

**WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL MEETING
AGENDA**

**Monday, October 7, 2013
11:00 A.M. - 12:00 P.M.**

Board Room - Madren Center - Clemson University

- | | |
|--|---------------------------|
| I. Welcome and Introductions | Kristi King-Brock |
| II. Approval of Minutes (8/4/13) | Kristi King-Brock |
| III. Palmetto Youth Connections (Report) | Dana Grant/Karen Craven |
| IV. <u>Old Business:</u> | |
| 2013 AOPBIS Event Update | Brandi Runion/Rick Murphy |
| PY13 YC Outreach Committee Update/Status | Kristi King-Brock |
| WIA Youth Suitability Checklist Update/Status | PYC/King-Brock |
| Youth-Board Presentation #2 - Final | K. Craven/ Sharon G-Crite |
| PY 13 Youth Performance Goals- 3rd & 4th Qtr. | Kristi King-Brock |
| PY 13 Youth Program Financial Update (7/01/13-8/25/13) | Brandi Runion |
| V. <u>New Business:</u> | |
| Guest Speaker: Business Development Specialist | Anna Connelly, AOP-SCVRD |
| Topic: Call in the SWAT Team | |
| Youth Council Membership Application (1) | Kristi King-Brock |
| VI. <u>Other Business:</u> | |
| Reminder: Youth Council Re-Treat (January 13, 2014) | Kristi King-Brock |
| | Kristi King-Brock |
| Adjourn | Kristi King-Brock |

**Next Youth Council Meeting, January 13, 2014 - 11:00am-12:45pm
Madren Center, Clemson University**

WORKFORCE INVESTMENT CORPORATION
Youth Council Meeting Minutes
August 5, 2013 @ 11:00 am
Board Room, Madren Center- Clemson, SC

Members Present

Kristi King- Brock
Melvin Martin
Crystal Nobel

Elizabeth Burkett
Tim Mays
Janice Walpole

Ann McAuley
Rick Murphy

Members Absent:

Elaine Bailey
Amy Miller
Tabitha Vasilas

Robert Halfacre
Sandra Pruitt

Tina Brown
Karen Kay Smith

Providers:

Ann Marie Baker

Staff Present:

Sharon Crite
Jennifer Kelly

Patty Manley
Ronnie Allen

Brandi Runion

Guest Present:

Scott Ferguson

I. Welcome and Introductions

Chair Kristi King-Brock called the meeting to order and welcomed Ronnie Allen, Executive Director for WorkLink to the meeting. Once introductions were made of all in attendance, Chair King-Brock announced the meeting was being recorded for processing of minutes and that a quorum was present to conduct business of the Council.

II. Minutes

The minutes from the May 7, 2013 meeting were emailed with the meeting notice and included in the meeting packet, Chair King-Brock called for any corrections or amendments to the minutes.

COUNCIL ACTION TAKEN: Melvin Martin made a motion to approve the minutes from the May 7, 2013 meeting as submitted, seconded by Rick Murphy. The motion carried with a unanimous voice vote.

III. Palmetto Youth Connections (PYC) Report

Ann-Marie Baker provided handouts to committee members and gave an explanation and breakdown of the dashboard, pie charts and graphs. Ms. Baker stated the handouts are a snapshot of the numbers of youth that Henkels & McCoy have assisted and/or informed of programs for PY'12 and July 2013.

IV. Old Business

2013 AOP BIS Event Update

Rick Murphy provided an update on the status of this year's event stating the event is scheduled for October 2 & 3, 2013 at Clemson University's Littlejohn Coliseum with a VIP event scheduled for October 2nd from 2-4 pm. They are planning for 5,000-6,000 students to attend and targeting 75 businesses for participation.

2013 AOP BIS Anticipated Budget

Brandi Runion referred to page 4 of the meeting packet and provided an update on the status of the School District's budgets for this year's AOP BIS event stating the total estimate to date for transportation for all School Districts is \$14,601.95.

In-School WorkKeys Testing/Youth Incentive Funds

Ms. Crite referred to page 5 of the meeting packet and provided a brief explanation on the numbers of students tested as well as the WorkKeys testing expenses incurred.

PY'13 Youth Negotiation Team – Finalized Youth Budget

Chair King-Brock referred to pages 6-11 of the meeting packet stating the PY'13 Youth Budget has been approved by the Executive Committee and the Board however, since the budget did not pass through the Youth Council, Chair King-Brock would like the Council to vote for a matter of record.

Ms. Runion provided an explanation and a breakdown of the PY'13 Youth Budget awarded to Henkels & McCoy in the amount of \$839,929.

COUNCIL ACTION TAKEN: Rick Murphy made a motion to approve the PY'13 Henkels & McCoy Youth budget as presented and accepted by the WIB, seconded by Crystal Nobel. The motion carried with a unanimous voice vote.

PY'13 Youth Council Outreach Committee

Chair King-Brock referred to page 12 of the meeting packet stating the Outreach Committee has been appointed and the following members have accepted:

Crystal Nobel

Tim Mays

Rick Murphy

Robert Halfacre
Jennifer Campbell
Sharon Crite
Kristi King-Brock

COUNCIL ACTION TAKEN: Elizabeth Burkett made a motion the Youth Council approve & accept the appointment of the Outreach Committee, seconded by Tim Mays. The motion carried with a unanimous voice vote.

V. New Business

Youth Council Membership Applications

Chair King-Brock referred to pages 13 & 14, Membership Applications from Janice Ward and Amy Bradshaw. Chair King-Brock called for a motion to approve and accept these membership applications to the Youth Council Committee.

COUNCIL ACTION TAKEN: Melvin Martin made a motion to accept and approve the Youth Council Membership Applications from Janice Ward and Amy Bradshaw, seconded by Janice Walpole. The motion carried with a unanimous voice vote.

Chair King-Brock stated the Youth Council Co-Chair position is currently vacant and needs to be filled. Chair King-Brock has asked Robert Halfacre to serve as Co-Chair and he has accepted pending vote of approval from the Council.

COUNCIL ACTION TAKEN: Melvin Martin made a motion to accept and approve the recommendation that Robert Halfacre serve as Youth Council Co-Chair, seconded by Tim Mays. The motion carried with a unanimous voice vote.

PY'13 Youth Executive Summary

Chair King-Brock referred to pages 15-25, the Executive Summary of the PY'13 Youth Budget and deferred to Sharon Crite. Ms. Crite stated this is a snapshot of the Youth Program, the budget and issues addressed by the Executive Committee at the June 24, 2013 meeting. Ms. Crite stated this will be discussed in more depth at the January 2014 Youth Council Retreat and recommended Council members read this in full to gain a full understanding of why we serve on the Youth Council.

Upcoming Youth Board Presentation (3 Segments)

Ms. Crite informed the Council that as a result of the Executive Meeting on June 24, 2013, PYC will be doing a 3-part Youth Program educational presentation at the next several Workforce Investment Board Meetings to educate Board members of the Youth Program and the purpose of the Youth Council.

WIA Youth Suitability Checklist

Chair King-Brock referred to pages 26 & 27 of the meeting packet and deferred to Ms. Crite for an explanation.

Ms. Crite stated page 26 is the Client Flow Chart showing the point where the applicant enters and where they end and follows the process of an applicant being suitable/eligible for the program. Ms. Crite stated page 27 is the Suitability Checklist cleared for use by the South Carolina Department of Employment & Workforce and deferred to Ann Marie Baker to provide input from the provider's point of view as to whether this checklist will be helpful in assessing suitability. Ms. Baker stated this checklist will be beneficial in assisting the front-line staff working with participants and potential participants.

Chair King-Brock made a recommendation to ask PYC to try the Suitability Checklist and report back for reevaluation at the October 7, 213 Youth Council meeting.

COUNCIL ACTION TAKEN: Tim Mays made a motion to accept the recommendation for PYC to use the Suitability Checklist and reevaluate at the October Youth Council meeting, seconded by Melvin Martin. The motion carried with a unanimous voice vote.

PY'13 Youth Performance Goals Negotiation

Ronnie Allen referred to page 28 of the meeting packet and explained the State's proposed goals and the goals as negotiated for PY'13 by WorkLink.

WorkLink New Business Service Model

Mr. Allen provided a status update on the Business Service Model in our three county service area using a power point presentation. Mr. Allen stated that the New Model has taken us from three locations to a Comprehensive Employment Center centrally located, 4 Satellite locations throughout our three counties, and numerous Access Points for participants to receive the services they are in need of.

VI. Other Business

Chair King-Brock informed the Council that Ann McAuley is taking a new position with Vocational Rehabilitation and is submitting her resignation from the Youth Council.

VII. Adjourn

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

Respectfully submitted by: Patty Manley, Office Manager

We give **YOU** the opportunity to
"CHANGE YOUR LIFE" by preparing
 you with the tools for a career in
 today's hot jobs!

Our Mission: *The mission of Palmetto Youth Connections is to improve the quality, competitiveness and productivity of the nation's future workforce by removing barriers and developing the skill sets of young adults.*

WHO QUALIFIES?

Palmetto Youth Connections serves youth ages 17-21 who can identify with one of the following barriers:

- Deficient literary skills
- A high school dropout
- Homeless, runaway or foster child
- Pregnant or parenting young adult
- An offender
- Have a disability
- Lack necessary work readiness skills

BERKELEY COUNTY

100 South Highway 52
 Moncks Corner, SC 29461

INFORMATION SESSION:

Every Wednesday at 12:00 p.m. at
 Berkeley Adult Education

CHARLESTON COUNTY

SC Works Charleston
 1930 Hanahan Road, Suite 200
 North Charleston, SC 29406

INFORMATION SESSION:

Every Tuesday at 1:00 p.m.

DORCHESTER COUNTY

Summerville Adult Learning Center
 1325A Boone Hill Road
 Summerville, SC 29483

INFORMATION SESSION:

Every Tuesday at 8:30 a.m.

**Connect with PYC to learn more
 about our services:**

TOLL FREE: 1.800.760.3620

or

843.574.1897

or find us online:

www.palmettoyouth.com



facebook.com/pyctrident



twitter.com/pyctrident

***Information Sessions available
 at additional sites upon request.
 Please call for more information.***

Funded by the Trident Workforce Investment Board.
 An Equal Opportunity Employer/Program. Auxiliary Aids
 and services available upon request for individuals with
 disabilities. The hearing and speech impaired may call
 Relay South Carolina at TTY 711.



***Connecting Trident area youth with
 employment and training services.
 This WIA youth program removes
 existing barriers to employment
 and paves the way towards a
 successful future.***

Admin Support and Waste Management & Remediation	<u>Length</u>
Administrative Medical Specialist Certificate*	7 Months
Administrative Office Specialist (Microsoft) Certificate*	200 Hours
Automated Accounting Clerk Certificate	225 Hours
Computer Concepts Certificate	13 Weeks
General Office - Receptionist Certificate	150 Hours
Health Unit Coordinator Certificate	3 Months
Hospital and Medical Coding Specialist Certificate*	9 Months
Medical Insurance and Billing Certificate	4 Months
Medical Office Billing and Electronic Health Records Specialist Certificate*	200 Hours
Medical Transcription, On-line Certificate	160 Hours
Medical Transcriptionist - Certificate	175 Hours
Security Officer (Basic) Certificate*	24 Hours
Medical Administrative Assistant Certificate *	350 Hours
Wastewater License Exam Preparation*	54 Hours
Health Care and Social Assistance	
EKG Technician Certificate*	120 Hours
Emergency Medical Technician Certificate *	176 Hours
Medication Technician Certificate	1 Weeks
Nurse Aide Certificate*	92 Hours
Patient Care Technician - Multi Skilled Healthcare Tech - Certificate*	388 Hours
Phlebotomy Technician Certificate *	160 Hours
Physical Therapy - Aide -Certificate	57 Hours
Manufacturing	
Mechatronics for Technicians Certificate*	300 Hours
MSSC Certified Production Technician Certificate*	160 Hours
Welding - Certificate - Industrial - Certificate*	5 Months

For more information, visit www.tctc.edu/quickjobs or call (864) 646-1700.

Professional, Scientific, and Technical Services	<u>Length</u>
BPI Building Analyst - Certificate*	40 Hours
Computer Service Technician - Online Bundle*	48 Hours
Computer Services Technician - Blended Bundle Certificate*	96 Hours
Computer Technician A+ Certification - Certificate*	50 Hours
Construction Basic Skills Certificate*	88 Hours
Electrical Wiring Certificate*-	120 Hours
Electrician - Journeyman License Exam Preparation *	42 Hours
Fiber Optics Technician Certificate*	56 Hours
Food Services Assistant Certificate *	24 Hours
Heavy Equipment Operator Certificate*	222.5 Hours
Interior Design - Certificate *	90 Hours
Pre-Highway Construction Inspector/Testing Technician Certificate*	128 Hours
Property Management *	30 Hours
Real Estate I License Preparation *	60 Hours
Residential Builder - License Preparation *	18 Hours
Truck Driver – CDL, Class A*	148 Hours
Retail Trade	
Hospitality Services Support Specialist - Certificate*	20 Hours
Web Design Certificate*	216 Hours

**National and/or State Certification Option Available*

For more information, visit www.tctc.edu/quickjobs or call (864) 646-1700.

WIA Youth Suitability Checklist

To be completed only after Eligibility Determination

The following questions can allow the Career Coach to adequately assess suitability by gathering critical information from the youth ages 17-21. The responses could assist in determining suitability for WIA youth services. **Carefully review responses:** *If a participant is deemed unsuitable, referral to partner services may be necessary for future enrollment.*

Document partner referrals and final determination in a case note.

Questionnaire	Yes	No
1. Has the applicant been previously enrolled and exited from a WIA youth program in the WorkLink Region?		
2. Is the youth (family) planning to move out of the WorkLink area within the next six (6) months?		
3. Is the youth only seeking employment?		
4. Is the youth only seeking tuition or training reimbursement?		
5. Is the youth only seeking transportation reimbursement from the WIA youth program?		
6. If a parenting youth, does the youth require any assistance setting up reliable child care?		
7. Does the youth require any assistance with any pending legal matters?		
8. Has the youth historically shown an ability to keep appointments and arrive on schedule?		
9. Is the youth motivated to follow through with all required documents needed for the WIA youth program?		

Career Coach Signature: _____ Date: _____

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

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

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

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

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

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

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

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

Performance Measure	Group	Pee Dee			Lower Savannah			Catawba			Santee Lynches			Waccamaw			Lowcountry		
		Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual	Goal	80% of Goal	Actual
*Placement in Employment or Education	Youth (14-21)	64.7	51.8	72.7	62.7	50.2	64.3	62.7	50.2	62.1	62.7	50.2	62.1	74.1	59.3	80.0	64.9	52.0	72.9
*Attainment of Degree or Certificate	Youth (14-21)	78.8	63.1	87.1	63.7	51.0	49.5	63.7	51.0	70.5	63.6	50.9	65.1	75.2	60.2	66.0	68.6	54.9	65.8
***Literacy or Numeracy Gains	Youth (14-21)	63.0	50.4	71.3	49.4	39.6	53.3	55.8	44.7	64.2	49.4	39.6	54.5	49.4	39.6	61.3	52.0	41.6	30.2
Entered Employment	Adults	63.1	50.5	71.3	63.1	50.5	67.2	63.1	50.5	71.2	66.4	53.2	76.3	70.8	56.7	78.1	64.3	51.5	70.5
Rate	DW	72.6	58.1	72.1	76.0	60.8	71.1	71.8	57.5	78.3	69.8	55.9	65.0	82.2	65.8	73.0	71.6	57.3	72.0
**Retention	Adults	85.6	68.5	85.9	87.5	70.0	83.3	83.9	67.2	85.4	90.9	72.8	87.5	85.4	68.4	87.0	85.9	68.8	81.3
Rate	DW	92.0	73.6	91.5	91.4	73.2	91.1	90.7	72.6	95.4	91.5	73.2	91.3	92.7	74.2	93.2	86.9	69.6	87.2
**Average	Adults	10,340	8,272	10,724	10,165	8,132	9,457	11,114	8,891	11,518	10,781	8,625	11,925	10,350	8,280	9,572	9,951	7,961	9,020
Earnings	DW	14,038	11,230	13,176	14,345	11,476	13,543	16,128	12,902	14,529	13,800	11,040	13,467	15,100	12,080	17,782	13,968	11,174	11,153

*These measures include program exiters from 10/1/11 to 09/30/12.

**These measures include program exiters from 4/1/11 to 3/31/12.

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

Worklink Workforce Investment Board Grant #13Y495H4

Budget vs. Actual Expenditures YTD

Job Number 1403

Budgeted Expenses			1403-11000	1403-11001	Total Expenses	Balance	% Spent
	codes	Budget	7/1-7/28	7/29-8/25			
Salary Total	0.0	325,644	21,842	22,670	44,512	281,132	13.67%
Fringe Benefit Total	0.1-0.5	123,066	7,829	8,009	15,838	107,228	12.87%
Subtotal		\$448,710	\$29,671	\$30,679	\$60,350	\$388,360	13.45%
Operating Costs							
Staff Consumable Supplies	1.2	6,000	75		75	5,925	1.25%
Advertising	1.3	9,000			0	9,000	0.00%
Printing/Copies	1.4	4,800		9	9	4,791	0.19%
Communications	1.5	10,746	917	972	1,889	8,857	17.58%
Staff Travel	1.6	26,590	804	887	1,691	24,899	6.36%
Staff Training/Conferences	1.7	6,000			0	6,000	0.00%
Computer Leases, Software	1.8	11,360		3600	3,600	7,760	31.69%
Postage	1.9	3,585	89	189	278	3,307	7.75%
Subtotal		\$78,081	\$1,885	\$5,657	\$7,542	\$70,539	9.66%
Individualized Training Cost							
Participant Supplies	2.1	6,400	0		0	6,400	0.00%
Participant Books	2.2	8,000			0	8,000	0.00%
Assessment/Exam Fees(inc workk	2.3	8,650			0	8,650	0.00%
TABE Testing Materials	2.4	2,050			0	2,050	0.00%
Tuition (Adult Education)	2.5	38,758		7267	7,267	31,491	18.75%
Tuition (College or Vocational)	2.6	24,990		45	45	24,945	0.18%
Work Experience	2.9	41,760	765	1569	2,334	39,426	5.59%
Awards/Events	2.10	1,600			0	1,600	0.00%
Subtotal		\$132,208	\$765	\$8,881	\$9,646	\$122,562	7.30%
Customer Supportive Services Cost							
Student Incentives (skills&inc com	3.1	40,491	2257	1900	4,157	36,334	10.27%
Transportation	3.2	22,500	625	505	1,130	21,370	5.02%
Childcare	3.3	4,800			0	4,800	0.00%
Training Support Materials	3.4	3,200		3	3	3,197	0.09%
Emergency Assistance	3.5	3,500			0	3,500	0.00%
Subtotal		\$74,491	\$2,882	\$2,408	\$5,290	\$69,201	7.10%
Other							
Training Fee (Profit)	4.1	36,675	1,760	2,381	4,141	32,534	11.29%
Audit	4.2	5,584			0	5,584	0.00%
Subtotal		\$42,259	\$1,760	\$2,381	\$4,141	\$38,118	9.80%
Indirect		64,180	3,080	4,167	7,247	56,933	11.29%
TOTALS		\$839,929	\$40,043	\$54,173	\$94,216	\$745,713	11.22%
Monthly Actual Expenses							



WORKFORCE INVESTMENT BOARD
YOUTH COUNCIL APPLICATION

Applicant Name: JASON DUNCAN
Applicant Address: PO Box 771
Westminster SC 29693
Education: B.S. Clemson University
Business/Organization: Oconee Machine and Tool
Job Title: General Manager / CO-OWNER
County of Residence: Oconee
Phone: 864-647-9595 (work) Fax: 864-647-6944
Cell Phone: 723-2740 E-mail: jduncan@OconeeMachine.com
Category Represented:

 Youth Services Agency (Specify)

 Juvenile Justice Representative
 Local Police or Police Athletic
League

 Local D.A. or State's Attorney
 Youth Services Agency/Program/CBO
 School Superintendent or High School

 Public Housing Authority (Specify)

 Public Housing Director
 Public Housing Administrator

 Parent

 Youth

 Youth Activity (Specify)

 Former Participant
 Local School to Work Director

 Local Recreation and Parks Director
 Existing Youth Services for Planning
Groups

 Other - Specify:

 One-Stop Manager
 Adult Education Director

 Social Services Director
 X Business

Describe how this applicant represents the indicated agency:

Jason Duncan
Signature

6/26/13
Date