Certification Standards and have been working with Clearwater to provide workshops in the SC Works Centers.

Mr. Blackwell also reported that the Workforce Skills & Education Committee had received training from Karen Craven on the WIA Program and Participants.

Mr. Blackwell reported there will be a budget modification request from Henkels & McCoy addressed in the Finance Committee update adding the Workforce Skills Education Committee reviewed this request and stated there will be no overall change to the budget; however, the line items will shift approximately 447,962 to the ITA College Tuition line item emphasizing this shift of funds will be needed for the upcoming summer semester.

Mr. Blackwell stated at the February Board meeting, the Board approved the Workforce Skills & Education Committee to use the incentive funds of \$5,453 for outreach on behalf of the SC Works Centers and of those funds, the committee approved that \$2,881 be spent on mailers and magnets that were bundled into a Phase 1 approach proposed by the vendor, PrintIt!. These items will go out to approximately 2,056 employers in Anderson, Oconee, and Pickens counties, announcing our locations and services.

**ii. SC Works Reports**

Mr. Blackwell reported that pages 17-22 of the meeting packet provide details from the SC Works Centers Reports stating all areas appear to be tracking well and things are moving forward.

**iii. Ad hoc Committee Members**

Mr. Blackwell referred to pages 23-24 which are applications presented for Board approval from Kelly Schumaker of Pickens County and Wayne Frady of Oconee County to serve as Ad hoc members to the WSEC.

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

**C.) Business Partnerships Committee**

Committee Vice Chair, Trent Acker provided an update from the Business Partnerships Committee March 5, 2014 meeting.

**i. Committee Update**

Mr. Acker referred to page 25 of the meeting packet stating the committee has discussed the Business Engagement / Employer Services Metrics at the past few

meetings and are continuing to await further instructions from the State for moving forward.

Mr. Acker reported there are currently 18 On-the-Job Training contracts in place with an increase from 38% to 51% in obligated funds. The increase is in part due to the OJT program being presented at area SHRM meetings in an effort to educate employers on the program.

Mr. Acker reported the Work Ready Communities Initiative website was visited for each county stating due to computer issues with the ACT system and the numbers reported, staff will be reaching out to area schools and Adult Ed. centers to confirm the numbers of WorkKeys tests have been administered. Mr. Acker added that overall our three counties are making progress in their efforts.

Mr. Acker provided a brief update on the RRIWT (Rapid Response Incumbent Worker Training) grants and stated Committee members received an education information overview of the RRIWT grant process to better understand these grants.

Mr. Acker reported on upcoming Hiring Events and informed Board members of the Upstate Veterans Job Fair to be held on May 23<sup>rd</sup> at the National Guard Armory in Anderson for Veterans and their spouses.

Ronnie Booth commented on a meeting he attended with the Chairman of the House Education Committee and 7 Superintendents from school districts on our service area regarding the End of Course or Exit Exams required for HS graduation. The superintendents clearly stated their intent to formerly request waivers to use Compass, WorkKeys &/or ACT in place of the EOC/Exit Exams currently required.

#### **D.) Finance Committee**

Committee Vice Chair, David Collins deferred to Brandi Runion to provide Committee update.

##### **i. PY'13 Budget Overview:**

##### **a. WorkLink Grants**

Brandi Runion referred to pages 26-27 and provided a brief explanation of the expenditures recorded through February stating the following were a few items to note:

WorkLink has received payment in the amount of \$32,972 from DEW which is the 1st quarter invoice for the Facilities line item, and stated we are awaiting payment in the amount of \$25,160 for the 2nd quarter invoice which has been sent adding that the 3rd quarter invoice will not be sent until April.

Ms. Runion reported on the Travel line item stating WorkLink staff attended the annual SETA conference, March 9-12, 2014, and those expenses will hit in the March expenditures increasing the Travel line items, adding that Windy Graham

will be attending training in Florida in May and Sharon Crite will be attending training in Atlanta in June stating both of these travel expenses will increase this line item as well.

Ms. Runion reported the Training line item is at 17% spent and stated procurement has been made for some Career Development, Team Building, Customer Service, & Resume Writing Training for staff that includes Adult/DW & Youth Staff so the Training line item will increase soon.

Ms. Runion reported she expects to begin receiving invoices soon so the Job Fair line item will increase. Also, invoices regarding outreach for the Job Fair will also be coming in.

**(i) WIA Budget Overview**

Ms. Runion referred to pages 28-34 and provided an overview as follows:

Page 28 shows our Indirect Rate Analysis which is how we track the indirect expense that is paid to the Appalachian Council of Governments. Through February 2014, approximately \$105,147 has been paid out of a budget of \$146,000.

Page 29 is a the Incentive Grant in the amount of \$5,453 which has been approved to be used for Outreach as reported in Workforce Skills Education Committee update.

Page 30 is an update on the RR IWT Grants with Palmetto Plating, Technology Solutions, Kroeger Marine, & Roylco, Inc. Ms. Runion stated she became aware of information while attending a Financial Workshop at the SETA Conference which could prove to be beneficial for a company attempting to avoid a lay-off. A company should not be made to pay for training prior to receiving training funds from the grant. Ms. Runion has submitted the question to the State and is awaiting an answer from the state.

Page 31 of the packet is our DWT NEG Grant which was received from the State in the amount of \$55,357 of which we sub-granted to Henkels & McCoy \$52,733. Of the \$26,050 allotted for training, H&M has obligated approximately \$16,910 at this time due to the identification of current participants that can go under this grant. Ms. Runion reported that we did begin charging time to this grant in March so that will show up soon.

Page 32 shows the Make It in America Grant received from DOL which has been sub granted to Tri County Technical College, Greenville Technical College and Northeastern Technical College which includes expenditures totaling \$41,670 from Tri-County and Greenville Technical

Colleges. Ms. Runion added this is a 3 year grant so spending is just beginning.

Ms. Runion referred to page 33 which is a summary of the Adult/DW expenditures through February 2014 showing expenditures are currently at 52.43%. This puts them a somewhat behind the 67% mark which would be the recommend expenditure rate at 8 months. Ms. Runion added that she, Ronnie Allen, & Jennifer Kelly met with Kal Kunkel of Henkels & McCoy last Friday to discuss in which they identified some items that are spending slow that need to be moved into training so a modification will be addressed a little later.

Page 34 has been included for information showing Adult/DW & NEG obligations as well as OJT line items.

**b. Henkels & McCoy**

**(i) Adult/DW Grant (Mod. #3 Vote)**

Ms. Runion referred to pages 35-40 which details the budget modification calling attention to the summary as outlined at the bottom of page 35. Ms. Runion explained the modification is basically a move of \$47,962 from underspent lines items into the ITA College Tuition line item.

**BOARD ACTION Taken: Motion from Workforce Skills & Education Committee and Finance Committee to approve the budget modification as presented, seconded by Richard Blackwell. Motion carried with a unanimous voice vote.**

**(ii) Youth Grant**

Ms. Runion referred to page 40 which is a summary the expenditures for the Youth grant through February 2014 showing expenditures are at 55.7%. Some items are underspent however, we are awaiting invoices so this is not a concern at this point.

**ii. PY'14 Outlook**

**a. PY'14 Allocations Estimate**

Ms. Runion informed Board members that we have not received notification of when will will receive our PY'14 allocations information but we are estimating a 7% possible cut in funding.

**b. PY'14 Henkels & McCoy Netotiations Update**

Ms. Runion reported that both Budget Negotiation Teams have met and are working on putting the PY'14 budgets together. Additional meetings have been scheduled in an effort to have everything in place for the next Workforce Skills & Education Committee, Finance Committee, and Executive Committee meetings in May.

**c. May 28<sup>th</sup> Finance Meeting Rescheduled**

Ms. Runion reported that due to an Executive Committee meeting, the Finance Committee has been rescheduled for May 19, 2014 to finalize budgets.

**IV. Other Business**

**A.) Job Fair Report**

Ms. Runion provided an update on the March 20<sup>th</sup> Job Fair which was held at Tri County Technical College stating we had 65 employers that participated and approximately 450 jobseekers attend adding that surveys will be going out to employers soon.

**B.) Scheduled visits to SC Works Centers**

Chair Brothers deferred to Patty Manley to provide information on visits to the Centers.

Ms. Manley stated following discussions with Center staff, the following days and time were suggested times that would be most beneficial for Board members to visit the Centers to see the services & workshops being offered as well as the participants being served:

|                   |   |                          |
|-------------------|---|--------------------------|
| Easley Center     | - | Mondays – 9am – 11am     |
| Honea Path Center | - | Tuesdays – 9am – 11:30am |
| Seneca Center     | - | Wednesdays – 10am – Noon |
| Anderson Center   | - | Wednesdays – 10am – Noon |
| Clemson Center    | - | Anytime                  |

Ms. Manley stated these dates & times can be sent via an invitation through the Outlook calendar as recurring events with Board members accepting only the occurrence date & time that best suits their calendar. By doing this we can hopefully avoid scheduling conflicts and would not be limiting Board members to one specific day of the month to visit a Center. Ms. Manley requested that Board members who preferred to receive these days and times via an email please communicate their preference.

Chair Brothers recognized Dana Grant as she has resigned her position with Henkels & McCoy to seek other opportunities and expressed thanks for all she has done for WorkLink.

Ronnie Allen informed Board members that a new Strategic Plan would need to be developed due to the changes that have been implemented in our service delivery,

**V. Adjournment**

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

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

*Respectfully submitted by: Patty Manley, Office Manager*

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

| Performance Measure                           | Group         | State  |           |          | Worklink |           |          | Upper Savannah |           |          | Upstate |           |          | Greenville |           |          | Midlands |           |          | Tri-County |           |          |
|---|---------------|--------|-----------|----------|----------|-----------|----------|----------------|-----------|----------|---------|-----------|----------|------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|
|   |               | Goal   | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal    | % of Goal | Actual   | Goal       | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   |
| *Placement in Employment or Education (14-21) | Youth (14-21) | 67.4   | 103.7%    | 70.6     | 75.3     | 116.2%    | 87.5     | 73.8           | 96.7%     | 71.4     | 74.5    | 103.2%    | 76.9     | 67.2       | 92.5%     | 62.2     | 68.5     | 88.9%     | 60.9     | 64.0       | 107.9%    | 65.1     |
| *Attainment of Degree or Certificate (14-21)  | Youth (14-21) | 68.4   | 103.9%    | 71.1     | 77.7     | 104.6%    | 81.3     | 74.4           | 99.5%     | 74.1     | 75.0    | 104.2%    | 78.2     | 66.5       | 75.9%     | 50.5     | 65.0     | 74.1%     | 48.2     | 77.0       | 101.4%    | 71.3     |
| ***Literacy or Numeracy Gains                 | Youth (14-21) | 53.6   | 107.5%    | 57.6     | 65.3     | 100.8%    | 65.8     | 55.0           | 103.0%    | 56.7     | 68.0    | 107.0%    | 72.7     | 53.0       | 102.6%    | 51.4     | 50.0     | 94.5%     | 47.3     | 61.5       | 94.5%     | 58.1     |
| *Entered Employment Rate                      | Adults        | 69.7   | 102.8%    | 71.6     | 69.1     | 97.0%     | 67.0     | 71.0           | 93.8%     | 66.6     | 71.7    | 104.7%    | 75.1     | 70.5       | 98.4%     | 69.3     | 75.4     | 98.2%     | 74.1     | 66.7       | 98.8%     | 65.9     |
| **Retention Rate                              | DW            | 73.9   | 104.5%    | 77.3     | 71.2     | 103.8%    | 73.9     | 80.0           | 105.1%    | 84.1     | 75.0    | 103.0%    | 79.0     | 76.4       | 97.2%     | 74.3     | 85.2     | 93.6%     | 79.8     | 75.5       | 104.2%    | 65.1     |
|   | Adults        | 86.4   | 99.7%     | 86.1     | 88.8     | 98.1%     | 87.2     | 83.8           | 100.8%    | 84.0     | 91.0    | 100.4%    | 91.5     | 87.1       | 100.6%    | 87.2     | 89.5     | 95.6%     | 85.6     | 86.0       | 97.1%     | 83.4     |
|   | DW            | 91.5   | 100.3%    | 91.6     | 93.3     | 97.7%     | 91.2     | 92.0           | 102.5%    | 94.1     | 96.3    | 95.3%     | 91.8     | 94.4       | 101.4%    | 93.6     | 90.7     | 101.9%    | 92.6     | 90.1       | 99.4%     | 89.6     |
| **Average Earnings                            | Adults        | 10,514 | 101.9%    | 11,538   | 89.9%    | \$10,378  | \$10,378 | 10,063         | 91.8%     | \$9,241  | 12,192  | 92.1%     | \$11,228 | 11,889     | 93.0%     | \$11,054 | 10,769   | 101.2%    | \$10,722 | 11,054     | 97.4%     | \$10,769 |
|   | DW            | 15,100 | 96.3%     | \$14,543 | 14,948   | 103.4%    | \$15,415 | 13,621         | 97.2%     | \$13,245 | 15,643  | 87.1%     | \$13,628 | 17,319     | 82.2%     | \$14,229 | 15,000   | 100.8%    | \$15,415 | 17,800     | 96.9%     | \$17,249 |

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

| Performance Measure                           | Group         | Pee Dee |           |          | Lower Savannah |           |          | Catawba |           |          | Santee Lynches |           |          | Waccamaw |           |          | Lawcountry |           |          |
|---|---------------|---------|-----------|----------|----------------|-----------|----------|---------|-----------|----------|----------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|
|   |               | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   |
| *Placement in Employment or Education (14-21) | Youth (14-21) | 66.0    | 116.1%    | 76.6     | 67.4           | 114.1%    | 76.9     | 63.3    | 102.9%    | 65.1     | 63.6           | 99.4%     | 63.2     | 74.8     | 102.7%    | 76.8     | 67.4       | 95.8%     | 64.6     |
| *Attainment of Degree or Certificate (14-21)  | Youth (14-21) | 80.0    | 110.5%    | 88.4     | 64.0           | 110.1%    | 70.5     | 65.0    | 115.0%    | 74.8     | 65.6           | 102.7%    | 67.4     | 72.0     | 87.1%     | 62.7     | 68.6       | 91.4%     | 62.7     |
| ***Literacy or Numeracy Gains                 | Youth (14-21) | 64.3    | 106.9%    | 68.3     | 50.9           | 115.9%    | 59.0     | 57.5    | 113.8%    | 65.5     | 51.9           | 108.5%    | 56.4     | 51.9     | 138.6%    | 71.9     | 50.0       | 81.6%     | 40.8     |
| *Entered Employment Rate                      | Adults        | 66.3    | 109.3%    | 72.4     | 66.3           | 104.0%    | 69.0     | 66.9    | 115.3%    | 77.0     | 69.7           | 107.1%    | 74.6     | 72.4     | 111.8%    | 81.7     | 67.3       | 109.1%    | 73.4     |
| **Retention Rate                              | DW            | 72.6    | 105.3%    | 76.5     | 76.0           | 94.2%     | 71.6     | 75.4    | 110.9%    | 83.9     | 71.0           | 107.0%    | 76.0     | 78.1     | 94.6%     | 73.9     | 72.0       | 93.3%     | 67.2     |
|   | Adults        | 85.6    | 104.1%    | 89.1     | 87.5           | 90.5%     | 79.2     | 84.3    | 105.0%    | 88.3     | 89.1           | 98.4%     | 87.7     | 85.8     | 102.7%    | 88.1     | 85.9       | 91.6%     | 78.7     |
|   | DW            | 92.0    | 99.9%     | 92.0     | 91.4           | 96.9%     | 88.6     | 92.1    | 102.2%    | 94.1     | 91.5           | 100.8%    | 92.1     | 91.7     | 101.7%    | 93.6     | 87.3       | 95.9%     | 83.8     |
| **Average Earnings                            | Adults        | 10,443  | 106.3%    | \$11,107 | 10,765         | 98.6%     | \$10,019 | 11,225  | 103.5%    | \$11,621 | 11,104         | 111.0%    | \$12,252 | 10,350   | 95.8%     | \$9,920  | 9,751      | 90.0%     | \$8,772  |
|   | DW            | 13,898  | 95.2%     | \$13,229 | 14,345         | 94.0%     | \$13,480 | 15,100  | 102.8%    | \$15,510 | 13,800         | 100.9%    | \$15,919 | 15,100   | 102.4%    | \$15,466 | 13,270     | 89.3%     | \$11,846 |

\*These measures include program exits from 4/1/12 to 3/31/13

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

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



# PY 2013 WIA Quarterly Report Summary - 2nd Quarter

| Performance Measure                  | Group         | State  |           |          | Worklink |           |          | Upper Savannah |           |          | Uppstate |           |          | Greenville |           |          | Midlands |           |          | Tri-County |           |          |
|--------------------------------------|---------------|--------|-----------|----------|----------|-----------|----------|----------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|
|                                      |               | Goal   | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   |
| Placement in Employment or Education | Youth (14-21) | 67.4   | 101.1%    | 68.2     | 75.3     | 118.0%    | 88.8     | 73.8           | 94.1%     | 69.4     | 74.5     | 89.5%     | 66.7     | 67.2       | 92.4%     | 62.1     | 68.5     | 92.2%     | 64.5     | 64.0       | 119.3%    | 86.9     |
| Attainment of Degree or Certificate  | Youth (14-21) | 68.4   | 95.4%     | 65.2     | 77.7     | 110.3%    | 85.7     | 74.4           | 85.5%     | 63.6     | 75.0     | 92.3%     | 69.2     | 66.5       | 59.1%     | 39.3     | 65.0     | 66.8%     | 43.4     | 77.0       | 96.7%     | 74.5     |
| Literacy or Numeracy Gains           | Youth (14-21) | 53.6   | 98.9%     | 53.0     | 65.3     | 153.1%    | 100.0    | 55.0           | 83.1%     | 45.7     | 68.0     | 122.5%    | 83.2     | 53.0       | 94.3%     | 50.0     | 50.0     | 73.0%     | 36.5     | 61.5       | 104.5%    | 64.9     |
| Entered Employment                   | Adults        | 69.7   | 103.4%    | 72.0     | 69.1     | 107.2%    | 70.5     | 71.0           | 98.9%     | 70.2     | 71.7     | 107.1%    | 70.8     | 70.5       | 106.9%    | 69.8     | 75.4     | 95.3%     | 71.9     | 66.7       | 109.5%    | 66.4     |
| Rate                                 | DW            | 73.9   | 97.3%     | 71.9     | 71.2     | 89.6%     | 63.8     | 80.0           | 92.6%     | 74.1     | 75.0     | 94.1%     | 70.6     | 76.4       | 95.7%     | 73.1     | 85.2     | 79.3%     | 67.5     | 75.5       | 101.6%    | 66.3     |
| Retention                            | Adults        | 86.4   | 101.1%    | 87.4     | 88.8     | 101.1%    | 89.7     | 83.8           | 102.7%    | 86.1     | 91.0     | 101.3%    | 92.1     | 87.1       | 91.8%     | 80.0     | 89.5     | 98.2%     | 87.9     | 86.0       | 98.7%     | 84.9     |
| Rate                                 | DW            | 91.5   | 102.1%    | 93.4     | 93.3     | 103.4%    | 96.5     | 92.0           | 105.7%    | 97.3     | 96.3     | 92.8%     | 89.4     | 94.4       | 105.9%    | 100.0    | 90.7     | 102.8%    | 88.3     | 90.1       | 102.0%    | 88.3     |
| Average Earnings                     | Adults        | 10,514 | 100.3%    | \$10,541 | 11,538   | 88.2%     | \$10,177 | 10,063         | 90.1%     | \$9,069  | 12,192   | 86.5%     | \$10,546 | 11,889     | 92.9%     | \$11,047 | 10,769   | 95.4%     | \$10,277 | 11,054     | 91.2%     | \$10,082 |
|                                      | DW            | 15,100 | 94.7%     | \$14,294 | 14,908   | 93.3%     | \$13,905 | 13,621         | 98.2%     | \$13,375 | 15,643   | 76.8%     | \$12,018 | 17,319     | 68.2%     | \$11,808 | 15,800   | 105.3%    | \$12,568 | 17,800     | 91.7%     | \$16,322 |

| Color Coding  |
|---|
| <b>Exceeds Goal</b><br>Actual Performance is greater than 100.0% of the goal    |
| <b>Meets Goal</b><br>Actual Performance is between 80.0% and 100.0% of the goal |
| <b>Did Not Meet Goal</b><br>Actual Performance is under 80.0% of the goal       |

| Performance Measure                  | Group         | Pee Dee |           |          | Lower Savannah |           |          | Catawba |           |          | Santee Lynches |           |          | Waccamaw |           |          | Lowcountry |           |          |
|--------------------------------------|---------------|---------|-----------|----------|----------------|-----------|----------|---------|-----------|----------|----------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|
|                                      |               | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   |
| Placement in Employment or Education | Youth (14-21) | 66.0    | 117.3%    | 77.4     | 67.4           | 98.9%     | 66.7     | 63.3    | 88.6%     | 56.1     | 63.6           | 81.5%     | 51.9     | 74.8     | 115.5%    | 86.0     | 67.4       | 92.7%     | 62.5     |
| Attainment of Degree or Certificate  | Youth (14-21) | 80.0    | 110.7%    | 88.6     | 64.0           | 138.9%    | 88.9     | 65.0    | 115.4%    | 75.0     | 65.6           | 87.1%     | 57.1     | 72.0     | 81.0%     | 58.3     | 68.6       | 72.9%     | 50.0     |
| Literacy or Numeracy Gains           | Youth (14-21) | 64.3    | 106.9%    | 68.3     | 50.9           | 98.2%     | 50.0     | 57.5    | 94.2%     | 54.2     | 51.9           | 118.6%    | 61.6     | 51.9     | 142.9%    | 74.2     | 50.0       | 80.0%     | 40.0     |
| Entered Employment                   | Adults        | 66.3    | 100.6%    | 66.7     | 66.3           | 114.0%    | 75.0     | 66.9    | 110.4%    | 73.0     | 69.7           | 103.8%    | 72.9     | 72.4     | 120.2%    | 87.6     | 67.3       | 103.2%    | 69.3     |
| Rate                                 | DW            | 72.6    | 97.8%     | 71.0     | 76.0           | 101.9%    | 77.4     | 75.4    | 108.7%    | 82.0     | 71.0           | 110.7%    | 78.0     | 78.1     | 100.6%    | 76.4     | 72.0       | 75.8%     | 54.6     |
| Retention                            | Adults        | 85.6    | 106.3%    | 91.5     | 87.5           | 85.7%     | 75.3     | 84.3    | 111.0%    | 93.6     | 89.1           | 97.7%     | 87.0     | 85.8     | 106.1%    | 91.1     | 85.9       | 85.2%     | 73.2     |
| Rate                                 | DW            | 92.0    | 105.7%    | 87.0     | 91.4           | 94.1%     | 86.0     | 92.1    | 104.0%    | 95.8     | 91.5           | 98.4%     | 90.0     | 91.7     | 103.3%    | 94.7     | 87.3       | 96.2%     | 84.0     |
| Average Earnings                     | Adults        | 10,443  | 108.0%    | \$11,393 | 10,165         | 109.6%    | \$11,344 | 10,993  | 97.4%     | \$10,993 | 11,104         | 109.6%    | \$12,170 | 10,350   | 104.4%    | \$10,744 | 9,751      | 72.9%     | \$7,107  |
|                                      | DW            | 13,898  | 106.8%    | \$14,382 | 14,345         | 86.4%     | \$12,391 | 15,100  | 104.6%    | \$17,706 | 13,800         | 118.5%    | \$16,346 | 15,100   | 109.0%    | \$16,466 | 13,270     | 84.5%     | \$11,211 |

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

|  |               | State  |           |          | Worklink |           |          | Upper Savannah |           |          | Umatilla |           |          | Greenville |           |          | Midlands |           |          | Tribal |           |  |
|--|---------------|--------|-----------|----------|----------|-----------|----------|----------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|----------|-----------|----------|--------|-----------|--|
| Performance Measure                    | Group         | Goal   | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal   | % of Goal |  |
| • Placement in Employment or Education | Youth (14-21) | 67.4   | 103.7%    | 69.9     | 75.3     | 115.4%    | 86.9     | 73.8           | 93.2%     | 68.8     | 74.5     | 110.1%    | 82.0     | 67.2       | 97.5%     | 65.5     | 68.5     | 91.2%     | 62.5     | 64.0   | 112.3%    |  |
| • Attainment of Degree or Certificate  | Youth (14-21) | 68.4   | 104.5%    | 71.5     | 77.7     | 107.2%    | 83.3     | 74.4           | 97.0%     | 72.2     | 75.0     | 114.9%    | 86.9     | 66.5       | 83.9%     | 55.8     | 65.0     | 72.5%     | 47.1     | 77.0   | 99.5%     |  |
| • • Literacy or Numeracy Gains         | Youth (14-21) | 53.6   | 108.6%    | 58.2     | 65.3     | 124.8%    | 81.5     | 55.0           | 97.8%     | 53.8     | 68.0     | 124.4%    | 84.6     | 53.0       | 97.0%     | 51.4     | 50.0     | 101.2%    | 50.6     | 61.5   | 96.1%     |  |
| • Entered Employment Rate              | Adults        | 69.7   | 103.1%    | 71.5     | 69.1     | 99.6%     | 68.8     | 71.0           | 91.3%     | 64.8     | 71.0     | 104.8%    | 74.4     | 70.5       | 102.1%    | 72.6     | 75.4     | 100.5%    | 75.5     | 66.7   | 97.6%     |  |
| • Retention Rate                       | DW            | 73.9   | 107.2%    | 79.2     | 71.2     | 107.3%    | 76.4     | 80.0           | 103.1%    | 82.5     | 75.0     | 109.5%    | 82.1     | 76.4       | 98.0%     | 74.8     | 85.2     | 94.9%     | 85.1     | 75.5   | 115.7%    |  |
| • • Retention Rate                     | Adults        | 86.4   | 99.4%     | 85.9     | 88.8     | 97.6%     | 86.7     | 83.8           | 102.0%    | 85.5     | 88.3     | 103.2%    | 91.1     | 87.1       | 98.1%     | 85.4     | 89.5     | 94.3%     | 84.5     | 86.0   | 97.8%     |  |
| • • Retention Rate                     | DW            | 91.5   | 101.3%    | 92.1     | 93.3     | 99.7%     | 93.0     | 92.0           | 104.5%    | 96.1     | 93.2     | 100.2%    | 93.4     | 94.4       | 101.4%    | 95.7     | 90.7     | 102.2%    | 95.5     | 90.1   | 98.8%     |  |
| • • Average Earnings                   | Adults        | 10,514 | 103.7%    | \$10,908 | 11,538   | 90.3%     | \$10,414 | 10,063         | 92.4%     | \$9,300  | 12,192   | 92.1%     | \$11,226 | 11,889     | 93.7%     | \$11,145 | 10,769   | 107.3%    | \$11,554 | 11,054 | 97.9%     |  |
| • • Average Earnings                   | DW            | 15,100 | 96.1%     | \$14,506 | 14,908   | 104.2%    | \$15,552 | 13,621         | 100.1%    | \$11,638 | 15,100   | 86.3%     | \$13,036 | 17,319     | 81.9%     | \$14,192 | 15,000   | 100.6%    | \$15,439 | 17,800 | 86.2%     |  |

|  |               | Pee Dee |           |          | Lower Savannah |           |          | Catawba |           |          | Santee Lynches |           |          | Waccamaw |           |          | Lowcountry |        |  | Color Coding |
|--|---------------|---------|-----------|----------|----------------|-----------|----------|---------|-----------|----------|----------------|-----------|----------|----------|-----------|----------|------------|--------|--|--------------|
| Performance Measure                    | Group         | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal     | % of Goal | Actual   | % of Goal  |        |  |              |
| • Placement in Employment or Education | Youth (14-21) | 66.0    | 124.8%    | 82.4     |                |           | 66.0     | 63.3    | 93.7%     | 59.3     |                |           | 62.7     | 74.8     | 110.4%    | 82.6     | 67.4       | 77.3%  | Exceeds Goal<br>Actual Performance is greater than 100.0% of goal        |              |
|  |               |         |           |          |                |           |          |         |           |          |                |           |          |          |           |          |            |        |  |              |
| • Attainment of Degree or Certificate  | Youth (14-21) | 80.0    | 113.3%    | 90.6     |                |           | 67.4     | 65.0    | 112.8%    | 73.3     |                |           | 63.9     | 72.0     | 92.6%     | 66.7     | 68.6       | 92.4%  | Meets Goal<br>Actual Performance is between 80.0% and 100.0% of the goal |              |
| • Literacy or Numeracy Gains           | Youth (14-21) | 64.3    | 119.8%    | 77.0     |                |           | 50.9     | 57.5    | 104.3%    | 64.0     |                |           | 54.0     | 51.9     | 134.0%    | 69.6     | 50.0       | 93.3%  |  |              |
| • Entered Employment Rate              | Adults        | 66.3    | 107.5%    | 71.3     |                |           | 66.3     | 66.9    | 113.0%    | 75.6     |                |           | 76.0     | 72.4     | 110.5%    | 80.0     | 67.3       | 114.4% |  |              |
| • Retention Rate                       | DW            | 72.6    | 104.6%    | 76.6     |                |           | 71.4     | 75.4    | 111.7%    | 84.2     |                |           | 79.2     | 78.1     | 102.4%    | 80.0     | 72.0       | 94.6%  |  |              |
|  | Adults        | 85.6    | 102.8%    | 88.1     |                |           | 78.8     | 84.3    | 105.8%    | 89.2     |                |           | 87.1     | 85.8     | 102.1%    | 87.6     | 85.9       | 89.9%  |  |              |
| • Retention Rate                       | DW            | 92.0    | 101.5%    | 93.4     |                |           | 89.0     | 92.1    | 101.1%    | 93.1     |                |           | 94.5     | 91.7     | 102.5%    | 94.0     | 87.3       | 99.1%  |  |              |
| • Average Earnings                     | Adults        | 10,443  | 107.7%    | \$11,244 |                |           | \$10,438 | 11,225  | 100.7%    | \$11,208 |                |           | \$12,547 | 10,350   | 100.3%    | \$10,388 | 9,751      | 91.4%  | Did Not Meet Goal<br>Actual Performance is under 80.0% of the goal       |              |
|  | DW            | 13,898  | 101.0%    | \$14,042 |                |           | \$13,472 | 15,100  | 101.7%    | \$15,358 |                |           | \$14,237 | 15,100   | 95.9%     | \$14,488 | 13,270     | 88.4%  |  |              |

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

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

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



# PY 2013 WIA Quarterly Report Summary - 3rd Quarter

| Performance Measure                  | Group         | State  |           |          | Worklink |           |          | Upper Savannah |           |          | Greenville |           |          | Midlands |           |          | Tri-County |           |          |
|--------------------------------------|---------------|--------|-----------|----------|----------|-----------|----------|----------------|-----------|----------|------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|
|                                      |               | Goal   | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal       | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   |
| Placement in Employment or Education | Youth (14-21) | 67.4   | 100.2%    | 67.5     | 75.3     | 108.6%    | 81.9     | 73.8           | 74.3%     | 54.8     | 67.2       | 90.1%     | 60.5     | 68.5     | 100.6%    | 68.5     | 64.0       | 109.1%    | 68.5     |
| Attainment of Degree or Certificate  | Youth (14-21) | 68.4   | 107.5%    | 73.5     | 77.7     | 114.4%    | 88.6     | 74.4           | 89.7%     | 66.7     | 66.5       | 96.7%     | 64.3     | 47.3     | 72.8%     | 47.3     | 77.0       | 90.1%     | 69.4     |
| Literacy or Numeracy Gains           | Youth (14-21) | 53.6   | 109.0%    | 58.4     | 65.3     | 112.7%    | 75.6     | 55.0           | 88.1%     | 48.5     | 53.0       | 80.9%     | 42.9     | 58.3     | 112.9%    | 58.3     | 61.5       | 106.7%    | 58.3     |
| Entered Employment                   | Adults        | 69.7   | 103.3%    | 72.0     | 69.1     | 106.5%    | 71.6     | 71.0           | 92.3%     | 65.5     | 70.5       | 101.1%    | 71.3     | 75.4     | 99.9%     | 75.3     | 66.7       | 95.1%     | 61.4     |
| Rate                                 | DW            | 73.9   | 111.8%    | 83.6     | 71.2     | 112.9%    | 80.4     | 80.0           | 101.0%    | 80.8     | 75.0       | 117.9%    | 88.4     | 85.2     | 104.0%    | 88.4     | 75.5       | 110.0%    | 93.1     |
| Retention Rate                       | Adults        | 86.4   | 97.5%     | 84.3     | 88.8     | 96.5%     | 85.7     | 83.8           | 102.0%    | 95.5     | 88.3       | 98.3%     | 86.8     | 89.5     | 90.2%     | 80.8     | 86.0       | 96.9%     | 83.3     |
|                                      | DW            | 91.5   | 100.8%    | 90.6     | 93.3     | 103.5%    | 96.6     | 92.0           | 105.0%    | 96.6     | 93.2       | 104.8%    | 97.7     | 90.7     | 98.2%     | 89.1     | 90.1       | 93.1%     | 83.9     |
| Average Earnings                     | Adults        | 10,514 | 104.7%    | \$11,043 | 11,538   | 87.5%     | \$10,101 | 10,063         | 93.0%     | \$9,358  | 12,192     | 87.8%     | \$10,698 | 10,769   | 121.9%    | \$13,125 | 11,054     | 93.5%     | \$10,339 |
|                                      | DW            | 15,100 | 97.0%     | \$14,654 | 14,908   | 84.4%     | \$12,586 | 13,621         | 105.5%    | \$14,353 | 15,100     | 77.2%     | \$11,662 | 15,000   | 112.4%    | \$16,387 | 17,800     | 90.3%     | \$16,080 |

| Color Coding  |
|---|
| <b>Exceeds Goal</b><br>Actual Performance is greater than 100.0% of the goal    |
| <b>Meets Goal</b><br>Actual Performance is between 80.0% and 100.0% of the goal |
| <b>Did Not Meet Goal</b><br>Actual Performance is under 80.0% of the goal       |

| Performance Measure                  | Group         | Pee Dee |           |          | Lower Savannah |           |          | Catawba |           |          | Sanjeev Lynches |           |          | Waccamaw |           |          | Lowcountry |           |          |
|--------------------------------------|---------------|---------|-----------|----------|----------------|-----------|----------|---------|-----------|----------|-----------------|-----------|----------|----------|-----------|----------|------------|-----------|----------|
|                                      |               | Goal    | % of Goal | Actual   | Goal           | % of Goal | Actual   | Goal    | % of Goal | Actual   | Goal            | % of Goal | Actual   | Goal     | % of Goal | Actual   | Goal       | % of Goal | Actual   |
| Placement in Employment or Education | Youth (14-21) | 66.0    | 130.1%    | 85.9     | 67.4           | 81.6%     | 55.0     | 63.3    | 66.4%     | 42.0     | 63.6            | 92.0%     | 58.5     | 74.8     | 120.3%    | 90.0     | 67.4       | 71.2%     | 48.0     |
| Attainment of Degree or Certificate  | Youth (14-21) | 80.0    | 113.8%    | 91.0     | 64.0           | 86.9%     | 55.6     | 65.0    | 100.6%    | 65.4     | 65.6            | 103.9%    | 68.9     | 72.0     | 100.0%    | 72.0     | 68.6       | 103.8%    | 71.3     |
| Literacy or Numeracy Gains           | Youth (14-21) | 64.3    | 125.6%    | 80.8     | 50.9           | 84.2%     | 42.9     | 57.5    | 87.0%     | 50.0     | 51.9            | 87.6%     | 45.5     | 51.9     | 117.7%    | 61.7     | 50.0       | 100.0%    | 50.0     |
| Entered Employment                   | Adults        | 66.3    | 106.1%    | 70.3     | 66.3           | 100.6%    | 66.7     | 66.9    | 107.7%    | 72.0     | 69.7            | 119.5%    | 83.3     | 72.4     | 104.7%    | 75.3     | 67.3       | 126.5%    | 85.1     |
| Rate                                 | DW            | 72.6    | 104.4%    | 75.8     | 76.0           | 113.7%    | 86.9     | 75.4    | 107.8%    | 81.3     | 71.0            | 109.0%    | 77.4     | 78.1     | 113.4%    | 85.0     | 72.0       | 111.1%    | 80.0     |
| Retention Rate                       | Adults        | 85.6    | 99.3%     | 85.0     | 87.5           | 97.3%     | 85.1     | 84.3    | 103.0%    | 86.8     | 89.1            | 95.6%     | 85.2     | 85.8     | 104.1%    | 89.3     | 85.9       | 92.4%     | 79.4     |
|                                      | DW            | 92.0    | 99.5%     | 91.6     | 91.4           | 91.8%     | 83.9     | 92.1    | 100.2%    | 92.3     | 91.5            | 109.3%    | 100.0    | 91.7     | 102.3%    | 93.8     | 87.3       | 95.5%     | 83.3     |
| Average Earnings                     | Adults        | 10,443  | 103.9%    | \$10,554 | 10,165         | 104.6%    | \$10,037 | 11,225  | 93.9%     | \$10,540 | 11,104          | 127.7%    | \$14,175 | 10,350   | 107.3%    | \$11,107 | 9,751      | 91.3%     | \$8,907  |
|                                      | DW            | 13,898  | 104.7%    | \$14,544 | 14,345         | 98.1%     | \$14,077 | 15,100  | 95.9%     | \$14,482 | 13,800          | 113.1%    | \$15,601 | 15,100   | 95.7%     | \$14,452 | 13,270     | 94.1%     | \$12,483 |

**Request Waiver from DOL- Request a flexible timeframe (3 months - 12 months)**  
**Youth Council Voted May 5, 2014**

**411, Mentoring:**

- A structured one-on-one relationship between an adult and a youth participant **for at least 12 months**. Mentoring may occur both during and after program participation.
- Adult mentors will serve as role models for the participants. They will assist participants in developing a positive sense of self and pride in accomplishment, and will provide support towards participant goals of employment and life-long learning.
- Typically, the mentor is a volunteer and not the WIA case manager.
- Mentors will provide reports to case managers periodically. These reports may be documented in case notes (verbal reports by phone) or on a form signed by the mentor and maintained in the hard copy case file.



WORKFORCE INVESTMENT BOARD  
YOUTH COUNCIL APPLICATION

Applicant Name: Gene E. Williams

Applicant Address: 315 A Holland Ave

Seneca, SC

Education: Clemson University – BA & MEd

Business/Organization: Oconee County Adult Education – Code Learning Center - SDOC

Job Title: Director

County of Residence: Oconee

Phone: 864-886-4429 Fax: 864-886-4430

Cell Phone: 864-710-9987 E-mail:

[genewilliams@oconee.k12.sc.us](mailto:genewilliams@oconee.k12.sc.us)

Category Represented:

     Youth Services Agency (Specify)

|  |  |
|--|--|
| <u>    </u> Juvenile Justice Representative        | <u>    </u> Local D.A. or State's Attorney       |
| <u>    </u> Local Police or Police Athletic League | <u>    </u> Youth Services Agency/Program/CBO    |
|  | <u>    </u> School Superintendent or High School |

     Public Housing Authority (Specify)

|  |
|--|
| <u>    </u> Public Housing Director      |
| <u>    </u> Public Housing Administrator |

     Parent      Youth

     Youth Activity (Specify)

|   |   |
|---|---|
| <u>    </u> Former Participant            | <u>    </u> Local Recreation and Parks Director         |
| <u>    </u> Local School to Work Director | <u>    </u> Existing Youth Services for Planning Groups |

  X   Other - Specify:

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| <u>    </u> One-Stop Manager          | <u>    </u> Social Services Director |
| <u>  X  </u> Adult Education Director | <u>    </u> Business                 |

Describe how this applicant represents the indicated agency:

I oversee all programs of the Oconee County Adult Education. The Program serves  
youths,

Gene E. Williams

Signature

06/05/2014

Date



WORKFORCE INVESTMENT BOARD  
YOUTH COUNCIL APPLICATION

Applicant Name: Stormie Moore  
Applicant Address: 141 Slickum Rd.  
Easley, SC 29640  
Education: Associate in Nursing  
Business/Organization: Not currently applicable.  
Job Title: Registered Nurse  
County of Residence: Pickens  
Phone: (864) 551-8324 Fax: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail: sdmooreRN@gmail.com  
Category Represented:

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

Describe how this applicant represents the indicated agency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Stormie Moore  
Signature

6/5/2014  
Date

## Workforce Skills and Education Committee Report

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*Presented June 11, 2014 – Board Meeting*

The Workforce Skills and Education Committee met on May 19, 2014.

### H&M Grant Status

#### *SC Works System*

Jennifer Kelly, Program Director for WorkLink, informed members that a change has been put in place by DEW that will affect the Employer Services in the SC Works Centers and deferred to Reneé Murdock.

Ms. Murdock informed Committee members that as of May 14, 2014, DEW has affected a policy change in the Job Order process for employers stating that DEW will no longer allow the Recruiters to enter Job Orders for employers which will have a huge impact on how the way Recruiters handle employers. DEW will now require employers to enter their own Job Orders as a result of a scam identified within the system in an effort to protect the employers. *\*A new policy has been implemented as of June 4 that will allow DEW staff to enter job orders once again; however, additional protective measures have been put into place to protect job seekers and employers from scams.*

#### *Reports*

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

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

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

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

The Intensive Services report includes two pages. The first of which is a demographical snapshot of the participants coming into the WIA program. Statistics provided in this report reflect participant background information at the moment of enrollment into WIA. The second report details additional information about

what WIA participants are interested in at assessment, the caseload breakdown of the individuals served through the program, one-on-one services provided to WIA participants while in the program, as well as the number of individuals that applied, were eligible, and enrolled into the WIA program.

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

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

#### *Operator*

Matt Fields, SC Works Center Manager for Henkels and McCoy, gave a brief update on the operations of the centers. Mr. Fields provided a brief report on the Center Operations and stated that Anderson Interfaith Ministries has just been added as an Access Point. Mr. Fields also reported that Staff training is ongoing for Customer Service Training, Team Building Training and Resume.

#### *Program*

Karen Craven, Program Manager, stated that they have enrolled 292 of 379 participants as of May 19. Ms. Craven also informed the committee that several staff has entered Career Development Facilitator Training.

#### *Grant Modification Request*

Kal Kunkel, Regional Manager for Henkels and McCoy, provided an explanation on the line items affected in the budget modification stating Henkels & McCoy is requesting to de-obligate \$69,775.64 from the PY'13 budget to be utilized towards the PY'14 budget due to lower than expected Health Care costs, lower Operating costs, decreased demand for Transportation services, no demand for Emergency Assistance and lower than planned On-the-Job Training.

The Committee recommended to Finance for \$15,000 of these funds be used for Outreach for the SC Works Centers. Chair Blackwell recommended creating an ad-hoc Outreach Committee, consisting of members that have expertise and experience in outreach/marketing, to assist staff and the Operator with Outreach efforts for PY'14.

#### *Proposed PY'14 Budget*

Ms. Runion provided an overview of the proposed budget stating \$1,450,000 has been allotted for the Adult/Dislocated Worker Budget. Ms. Kelly stated that customer service levels will remain the same as for PY'13. A total of 1,069 individuals are projected to be served through the WIA program (which includes those that are carried over into the program from June 30 to July, those that are actively receiving services, and those that have entered into follow-up status).

Ms. Kelly gave a report on the Adult Ed Memorandum of Agreements listed in the budget. The Committee agreed that the funding would remain in the budget at \$77,280; however, the Adult Education Center programs would be evaluated February 1, 2015 to determine whether service level numbers would warrant additional funds. If service level numbers warrant additional funds, the Committee will evaluate: 1) Henkels and McCoy's budget



for movement of funds; 2) request additional funds from Finance Committee, not to exceed \$99,545 – if funds are available; 3) evaluate the service level numbers based on the Adult Education Center; and 4) award the additional amount (based on County Fair Share) to each Adult Education Center determined in need (not to exceed the grand total budgeted line item in Henkels and McCoy's grant of \$99,545). In order to be determined in need, each Adult Education Center would be serving their County's Fair Share (Anderson 1& 2, and Anderson 3,4, 5 is split based on population) of the 230 WIA participants projected.

The Committee approved to recommend the budget to the Finance Committee.

### Proposed Supportive Service Policy Revision

Ms. Kelly brought forth a request to the committee to revise the supportive service policy. In evaluating the supportive service line items of Henkels and McCoy's budget, Henkels and McCoy proposes to stream line and update the transportation portion of the Supportive Service policy for ease of payment to participants and to accommodate changes in gas prices. Those individuals participating in work-based activities would no longer be paid at half of the occupational training activities, but would be treated the same. **The Committee voted to recommend to the Board that the changes to the Supportive Service policy be accepted.**

### Other Business

#### *Ad hoc Committee Membership*

The committee received an application for ad hoc membership. Amanda Blanton is the Director of High School Engagement and Outreach for Tri-County Technical College. **The Committee voted to recommend to the Board that Amanda Blanton serve as an ad hoc member on the Workforce Skills and Education Committee.**

| Jobseekers Services                    |  | Jul-13 | Aug-13 | Q1 2013 | Q2 2013 | Oct-13 | Nov-13 | Dec-13 | Q3 2013 | Jan-14 | Feb-14 | Mar-14 | Q4 2013 | Apr-14 | May-14 | Jun-14 | Total  |
|--|--|--------|--------|---------|---------|--------|--------|--------|---------|--------|--------|--------|---------|--------|--------|--------|--------|
| SYSTEM WIDE SERVICES                   |  |        |        |         |         |        |        |        |         |        |        |        |         |        |        |        |        |
| Unduplicated Customer Count            |  | 5432   | 4857   | 4200    | 4574    | 4305   | 4831   | 5316   | 4416    | 4763   | 4429   |        |         |        |        |        | 20165  |
| Individuals that Registered            |  | 547    | 519    | 373     | 419     | 366    | 461    | 471    | 330     | 413    | 352    |        |         |        |        |        | 4251   |
| Anderson                               |  | 290    | 188    | 124     | 139     | 132    | 147    | 146    | 124     | 159    | 121    |        |         |        |        |        | 1570   |
| Clemson                                |  | 5      | 53     | 48      | 71      | 64     | 78     | 77     | 43      | 48     | 45     |        |         |        |        |        | 532    |
| Easley                                 |  | 1      | 100    | 84      | 90      | 63     | 99     | 110    | 64      | 94     | 74     |        |         |        |        |        | 779    |
| Honea Path                             |  | 0      | 54     | 46      | 34      | 30     | 49     | 54     | 40      | 42     | 51     |        |         |        |        |        | 400    |
| Liberty                                |  | 135    | 5      | 0       | 0       | 2      | 0      | 0      | 1       | 0      | 0      |        |         |        |        |        | 143    |
| Seneca                                 |  | 116    | 119    | 71      | 85      | 75     | 88     | 84     | 58      | 70     | 61     |        |         |        |        |        | 827    |
| Job Search Services                    |  | 15861  | 14012  | 11924   | 13434   | 12273  | 13482  | 15527  | 12062   | 11951  | 6745   |        |         |        |        |        | 127371 |
| Anderson                               |  | 8060   | 6991   | 5262    | 5357    | 4728   | 4696   | 5029   | 3932    | 309    | 2176   |        |         |        |        |        | 46540  |
| Clemson                                |  | 0      | 150    | 500     | 1251    | 1341   | 1934   | 2611   | 2019    | 1985   | 1169   |        |         |        |        |        | 17960  |
| Easley                                 |  | 0      | 350    | 629     | 1079    | 1228   | 1540   | 2107   | 1749    | 1905   | 1161   |        |         |        |        |        | 11748  |
| Honea Path                             |  | 0      | 154    | 372     | 403     | 495    | 643    | 947    | 1001    | 1076   | 534    |        |         |        |        |        | 5625   |
| Liberty                                |  | 4171   | 3104   | 2394    | 2193    | 1787   | 1599   | 1549   | 1046    | 995    | 496    |        |         |        |        |        | 19334  |
| Seneca                                 |  | 3730   | 3263   | 2767    | 3151    | 2694   | 3070   | 3284   | 2315    | 2083   | 1212   |        |         |        |        |        | 27569  |
| CENTER-WIDE SERVICES                   |  |        |        |         |         |        |        |        |         |        |        |        |         |        |        |        |        |
| Center Traffic (Total Customer Count): |  | 2221   | 2208   | 1356    | 2052    | 1886   | 2344   | 2535   | 2009    | 2403   | 2361   |        |         |        |        |        | 12067  |
| Anderson                               |  | 1513   | 1435   | 0       | 0       | 325    | 439    | 487    | 440     | 549    | 605    |        |         |        |        |        | 5793   |
| Clemson                                |  | 0      | 0      | 439     | 760     | 643    | 785    | 901    | 794     | 957    | 851    |        |         |        |        |        | 6130   |
| Easley                                 |  | 219    | 343    | 287     | 352     | 308    | 353    | 401    | 230     | 258    | 276    |        |         |        |        |        | 3027   |
| Honea Path                             |  | 0      | 20     | 92      | 185     | 61     | 69     | 97     | 83      | 63     | 53     |        |         |        |        |        | 723    |
| Liberty                                |  | 78     | 0      | 0       | 0       | 0      | 0      | 0      | 0       | 0      | 0      |        |         |        |        |        | 78     |
| Seneca                                 |  | 411    | 410    | 538     | 755     | 557    | 698    | 649    | 462     | 574    | 576    |        |         |        |        |        | 5630   |
| Access Point Traffic                   |  | 43     | 5      | 9       | 23      | 23     | 9      | 9      | 8       | 2      | 19     |        |         |        |        |        | 150    |
| Orientation Attendance                 |  | 63     | 58     | 121     | 178     | 130    | 63     | 98     | 145     | 131    | 128    |        |         |        |        |        | 1115   |
| Core Workshops Offered                 |  | 25     | 25     | 25      | 25      | 26     | 26     | 26     | 26      | 27     | 27     |        |         |        |        |        | 258    |
| # Attended Employability               |  | 12     | 10     | 18      | 28      | 9      | 10     | 16     | 15      | 35     | 26     |        |         |        |        |        | 179    |
| # Attended Financial Literacy          |  | 0      | 0      | 0       | 0       | 0      | 0      | 0      | 0       | 0      | 0      |        |         |        |        |        | 0      |
| # Attended Expungement/Pardons         |  | 0      | 7      | 15      | 1       | 14     | 2      | 13     | 8       | 1      | 0      |        |         |        |        |        | 61     |
| # Attended Computer Skills             |  | 3      | 23     | 28      | 22      | 8      | 10     | 0      | 4       | 2      | 13     |        |         |        |        |        | 113    |
| Referrals to Partners:                 |  | 54     | 37     | 39      | 67      | 125    | 90     | 68     | 46      | 166    | 124    |        |         |        |        |        | 816    |
| # of Individuals Received Referral     |  | 51     | 33     | 35      | 63      | 121    | 89     | 66     | 46      | 140    | 106    |        |         |        |        |        | 750    |

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

**DEMOGRAPHICS (Year to Date)**

Data through: 04/30/2014

Last Revision Date: 05/13/2014

**WIA Enrollments**

|                                    |                                      | YTD (Last Date of Access) |        |         |       |       |      |
|------------------------------------|--------------------------------------|---------------------------|--------|---------|-------|-------|------|
| Age                                |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | Under 19                             | 1                         | 1      | 0       | 0     | 2     | 0%   |
|                                    | 19-21                                | 7                         | 3      | 7       | 0     | 17    | 3%   |
|                                    | 22-32                                | 98                        | 41     | 24      | 1     | 164   | 29%  |
|                                    | 33-44                                | 87                        | 52     | 43      | 4     | 186   | 33%  |
|                                    | 45-54                                | 63                        | 26     | 28      | 3     | 120   | 21%  |
|                                    | 55-64                                | 28                        | 21     | 18      | 0     | 67    | 12%  |
|                                    | 65+                                  | 2                         | 0      | 2       | 0     | 4     | 1%   |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Race                               |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | Caucasian                            | 162                       | 120    | 96      | 6     | 384   | 69%  |
|                                    | African American                     | 112                       | 18     | 20      | 2     | 152   | 27%  |
|                                    | American Indian                      | 2                         | 1      | 2       | 0     | 5     | 1%   |
|                                    | Asian                                | 0                         | 0      | 0       | 0     | 0     | 0%   |
|                                    | Hawaiian                             | 0                         | 0      | 0       | 0     | 0     | 0%   |
|                                    | Unassigned                           | 10                        | 5      | 4       | 0     | 19    | 3%   |
|                                    | Multiracial                          | 0                         | 0      | 0       | 0     | 0     | 0%   |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Ethnicity                          |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | Hispanic                             | 5                         | 7      | 1       | 0     | 13    | 2%   |
|                                    | Not Hispanic                         | 280                       | 133    | 121     | 8     | 542   | 97%  |
|                                    | Not Provided                         | 1                         | 4      | 0       | 0     | 5     | 1%   |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Gender                             |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | Female                               | 182                       | 77     | 75      | 4     | 338   | 60%  |
|                                    | Male                                 | 104                       | 67     | 47      | 4     | 222   | 40%  |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Education Level                    |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | Less than 9th Grade                  | 24                        | 6      | 2       | 0     | 32    | 6%   |
|                                    | 9th-12th Grade (No Diploma)          | 86                        | 28     | 20      | 3     | 137   | 24%  |
|                                    | GED                                  | 20                        | 15     | 19      | 0     | 54    | 10%  |
|                                    | HSD                                  | 73                        | 49     | 37      | 3     | 162   | 29%  |
|                                    | Vocational School Certificate        | 40                        | 28     | 21      | 2     | 91    | 16%  |
|                                    | Associate's Degree                   | 18                        | 10     | 11      | 0     | 39    | 7%   |
|                                    | Bachelor's Degree                    | 21                        | 6      | 11      | 0     | 38    | 7%   |
|                                    | Education beyond a Bachelor's degree | 4                         | 2      | 1       | 0     | 7     | 1%   |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Disability                         |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | No                                   | 281                       | 144    | 118     | 8     | 551   | 98%  |
|                                    | Yes                                  | 5                         | 0      | 4       | 0     | 9     | 2%   |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Employment Status at Participation |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | Employed                             | 29                        | 24     | 19      | 2     | 74    | 13%  |
|                                    | Not Employed                         | 257                       | 120    | 103     | 6     | 486   | 87%  |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |
| Veteran                            |                                      | Anderson                  | Oconee | Pickens | Other | Total | %    |
|                                    | No                                   | 279                       | 137    | 115     | 8     | 539   | 96%  |
|                                    | Yes                                  | 7                         | 7      | 7       | 0     | 21    | 4%   |
|                                    | Total                                | 286                       | 144    | 122     | 8     | 560   | 100% |

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

# SC WORKS

## BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

### WORKLINK

#### ANDERSON-OCONEE-PICKENS

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

| Job Seeker at WIA Enrollment |     | A O P Other |    |    |       | Total |
|------------------------------|-----|-------------|----|----|-------|-------|
|                              |     | A           | O  | P  | Other |       |
| Vets                         | CO  | 4           | 5  | 3  | 0     | 12    |
|                              | New | 1           | 1  | 1  | 0     | 3     |
| Offenders                    | CO  | 26          | 7  | 4  | 2     | 39    |
|                              | New | 5           | 0  | 3  | 0     | 8     |
| TAA Co-enrolled              | CO  | 0           | 1  | 0  | 0     | 1     |
|                              | New | 0           | 0  | 0  | 0     | 0     |
| Adult/DW Low Income          | CO  | 62          | 47 | 27 | 1     | 137   |
|                              | New | 15          | 5  | 5  | 0     | 25    |
| SNAP Recipient               | CO  | 1           | 0  | 0  | 0     | 1     |
|                              | New | 0           | 0  | 0  | 0     | 0     |

#### Career Interest

| In-Demand Career Cluster                     | YTD Total | Total |
|--|-----------|-------|
| Admin, Support, Waste Mgmt., Remediation     | 11        | 1     |
| Manufacturing                                | 32        | 14    |
| Professional, Scientific, Technical Services | 14        | 3     |
| Health Care and Social Assistance            | 23        | 12    |
| Retail Trade                                 | 7         | 0     |
| Other  | 14        | 4     |

| Caseload Breakdown |           |       | Total |
|--------------------|-----------|-------|-------|
| Active             | Follow-up | Total |       |
| Clay               | 41        | 39    | 80    |
| Hamrick            | 45        | 36    | 81    |
| Hunter             | 26        | 22    | 48    |
| Johnson            | 31        | 34    | 65    |
| Snider             | 59        | 42    | 101   |
| Teisleria          | 55        | 38    | 93    |
| Parnell            | 50        | 72    | 122   |
| Total              | 307       | 283   | 590   |

#### PY13 Active Enrollment

| PY13 Active Enrollment |       |       | Total |
|------------------------|-------|-------|-------|
| CO                     | April | Total |       |
| Clay                   | 38    | 3     | 41    |
| Hamrick                | 40    | 5     | 45    |
| Hunter                 | 24    | 2     | 26    |
| Johnson                | 29    | 2     | 31    |
| Snider                 | 52    | 7     | 59    |
| Teisleria              | 50    | 5     | 55    |
| Parnell                | 40    | 10    | 50    |
| Total                  | 273   | 34    | 307   |

\*CO refers to numbers being served through Active as of 6/30/2014

#### One-on-One Services

| Activity                 | April | YTD |
|--------------------------|-------|-----|
| Resumes                  | 9     | 37  |
| Job Development Contacts | 0     | 0   |
| Job Search Assistance    | 2     | 15  |

| Applications |                          | April     |         | YTD Total |
|--------------|--------------------------|-----------|---------|-----------|
|              |                          | Completed | Partial |           |
| Completed    | Partial                  | 52        | 0       | 287       |
|              | YTD Completed            |           |         | 345       |
| Eligibility  | March                    | 52        |         | 334       |
|              | YTD Total                |           |         | 334       |
| Eligible     | Not Eligible (Core Only) | 0         |         | 0         |
|              | YTD Total Determinations |           |         | 293       |

#### Enrollment

| Enrollment   |                              | YTD March    |                  | YTD Planned (+/-) |
|--------------|------------------------------|--------------|------------------|-------------------|
|              |                              | New Enrolled | New YTD Enrolled |                   |
| New Enrolled | New YTD Enrolled             | 37           | 267              | 30                |
|              | Not Enrolled (90 day window) |              |                  | 17                |

\*Eligible applications can be enrolled within 90 days of completion.

#### WorkKeys

| WorkKeys |        | CO       |      | New YTD | Total |
|----------|--------|----------|------|---------|-------|
|          |        | Platinum | Gold |         |       |
| Platinum | Gold   | 0        | 24   | 0       | 0     |
|          | Silver | 103      | 1    | 1       | 25    |
| Silver   | Bronze | 25       | 1    | 1       | 106   |
|          | Total  | 152      | 5    | 2       | 26    |
| Total    |        |          |      | 5       | 157   |

#### Intensive Workshops

| Intensive Workshops |                     | # Workshops Offered |                    | Attended |
|---------------------|---------------------|---------------------|--------------------|----------|
|                     |                     | Employability       | Financial Literacy |          |
| Employability       | Financial Literacy  | 12                  | 3                  | 38       |
|                     | Expungement/Pardons | 1                   | 1                  | 0        |
| Computer Skills     | Computer Skills     | 9                   | 2                  | 2        |
|                     | Total               | 25                  | 2                  | 40       |



# SC WORKS

BRINGING EMPLOYERS  
AND JOB SEEKERS TOGETHER

## WORKLINK

ANDERSON-OCONEE-PICKENS

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

### Recommended for Training Services

|                     | April Total | YTD Total |
|---------------------|-------------|-----------|
| GED                 | 7           | 21        |
| Occupational        | 16          | 41        |
| On-the-Job Training | 1           | 3         |

### OJT Training Synopsis

| Company Name                               | Location of Company | In-Progress | Success | Unsuccessful |
|--|---------------------|-------------|---------|--------------|
| Crowe's Corporate Promotions (2)           | Oconee              | 0           | 2       | 0            |
| JM Mold South (1)                          | Pickens             | 0           | 1       | 0            |
| Mold Clinic, Inc. (1)                      | Oconee              | 1           | 0       | 0            |
| Owens Corning Composite Materials, LLC (1) | Anderson            | 0           | 1       | 0            |
| Print It! (1)                              | Oconee              | 0           | 1       | 0            |
| RCM Industries, Imperial Die Casting (1)   | Pickens             | 0           | 1       | 0            |
| Sharpe Manufacturing, Inc. (2)             | Oconee              | 2           | 0       | 1            |
| US Engine Valve (9)                        | Oconee              | 0           | 8       | 2            |

|                         |    |
|-------------------------|----|
| Total Current Contracts | 3  |
| Total Carryover         | 14 |
| Total All OJT Contracts | 3  |
|                         | 14 |
|                         | 3  |

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

### Funding Source

|                    | April | YTD Total |
|--------------------|-------|-----------|
| Adult              | 0     | 15        |
| Dislocated Workers | 1     | 5         |
| DWT-NEG            | 0     | 0         |

### Follow-Up Services

|  | Total | YTD Total |
|--|-------|-----------|
| Entered Employment (Based on current Quarterly)* | 66    | 234       |
| Services Provided                                | 85    | 258       |

### Occupational Training by Provider

| Name  | Currently in Training | PY'13 Rec'd Training |
|---|-----------------------|----------------------|
| Adult Education - District 1 and 2              | 8                     | 14                   |
| Adult Education - Districts 3, 4 and 5 Anderson | 21                    | 75                   |
| Adult Education - Oconee Adult Education        | 10                    | 23                   |
| Adult Education - Pickens Co Adult Learn        | 2                     | 5                    |
| Alliance Tractor Trailer Training Center        | 1                     | 1                    |
| Arc Labs  | 3                     | 4                    |
| Carolina Computer Training                      | 2                     | 3                    |
| Forrest Junior College                          | 1                     | 1                    |
| Greenville Technical College                    | 11                    | 23                   |
| ITT Technical Institute - Columbia              | 0                     | 1                    |
| New Horizons Computer Learning Center - SC      | 0                     | 1                    |
| Orangeburg-Calhoun Technical College            | 0                     | 1                    |
| Palmetto School of Career Development           | 0                     | 3                    |
| Piedmont Technical College                      | 0                     | 1                    |
| PSI Project Management                          | 0                     | 1                    |
| Tri-County Technical College                    | 32                    | 89                   |
| <b>Total</b>                                    | <b>91</b>             | <b>246</b>           |

### Total Occupational Training by Cluster

| Occupation                                     | Total Training | PY'13 Rec'd Credential |
|--|----------------|------------------------|
| GED Training                                   | 117            | 24                     |
| Admin, Support, Waste Mgmt., Remediation Svcs. | 5              | 6                      |
| Manufacturing                                  | 16             | 13                     |
| Professional, Scientific, Technical Services   | 4              | 4                      |
| Health Care and Social Assistance              | 30             | 27                     |
| Retail Trade                                   | 1              | 1                      |

### Funding Source PY'13 Rec'd (Occupational and GED Training)

|                     | YTD Total  |
|---------------------|------------|
| Adult               | 196        |
| Dislocated Workers  | 51         |
| DWT-NEG             | 0          |
| Trade (co-enrolled) | 1          |
| <b>Total</b>        | <b>248</b> |

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

## WorkLink

### WIA INSTRUCTION LETTER NO.: PY'10-01 (Revised)

**SUBJECT:** Local Supportive Service Policy (Adult and Dislocated Worker)

#### ISSUANCE

**DATE:** ~~June 1~~ January 26, 2014

#### EFFECTIVE

**DATE:** December 8, 2010

#### EXPIRATION

**DATE:** Indefinite

**PURPOSE:** The purpose of this instruction is to establish guidelines for providing supportive services for WIA participants in the local WorkLink Workforce Investment Area.

**BACKGROUND:** The goal of the Workforce Investment Act is to provide individuals with the resources they need to gain and retain employment that pays self-sufficiency wages. The Act authorizes supportive services for individuals registered in WIA programs who are receiving Intensive, Training or Follow-up Services.

**POLICY:** The term "Supportive Services" refers to those financial-based or physical accommodations that are reasonable and necessary, and required, in order for a client to participate in activities authorized under Title I of the Workforce Investment Act (WIA). In addition, any adult, or dislocated worker who is enrolled and receiving WIA services, may be eligible for supportive services if they are unable to obtain assistance from other programs providing such services. Youth participating in WIA services should follow the Youth Supportive Service policy. In general, supportive services may include needs-related payments, child care, transportation, housing assistance, and a variety of other related expenses.

#### **Maximum Allowable Limits**

- Supportive Services for adults and dislocated workers are available up to a maximum total of \$3,000 per program year.

The availability of and referral to Non-WIA sources is one of the core services that must be made available to adults and dislocated workers through the One-Stop delivery system.

The need for supportive services must be considered when developing the Individual Employment Plan (IEP). **Recipients of supportive services must be considered low-income.**

WIA is a payer of last resort, and so, only if a participant cannot obtain services by other means should WIA provide supportive services. Case Managers must document in case notes efforts to access non-WIA sources to justify providing supportive services through WIA. It will be left to the discretion of the Case Manager that all non-WIA sources of funding have been exhausted. Also, WIA participants must check with local agencies regarding emergency relief funds to address any one-time emergency costs.

**I. Budgetary Plan**

When participants request supportive services, the Intensive Service Case Manager must assist the participant with a budgetary plan to ensure that the participant has the means to pay for the services in the future. The budgetary plan also justifies the need to provide supportive services. This plan and the justification are kept in the participant's hard file and documented in a SC WOSVOS case note.

**II. Supportive Service Tracking Log**

~~A Supportive Services Report for each log is maintained by the Intensive Service Contractor on each-supportive service recipient will be maintained by the SC Works Operator and made available upon request. The SC Works Operator will verify monthly. With this log, the Case Manager ensures~~ that the maximum amount of services is not exceeded. As applicable, ~~the participant file must also contain the-~~ a referral to supportive services must be made in SC WOS (see attachment for sample), child care vendor agreement, mileage calculation, attendance sheets and justification for paying the supportive service.

**III. Supportive Services Available at Assessment**

The supportive services available upon enrollment into WIA at Assessment are limited to transportation and childcare expenses, emergency costs, and test fees unless another intensive service is provided that day.

**IV. Supportive Service Payment Overview**

All supportive service assistance payments issued on behalf of WIA enrolled participants within the Worklink Workforce Investment Area will be issued on the basis of an established and documented need, identified as follows:

- a. Supportive Service assistance payments are limited to the amount necessary to satisfy the emergency and permit the WIA enrolled participants to continue or complete the applicable WIA activity. Payments cannot exceed \$3,000 during a program year without written approval of the Administrative Entity.
- b. A supportive service need that was identified during Assessment.
- c. A need that is identified due to an emergency occurring after the individual became a WIA enrolled participant. Payments can only be made toward relief of situations continuing after the individual becomes a WIA enrolled participant and cannot be made retroactive.
- d. With the exception of transportation reimbursement, all supportive service assistance payments will be issued directly to the vendor providing the needed assistance or service to the WIA enrolled participants (i.e. childcare provider, automotive repair shop, gas or electric utility company, etc.) Under no circumstances will supportive services assistance payments be made directly to the WIA enrolled participants.

**V. Who May Receive**

Those who may receive supportive service assistance payments include those who meet the following criteria:

- a. Those who are determined low-income, as described in Table 1 of the current WIA 70 percent LLSIL, as outlined in the current Instruction Letter PV-08-12, Update for WIA Family



Income and Self-Sufficiency Guidelines. **Note:** Initial determination for Supportive Services will be based on low-income status as notated on the Eligibility Determination application for WIA assistance. If a participant is not low-income at the time of application, a participant may re-apply for supportive services after six months. **WIA staff should use the attached application and the same procedures to determine low-income as that of Eligibility Determination.)**

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- b. Those who are actively participating in a WIA activity, that requires travel for more than one day in length, for which he or she may not otherwise be able to continue or complete without supportive services assistance. There must be at least one open activity in SC WOSVOS.
- c. ~~For participants in follow up, there is no need for an open activity. In these cases, an entry in the case notes is required.~~
- d. Those who have established a supported or documented allowable need for assistance.
- e. Those who have presented documentation or evidence that all other reasonable means for getting non-WIA assistance/support have been exhausted.
  - i. For childcare assistance – applicant must have proof of ABC Voucher eligibility determination
  - ii. For transportation – applicant must have proof of valid driver's license
  - iii. For car repairs – applicant must provide two quotes from licensed repair facilities and proof of ownership (i.e., name listed as a driver on insurance, registration, car title, etc.)
- f. ~~Those who are in need of employment related assistance during their normal 12 month follow up period.~~

#### VI. Allowable Supportive Services for WIA Participants in Intensive or Training Services

*For both adult and dislocated worker services*

**Medical Assistance** – Limited funding is available to provide medical services required for an individual to participate in intensive services and/or training also to obtain or retain unsubsidized employment. Payments for medical assistance should be made to the provider not the participant. The maximum amount that can be paid per participant is \$500 during participation in the program.

##### **Allowable Medical Assistance**

- Pre-employment/training physicals required by an employer or training program
- Immunizations
- Pre-employment drug tests
- Dental extractions and dentures
- Eyeglasses but not contact lenses or any type of eye surgery
- Hearing devices

**Work Clothing or Uniforms** – Supportive Service funding can be provided for work clothing or uniforms required but not paid by an employer or training program. Clothing and uniforms include steel-toed shoes, hard hats, smocks, etc. Individuals needing general-purpose clothing

should be referred to a community clothes bank or other agency. The maximum amount for work clothing is \$250 during participation in the program.

Training-Related Equipment - Pays for training related equipment not already covered, such as books and supplies.

Background Checks – Pays for background checks, such as, motor vehicle records check, criminal records (SLED), etc. when required by the occupation or employer.

Test fees - Pays for fees related to obtain certification, such as real estate license, driver's license, GED fees, etc. This is only for participants not enrolled in a training activity.

Driver's Training - Pays for driver's training. This does not include CDLs.

One-time Emergency Costs\* -

Minor Car Repair - Minor Car Repair should not exceed \$250.00.

Utilities - Pays for electric, water or gas bill. Excludes telephone bills.

Housing - Pays for housing cost, such as rent.

\*One-time emergency costs exceeding \$1000.00 must be approved by the Administrative Entity.

Childcare or Dependent Care – Participants who have out-of-pocket expenses associated with attending training/activities may receive childcare assistance. Reimbursements are linked to attendance if a participant is absent from training, a reimbursement may not be made for that day. For childcare supportive service assistance, vendor agreements and invoices are required documentation that must be kept in the participant's hard file.

\$20 a day for pre-school children

\$8 a day for school-age children 12 years old and younger and for dependent adults

~~Online Classes – If a participant is taking an approved online class and the Intensive Services Case Manager determines a need for childcare or dependent care, the payment will be based on login and logout times into the approved online class. The participant will be responsible for the following:~~

- ~~o Documentation of class attendance – print screens of the login and logout screens, clearly indicating the date, time and proof of the class. No payment will be made for insufficient documentation.~~
- ~~o Provision of documentation for payment – documentation should be given to the assigned Intensive Services Case Manager in a timely manner.~~
- ~~o For transportation reimbursement payments to be made while attending a virtual class, a Case Manager must document by case note that the participant is traveling to a location other than their residence to participate in the online training.~~

Direct Transportation – If a participant is unable to attend an activity or training because he or she lacks a driver's license and/or access to a car, the case manager may provide or procure transportation. Transportation will be provided temporarily while participants make a transition plan to provide their own transportation.

Case managers should consider cost when procuring transportation. Public transportation should be utilized when available. Arrangements may be made with other agencies that transport participants and for-profit businesses may be utilized. The grantee should have an agreement with the transportation provider specifying the cost and billing arrangements. Grantees may choose to pay private individuals selected by participants to provide transportation. Prior to using a private individual to provide transportation, the grantee must verify the individual has a valid driver's license and insurance.

Transportation Reimbursement – Participants not receiving direct transportation services may receive transportation assistance to help defray the out-of-pocket expenses associated with activities/training. For those (1) attending approved training full-time, (2) not receiving other transportation funds from partner programs, and (3) traveling more than 10 miles one way to a training provider, reimbursement will be ~~\$105~~ per day for up to 40 miles, \$15 per day for up to 80 miles, and \$20 per day for up to 120 miles of training attended. An authorized training instructor must sign the attendance sheet prior to reimbursement.

## **VII. Allowable Needs-Related Payments (NRP) for WIA Participants in Intensive or Training Services**

*For both adult and dislocated worker services – can be received in conjunction with other supportive service payments and is subject to the \$3,000 supportive service cap per year*

NRP may be provided to unemployed adults and dislocated workers if the eligible client has been enrolled in an allowable training activity.

NRP are available for adults and dislocated workers who meet the following criteria:

- A. Specific eligibility requirements for adults
  - 1. Must be unemployed;
  - 2. Does not qualify for, or has ceased to qualify for, Temporary Assistance for Needy Families (TANF) or unemployment compensation; and
  - 3. Must be enrolled in a program of training services under WIA/TAA.

**Adult and Dislocated Worker Program Needs-Related Payments** – Eligible adults and dislocated workers may be certified to receive a needs-related payment in the amount of \$2.50 per hour for active participation in training services (not to exceed a weekly maximum of \$100). Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with each needs-related payment request. Please note this applies to adults and dislocated workers who do not qualify for the receipt of weekly unemployment insurance (UI) payments or Trade Readjustment Assistance (TRA) at the point of registration in the WIA program. Adults and dislocated workers who were

receiving UI payments or TRA at the point of registration in WIA but exhaust such assistance may be certified eligible to receive a *Continuance Needs-Related Payment*.

The amounts to be paid are based on a set rate only for the actual number of hours the client is enrolled and/or participating in a training activity. All documentation and eligibility determination is the sole responsibility of the Intensive Services Provider.

B. Specific eligibility requirements for dislocated workers

1. Must be unemployed; and
2. Have ceased to qualify for unemployment compensation or trade readjustment allowance under TAA or NAFTA-TAA, and
3. Must be enrolled in a program of training services under WIA/TAA.

**Continuance Needs-Related Payment** – Eligible adults and dislocated workers who exhaust UI payments or TRA after registration in the WIA program may receive a weekly payment up to the amount received under UI or TRA for active participation in training services, not to exceed \$100 per week. This may enable the participant to continue receiving the same level of income maintenance as when they first entered the program. The participant must provide proof of the status of their UI or TRA weekly payment amount during the needs-related payment certification appointment. Time and attendance sheets are to be used to ensure adequate participation in training services and are to be submitted along with the needs-related payment request. **NOTE:** In order to qualify for this type of needs-related payment, the WIA customer is required to attend 100% of approved training each week.

Needs-related payments are not wages but training payments used to assist participants with related costs for participating in training services. Needs-related payments are not subject to tax withholdings.

The case manager and participant must complete the Needs Related Payment Approval to document the need. In the event a waiver is required, this completed form is to be submitted with the waiver request.

**VIII. Allowable Supportive Services for WIA Participants in Work-Based Activities**

~~Such as OJT, Work Experience, short-term skills training, and Paid Internships~~

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~~Participants who need help transitioning to self-sufficiency while in the above activities may be eligible for the following services:~~

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~~Direct Transportation—described above for the duration of not more than 2 months.~~

~~Transportation Reimbursement—described above. Rates are half the rates listed above.~~

~~Childcare or Dependent Care—described above. Rates are half the rates listed above. Also, see attached Supportive Service Reference Sheet.~~

**IX. Allowable Supportive Services for WIA Participants in follow-up**



~~Supportive service needs should be addressed while a participant is still active. In limited cases individuals who have exited, but are at risk of losing their job, may receive supportive services while in the follow up period, provided that there is funding remaining in their supportive services account.~~

~~The availability of post-placement supportive service assistance is limited and will be determined individually based on the following criteria:~~

- ~~1. The individual has a substantial supportive service need in order to meet employment goals set in their Individual Employment Plan.~~
- ~~2. The supportive service is not available through another source.~~
- ~~3. The individual's resources do not allow the participant to fully pay for the service. In reviewing the individual's resources, one of the following criteria must be met for the participant to be considered:~~
  - ~~a. The participant was economically disadvantaged at the time of eligibility determination.~~
  - ~~b. Receives income based government assistance including TANF, SNAP, SSI, public housing assistance, or is a resident of a shelter.~~
  - ~~c. Has been unemployed for more than three months prior to start of the job.~~

~~Supportive Services for participants in follow up may not be in the form of cash payments and can only be provided to assist a participant in retaining his/her job. For participants in follow up, there is no need for an open activity. However, a case note is required to document supportive services provided to participants in follow up. The Follow Up Services Contractor should determine need for supportive services received during Follow Up.~~

**~~X-IX.~~ Supportive Services NOT Allowable for WIA Participants**

- ~~a. Legal or punitive services costs, which includes child support or driver's license reinstatement fees.~~
- ~~b. Payments for food or food items.~~
- ~~c. Payments for automobile payments, insurance, taxes, and tags.~~
- ~~d. Personal debt or obligation that occurred before WIA registration.~~

**ACTION:** WorkLink Workforce Investment Area Grantees must abide by the policy as stated. All staff must be familiar with the policy. All other forms of supportive service requests not listed must be made in writing to the Administrative Entity.

**Please copy and distribute this information appropriately within your agency.**

**INQUIRIES:** Direct all inquiries on this Instruction Letter to the WorkLink Workforce Investment Board staff, WorkLink, 1372 Tiger Blvd., Suite 102, Clemson, SC 29631~~511 Westinghouse Road, Pendleton, SC 29670~~, telephone 864.646.5898~~1515~~, fax 864.646.2814, or e-mail jkellyrallen@worklinkweb.com.

~~Jennifer Kelly~~~~Ronnie Allen~~, Interim Executive Director  
WorkLink Workforce Investment Board

**DISTRIBUTION:** All WIA/TAA staff

**FOUR ATTACHMENTS:**

- 1 - Referral to Supportive Services Done in SC WOS
- 2 - Supportive Services Reference Sheet Update
- 3 – Supportive Service Payment Services Form Review – Not being used at present
- 4 – Family Size Definition Remove & refer to Family Size and Income Policy

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

**WORKFORCE INVESTMENT BOARD**  
**Workforce Skills and Education Committee Application**

Applicant Name: Amanda Blanton  
Applicant Address: Tri-County Technical College  
P.O. Box 587, Hwy 76, Pendleton, SC 29170  
Education: B.A. / M.A. in English  
Business/Organization: Tri-County Technical College  
Job Title: Director, High School Engagement and Outreach  
County of Residence: Oconee  
Phone: 864 646 1501 Fax: 864 646 5098  
Cell Phone: 864 760 9104 E-mail: ablanton@tctc.edu

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

In my role at Tri-County, I work with college, school district, and industry/business partners to develop relevant career pathways for students to enter prior to high school graduation with the purpose of increasing the pipeline of qualified applicants for highly-skilled positions.

Amanda Blanton  
Signature

4/8/14  
Date

## **Business Partnerships Committee Report**

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*Meeting date: 05/15/2014*

*Presented June 11, 2014 - Board Meeting*

### **Business Engagement Plan/Employer Services Metrics**

The committee was given an update on the Business Engagement Plan. A specific due date for submission to the state had not been received as of our meeting date, however we were given a rough draft of the plan, which will be revised once all partner information has been updated. A final copy of the plan should be presented to the committee at our August meeting. The committee also reviewed the second set of Employer Services Metrics as set by DEW. Since DEW still has not given any information as to how they arrived at the performance measures, the committee asked that we continue to seek clarification on this.

### **On-the-Job Training Coordination**

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

### **Work Ready Communities Initiative**

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

### **Rapid Response Incumbent Worker Training Grants**

The committee received an update on the RRIWT grants. The grant for Palmetto Plating is set to end on May 31 (after a one month extension was granted), and trainings will soon begin for Kroeger Marine Construction in Seneca and Roylco, Inc. in Anderson. We discussed the difficulty some companies have since they are required to pay for the trainings up front before they can request reimbursement. Questions regarding this have been submitted to the state, but no response has been received at this time.



|  | Program Adult | Admin Adult | Program DW | Admin DW | Program Youth | Admin Youth | Total     | YTD-APR   | Actual % Expended | Goal Expended | Goal % Expended | Balance   |
|--|---------------|-------------|------------|----------|---------------|-------------|-----------|-----------|-------------------|---------------|-----------------|-----------|
| PY13 Allocations (NFA-13-01)   | 749,486       | 83,275      | 741,374    | 82,374   | 802,316       | 89,146      | 2,547,971 |           |                   |               |                 |           |
| Transfer of funds (35%)  | 259,480       | -           | (259,480)  | -        | -             | -           | -         |           |                   |               |                 |           |
| Transfer of funds (15%)  | 111,206       | -           | (111,206)  | -        | -             | -           | -         |           |                   |               |                 |           |
| PY12 Carryover   | 654,521       | 84,138      | 188,244    | 92,275   | 458,863       | 69,165      | 1,547,206 |           |                   |               |                 |           |
|  | 1,774,693     | 167,413     | 558,932    | 174,649  | 1,261,179     | 158,311     | 4,095,177 |           |                   |               |                 |           |
| <b>Obligations</b>   |               |             |            |          |               |             |           |           |                   |               |                 |           |
| Henkels & McCoy - Adult (Mod #4)   | 1,249,537     | -           | -          | -        | -             | -           | 1,249,537 | 891,108   | 71%               | 1,041,281     | 83%             | 358,429   |
| Henkels & McCoy - DW (Mod #4)  | -             | -           | 217,907    | -        | -             | -           | 217,907   | 174,035   | 80%               | 181,589       | 83%             | 43,872    |
| Henkels & McCoy - Youth  | -             | -           | -          | -        | 839,929       | -           | 839,929   | 605,384   | 72%               | 699,941       | 83%             | 234,545   |
| Undesignated Funds   | 251,145       | 39,396      | 244,801    | 57,075   | 312,140       | 30,746      | 935,303   | -         | 0%                | -             | 0%              | 935,303   |
| Total Pass-Through Contracts   | 1,500,682     | 39,396      | 462,708    | 57,075   | 1,152,069     | 30,746      | 3,242,676 | 1,670,527 | 52%               | 1,922,811     | 59%             | 1,572,149 |
| Total Revenue after Obligations  | 274,011       | 128,017     | 96,224     | 117,574  | 109,110       | 127,565     | 852,501   |           |                   |               |                 |           |
| <b>In-House Expenses</b>   |               |             |            |          |               |             |           |           |                   |               |                 |           |
| Salaries   | 122,160       | 37,806      | 41,283     | 37,797   | 62,026        | 48,644      | 349,816   | 281,750   | 81%               | 291,513       | 83%             | 68,066    |
| Fringe   | 37,201        | 11,954      | 12,650     | 11,951   | 19,396        | 15,480      | 108,632   | 86,624    | 80%               | 90,527        | 83%             | 22,008    |
| SC Works Centers & Satellite Facility Costs  | 140,899       | 21,677      | 58,049     | 16,801   | 1,637         | 13,822      | 252,885   | 216,450   | 86%               | 210,738       | 83%             | 36,435    |
| Payment from SCDEW for Facilities  | (82,673)      | -           | (35,432)   | -        | -             | -           | (118,105) | (50,247)  | (1)               | (58,132)      | 49%             | (67,858)  |
| Travel - Training/Conferences/Meeting  |               | 3,000       |            | 2,500    |               | 3,000       | 8,500     | 4,360     | (2)               | 7,083         | 83%             | 4,140     |
| Travel - Committee/Board   |               | 250         |            | 250      |               | 2,000       | 2,500     | 1,281     | 51%               | 2,083         | 83%             | 1,219     |
| Supplies - Consumable  |               | 750         |            | 750      |               | 750         | 2,250     | 1,771     | 79%               | 1,875         | 83%             | 26        |
| Supplies - Non-Consumable  |               | 335         |            | 335      |               | 330         | 1,000     | 974       | 97%               | 833           | 83%             | 26        |
| FMSI Data Charges  |               | 1,125       |            | 1,125    |               | 1,125       | 3,375     | 2,813     | 83%               | 3,375         | 100%            | 562       |
| Consulting   |               | 70          |            | 70       |               | 70          | 210       | -         | 0%                | 175           | 83%             | 210       |
| Outside Services (approved by EC)  |               | 133         |            | 133      |               | 133         | 399       | 399       | 100%              | 399           | 100%            | -         |
| Insurance - Tort   |               | 2,520       |            | 2,520    |               | 2,520       | 7,560     | 6,354     | 84%               | 6,300         | 83%             | 1,206     |
| Insurance - Auto C&C   |               | 65          |            | 65       |               | 60          | 190       | 142       | 75%               | 158           | 83%             | 48        |
| Insurance - Auto Liab  |               | 260         |            | 260      |               | 250         | 770       | 633       | 82%               | 642           | 83%             | 137       |
| Postage  |               | 170         |            | 170      |               | 160         | 500       | 384       | 77%               | 417           | 83%             | 116       |
| Printing   |               | 1,834       |            | 1,833    |               | 1,833       | 5,500     | 4,283     | 78%               | 4,583         | 83%             | 1,217     |
| Telephone Voice  |               | 540         |            | 540      |               | 540         | 1,620     | 1,618     | 100%              | 1,618         | 100%            | 2         |
| Telephone LD   |               | 156         |            | 156      |               | 156         | 468       | 468       | 100%              | 468           | 100%            | -         |
| Cellphone (Executive Director)   |               | 6           |            | 5        |               | 1           | 12        | 12        | 100%              | 12            | 100%            | -         |
| Web Site Hosting & Renewal Fees  |               | 2,360       |            | 2,360    |               | 2,360       | 7,080     | 4,390     | 62%               | 5,900         | 83%             | 2,690     |
| Memberships, Dues, & Prof Fees   |               | 1,125       |            | 1,075    |               | 1,100       | 3,300     | 3,286     | 100%              | 2,750         | 83%             | 14        |
| Training   |               | 8,500       |            | 5,000    |               | 6,500       | 20,000    | 3,925     | (3)               | 16,667        | 83%             | 16,075    |
| Job Fair / Hiring Event Expenses   |               | 11,000      |            | 11,000   |               | -           | 22,000    | 20,439    | 93%               | 18,333        | 83%             | 1,561     |
| Rent - WorkLink Office   |               | 200         |            | 200      |               | 206         | 606       | 606       | 100%              | 606           | 100%            | -         |
| R&M & Gas - WIA Car  |               | 835         |            | 835      |               | 830         | 2,500     | 1,431     | 57%               | 2,083         | 83%             | 1,069     |
| IT Maint/Support (WIB Only)  | 5,117         | 1,600       | 2,193      | 1,600    |               | 1,500       | 12,010    | 9,363     | 78%               | 10,008        | 83%             | 2,647     |
| Outreach   |               | 3,000       |            | 1,500    |               | 500         | 5,000     | 4,966     | 99%               | 4,167         | 83%             | 34        |
| COG Meeting Expense  |               | 867         |            | 868      |               | 3,265       | 5,000     | 3,937     | 79%               | 4,167         | 83%             | 1,063     |
| Indirect Cost Pool (42%)   | 51,307        | 15,879      | 17,381     | 15,875   | 26,051        | 20,430      | 146,923   | 130,282   | 89%               | 122,436       | 83%             | 16,641    |
| Total In-House   | 274,011       | 128,017     | 96,224     | 117,574  | 109,110       | 127,565     | 852,501   | 742,694   | 87%               | 751,784       | 88%             | 109,807   |
| (1) - \$25,160 2nd qtr Facility costs (payment was remitted on 5/1; however, they cut the check and mailed it to H&M. They are getting the check stopped and mailed to SCACOG); \$25,087 3rd qtr Facility costs billed to SCDEW (payment due by 5/31/14) |               |             |            |          |               |             |           |           |                   |               |                 |           |
| (2) - Travel remaining for Windy to go to Geo Sol Conference in May in Clearwater, FL and Sharon to go to Youth Forum in Atlanta, GA in June   |               |             |            |          |               |             |           |           |                   |               |                 |           |
| (3) - Training procured and contracted for the following: Customer Service \$2,000, Career Development Facilitator \$5,500, Teambuilding \$2,000, Resume Writing \$3,510 = \$13,010  |               |             |            |          |               |             |           |           |                   |               |                 |           |

**WorkLink Program Year 2013 Financial Status****12RRIWT25 - Rapid Response Grant**

|                               |                             |                        |                          |                        |                          |                |
|-------------------------------|-----------------------------|------------------------|--------------------------|------------------------|--------------------------|----------------|
|                               | <b>Program Revenue</b>      |                        |                          |                        |                          |                |
|                               | \$ 40,400                   |                        |                          |                        |                          |                |
|                               | <b>Program Expenditures</b> | <b>Total Obligated</b> | <b>Total % Obligated</b> | <b>Actual Expended</b> | <b>Actual % Expended</b> | <b>Balance</b> |
| Palmetto Plating Company, Inc | \$ 40,400                   | 40,400                 | 100%                     | 30,314                 | 75.03%                   | \$ 10,086      |
| Grant Period: 6/20/13-5/31/14 | Extended to 5/31/14         |                        |                          | \$ 7,186               | Outstanding Accruals     |                |

**WorkLink Program Year 2013 Financial Status****13RRIWT05 - Rapid Response Grant**

|                                 |                             |                        |                          |                        |                          |                        |
|---------------------------------|-----------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------------|
|                                 | <b>Program Revenue</b>      |                        |                          |                        |                          |                        |
|                                 | \$ 40,068                   |                        |                          |                        |                          |                        |
|                                 | <b>Program Expenditures</b> | <b>Total Obligated</b> | <b>Total % Obligated</b> | <b>Actual Expended</b> | <b>Actual % Expended</b> | <b>Balance Unspent</b> |
| Technology Solutions of SC, Inc | \$ 40,068                   | 40,068                 | 100%                     | 11,978                 | 29.89%                   | \$ 28,090              |
| Grant Period: 10/01/13-09/01/14 |                             |                        |                          |                        |                          |                        |

**WorkLink Program Year 2013 Financial Status****13RRIWT13 - Rapid Response Grant**

|                               |                             |                        |                          |                        |                          |                        |
|-------------------------------|-----------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------------|
|                               | <b>Program Revenue</b>      |                        |                          |                        |                          |                        |
|                               | \$ 47,500                   |                        |                          |                        |                          |                        |
|                               | <b>Program Expenditures</b> | <b>Total Obligated</b> | <b>Total % Obligated</b> | <b>Actual Expended</b> | <b>Actual % Expended</b> | <b>Balance Unspent</b> |
| Kroeger Marine Construction   | \$ 47,500                   | 47,500                 | 100%                     | -                      | 0.00%                    | \$ 47,500              |
| Grant Period: 2/27/14-2/27/15 |                             |                        |                          |                        |                          |                        |

**WorkLink Program Year 2013 Financial Status****13RRIWT15 - Rapid Response Grant**

|                               |                             |                        |                          |                        |                          |                        |
|-------------------------------|-----------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------------|
|                               | <b>Program Revenue</b>      |                        |                          |                        |                          |                        |
|                               | \$ 56,275                   |                        |                          |                        |                          |                        |
|                               | <b>Program Expenditures</b> | <b>Total Obligated</b> | <b>Total % Obligated</b> | <b>Actual Expended</b> | <b>Actual % Expended</b> | <b>Balance Unspent</b> |
| Roylco, Inc                   | \$ 56,275                   | 56,275                 | 100%                     | -                      | 0.00%                    | \$ 56,275              |
| Grant Period: 3/12/14-4/30/15 |                             |                        |                          |                        |                          |                        |

**WorkLink Program Year 2013 Financial Status**

**13INC01 - Incentive Grant**

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

| WorkLink Program Year 2013 Financial Status                 |                      |    |   |                   |                 |                   |              |
|---|----------------------|----|---|-------------------|-----------------|-------------------|--------------|
| JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant) |                      |    |   |                   |                 |                   |              |
|   | Program Revenue      |    |   |                   |                 |                   |              |
|   | \$ 1,299,610         |    |   |                   |                 |                   |              |
|   | Program Expenditures |    | Total Obligated                         | Total % Obligated | Actual Expended | Actual % Expended | Balance      |
| Salaries, Fringe (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%              | 20,561          | 4.73%             | 413,920      |
| Greenville Technical College                                | 434,481              | *  | 434,481                                 | 100%              | 28,391          | 6.53%             | 406,090      |
| Northeastern Technical College                              | 344,492              | *  | 344,492                                 | 100%              | -               | 0.00%             | 344,492      |
| Total In-House  | \$ 1,299,610         |    | \$ 1,213,454                            | 93%               | \$ 48,952       | 3.77%             | \$ 1,250,658 |
| Grant Period: 10/1/13-9/30/16                               |                      |    | *See budgets below for yearly breakdown |                   |                 |                   |              |
| WorkLink Program Year 2013 Financial Status                 |                      |    |   |                   |                 |                   |              |
| 13M295T1 - Tri-County Technical College                     |                      |    |   |                   |                 |                   |              |
|   | Program Expenditures |    | Total Obligated                         | Total % Obligated | Actual Expended | Actual % Expended | Balance      |
| Marketing   | \$ 5,000             |    | 990                                     | 20%               | 990             | 19.80%            | \$ 4,010     |
| Recruitment & Assessment                                    | 5,000                |    | 373                                     | 7%                | 373             | 7.46%             | \$ 4,627     |
| Training  | 146,790              |    | 15,000                                  | 10%               | 19,198          | 13.08%            | \$ 127,592   |
| Job Placement   | 35,000               |    | -                                       | 0%                | -               | 0.00%             | \$ 35,000    |
| Total In-House  | \$ 191,790           | ** | \$ 16,363                               | 9%                | \$ 20,561       | 10.72%            | \$ 171,229   |
| Grant Period: 10/1/13-9/30/16                               |                      |    | **Year 1 Budget                         |                   |                 |                   |              |
| WorkLink Program Year 2013 Financial Status                 |                      |    |   |                   |                 |                   |              |
| 13M295G1 - Greenville Technical College                     |                      |    |   |                   |                 |                   |              |
|   | Program Expenditures |    | Total Obligated                         | Total % Obligated | Actual Expended | Actual % Expended | Balance      |
| Marketing   | \$ 15,000            |    | 382                                     | 3%                | 639             | 4.26%             | \$ 14,361    |
| Recruitment & Assessment                                    | 15,000               |    | -                                       | 0%                | -               | 0.00%             | \$ 15,000    |
| Training  | 126,790              |    | 25,680                                  | 20%               | 27,752          | 21.89%            | \$ 99,038    |
| Job Placement   | 35,000               |    | -                                       | 0%                | -               | 0.00%             | \$ 35,000    |
| Total In-House  | \$ 191,790           | ** | \$ 26,062                               | 14%               | \$ 28,391       | 14.80%            | \$ 163,399   |
| Grant Period: 10/1/13-9/30/16                               |                      |    | **Year 1 Budget                         |                   |                 |                   |              |
| WorkLink Program Year 2013 Financial Status                 |                      |    |   |                   |                 |                   |              |
| 13M295N1 - Northeastern Technical College                   |                      |    |   |                   |                 |                   |              |
|   | Program Expenditures |    | Total Obligated                         | Total % Obligated | Actual Expended | Actual % Expended | Balance      |
| Marketing   | \$ 5,000             |    | -                                       | 0%                | -               | 0.00%             | \$ 5,000     |
| Recruitment & Assessment                                    | 7,200                |    | -                                       | 0%                | -               | 0.00%             | \$ 7,200     |
| Training  | 75,200               |    | -                                       | 0%                | -               | 0.00%             | \$ 75,200    |
| Job Placement   | 14,400               |    | -                                       | 0%                | -               | 0.00%             | \$ 14,400    |
| Total In-House  | \$ 101,800           | ** | \$ -                                    | 0%                | \$ -            | 0.00%             | \$ 101,800   |
| Grant Period: 10/1/13-9/30/16                               |                      |    | **Year 1 Budget                         |                   |                 |                   |              |

**WorkLink Program Year 2013 Financial Status**

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

|                                   |                             |                        |                          |                        |                          |                  |
|-----------------------------------|-----------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------|
|                                   | <b>Program Revenue</b>      |                        |                          |                        |                          |                  |
|                                   | <b>\$ 55,357</b>            |                        |                          |                        |                          |                  |
|                                   | <b>Program Expenditures</b> | <b>Total Obligated</b> | <b>Total % Obligated</b> | <b>Actual Expended</b> | <b>Actual % Expended</b> | <b>Balance</b>   |
| Salaries, Fringe & Indirect (WIB) | \$ 2,624                    | 465                    | 18%                      | 465                    | 17.72%                   | \$ 2,159         |
| Henkels & McCoy                   | 52,733                      | 52,733                 | 100%                     | 8,902                  | 16.88%                   | 43,831           |
| Total In-House                    | <b>\$ 55,357</b>            | <b>\$ 53,198</b>       | <b>96%</b>               | <b>\$ 9,367</b>        | <b>16.92%</b>            | <b>\$ 45,990</b> |
| Grant Period: 8/8/13-6/30/15      |                             |                        |                          |                        |                          |                  |

**WorkLink Program Year 2013 Financial Status**

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

|                              |                             |                        |                          |                        |                          |                  |
|------------------------------|-----------------------------|------------------------|--------------------------|------------------------|--------------------------|------------------|
|                              | <b>Program Expenditures</b> | <b>Total Obligated</b> | <b>Total % Obligated</b> | <b>Actual Expended</b> | <b>Actual % Expended</b> | <b>Balance</b>   |
| Indirect Cost                | \$ 4,029                    | -                      | 0%                       | 684                    | 16.98%                   | \$ 3,345         |
| Audit Fee                    | 351                         | -                      | 0%                       | -                      | 0.00%                    | \$ 351           |
| Profit                       | 2,303                       | -                      | 0%                       | 392                    | 17.02%                   | \$ 1,911         |
| Tuition                      | 27,000                      | 13,578                 | 50%                      | 5,755                  | 21.31%                   | \$ 21,245        |
| Books                        | 1,500                       | -                      | 0%                       | 1,988                  | 132.53%                  | \$ (488)         |
| Supplies                     | 750                         | -                      | 0%                       | 83                     | 11.07%                   | \$ 667           |
| OJT                          | 16,800                      | -                      | 0%                       | -                      | 0.00%                    | \$ 16,800        |
| Total In-House               | <b>\$ 52,733</b>            | <b>\$ 13,578</b>       | <b>26%</b>               | <b>\$ 8,902</b>        | <b>16.88%</b>            | <b>\$ 43,831</b> |
| Grant Period: 8/8/13-6/30/15 |                             |                        |                          |                        |                          |                  |



Worklink Workforce Investment Board Grant #13A995H1&13D995H1

Budget vs. Actual Expenditures YTD

| codes                                    | ADULT             |            |                |            | DLW     |                   |           |                | TOTAL     |         |              |                |
|--|-------------------|------------|----------------|------------|---------|-------------------|-----------|----------------|-----------|---------|--------------|----------------|
|  | Updated to Mod #4 | April      | Total Expenses | Balance    | % Spent | Updated to Mod #4 | April     | Total Expenses | Balance   | % Spent | Total Budget | Total Expenses |
|  | Budget            | 3/24-4/27  |                |            |         | Budget            | 3/24-4/27 |                |           |         |              |                |
| 0.0                                      | 363,241           | 36,223     | 310,788        | 52,453     | 85.56%  | 63,942            | 6,941     | 56,579         | 7,363     | 88.48%  | 427,183      | 367,367        |
| 0.1-0.5                                  | 153,738           | 14,414     | 120,602        | 33,136     | 78.45%  | 27,063            | 2,724     | 22,260         | 4,803     | 82.25%  | 180,801      | 142,862        |
|  | \$ 516,979        | \$ 50,637  | \$ 431,390     | \$ 85,589  | 83.44%  | \$ 91,005         | \$ 9,665  | \$ 78,839      | \$ 12,166 | 86.63%  | \$ 607,984   | \$ 510,229     |
| Subtotal                                 |                   |            |                |            |         |                   |           |                |           |         |              | \$ 97,755      |
| 83.92%                                   |                   |            |                |            |         |                   |           |                |           |         |              |                |
| Operating Costs                          |                   |            |                |            |         |                   |           |                |           |         |              |                |
| 1.2                                      | 6,122             | 1,110      | 2,998          | 3,124      | 48.97%  | 1,078             | 198       | 543            | 535       | 50.37%  | 7,200        | 3,541          |
| 1.3                                      | 2,041             | -          | -              | 2,041      | 0.00%   | 359               | -         | -              | 359       | 0.00%   | 2,400        | -              |
| 1.4                                      | 8,163             | 2,039      | 5,313          | 2,850      | 65.09%  | 1,437             | 360       | 947            | 490       | 65.90%  | 9,600        | 6,260          |
| 1.5                                      | 9,005             | 1,003      | 7,858          | 1,147      | 87.26%  | 1,585             | 181       | 1,391          | 194       | 87.76%  | 10,590       | 9,249          |
| 1.6                                      | 27,120            | 6,245      | 20,453         | 6,667      | 75.42%  | 4,774             | 1,158     | 3,734          | 1,040     | 78.22%  | 31,894       | 24,187         |
| 1.7                                      | 3,316             | (96)       | 1,974          | 1,342      | 59.53%  | 584               | (17)      | 276            | 308       | 47.26%  | 3,900        | 2,250          |
| 1.8                                      | 10,001            | -          | 8,160          | 1,841      | 81.59%  | 1,760             | -         | 1,452          | 308       | 82.50%  | 11,761       | 9,612          |
| 2.11                                     | 5,357             | -          | 5,355          | 2          | 99.96%  | 943               | -         | 945            | (2)       | 100.21% | 6,300        | -              |
| 1.9                                      | 3,299             | 256        | 1,406          | 1,893      | 42.62%  | 581               | 45        | 250            | 331       | 43.03%  | 3,880        | 1,656          |
| Subtotal                                 | \$ 74,424         | \$ 10,557  | \$ 53,517      | \$ 20,907  | 71.91%  | \$ 13,101         | \$ 1,923  | \$ 9,538       | \$ 3,563  | 72.80%  | \$ 87,525    | \$ 83,055      |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 24,470      |
| 72.04%                                   |                   |            |                |            |         |                   |           |                |           |         |              |                |
| Training cost                            |                   |            |                |            |         |                   |           |                |           |         |              |                |
| 2.1                                      | 10,816            | 1,076      | 3,223          | 7,593      | 29.80%  | 1,904             | 592       | 3,213          | (1,309)   | 188.75% | 12,720       | 6,436          |
| 2.2                                      | 24,234            | 1,103      | 15,347         | 8,887      | 63.33%  | 7,466             | 560       | 4,835          | 2,631     | 64.76%  | 31,700       | 20,182         |
| 2.3                                      | 18,282            | 85         | 6,827          | 11,455     | 37.34%  | 3,218             | 38        | 1,260          | 1,958     | 39.15%  | 21,500       | 8,087          |
| 2.12                                     | 3,512             | 35         | 750            | 2,762      | 21.36%  | 618               | -         | 67             | 551       | 10.84%  | 4,130        | 817            |
| 2.5                                      | 87,890            | 14,527     | 87,858         | 32         | 99.96%  | 15,472            | 2,563     | 15,504         | (32)      | 100.21% | 103,362      | 103,362        |
| 2.6                                      |                   |            |                |            |         |                   |           |                |           |         |              |                |
|  | 29,761            | 7,438      | 19,688         | 10,073     | 66.15%  | 5,239             | 1,313     | 6,563          | (1,324)   | 125.27% | 35,000       | 26,251         |
|  | 235,186           | 11,780     | 116,979        | 118,207    | 49.74%  | 34,848            | 7,674     | 27,117         | 7,731     | 77.82%  | 270,034      | 144,096        |
| 2.8                                      | 64,800            | (599)      | 37,683         | 32,117     | 50.44%  | 11,520            | 2,639     | 2,639          | 8,881     | 22.91%  | 76,320       | 35,322         |
| Subtotal                                 | \$ 474,481        | \$ 35,445  | \$ 283,355     | \$ 191,126 | 59.72%  | \$ 80,285         | \$ 15,379 | \$ 61,198      | \$ 19,087 | 76.23%  | \$ 554,766   | \$ 344,553     |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 210,213     |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 62.11%      |
| Supportive Service Cost                  |                   |            |                |            |         |                   |           |                |           |         |              |                |
| 3.2                                      | 13,125            | 1,070      | 9,165          | 3,960      | 69.83%  | 2,625             | 350       | 4,230          | (1,605)   | 161.14% | 15,750       | 13,395         |
| 3.3                                      | 3,900             | 120        | 120            | 3,780      | 3.08%   | 1,560             | -         | -              | 1,560     | 0.00%   | 5,460        | 120            |
| 3.4                                      | 8,503             | 143        | 3,417          | 5,086      | 40.19%  | 1,497             | 25        | 1,525          | (28)      | 101.87% | 10,000       | 4,942          |
| 3.5                                      | -                 | -          | -              | -          | 0       | -                 | -         | -              | 0         | 0.00%   | -            | -              |
| Subtotal                                 | \$ 25,528         | \$ 1,333   | \$ 12,702      | \$ 12,826  | 49.76%  | \$ 5,682          | \$ 375    | \$ 5,755       | \$ (73)   | 101.28% | \$ 31,210    | \$ 18,457      |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 12,753      |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 59.14%      |
| Training/Professional Service Fee/Profit |                   |            |                |            |         |                   |           |                |           |         |              |                |
| 4.1                                      | 54,483            | 4,940      | 39,978         | 14,505     | 73.38%  | 9,591             | 1,341     | 6,801          | 2,790     | 70.91%  | 64,074       | 46,779         |
| 4.2                                      | 8,295             | -          | -              | 8,295      | 0.00%   | 1,460             | -         | -              | 1,460     | 0.00%   | 9,755        | -              |
| 4.3                                      | 95,346            | 8,645      | 70,166         | 25,180     | 73.59%  | 16,784            | 2,348     | 11,904         | 4,880     | 70.92%  | 112,130      | 82,070         |
| Subtotal                                 | \$ 158,124        | \$ 13,585  | \$ 110,144     | \$ 47,980  | 69.66%  | \$ 27,835         | \$ 3,687  | \$ 18,705      | \$ 9,130  | 67.20%  | \$ 185,959   | \$ 128,849     |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 57,110      |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 69.29%      |
| TOTALS                                   | \$ 1,249,536      | \$ 111,557 | \$ 891,108     | \$ 358,428 | 71.32%  | \$ 217,908        | \$ 31,029 | \$ 174,035     | \$ 43,873 | 79.87%  | \$ 1,487,444 | \$ 1,065,143   |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 402,301     |
|  |                   |            |                |            |         |                   |           |                |           |         |              | \$ 72.58%      |

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

Goal Thru April 75.00%



## 1400 – WorkLink (Adult-Dislocated Worker) Contract Budget Modification #4

**Contractor:** Henkels & McCoy, Inc.  
**Contract #'s:** 13A995H1 & 13D995H1  
**Program:** SC Works Operator (Adult & Dislocated Worker Services)  
**Submission Date:** 5/14/2014  
**Region Manager:** Kal Kunkel  
**Program Manager (s):** Karen Craven, Steve Riddle, & Matt Fields

### Budget Modification Summary & Narrative

#### Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY13 budget to de-obligate \$69,775.64 as a result of lower Staff Health Insurance costs, lower Operating Costs, a decreased demand for Transportation (staff is maximizing community resources), no demand for Emergency Assistance (staff is maximizing community resources), and lower than planned On-the-Job Training (less demand in Anderson and Pickens Counties and our commitment to the county fair share). In our request we are also moving some tuition funds to participants books to cover an overage in that line item.

#### Staff Costs Narrative

Reduce the Health Insurance costs in the Staff Fringe rate by \$29,650.32. Our planned cost per man hour for Health Insurance this year was \$6.36 per man hour, but the actual cost has run at \$5.10 based on utilization of services and other discounts received by the company.



CONTRACT BUDGET MODIFICATION

**WorkLink SC Works Operator (H&M)**

**PY13**

| Staff Positions | Staff<br>PY13 |  | PY13 Budget<br>Mod #3 | Staff<br>PY13 | PY13 Budget<br>Mod #4 | Amt of<br>Increase or<br>Decrease | % of Increase<br>or Decrease |
|-----------------|---------------|--|-----------------------|---------------|-----------------------|-----------------------------------|------------------------------|
|-----------------|---------------|--|-----------------------|---------------|-----------------------|-----------------------------------|------------------------------|

Salary information removed

|                                 |  |               |                      |        |                      |                       |                |
|---------------------------------|--|---------------|----------------------|--------|----------------------|-----------------------|----------------|
| <b>Sub-Total of Staff Costs</b> |  |               | \$ 427,182.89        |        | \$ 427,182.89        | \$ 0                  | 0.00%          |
| <b>Fringe Benefits</b>          |  | <b>Rate</b>   |                      |        |                      |                       |                |
| Health Insurance                |  | 35.03%        | \$ 149,663.52        | 28.09% | \$ 120,013.20        | \$ (29,650)           | -19.81%        |
| FICA                            |  | 7.65%         | \$ 32,679.49         | 7.65%  | \$ 32,679.49         | \$ 0                  | 0.00%          |
| State UEC-SUI                   |  | 3.05%         | \$ 13,029.08         | 3.05%  | \$ 13,029.08         | \$ (0)                | 0.00%          |
| FUT                             |  | 0.14%         | \$ 598.06            | 0.14%  | \$ 598.06            | \$ (0)                | 0.00%          |
| SC WC                           |  | 0.34%         | \$ 1,452.42          | 0.34%  | \$ 1,452.42          | \$ 0                  | 0.00%          |
| Public General Liability        |  | 3.05%         | \$ 13,029.08         | 3.05%  | \$ 13,029.08         | \$ (0)                | 0.00%          |
| Temporary Fees (UI Staff)       |  | 0.00%         | \$ -                 | 0.00%  | \$ -                 | \$ -                  | 100.00%        |
| <b>Sub-Total Fringe:</b>        |  | <b>49.26%</b> | <b>\$ 210,451.65</b> |        | <b>\$ 180,801.33</b> | <b>\$ (29,650)</b>    | <b>-14.09%</b> |
| <b>TOTAL</b>                    |  |               | <b>\$ 637,634.54</b> |        | <b>\$ 607,984.22</b> | <b>\$ (29,650.32)</b> | <b>-4.65%</b>  |



**CONTRACT BUDGET MODIFICATION**

**Operating Costs Narrative**

Reduce Operating Costs by \$6,710.00 in the line items shown below.

| <b>Operating Costs</b>               |           |                  |           |                  |           |                       |
|--------------------------------------|-----------|------------------|-----------|------------------|-----------|-----------------------|
| 1 1 Facility, Utilities, Maintenance | \$        | -                | \$        | -                | \$        | 0.00%                 |
| 1 2 Staff Consumable Supplies        | \$        | 9,000.00         | \$        | 7,200.00         | \$        | (1,800) -20.00%       |
| 1 3 Advertising, Outreach            | \$        | 2,760.00         | \$        | 2,400.00         | \$        | (360) -13.04%         |
| 1 4 Copy, Print                      | \$        | 12,000.00        | \$        | 9,600.00         | \$        | (2,400) -20.00%       |
| 1 5 Communications                   | \$        | 10,590.46        | \$        | 10,590.46        | \$        | 0 0.00%               |
| 1 6 Staff Travel                     | \$        | 31,893.84        | \$        | 31,893.84        | \$        | 0 0.00%               |
| 1 7 Staff Conferences, Training      | \$        | 4,800.00         | \$        | 3,900.00         | \$        | (900) -18.75%         |
| 1 8 Staff Computer Leases            | \$        | 18,060.95        | \$        | 18,060.95        | \$        | (0) 0.00%             |
| 1 9 Postage                          | \$        | 5,130.00         | \$        | 3,880.00         | \$        | (1,250) -24.37%       |
| <b>Sub-Total Operating</b>           | <b>\$</b> | <b>94,235.25</b> | <b>\$</b> | <b>87,525.25</b> | <b>\$</b> | <b>(6,710) -7.12%</b> |

**Training Costs Narrative**

Reduce On-the-Job Training by \$17,280 (Adult \$14,400 & DW \$2,880) and College Tuition by \$2,783 (Dislocated Worker only) and increase Participant Books by \$3,200 (Dislocated Worker only).

| <b>Training</b>                               |           |                   |           |                   |           |                        |
|---|-----------|-------------------|-----------|-------------------|-----------|------------------------|
| 2 1 Participant Supplies                      | \$        | 12,720.00         | \$        | 12,720.00         | \$        | - 0.00%                |
| 2 2 Participant Books                         | \$        | 28,500.00         | \$        | 31,700.00         | \$        | 3,200 11.23%           |
| 2 3 Credential Exam Fees (NRF, CNA, GED, etc) | \$        | 21,500.00         | \$        | 21,500.00         | \$        | (0) 0.00%              |
| 2 4 TABE Testing Materials                    | \$        | -                 | \$        | -                 | \$        | - 0.00%                |
| 2 5 Tuition (Adult Education)                 | \$        | 103,362.00        | \$        | 103,362.00        | \$        | - 0.00%                |
| 2 6 Tuition (College or Vocational)           | \$        | 307,776.98        | \$        | 305,033.86        | \$        | (2,743) -0.89%         |
| 2 8 On-the-Job Training                       | \$        | 93,600.00         | \$        | 76,320.00         | \$        | (17,280) -18.46%       |
| 2 10 Awards / Events                          | \$        | -                 | \$        | -                 | \$        | - 0.00%                |
| 2 12 WorkKeys                                 | \$        | 4,130.00          | \$        | 4,130.00          | \$        | - 0.00%                |
| <b>Sub-Total Training</b>                     | <b>\$</b> | <b>571,588.98</b> | <b>\$</b> | <b>554,765.86</b> | <b>\$</b> | <b>(16,823) -2.94%</b> |

**Supportive Services Narrative**

Reduce Transportation by \$5,250 (Adult \$2,625 & DW \$2,625) and Emergency Assistance by \$2,500 (Adult \$2,125.79 & 374.21).

| <b>Supportive Services</b>              |           |                  |           |                  |           |                        |
|---|-----------|------------------|-----------|------------------|-----------|------------------------|
| 3 2 Transportation                      | \$        | 21,000.00        | \$        | 15,750.00        | \$        | (5,250) -25.00%        |
| 3 3 Childcare                           | \$        | 5,460.00         | \$        | 5,460.00         | \$        | - 0.00%                |
| 3 4 Training Support Materials          | \$        | 10,000.00        | \$        | 10,000.00        | \$        | - 0.00%                |
| 3 5 Emergency Assistance                | \$        | 2,500.00         | \$        | -                | \$        | (2,500) -100.00%       |
| <b>Sub-Total of Supportive Services</b> | <b>\$</b> | <b>38,960.00</b> | <b>\$</b> | <b>31,210.00</b> | <b>\$</b> | <b>(7,750) -19.89%</b> |

# CONTRACT BUDGET MODIFICATION

## Training Fees (Profit), Indirect, & Audit Fees

Reduce the Training Fee (Profit) by \$3,047, Indirect Costs by \$5,332, and Audit Fee by \$464. These are proportional to percentage applied for the amounts being reduced.

| Indirect Cost & Fees                    |       |                      |       |                      |                   |        |  |
|---|-------|----------------------|-------|----------------------|-------------------|--------|--|
| Training Fee (Profit)                   | 5.00% | \$ 67,120.94         | 5.00% | \$ 64,074.27         | \$ (3,047)        | -4.54% |  |
| Indirect Cost                           | 8.75% | \$ 117,461.64        | 8.75% | \$ 112,129.97        | \$ (5,332)        | -4.54% |  |
| Audit Fee                               | 0.70% | \$ 10,219.16         | 0.70% | \$ 9,755.31          | \$ (464)          | -4.54% |  |
| <b>Sub-Total of Indirect &amp; Fees</b> |       | <b>\$ 194,801.74</b> |       | <b>\$ 185,959.54</b> | <b>\$ (8,842)</b> |        |  |

## APPROVAL(S)

Prepared By

*Kalen J. Kunkel*  
Kalen J. Kunkel, Region Manager



# Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

| Budgeted Expenses                   |       |           | 1403-11009 | Total Expenses | Balance   | % Spent |
|-------------------------------------|-------|-----------|------------|----------------|-----------|---------|
|                                     | codes | Budget    | 3/24-4/27  |                |           |         |
|                                     |       | Mod #1    |            |                |           |         |
| Salary Total                        | 00    | 325,644   | 29,359     | 260,976        | 64,668    | 80.14%  |
| Fringe Benefit Total                | 010.5 | 123,066   | 9,942      | 88,375         | 34,691    | 71.81%  |
| Subtotal                            |       | \$448,710 | \$39,301   | \$349,351      | \$99,359  | 77.86%  |
| Operating Costs                     |       |           |            |                |           |         |
| Staff Consumable Supplies           | 1.2   | 6,000     | 59         | 559            | 5,441     | 9.32%   |
| Advertising                         | 1.3   | 0,000     | 669        | 5,446          | 3,554     | 60.51%  |
| Printing/Copies                     | 1.4   | 4,800     | 578        | 2,133          | 2,667     | 44.44%  |
| Communications                      | 1.5   | 10,746    | 1,015      | 9,101          | 1,645     | 84.69%  |
| Staff Travel                        | 1.6   | 26,590    | 2,165      | 14,121         | 12,469    | 53.11%  |
| Staff Training/Conferences          | 1.7   | 6,000     | (63)       | 1,249          | 4,751     | 20.82%  |
| Computer Leases, Software           | 1.8   | 11,360    |            | 9,207          | 2,153     | 81.05%  |
| Postage                             | 1.9   | 3,585     | 342        | 2,168          | 1,417     | 60.47%  |
| Subtotal                            |       | \$78,081  | \$4,765    | \$43,984       | \$34,097  | 56.33%  |
| Individualized Training Cost        |       |           |            |                |           |         |
| Participant Supplies                | 2.1   | 6,400     | 5465       | 5,683          | 717       | 88.80%  |
| Participant Books                   | 2.2   | 8,000     | 5957       | 7,011          | 989       | 87.64%  |
| Assessment/Exam Fees (inc workke    | 2.3   | 8,650     | 777        | 6,391          | 2,259     | 73.88%  |
| TABE Testing Materials              | 2.4   | 2,050     | 2050       | 2,050          | 0         | 100.00% |
| Tuition (Adult Education)           | 2.5   | 38,758    | 9689       | 38,756         | 2         | 99.99%  |
| Tuition ( College or Vocational)    | 2.6   | 24,990    | 485        | 9,622          | 15,368    | 38.50%  |
| Work Experience                     | 2.9   | 41,760    | 319        | 27,356         | 14,404    | 65.51%  |
| Awards/Events                       | 2.10  | 1,600     | 1,600      | 1,600          | 0         | 100.00% |
| Subtotal                            |       | \$132,208 | \$26,342   | \$98,469       | \$33,739  | 74.48%  |
| Customer Supportive Services Cost   |       |           |            |                |           |         |
| Student Incentives (skills&inc comp | 3.1   | 40,491    | 2000       | 24,133         | 16,358    | 59.60%  |
| Transportation                      | 3.2   | 22,500    | 1,770      | 13,460         | 9,040     | 59.82%  |
| Childcare                           | 3.3   | 4,800     |            | 570            | 4,230     | 11.88%  |
| Training Support Materials          | 3.4   | 3,200     | 35         | 1,780          | 1,420     | 55.63%  |
| Emergency Assistance                | 3.5   | 3,500     |            | 458            | 3,042     | 13.09%  |
| Subtotal                            |       | \$74,491  | \$3,805    | \$40,401       | \$34,090  | 54.24%  |
| Other                               |       |           |            |                |           |         |
| Training Fee (Profit)               | 4.1   | 36,675    | 3,711      | 26,610         | 10,065    | 72.56%  |
| Audit                               | 4.2   | 5,584     |            | 0              | 5,584     | 0.00%   |
| Subtotal                            |       | \$42,259  | \$3,711    | \$26,610       | \$15,649  | 62.97%  |
| Indirect                            |       | 64,180    | 6,494      | 46,569         | 17,611    | 72.56%  |
| TOTALS                              |       | \$839,929 |            |                |           |         |
| Monthly Actual Expenses             |       |           |            |                |           |         |
|                                     |       |           | \$84,418   | \$605,384      | \$234,545 | 72.08%  |

|                      | Adult          |                |            | DW             |                |            | Youth          |                |            | Total          |                |            |
|----------------------|----------------|----------------|------------|----------------|----------------|------------|----------------|----------------|------------|----------------|----------------|------------|
|                      | PY 13          | PY 14          | Difference | PY 13          | PY 14          | Difference | PY 13          | PY 14          | Difference | PY 13          | PY 14          | Difference |
| Trident              | 1,294,772 (N)  | 1,239,653 (N)  | -4.26%     | 1,440,251 (N)  | 1,368,838 (N)  | -4.96%     | 1,390,952 (N)  | 1,348,871 (N)  | -3.03%     | 4,125,975 (N)  | 3,957,362 (N)  | -4.08%     |
| Greenville           | 867,081 (N)    | 840,134 (N)    | -3.11%     | 929,088 (N)    | 995,068 (N)    | 7.10%      | 883,928 (N)    | 861,848 (N)    | -2.50%     | 2,680,097 (N)  | 2,697,050 (N)  | 0.63%      |
| Upper Savannah       | 656,918 (N)    | 658,438 (N)    | 0.23%      | 815,334 (N)    | 832,070 (N)    | 2.05%      | 663,777 (N)    | 645,337 (N)    | -2.78%     | 2,136,029 (N)  | 2,135,845 (N)  | -0.01%     |
| Upstate              | 953,189 (N)    | 945,905 (N)    | -0.76%     | 937,534 (N)    | 932,213 (N)    | -0.57%     | 976,959 (N)    | 978,891 (N)    | 0.20%      | 2,867,682 (N)  | 2,857,009 (N)  | -0.37%     |
| Midlands             | 1,349,425 (N)  | 1,335,489 (N)  | -1.03%     | 1,945,538 (N)  | 1,505,849 (N)  | -22.60%    | 1,473,962 (N)  | 1,472,087 (N)  | -0.13%     | 4,768,925 (N)  | 4,313,425 (N)  | -9.55%     |
| WorkLife             | 832,761 (N)    | 814,228 (N)    | -2.23%     | 823,748 (N)    | 772,796 (N)    | -6.20%     | 891,462 (N)    | 877,553 (N)    | -1.56%     | 2,547,971 (N)  | 2,414,577 (N)  | -5.24%     |
| Lower Savannah       | 938,680 (N)    | 978,594 (N)    | 4.25%      | 1,168,073 (N)  | 1,346,915 (N)  | 15.31%     | 907,896 (N)    | 956,665 (N)    | 5.37%      | 3,014,649 (N)  | 3,282,174 (N)  | 8.87%      |
| Pee Dee              | 1,102,617 (N)  | 1,108,674 (N)  | 0.55%      | 1,100,676 (N)  | 1,219,675 (N)  | 10.81%     | 1,151,630 (N)  | 1,106,552 (N)  | -3.91%     | 3,354,923 (N)  | 3,434,901 (N)  | 2.38%      |
| Catawba              | 1,003,889 (N)  | 1,012,295 (N)  | 0.84%      | 785,068 (N)    | 792,882 (N)    | 1.00%      | 1,028,705 (N)  | 1,044,411 (N)  | 1.53%      | 2,817,662 (N)  | 2,849,588 (N)  | 1.13%      |
| Sanjee Lynches       | 612,887 (N)    | 609,085 (N)    | -0.62%     | 600,650 (N)    | 525,172 (N)    | -12.57%    | 612,960 (N)    | 614,202 (N)    | 0.20%      | 1,826,497 (N)  | 1,748,459 (N)  | -4.27%     |
| Lowcountry           | 502,911 (N)    | 494,747 (N)    | -1.62%     | 496,853 (N)    | 500,904 (N)    | 0.82%      | 544,676 (N)    | 546,214 (N)    | 0.28%      | 1,544,440 (N)  | 1,541,865 (N)  | -0.17%     |
| Waccamaw             | 1,044,278 (N)  | 1,035,394 (N)  | -0.85%     | 1,319,684 (N)  | 1,111,748 (N)  | -15.76%    | 1,017,456 (N)  | 1,021,477 (N)  | 0.40%      | 3,381,418 (N)  | 3,168,619 (N)  | -6.29%     |
| Local Area Totals    | 11,159,408 (N) | 11,072,636 (N) | -0.78%     | 12,362,497 (N) | 11,854,130 (N) | -4.11%     | 11,544,363 (N) | 11,474,108 (N) | -0.61%     | 35,066,268 (N) | 34,400,874 (N) | -1.91%     |
| Statewide Activities | 587,337 (N)    | 455,040 (N)    | -22.52%    | 772,656 (N)    | 582,990 (N)    | -24.55%    | 607,598 (N)    | 471,539 (N)    | -22.39%    | 1,967,591 (N)  | 1,509,569 (N)  | -23.28%    |
| State Administration | -              | 606,720 (N)    | 100.00%    | -              | 777,320 (N)    | 100.00%    | -              | 628,718 (N)    | 100.00%    | -              | 2,012,758 (N)  | 100.00%    |
| State Rapid Response | -              | -              | 0.00%      | 2,317,968 (N)  | 2,331,960 (N)  | 0.60%      | -              | -              | 0.00%      | 2,317,968 (N)  | 2,331,960 (N)  | 0.60%      |
| State Totals         | 587,337 (N)    | 1,061,760 (N)  | 77.48%     | 3,090,624 (N)  | 3,692,270 (N)  | 76.06%     | 607,598 (N)    | 1,100,257 (N)  | 77.61%     | 4,285,559 (N)  | 5,854,287 (N)  | 77.31%     |
| Total Allocation     | 11,746,745 (N) | 12,134,396 (N) |            | 15,453,121 (N) | 15,546,400 (N) |            | 12,151,961 (N) | 12,574,365 (N) |            | 39,351,827 (N) | 40,255,161 (N) |            |

| *Funds not received from SCDEW yet              | Program Adult* | Admin Adult* | Program DW* | Admin DW* | Program Youth | Admin Youth | Total     |           |
|---|----------------|--------------|-------------|-----------|---------------|-------------|-----------|-----------|
| PY'14 Allocations (NFA-14-01)                   | 732,805        | 81,423       | 650,516     | 72,280    | 789,798       | 87,755      | 2,414,577 |           |
| Transfer of funds (50%)                         | 325,258        | -            | (325,258)   | -         | -             | -           | -         |           |
| Possible H&M Carryover (95% spend after Mod #4) | 62,477         | -            | 10,895      | -         | 41,996        | -           | -         |           |
| PY'13 Undesignated Carryover                    | 251,145        | 39,396       | 244,801     | 57,075    | 312,140       | 30,746      | 935,303   |           |
|   | 1,371,685      | 120,819      | 580,954     | 129,355   | 1,143,934     | 118,501     | 3,465,248 |           |
| <b>Obligations</b>                              |                |              |             |           |               |             |           |           |
| Henkels & McCoy - Adult                         | 1,015,000      | -            | -           | -         | -             | -           | 1,015,000 | (234,537) |
| Henkels & McCoy - DW                            | -              | -            | 435,000     | -         | -             | -           | 435,000   | 217,093   |
| Henkels & McCoy - Youth                         | -              | -            | -           | -         | 800,000       | -           | 800,000   | (39,929)  |
| Undesignated Funds                              | 106,920        | 15,166       | 41,201      | 16,672    | 215,163       | 6,941       | 402,063   | (533,240) |
| Total Pass-Through Contracts                    | 1,121,920      | 15,166       | 476,201     | 16,672    | 1,015,163     | 6,941       | 2,652,063 | (590,613) |
| Total Revenue after Obligations                 | 249,765        | 105,653      | 104,753     | 112,683   | 128,771       | 111,560     | 813,185   |           |
| <b>In-House Expenses</b>                        |                |              |             |           |               |             |           |           |
| Salaries (Reduced by BR & JK to NEG & MinA)     | 109,503        | 36,285       | 41,293      | 36,281    | 67,089        | 42,790      | 333,241   | (16,575)  |
| Fringe (Reduced by BR & JK to NEG & MinA)       | 33,579         | 12,314       | 12,928      | 12,312    | 20,934        | 14,435      | 106,502   | (2,130)   |
| SC Works Centers & Satellites Facility Costs    | 117,394        | 17,360       | 49,985      | 12,212    | 2,573         | 12,212      | 211,736   | (41,149)  |
| Payment from SCDEW for Facilities               | (74,206)       | -            | (31,803)    | -         | -             | -           | (106,009) | 12,096    |
| Travel - Training/Conferences/Meetings          |                | 2,000        |             | 2,000     |               | 2,000       | 6,000     | (2,500)   |
| Travel - Committee/Board                        |                | 1,550        |             | 1,550     |               | 3,000       | 6,100     | 3,600     |
| AOP BIS Transportation (\$5k appr by YC)        |                | -            |             | -         | 5,000         | -           | 5,000     | 5,000     |
| Supplies - Consumable                           |                | 750          |             | 750       |               | 750         | 2,250     | -         |
| Supplies - Non-Consumable                       |                | 335          |             | 335       |               | 330         | 1,000     | -         |
| MSI Data Charges (Removed from PY)              |                | -            |             | -         |               | -           | -         | (3,375)   |
| Outside Services (Strategic Plan)               | 7,500          | 5,000        | 10,000      | 15,000    | 5,000         | 2,500       | 45,000    | -45,000   |
| Consulting                                      |                | 70           |             | 70        |               | 70          | 210       | -         |
| Insurance - Tort (\$640/mo)                     |                | 1,920        |             | 3,845     |               | 1,920       | 7,685     | 125       |
| Insurance - Bldg & PP (\$8/mo)                  |                | 25           |             | 50        |               | 25          | 100       | 100       |
| Insurance - Auto C&C (\$15.50/mo)               |                | 50           |             | 95        |               | 50          | 195       | 5         |
| Insurance - Auto Liab (\$64/mo)                 |                | 195          |             | 385       |               | 195         | 775       | 5         |
| Postage   |                | 170          |             | 170       |               | 160         | 500       | -         |
| Printing  |                | 1,834        |             | 1,833     |               | 1,833       | 5,500     | -         |
| Telephone Voice (Removed from PY)               |                | -            |             | -         |               | -           | -         | (1,620)   |
| Telephone LD (Removed from PY)                  |                | -            |             | -         |               | -           | -         | (468)     |
| Cellphone (Removed from PY)                     |                | -            |             | -         |               | -           | -         | 12        |
| Web Site Hosting & Renewal Fees                 |                | 2,360        |             | 2,360     |               | 2,360       | 7,080     | -         |
| Memberships, Dues, & Prof Fees                  |                | 1,250        |             | 1,250     |               | 950         | 3,450     | 150       |
| Training  |                | 3,500        |             | 3,500     |               | 2,500       | 9,500     | (10,500)  |
| Job Fair / Hiring Event Expenses                |                | -            |             | -         |               | -           | -         | (22,000)  |
| Rent - WorkLink Pendleton Office (Rem from PY)  |                | -            |             | -         |               | -           | -         | (606)     |
| R&M & Gas - WIA Car                             |                | 835          |             | 835       |               | 830         | 2,500     | -         |
| IT Maint/Support (WIB Only)                     |                | 1,600        |             | 1,600     |               | 1,500       | 4,700     | (7,310)   |
| Outreach (SC Works Center's Only)               | 10,000         | -            | 5,000       | -         |               | -           | 15,000    | 10,000    |
| Meeting Expense (Madren Center & Other)         |                | 1,000        |             | 1,000     |               | 3,175       | 5,175     | 175       |
| Indirect Cost Pool (42% of salaries)            | 45,995         | 15,250       | 17,350      | 15,250    | 28,175        | 17,975      | 139,995   | (6,928)   |
| Total In-House                                  | 249,765        | 105,653      | 104,753     | 112,683   | 128,771       | 111,560     | 813,185   | (38,917)  |
| <b>Will add after true carryover amounts</b>    |                |              |             |           |               |             |           |           |

Will add after true carryover amounts



**WORKFORCE INVESTMENT BOARD**  
WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

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

Project/Activity SC Works Operator Funding Source WIA Adult & DLW Formula Funds Modification # \_\_\_\_\_

| CATEGORIES                               | ADULT                  | DLW                  | Administration | Non-Administration     | Total Budget Amount    |
|--|------------------------|----------------------|----------------|------------------------|------------------------|
| STAFF COSTS (Salaries & Fringe Benefits) | \$ 481,000.78          | \$ 206,143.19        |                | \$ 687,143.97          | \$ 687,143.97          |
| OPERATING COSTS                          | \$ 58,365.76           | \$ 25,013.90         |                | \$ 83,379.66           | \$ 83,379.66           |
| TRAINING COSTS                           | \$ 324,751.00          | \$ 139,299.00        |                | \$ 464,050.00          | \$ 464,050.00          |
| SUPPORTIVE SERVICE COSTS                 | \$ 22,174.25           | \$ 9,503.25          |                | \$ 31,677.50           | \$ 31,677.50           |
| Training Fees/Professional Fees/ Profit  | \$ 51,066.33           | \$ 21,885.57         |                | \$ 72,951.89           | \$ 72,951.89           |
| Indirect Costs                           | \$ 77,557.88           | \$ 33,239.09         |                | \$ 110,796.97          | \$ 110,796.97          |
| <b>Total Budget Costs</b>                | <b>\$ 1,014,916.00</b> | <b>\$ 435,084.00</b> | <b>\$ -</b>    | <b>\$ 1,450,000.00</b> | <b>\$ 1,450,000.00</b> |
| Percentage of Budget                     | 70%                    | 30%                  |                | 100%                   |                        |
| Cost Limitations                         |                        |                      | 2% Maximum     | At least 98%           | 100%                   |

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Henkels & McCoy, Inc.

Contract # 14A995H1 & 14D995H1

Project/ Activity SC Works Operator

Funding Source WIA Adult & DLW Formula Funds

Mod # \_\_\_\_\_

**STAFF & INDIRECT COST - BUDGET SUMMARY**

| SALARIES, FRINGE BENEFITS, & INDIRECT COST |                     |                  |              |                 | ADULT  |            | DLW    |            | ADMINISTRATION |        | NON-ADMINISTRATION |            |
|--|---------------------|------------------|--------------|-----------------|--------|------------|--------|------------|----------------|--------|--------------------|------------|
| Staff Salaries:<br>Position Title          | Salary<br>Per Month | No. of<br>Months | % of<br>Time | TOTAL<br>AMOUNT | %      | Amount     | %      | Amount     | %              | Amount | %                  | Amount     |
| Salary information removed                 |                     |                  |              |                 |        |            |        |            |                |        |                    |            |
| <b>TOTAL SALARIES</b>                      |                     |                  |              | \$ 485,888      |        | \$ 340,122 |        | \$ 145,766 |                |        |                    | \$ 485,888 |
| <b>FRINGE BENEFITS:</b>                    |                     |                  |              |                 |        |            |        |            |                |        |                    |            |
| Health Insurance                           |                     | X                | 27.29%       | \$ 132,600      | 70.00% | \$ 92,820  | 30.00% | \$ 39,780  |                |        | 100%               | \$ 132,600 |
| FICA                                       |                     | X                | 7.65%        | \$ 37,170       | 70.00% | \$ 26,019  | 30.00% | \$ 11,151  |                |        | 100%               | \$ 37,170  |
| State UEC-SUI                              |                     | X                | 3.02%        | \$ 14,674       | 70.00% | \$ 10,272  | 30.00% | \$ 4,402   |                |        | 100%               | \$ 14,674  |
| FUT  |                     | X                | 0.12%        | \$ 583          | 70.00% | \$ 408     | 30.00% | \$ 175     |                |        | 100%               | \$ 583     |
| SC WC                                      |                     | X                | 0.32%        | \$ 1,555        | 70.00% | \$ 1,088   | 30.00% | \$ 466     |                |        | 100%               | \$ 1,555   |
| Public-General Liability                   |                     | X                | 3.02%        | \$ 14,674       | 70.00% | \$ 10,272  | 30.00% | \$ 4,402   |                |        | 100%               | \$ 14,674  |
|  |                     | X                | 0.00%        | \$ -            | 70.00% | \$ -       | 30.00% | \$ -       |                |        | 100%               | \$ -       |
| <b>TOTAL FRINGE BENEFITS</b>               |                     |                  |              | \$ 201,256      |        | \$ 140,879 |        | \$ 60,377  |                |        |                    | \$ 201,256 |
| <b>INDIRECT COST: RATE</b>                 | \$ 1,266,251.13     | X                | 8.75%        | \$ 110,797      | 70.00% | \$ 77,558  | 30.00% | \$ 33,239  |                |        | 100%               | \$ 110,797 |
| <b>TOTAL COST</b>                          |                     |                  |              | \$ 797,941      | 70.00% | \$ 558,559 | 30.00% | \$ 239,382 |                |        | 100%               | \$ 797,941 |

Each position must be supported by a job description.

A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit.

**WORKFORCE INVESTMENT BOARD**  
**WorkLink Workforce Investment Area**  
**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Henkels & McCoy, Inc.

Contract # 14A995H1 & 14D995H1

Mod #

Project/Activity SC Works Operator

Fund Source WIA Adult & DLW Formula Funds

| Categories & Line Items   | Total Cost        | ADULT             | DLW               | Non-Administration |
|---|-------------------|-------------------|-------------------|--------------------|
| <b>OPERATING COSTS</b>  |                   |                   |                   |                    |
| 1.2 Staff Expendable Supplies & Materials                                     | \$ 8,400          | \$ 5,880          | \$ 2,520          | \$ 8,400           |
| 1.3 Program Outreach Expenses (Brochures, Flyers, etc.)                       | \$ 2,760          | \$ 1,932          | \$ 828            | \$ 2,760           |
| 1.4 Copy & Print Expenses   | \$ 10,800         | \$ 7,560          | \$ 3,240          | \$ 10,800          |
| 1.5 Communications (Phone, Fax, Internet, etc.)                               | \$ 11,141         | \$ 7,799          | \$ 3,342          | \$ 11,141          |
| 1.6 Staff Travel  |                   |                   |                   |                    |
| Local Mileage cost  | \$ 19,998         | \$ 13,998         | \$ 5,999          | \$ 19,998          |
| Non-Local Mileage cost  | \$ 2,000          | \$ 1,400          | \$ 600            | \$ 2,000           |
| Non-Local Per Diem/Lodging Cost   | \$ 3,000          | \$ 2,100          | \$ 900            | \$ 3,000           |
| 1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)          | \$ 4,080          | \$ 2,856          | \$ 1,224          | \$ 4,080           |
| 1.8 Non-Expendable Equipment Purchases (Computers, software, e                |                   |                   |                   |                    |
| Non-Expendable Equipment Purchases (Computer Leases)                          | \$ 12,485         | \$ 8,739          | \$ 3,745          | \$ 12,485          |
| Wide Area Network (WAN) Equipment and Computer Software                       | \$ 6,300          | \$ 4,410          | \$ 1,890          | \$ 6,300           |
| 1.9 Postage (Stamps, FedEx, etc.)   | \$ 2,416          | \$ 1,691          | \$ 725            | \$ 2,416           |
| <b>TOTAL OPERATING COSTS</b>  | <b>\$ 83,380</b>  | <b>\$ 58,366</b>  | <b>\$ 25,014</b>  | <b>\$ 83,380</b>   |
| <b>TRAINING COSTS</b>   |                   |                   |                   |                    |
| 2.1 WI Customer Supplies & Materials Costs                                    | \$ -              | \$ -              | \$ -              | \$ -               |
| 2.2 WI Customer Book Costs  | \$ -              | \$ -              | \$ -              | \$ -               |
| 2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys,            | \$ 15,950         | \$ 11,165         | \$ 4,785          | \$ 15,950          |
| 2.4 Other: TABE Assessment Costs  | \$ -              | \$ -              | \$ -              | \$ -               |
| 2.12 Other: WorkKeys Assessment Costs   | \$ -              | \$ -              | \$ -              | \$ -               |
| WI Customer Individualized Training Costs                                     |                   |                   |                   |                    |
| 2.5 Tuition Cost (Adult Education Skill Upgrade & GED)                        | \$ 77,280         | \$ 54,096         | \$ 23,184         | \$ 77,280          |
| 2.6 Other Individualized Training Cost (TCTC Pre-Employment Wor               | \$ -              | \$ -              | \$ -              | \$ -               |
| 2.6 Individual Training Account/Voucher Cost                                  | \$ 308,900        | \$ 216,290        | \$ 92,610         | \$ 308,900         |
| 2.8 WI Customer On-the-Job Training Costs                                     |                   |                   |                   |                    |
| Reimbursable Wages  | \$ 61,920         | \$ 43,200         | \$ 18,720         | \$ 61,920          |
| <b>TOTAL TRAINING COSTS</b>   | <b>\$ 464,050</b> | <b>\$ 324,751</b> | <b>\$ 139,299</b> | <b>\$ 464,050</b>  |
| <b>SUPPORTIVE SERVICES COSTS</b>  |                   |                   |                   |                    |
| 3.1 WI Customer Incentives (Youth Only)                                       | \$ -              |                   |                   | \$ -               |
| 3.2 WI Customer Transportation Costs  | \$ 17,938         | \$ 12,556         | \$ 5,381          | \$ 17,938          |
| 3.3 WI Customer Childcare Costs   | \$ 6,240          | \$ 4,368          | \$ 1,872          | \$ 6,240           |
| 3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, et | \$ 7,500          | \$ 5,250          | \$ 2,250          | \$ 7,500           |
| 3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)                 | \$ -              | \$ -              | \$ -              | \$ -               |
| 3.6 Laptop Incentive (Youth Only)   | \$ -              |                   |                   | \$ -               |
| <b>TOTAL SUPPORTIVE SERVICES COSTS</b>  | <b>\$ 31,678</b>  | <b>\$ 22,174</b>  | <b>\$ 9,503</b>   | <b>\$ 31,678</b>   |
| <b>TRAINING/PROFESSIONAL FEES/PROFIT</b>                                      |                   |                   |                   |                    |
| 4.1 Profit (Professional Fee - 5%) Can be tied to Performance                 | \$ 63,313         | \$ 44,319         | \$ 18,994         | \$ 63,313          |
| 4.2 Audit Fee   | \$ 9,639          | \$ 6,748          | \$ 2,892          | \$ 9,639           |
| <b>TOTAL FEES / PROFIT COSTS</b>  | <b>\$ 72,952</b>  | <b>\$ 51,066</b>  | <b>\$ 21,886</b>  | <b>\$ 72,952</b>   |

\* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

**WORKFORCE INVESTMENT BOARD**  
 WorkLink Workforce Investment Area  
**CLIENT FLOW PROJECTIONS**

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

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

Mod#                     

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

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

**WorkLink SC Works Operator (H&M)  
PY14 PROPOSED BUDGET (Option B)**

| Staff Postions                  | Staff<br>PY13 |               | PY13 Budget<br>Mod# 4 | Staff<br>PY14 | PY14<br>Proposed<br>Budget | Amt of<br>Increase or<br>Decrease |
|---------------------------------|---------------|---------------|-----------------------|---------------|----------------------------|-----------------------------------|
| Salary information removed      |               |               |                       |               |                            |                                   |
| <b>Sub-Total of Staff Costs</b> |               |               | <b>\$ 427,182.89</b>  |               | <b>\$ 485,888.00</b>       | <b>\$ 58,705.11</b>               |
| <b>Fringe Benefits</b>          |               | <b>Rate</b>   |                       |               |                            |                                   |
| Health Insurance                |               | 28.09%        | \$ 120,013.20         | 27.29%        | \$ 132,600.00              | \$ 12,586.80                      |
| FICA                            |               | 7.65%         | \$ 32,679.49          | 7.65%         | \$ 37,170.43               | \$ 4,490.94                       |
| State UEC-SUI                   |               | 3.05%         | \$ 13,029.08          | 3.02%         | \$ 14,673.82               | \$ 1,644.74                       |
| FUT                             |               | 0.14%         | \$ 598.06             | 0.12%         | \$ 583.07                  | \$ (14.99)                        |
| SC WC                           |               | 0.34%         | \$ 1,452.42           | 0.32%         | \$ 1,554.84                | \$ 102.42                         |
| Public-General Liability        |               | 3.05%         | \$ 13,029.08          | 3.02%         | \$ 14,673.82               | \$ 1,644.74                       |
| Temporary Fees (UI Staff)       |               | 0.00%         | \$ -                  | 0.00%         | \$ -                       | \$ -                              |
| <b>Sub-Total Fringe:</b>        |               | <b>42.32%</b> | <b>\$ 180,801.33</b>  |               | <b>\$ 201,255.97</b>       | <b>\$ 20,454.64</b>               |
| <b>TOTAL</b>                    |               |               | <b>\$ 607,984.22</b>  |               | <b>\$ 687,143.97</b>       | <b>\$ 79,159.75</b>               |

47.39%

**WorkLink SC Works Operator (H&M)  
PY13 vs PY14 Comparison (Option B)**

|   |       | PY13 Budget<br>Mod #4  |       | PY14<br>Proposed<br>Budget | Amt of<br>Increase or<br>Decrease |         |
|---|-------|------------------------|-------|----------------------------|-----------------------------------|---------|
| <b>Operating Costs</b>                  |       |                        |       |                            |                                   |         |
| 1.1 Facility, Utilities, Maintenance    |       | \$ -                   |       | \$ -                       | \$ -                              |         |
| 1.2 Staff Consumable Supplies           |       | \$ 9,000.00            |       | \$ 8,400.00                | \$ (600.00)                       |         |
| 1.3 Advertising, Outreach               |       | \$ 2,760.00            |       | \$ 2,760.00                | \$ -                              |         |
| 1.4 Copy, Print                         |       | \$ 12,000.00           |       | \$ 10,800.00               | \$ (1,200.00)                     |         |
| 1.5 Communications                      |       | \$ 10,590.46           |       | \$ 11,141.00               | \$ 550.54                         |         |
| 1.6 Staff Travel                        |       | \$ 31,893.84           |       | \$ 24,997.77               | \$ (6,896.07)                     |         |
| 1.7 Staff Conferences, Training         |       | \$ 4,800.00            |       | \$ 4,080.00                | \$ (720.00)                       |         |
| 1.8 Staff Computer Leases               |       | \$ 18,060.95           |       | \$ 18,784.95               | \$ 724.00                         |         |
| 1.9 Postage                             |       | \$ 5,130.00            |       | \$ 2,415.94                | \$ (2,714.06)                     |         |
| <b>Sub-Total Operating</b>              |       | <b>\$ 94,235.25</b>    |       | <b>\$ 83,379.66</b>        | <b>\$ (10,855.59)</b>             | 5.75%   |
| <b>Training</b>                         |       |                        |       |                            |                                   |         |
| 2.1 Participant Supplies                |       | \$ 12,720.00           |       | \$ -                       | \$ (12,720.00)                    |         |
| 2.2 Participant Books                   |       | \$ 28,500.00           |       | \$ -                       | \$ (28,500.00)                    |         |
| 2.3 Credential Exams & Assessments      |       | \$ 21,500.00           |       | \$ 15,950.00               | \$ (5,550.00)                     |         |
| 2.4 TABE Testing Materials              |       | \$ -                   |       | \$ -                       | \$ -                              |         |
| 2.5 Tuition (Adult Education)           |       | \$ 103,362.00          |       | \$ 77,280.00               | \$ (26,082.00)                    |         |
| 2.6 Tuition (College or Vocational)     |       | \$ 307,776.98          |       | \$ 308,900.00              | \$ 1,123.02                       |         |
| 2.8 On-the-Job Training                 |       | \$ 76,320.00           |       | \$ 61,920.00               | \$ (14,400.00)                    |         |
| 2.10 Awards / Events                    |       | \$ -                   |       | \$ -                       | \$ -                              |         |
| 2.12 WorkKeys                           |       | \$ 4,130.00            |       | \$ -                       | \$ (4,130.00)                     |         |
| <b>Sub-Total Training</b>               |       | <b>\$ 554,308.98</b>   |       | <b>\$ 464,050.00</b>       | <b>\$ (90,258.98)</b>             | 32.00%  |
| <b>Supportive Services</b>              |       |                        |       |                            |                                   |         |
| 3.2 Transportation                      |       | \$ 15,750.00           |       | \$ 17,937.50               | \$ 2,187.50                       |         |
| 3.3 Childcare                           |       | \$ 5,460.00            |       | \$ 6,240.00                | \$ 780.00                         |         |
| 3.4 Training Support Materials          |       | \$ 10,000.00           |       | \$ 7,500.00                | \$ (2,500.00)                     |         |
| 3.5 Emergency Assistance                |       | \$ -                   |       | \$ -                       | \$ -                              |         |
| <b>Sub-Total of Supportive Services</b> |       | <b>\$ 31,210.00</b>    |       | <b>\$ 31,677.50</b>        | <b>\$ 467.50</b>                  | 2.18%   |
| <b>Sub-Total of Contract Costs</b>      |       | <b>\$ 1,287,738.45</b> |       | <b>\$ 1,266,251.13</b>     | <b>\$ (21,487.32)</b>             |         |
| <b>Indirect Cost &amp; Fees</b>         |       |                        |       |                            |                                   |         |
| Training Fee (Profit)                   | 5.00% | \$ 64,386.92           | 5.00% | \$ 63,312.56               | \$ (1,074.36)                     |         |
| Indirect Cost                           | 8.75% | \$ 112,677.12          | 8.75% | \$ 110,796.97              | \$ (1,880.15)                     |         |
| Audit Fee                               | 0.70% | \$ 9,802.91            | 0.70% | \$ 9,639.34                | \$ (163.57)                       |         |
| <b>Sub-Total of Indirect &amp; Fees</b> |       | <b>\$ 186,866.95</b>   |       | <b>\$ 183,748.87</b>       | <b>\$ (3,118.08)</b>              | 12.67%  |
|   |       | <b>\$ 1,474,605.40</b> |       | <b>\$ 1,450,000.00</b>     | <b>\$ (24,605.40)</b>             | 100.00% |



**WORKFORCE INVESTMENT BOARD**  
WorkLink Workforce Investment Area  
**GRANT BUDGET SUMMARY**

Service Provider Henkels & McCoy, Inc. Contract # 14Y495H4

Project/Activity Palmetto Youth Connections Funding Source WIA Youth Modification # \_\_\_\_\_

| CATEGORIES                               | Administration | Non-Administration | Total Budget Amount |
|--|----------------|--------------------|---------------------|
| STAFF COSTS (Salaries & Fringe Benefits) |                | \$ 443,797         | \$ 443,797          |
| OPERATING COSTS                          |                | \$ 52,433          | \$ 52,433           |
| TRAINING COSTS                           |                | \$ 138,426         | \$ 138,426          |
| SUPPORTIVE SERVICE COSTS                 |                | \$ 63,964          | \$ 63,964           |
| Training Fees/Professional Fees/ Profit  |                | \$ 40,249          | \$ 40,249           |
| Indirect Costs                           |                | \$ 61,129          | \$ 61,129           |
| Total Budget Costs                       | \$ -           | \$ 800,000         | \$ 800,000          |
| Percentage of Budget                     |                | 100.00%            |                     |
| Cost Limitations                         | 2% Maximum     | At least 98%       | 100%                |

**WORKFORCE INVESTMENT BOARD**  
**WorkLink Workforce Investment Area**  
**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Henkels & McCoy, Inc.

Contract # 14Y495H4

Project/ Activity Palmetto Youth Connections

Funding Source WIA Youth Mod #

**STAFF & INDIRECT COST - BUDGET SUMMARY**

| SALARIES, FRINGE BENEFITS, & INDIRECT COST   |                     |                  |              |                  | ADMINISTRATION |            | NON-ADMINISTRATIVE |                  |
|--|---------------------|------------------|--------------|------------------|----------------|------------|--------------------|------------------|
| Staff Salaries:<br>Position Title            | Salary<br>Per Month | No. of<br>Months | % of<br>Time | TOTAL<br>AMOUNT  | %              | Amount     | %                  | Amount           |
| Salary information removed                   |                     |                  |              |                  |                |            |                    |                  |
| <b>TOTAL SALARIES</b>                        |                     |                  |              | <b>\$323,335</b> |                | <b>\$0</b> |                    | <b>\$323,335</b> |
| FRINGE BENEFITS:                             |                     |                  |              |                  |                |            |                    |                  |
| FICA   |                     | X                | 7.65%        | \$24,735         |                | \$0        |                    | \$24,735         |
| Workers Comp.                                |                     | X                | 0.33%        | \$1,067          |                | \$0        |                    | \$1,067          |
| Health & Wealth (Pos. Level)                 |                     | X                | 23.12%       | \$74,743         |                | \$0        |                    | \$74,743         |
| Ret. / Pension                               |                     | X                | 0.00%        | \$0              |                | \$0        |                    | \$0              |
| Unemployment Insurance (State & Federal)     |                     | X                | 3.14%        | \$10,153         |                | \$0        |                    | \$10,153         |
| Other (Specify): General Liability Insurance |                     | X                | 3.02%        | \$9,765          |                | \$0        |                    | \$9,765          |
| <b>TOTAL FRINGE BENEFITS</b>                 |                     |                  |              | <b>\$120,462</b> |                | <b>\$0</b> |                    | <b>\$120,462</b> |
| INDIRECT COST: RATE                          |                     | X                | 8.75%        | \$ 61,129.36     |                | \$0        |                    | \$ 61,129.36     |
| <b>TOTAL COST</b>                            |                     |                  |              | <b>\$504,927</b> |                | <b>\$0</b> |                    | <b>\$504,927</b> |

Each position must be supported by a job description. A complete "Per Person" cost analysis must be completed and attached as an Exhibit. A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

**COST AND PRICE ANALYSIS WORKSHEET**

Service Provider Henkels & McCoy, Inc.

Contract # 14Y495H4

Mod # \_\_\_\_\_

Project/Activity Palmetto Youth Connections

Fund Source WIA Youth

| Categories & Line Items  | Total Cost        | Administration | Non-Administration |
|--|-------------------|----------------|--------------------|
| <b>OPERATING COSTS</b>   |                   |                |                    |
| 1.2 Staff Expendable Supplies & Materials  | \$ 2,100          |                | \$ 2,100           |
| 1.3 Program Outreach Expenses (Brochures, Flyers, etc.)                          | \$ 2,400          |                | \$ 2,400           |
| 1.4 Copy & Print Expenses  | \$ 4,200          |                | \$ 4,200           |
| 1.5 Communications (Phone, Fax, Internet, etc.)                                  | \$ 10,581         |                | \$ 10,581          |
| 1.6 Staff Travel   |                   |                |                    |
| Local Mileage cost   | \$ 15,016         |                | \$ 15,016          |
| Non-Local Mileage cost   | \$ 1,600          |                | \$ 1,600           |
| Non-Local Per Diem/Lodging Cost  | \$ 2,000          |                | \$ 2,000           |
| 1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)             | \$ 2,400          |                | \$ 2,400           |
| 1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)               |                   |                |                    |
| Non-Expendable Equipment Purchases (Computer Leases)                             | \$ 8,644          |                | \$ 8,644           |
| 1.9 Postage (Stamps, FedEx, etc.)  | \$ 3,493          |                | \$ 3,493           |
| <b>TOTAL OPERATING COSTS</b>   | <b>\$ 52,433</b>  | <b>\$ -</b>    | <b>\$ 52,433</b>   |
| <b>TRAINING COSTS</b>  |                   |                |                    |
| 2.1 WI Customer Supplies & Materials Costs                                       | \$ 3,700          |                | \$ 3,700           |
| 2.2 WI Customer Book Costs   | \$ 5,985          |                | \$ 5,985           |
| 2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)         | \$ 14,380         |                | \$ 14,380          |
| 2.4 Other: TABE Assessment Costs   | \$ 1,425          |                | \$ 1,425           |
| 2.12 Other: WorkKeys Assessment Costs  | \$ 1,500          |                | \$ 1,500           |
| WI Customer Individualized Training Costs  |                   |                |                    |
| 2.5 Tuition Cost (Adult Education Skill Upgrade & GED)                           | \$ 38,758         |                | \$ 38,758          |
| 2.6 Individual Training Account/Voucher Cost                                     | \$ 28,958         |                | \$ 28,958          |
| 2.9 WI Customer Work Experience Costs  |                   |                |                    |
| Reimbursable Wages   | \$ 38,280         |                | \$ 38,280          |
| 2.10 WI Customer Awards & Recognition Costs                                      | \$ 1,600          |                | \$ 1,600           |
| 2.11 Software Licenses   | \$ 3,840          |                | \$ 3,840           |
| <b>TOTAL TRAINING COSTS</b>  | <b>\$ 138,426</b> | <b>\$ -</b>    | <b>\$ 138,426</b>  |
| <b>SUPPORTIVE SERVICES COSTS</b>   |                   |                |                    |
| 3.1 WI Customer Incentives (Youth Only)  | \$ 37,114         |                | \$ 37,114          |
| 3.2 WI Customer Transportation Costs   | \$ 19,500         |                | \$ 19,500          |
| 3.3 WI Customer Childcare Costs  | \$ 2,400          |                | \$ 2,400           |
| 3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.) | \$ 3,200          |                | \$ 3,200           |
| 3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)                    | \$ 1,750          |                | \$ 1,750           |
| <b>TOTAL SUPPORTIVE SERVICES COSTS</b>   | <b>\$ 63,964</b>  | <b>\$ -</b>    | <b>\$ 63,964</b>   |
| <b>TRAINING/PROFESSIONAL FEES/PROFIT</b>   |                   |                |                    |
| 4.1 Profit (Professional Fee - 5%) Can be tied to Performance                    | \$ 34,931         |                | \$ 34,931          |
| 4.2 Audit Fee  | \$ 5,318          |                | \$ 5,318           |
| <b>TOTAL FEES / PROFIT COSTS</b>   | <b>\$ 40,249</b>  | <b>\$ -</b>    | <b>\$ 40,249</b>   |

\* A Complete cost and price analysis of Actual/Projected cost must be attached to the budget as an Exhibit

# WORKFORCE INVESTMENT BOARD

## WorkLink Workforce Investment Area

### CLIENT FLOW PROJECTIONS

Service Provider Henkels & McCoy, Inc.

Contract # 14Y495H4

Project/Activity Palmetto Youth Connections

Fund Source WIA

Mod # \_\_\_\_\_

| Period             | Clients Served |     |            | Clients Exited<br>Cumulative | Active<br>Clients |
|--------------------|----------------|-----|------------|------------------------------|-------------------|
|                    | Carryover      | New | Cumulative |                              |                   |
| July-14            | 55             | 5   | 60         | 10                           | 50                |
| August-14          | 50             | 15  | 65         | 10                           | 55                |
| September-14       | 55             | 15  | 70         | 20                           | 50                |
| October-14         | 50             | 10  | 60         | 10                           | 50                |
| November-14        | 50             | 5   | 55         | 10                           | 45                |
| December-14        | 45             | 5   | 50         | 10                           | 40                |
| January-15         | 40             | 10  | 50         | 10                           | 40                |
| February-15        | 40             | 15  | 55         | 10                           | 45                |
| March-15           | 45             | 15  | 60         | 10                           | 50                |
| April-15           | 50             | 15  | 65         | 5                            | 60                |
| May-15             | 60             | 15  | 75         | 10                           | 65                |
| June-15            | 65             | 5   | 70         | 10                           | 60                |
| Carryovers         | 55             | 130 |            |                              |                   |
| New Enrollments    | 130            |     |            |                              |                   |
| Follow-up Cases    | 70             |     |            |                              |                   |
| Total Served       | 255            |     |            |                              |                   |
| Planned Carryovers | 60             |     |            |                              |                   |

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited

**WorkLink PYC Budget Comparison  
PY13 vs. PY14**

|                    |  | PY13<br>Budget |  | PY14<br>Budget<br>Option A | Amt of<br>Increase or<br>Decrease |
|--------------------|--|----------------|--|----------------------------|-----------------------------------|
| <b>Slot Level</b>  |  |                |  |                            |                                   |
|                    |  | 175            |  | 185                        | 10                                |
| <b>Staff Costs</b> |  |                |  |                            |                                   |

Salary information removed

|                                      |               |                      |               |                      |                       |
|--------------------------------------|---------------|----------------------|---------------|----------------------|-----------------------|
| <b>Sub-Total of Staff Costs</b>      |               | <b>\$ 325,643.76</b> |               | <b>\$ 323,334.96</b> | <b>\$ (2,308.80)</b>  |
|                                      |               |                      |               |                      |                       |
| <b>Fringe Benefits</b>               | <b>Rate</b>   |                      | <b>Rate</b>   |                      |                       |
| Health Insurance                     | 23.56%        | \$ 76,727.04         | 23.64%        | \$ 74,742.72         | \$ (1,984.32)         |
| FICA                                 | 7.65%         | \$ 24,911.75         | 7.65%         | \$ 24,735.12         | \$ (176.63)           |
| State UEC-SUI                        | 3.05%         | \$ 9,932.13          | 3.05%         | \$ 9,764.72          | \$ (167.41)           |
| FUT                                  | 0.14%         | \$ 455.90            | 0.14%         | \$ 388.00            | \$ (67.90)            |
| SC WC                                | 0.34%         | \$ 1,107.19          | 0.34%         | \$ 1,067.01          | \$ (40.18)            |
| Public-General Liability             | 3.05%         | \$ 9,932.13          | 3.05%         | \$ 9,764.72          | \$ (167.41)           |
| <b>Sub-Total Fringe:</b>             | <b>37.79%</b> | <b>\$ 123,066.14</b> | <b>37.87%</b> | <b>\$ 120,462.28</b> | <b>\$ (2,603.86)</b>  |
|                                      |               |                      |               |                      |                       |
| <b>Operating Costs</b>               |               |                      |               |                      |                       |
| 1.1 Facility, Utilities, Maintennace |               | \$ -                 |               | \$ -                 | \$ -                  |
| 1.2 Staff Consummable Supplies       |               | \$ 6,000.00          |               | \$ 2,100.00          | \$ (3,900.00)         |
| 1.3 Advertising, Outreach            |               | \$ 9,000.00          |               | \$ 2,400.00          | \$ (6,600.00)         |
| 1.4 Copy, Print                      |               | \$ 4,800.00          |               | \$ 4,200.00          | \$ (600.00)           |
| 1.5 Communications                   |               | \$ 10,746.00         |               | \$ 10,580.80         | \$ (165.20)           |
| 1.6 Staff Travel                     |               | \$ 26,590.00         |               | \$ 18,616.00         | \$ (7,974.00)         |
| 1.7 Staff Conferences, Training      |               | \$ 6,000.00          |               | \$ 2,400.00          | \$ (3,600.00)         |
| 1.8 Staff Computer Leases            |               | \$ 7,519.50          |               | \$ 8,644.13          | \$ 1,124.63           |
| 1.9 Postage                          |               | \$ 3,585.00          |               | \$ 3,492.50          | \$ (92.50)            |
| <b>Sub-Total Operating</b>           |               | <b>\$ 74,240.50</b>  |               | <b>\$ 52,433.43</b>  | <b>\$ (21,807.08)</b> |

**WorkLink PYC Budget Comparison  
PY13 vs. PY14**

|  |       | <b>PY13<br/>Budget</b> |       | <b>PY14<br/>Budget<br/>Option A</b> | <b>Amt of<br/>Increase or<br/>Decrease</b> |
|--|-------|------------------------|-------|-------------------------------------|--|
| <b>Training</b>                                      |       |                        |       |                                     |  |
| 2.1 Participant Supplies                             |       | \$ 6,400.00            |       | \$ 3,700.00                         | \$ (2,700.00)                              |
| 2.2 Participant Books                                |       | \$ 8,000.00            |       | \$ 5,984.75                         | \$ (2,015.25)                              |
| 2.3 Credential Exam Fees (NRP,<br>C.N.A., GED, etc.) |       | \$ 8,650.00            |       | \$ 14,380.00                        | \$ 5,730.00                                |
| 2.4 TABE Testing Materials                           |       | \$ 2,050.00            |       | \$ 1,425.00                         | \$ (625.00)                                |
| 2.5 Tuition (Adult Education<br>Vocational)          |       | \$ 38,758.40           |       | \$ 38,758.40                        | \$ -                                       |
|  |       | \$ 24,990.00           |       | \$ 28,958.35                        | \$ 3,968.35                                |
| 2.7 Dual Credit Diploma (GTC or<br>Other)            |       | \$ -                   |       | \$ -                                | \$ -                                       |
| 2.8 On-the-Job Training                              |       | \$ -                   |       | \$ -                                | \$ -                                       |
| 2.9 Work Experience                                  |       | \$ 41,760.00           |       | \$ 38,280.00                        | \$ (3,480.00)                              |
| 2.10 Awards / Events                                 |       | \$ 1,600.00            |       | \$ 1,600.00                         | \$ -                                       |
| 2.11 Software Licenses                               |       | \$ 3,840.00            |       | \$ 3,840.00                         | \$ -                                       |
| 2.12 Work Keys                                       |       | \$ -                   |       | \$ 1,500.00                         | \$ 1,500.00                                |
| <b>Sub-Total Training</b>                            |       | <b>\$ 136,048.40</b>   |       | <b>\$ 138,426.50</b>                | <b>\$ 2,378.10</b>                         |
| <b>Supportive Services</b>                           |       |                        |       |                                     |  |
| 3.1 Participant Incentives (Skill<br>Invoices)       |       | \$ 40,491.35           |       | \$ 37,114.14                        | \$ (3,377.21)                              |
| 3.2 Transportation                                   |       | \$ 22,500.00           |       | \$ 19,500.00                        | \$ (3,000.00)                              |
| 3.3 Childcare  |       | \$ 4,800.00            |       | \$ 2,400.00                         | \$ (2,400.00)                              |
| 3.4 Training Support Materials                       |       | \$ 3,200.00            |       | \$ 3,200.00                         | \$ -                                       |
| 3.5 Emergency Assistance                             |       | \$ 3,500.00            |       | \$ 1,750.00                         | \$ (1,750.00)                              |
| 3.6 Laptop Incentive                                 |       | \$ -                   |       | \$ -                                | \$ -                                       |
| <b>Sub-Total of Supportive<br/>Services</b>          |       | <b>\$ 74,491.35</b>    |       | <b>\$ 63,964.14</b>                 | <b>\$ (10,527.21)</b>                      |
| <b>Sub-Total of Contract<br/>Costs</b>               |       | <b>\$ 733,490.15</b>   |       | <b>\$ 698,621.31</b>                | <b>\$ (34,868.84)</b>                      |
| <b>Indirect Cost &amp; Fees</b>                      |       |                        |       |                                     |  |
| Training Fee (Profit)                                | 5.00% | \$ 36,674.51           | 5.00% | \$ 34,931.07                        | \$ (1,743.44)                              |
| Indirect Cost  | 8.75% | \$ 64,180.39           | 8.75% | \$ 61,129.36                        | \$ (3,051.03)                              |
| Audit Fee  | 0.70% | \$ 5,583.69            | 0.70% | \$ 5,318.25                         | \$ (265.44)                                |
| <b>Sub-Total of Indirect &amp;<br/>Fees</b>          |       | <b>\$ 106,438.59</b>   |       | <b>\$ 101,378.69</b>                | <b>\$ (5,059.90)</b>                       |
|  |       | <b>\$ 839,928.74</b>   |       | <b>\$ 800,000.00</b>                | <b>\$ (39,928.74)</b>                      |