

WORKFORCE INVESTMENT CORPORATION

BOARD MEETING

February 26, 2014 – 1:00 P.M.

Martin Inn & Conference Center Board Room – Clemson, SC

AGENDA

- | | | |
|------|--|------------------------------------|
| I. | Call to Order/Opening Remarks | Danny Brothers, Board Chair |
| II. | Approval of Minutes (10/30/13) * | |
| III. | Committee Reports | |
| | A. Youth Council | Danny Brothers |
| | i. PY'13 1 st Quarter Youth Performance Report | |
| | ii. PY'14 Youth Contract Extended* | Sharon Crite, Staff |
| | iii. PY'14 Restore Youth Program with FT Youth Program Mgr.* | Danny Brothers |
| | iv. PY'14 Youth Budget Negotiation Team* | |
| | v. Youth Membership Application* | |
| | B. Workforce Skills & Education Committee | Richard Blackwell, Committee Chair |
| | i. Business Plan | |
| | ii. Grant Extension* | |
| | iii. Eligible Training Provider List* | |
| | iv. Ad hoc Committee Members | |
| | v. Board Education – WIA Adult/DW Program | |
| | C. Business Partnerships Committee | Ed Parris, Committee Chair |
| | i. Committee Update | |
| | ii. SC Works Certification Business Services Standards | |
| | a. Business Services Lead* | |
| | D. Finance Committee | Stephanie Collins, Committee Chair |
| | i. PY'13 Budget Overview | |
| | a. WorkLink Grants: | |
| | (i) WIA Budget Overview* | |
| | (ii) PY'13 Incentive Funds* | |
| | b. Henkels & McCoy: | |
| | (i) Adult/DW Grant (Mod. #2 approved by Exec. Comm 1/23)* | |
| | (ii) Youth Grant | |
| IV. | Other Business | |
| | i. WorkLink Five Year Local Plan | Danny Brothers |
| V. | Adjournment | |

* Action Required

NEXT MEETING – April 2, 2014 @ 1:00 P.M.
MARTIN INN & CONFERENCE CENTER, CLEMSON, SC
LUNCH IMMEDIATELY PRECEDES THE MEETING AT NOON IN SEASON'S RESTAURANT

**WORKFORCE INVESTMENT BOARD
BOARD MEETING
October 30, 2013 - Minutes
Martin Inn & Conference Center – Clemson University**

Members Present:

Trent Acker	Ronnie Booth	David Bowers
Chair, Stan Brooks	Danny Brothers	David Collins
Jason Duncan	Mary Gaston	Michael Keith
Kristi King-Brock	Melvin Martin	Grey Parks
Ed Parris	Mike Wallace	

Members Absent:

Elaine Bailey	Richard Blackwell	Karen Carter
Stephanie Collins	Mike Crawford	Billy Gibson
Robert Halfacre	Butch Harris	Terrance Hassan
Burriess Nelson	Pamela Smith	

Staff Present:

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

Guest Present:

Karen Craven	Matt Fields	Scott Ferguson
Christina Cobb	Stormie Moore	Ann Marie Baker
Allan Davis	Shannon Kinder	Lorraine Faulds
Rebecca Battle-Bryant	Russell Johnson	Bobby Brothers

I. Call to Order

Chair Stan Brooks called the meeting to order, announced a quorum was present to conduct the business of the Board and the meeting was being recorded for processing of minutes. Introductions were made by all in attendance. Chair Brooks acknowledged Mr. Melvin Martin's retirement and thanked him for his service to the Board and presented him with a plaque in commemoration for his years of service on the Workforce Investment Board. Chair Brooks also welcomed and acknowledged Grey Parks, SCDEW Regional Area Director for Anderson, Oconee & Pickens counties who will be representing DEW as a member on the Workforce Investment Board.

II. Approval of Minutes

The minutes from the August 28, 2013 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brooks called for any corrections or amendments to the minutes. Michael Keith called for a correction to the minutes stating he is listed as absent but was in fact present at the August 28, 2013 meeting.

BOARD ACTION TAKEN: A motion was made by Melvin Martin to approve the minutes with correction second by David Bowers. The motion carried with a unanimous vote.

III. SC Department of Employment & Workforce Guests Introductions

Ronnie Allen recognized Rebecca Battle-Bryant, Assistant Executive Director for SCDEW and thanked her for her presence. Mr. Allen also recognized Mr. Allen Davis form SCDEW and stated Mr. Davis will be introducing his team later with his presentation of the labor market data.

IV. Committee Reports

A.) Youth Council

Kristi King-Brock provided the following updates for the Youth Council:

i. Youth Outreach Committee Update

Ms. King-Brock referred to page 8 of the meeting packet stating this is a draft created by the Outreach Committee of the information that will be used for billboards to reach more youth in our area.

ii. 2013 AOP BIS Event Update

Ms. King-Brock referred to page 9 which shows a breakdown by each school district of students attending the AOP BIS event and the amount of funding provided for transportation. Ms. King-Brock deferred to Russell Johnson of Oconee County Economic Development office to provide further updates. Mr. Johnson stated the event was a very successful event having approximately 50 employers/businesses participating and 4,785 students attending. They have plans to develop a curriculum for future events to as an aid for students to have knowledge on both the front end and back end of the event to drive home the point of what they can gain from the event.

iii. Youth Budget Modification #1

Ms. King-Brock stated the budget modification is no monetary change but due to true carry-over of 68 participants, the total number of participants increased from 160 to 175 which in turn will reflect the new enrollment number of 107.

iv. PY'12 Youth Annual Report Summary

Ms. King-Brock referred to page 10 of the meeting packet, Youth Annual Report Summary as information.

v. **Youth Council Membership Application**

Ms. King-Brock referred to page 11 stating the Youth Council voted to accept and approve this application for membership to the Youth Council from Jason Duncan on October 7, 2013. Ms. King-Brock acknowledged Mr. Melvin Martin and expressed appreciation

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

vi. **Board Education Part 2 – Enrollment/Case Management/Follow-Up**

Ms. Craven and Ann Marie Baker provided an overview of the Intake & Eligibility process for the Youth program via a power point presentation and provided handouts for Board members.

vii. **PYC Youth Participant Guest**

Ms. Craven introduced Ms. Stormier Moore who was enrolled in the Palmetto Youth Connections PYC program from 2008 – 2010. Ms. Moore came to PYC with no High School Diploma and little to no work skills but has become a success story for PYC. Ms. Moore gave a brief outline of her experience while in the PYC program and spoke favorably about the assistance she received to overcome numerous obstacles, obtain her HS Diploma and become gainfully employed.

B.) Workforce Skills & Education Committee Update

Jennifer Kelly provided an update in the absence of Chair, Richard Blackwell referring to pages 12-14 of the meeting packet and providing a brief update on the Center's Usage Report and the WIA Program as information. Ms. Kelly informed the Board that the WSEC voted electronically not to approve Maximum Training as an ETPL due to their not meeting all requirements.

C.) Business Partnerships Committee Update

Ed Parris provided an update from the Business Partnerships Committee July 10, 2013 meeting. Mr. Parris reported that Debra Jones was introduced to the Business Partnerships Committee as the new On the Job (OJT) Coordinator with Henkels & McCoy and will be working with employers in our service are promoting OJT.

Mr. Parris provided a Strategic Plan update stating Goal I – *increase the number in the workforce accessed with WorkKeys® Readiness Certificate by 2000 by June 20, 2010* - has been exceeded by 2,991; Goal II – *Involve businesses in the WIB and WIB activities – Key Objective A – Increase WorkKeys® Profiles by 10% per year throughout the workforce region through awareness* – has been somewhat difficult to track due to having to obtain information from outside sources; and Key Objective B – *Increase the # of employers using the workforce development system services by 2% per year* – has been met. Mr. Parris also recommended for the next Board meeting to have the WorkReady Communities Initiative website open for all Board members to view the progress of the counties in our service region.

Workforce Investment Board Meeting Minutes
10.30.2013

Rapid Response/Incumbent Worker Training (RR/IWT) grants as follows:

Pace Labels – Williamston	\$24,100	Ending on 10/31/13
Palmetto Plating – Easley	\$40,400	Approved
Technology Solutions – Seneca	\$40,068	Approved
Horizon Machining & Manufacturing – Six Mile	\$30,075	Declined to use after approved

Mr. Parris reported that the Business Services Integration Team discussed how the decrease in traffic, due to Unemployment Insurance services being pulled from the Centers, has affected the amount of response employers are receiving when they hold hiring events in the Centers. To address this issue, the team decided to hold regularly scheduled hiring events in the communities, rotating them throughout the three counties in the WorkLink region.

D.) Finance Committee

Committee Chair, David Collins stated the Committee provided an update from the Finance Committee beginning with the Government shutdown and how it affected WorkLink's WIA Adult & DW grants. The funds for these grants were not issued on October 1, 2013 as originally scheduled therefor WorkLink has been operating on our carryover funds from the previous year spending only operating expenses. In an email from Pat Sherlock, Workforce Development Director with SCDEW on October 23, 2013, issuance of funds for Adult & DW programs is top priority for DOL and states should expect their Notice of Obligation from DOL with the week. Mr. Collins stated WorkLink is expecting to receive the full amount of funds remaining.

i. WIA Budget Overview

Mr. Collins referred to page 17 of the meeting packet which is the overall WorkLink budget for PY'13 with a modification request to increase the IT Main./Support line item in the amount of \$6,710 for wiring and labor due to the move to the SC Works Clemson Comprehensive Center. This amount will be requested as an addendum to the Cost Allocation Plan with SCDEW for the 2nd quarter, if agreeable this item will be reduced for the cost of the SCDEW reimbursement.

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

Mr. Collins referred to page 18 of the meeting packet and provided a brief update on the 3 current Rapid Response Grants. Mr. Collins also reported as of October 29, 2013, all reimbursements from Pace Labels, Inc. have been received for the full amount of \$24,100 and stated this grant will close out October 31, 2013.

Mr. Collins referred to page 19 and provided an update on the Incentive Grant of \$5,417 stating this grant was used to pay for student transportation expenses to the Anderson Oconee Pickens Business & Industry Showcase event (AOP BIS) which occurred in early

October. Mr. Collins pointed out that there has not been any activity to date on the Dislocated Worker Training National Emergency Grant (DWT NEG) grant as shown on page 20.

ii. **Henkels & McCoy Adult/DW & Youth Grant(s) Overview**

Mr. Collins referred to page 21 of the meeting packet and provided an update on the Henkels & McCoy Adult grant through September 2013 and stated the Finance Committee voted at the September 18, 2013 meeting to issue a letter to Henkels & McCoy informing them that their expenditure rates would be monitored with a monthly meeting between Henkels & McCoy staff and the WorkLink Executive Director and Program Director. Mr. Collins reported the expected expenditure rate through September is 25% but the actual rate is 18.12% noting there are a few invoices that were not received in time to be paid in September, had these invoices been received and paid in September, the expenditure rate would be closer to 22%.

Mr. Collins referred to page 22 and provided a brief update on the Henkels & McCoy Youth grant stating that through September 2013, the expenditure rate is at 18.44% as opposed to the expected rate of 25%. Mr. Collins again noted that invoices were not received in time to be paid in September however; these invoices were paid in October and will be reflected on the October expense reimbursement.

iii. **Make It In America Grant**

Ms. Runion reported that WorkLink has been awarded the Make It In America Grant stating she is anticipating receiving an approximate \$1.3 million. WorkLink was one of ten applicants who were awarded this grant by DOL. WorkLink will not receive the full amount because we are the Sub-Grantee however; we will receive some of the money for administrative costs. The remaining amount will be distributed among several of the upstate Technical Colleges.

V. Other Business

A.) 2014 Committee/Board Meeting Schedule

Chair Brooks referred to page 23 which is a proposed Committee and Board meeting schedule for 2014 stating there is a proposal to move the meeting time from 1pm to 11am.

BOARD ACTION Taken: Motion from Danny Brothers to stay with 1pm as the time for Board Meetings and to approve the 2014 Committee/Board Meeting Schedule dates as presented, seconded by Ed Parris. Motion carried with a unanimous voice vote.

i. **State of December Board Meeting**

Chair Brooks called for discussion on whether to hold or cancel the December WIB meeting. The WIB has met the required number of meetings for 2013 and historically the December meetings have been poorly attended and cancelled due to holidays.

BOARD ACTION Taken: Motion from Mike Wallace to cancel the December 18, 2013 Board meeting, seconded by Michael Keith. Motion carried with a unanimous voice vote.

B.) 2014 Board Officers

Chair Brooks referred to the 2014 Workforce Investment Board Officers as proposed from the Executive Committee for discussion and approval.

BOARD ACTION Taken: Motion from Kristi King-Brock to accept and approve the Proposed 2014 Workforce Investment Board Officers as presented, seconded by Ronnie Booth. Motion carried with a unanimous voice vote.

C.) Presentation of Labor Market Information Data

Mr. Allen Davis, Workforce Intelligence Coordinator with DEW, provided handouts for Board members and presented the most recent labor market information for the WorkLink region via power point. Mr. Davis stated the information included in the report highlighted key workforce indicators for the WorkLink region, approached workforce from a supply and demand perspective and provided data for the WorkLink region plan using LMI Sources. Mr. Davis also reported the four key areas of focus included in this report are Economics, Workforce Supply, Workforce Demand and Challenges.

VI. 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 - 1st Quarter (Rolling 4 Quarters)

[illegible]

Performance Measure		Youth (14-21)		Youth (18-24)		Youth (25-34)		Youth (35-44)		Youth (45-54)		Youth (55-64)		Youth (65-74)		Youth (75-84)		Youth (85-94)		Youth (95-104)		Youth (105-114)		Youth (115-124)		Youth (125-134)		Youth (135-144)		Youth (145-154)		Youth (155-164)		Youth (165-174)		Youth (175-184)		Youth (185-194)		Youth (195-204)		Youth (205-214)		Youth (215-224)		Youth (225-234)		Youth (235-244)		Youth (245-254)		Youth (255-264)		Youth (265-274)		Youth (275-284)		Youth (285-294)		Youth (295-304)		Youth (305-314)		Youth (315-324)		Youth (325-334)		Youth (335-344)		Youth (345-354)		Youth (355-364)		Youth (365-374)		Youth (375-384)		Youth (385-394)		Youth (395-404)		Youth (405-414)		Youth (415-424)		Youth (425-434)		Youth (435-444)		Youth (445-454)		Youth (455-464)		Youth (465-474)		Youth (475-484)		Youth (485-494)		Youth (495-504)		Youth (505-514)		Youth (515-524)		Youth (525-534)		Youth (535-544)		Youth (545-554)		Youth (555-564)		Youth (565-574)		Youth (575-584)		Youth (585-594)		Youth (595-604)		Youth (605-614)		Youth (615-624)		Youth (625-634)		Youth (635-644)		Youth (645-654)		Youth (655-664)		Youth (665-674)		Youth (675-684)		Youth (685-694)		Youth (695-704)		Youth (705-714)		Youth (715-724)		Youth (725-734)		Youth (735-744)		Youth (745-754)		Youth (755-764)		Youth (765-774)		Youth (775-784)		Youth (785-794)		Youth (795-804)		Youth (805-814)		Youth (815-824)		Youth (825-834)		Youth (835-844)		Youth (845-854)		Youth (855-864)		Youth (865-874)		Youth (875-884)		Youth (885-894)		Youth (895-904)		Youth (905-914)		Youth (915-924)		Youth (925-934)		Youth (935-944)		Youth (945-954)		Youth (955-964)		Youth (965-974)		Youth (975-984)		Youth (985-994)		Youth (995-1004)		Youth (1005-1014)		Youth (1015-1024)		Youth (1025-1034)		Youth (1035-1044)		Youth (1045-1054)		Youth (1055-1064)		Youth (1065-1074)		Youth (1075-1084)		Youth (1085-1094)		Youth (1095-1104)		Youth (1105-1114)		Youth (1115-1124)		Youth (1125-1134)		Youth (1135-1144)		Youth (1145-1154)		Youth (1155-1164)		Youth (1165-1174)		Youth (1175-1184)		Youth (1185-1194)		Youth (1195-1204)		Youth (1205-1214)		Youth (1215-1224)		Youth (1225-1234)		Youth (1235-1244)		Youth (1245-1254)		Youth (1255-1264)		Youth (1265-1274)		Youth (1275-1284)		Youth (1285-1294)		Youth (1295-1304)		Youth (1305-1314)		Youth (1315-1324)		Youth (1325-1334)		Youth (1335-1344)		Youth (1345-1354)		Youth (1355-1364)		Youth (1365-1374)		Youth (1375-1384)		Youth (1385-1394)		Youth (1395-1404)		Youth (1405-1414)		Youth (1415-1424)		Youth (1425-1434)		Youth (1435-1444)		Youth (1445-1454)		Youth (1455-1464)		Youth (1465-1474)		Youth (1475-1484)		Youth (1485-1494)		Youth (1495-1504)		Youth (1505-1514)		Youth (1515-1524)		Youth (1525-1534)		Youth (1535-1544)		Youth (1545-1554)		Youth (1555-1564)		Youth (1565-1574)		Youth (1575-1584)		Youth (1585-1594)		Youth (1595-1604)		Youth (1605-1614)		Youth (1615-1624)		Youth (1625-1634)		Youth (1635-1644)		Youth (1645-1654)		Youth (1655-1664)		Youth (1665-1674)		Youth (1675-1684)		Youth (1685-1694)		Youth (1695-1704)		Youth (1705-1714)		Youth (1715-1724)		Youth (1725-1734)		Youth (1735-1744)		Youth (1745-1754)		Youth (1755-1764)		Youth (1765-1774)		Youth (1775-1784)		Youth (1785-1794)		Youth (1795-1804)		Youth (1805-1814)		Youth (1815-1824)		Youth (1825-1834)		Youth (1835-1844)		Youth (1845-1854)		Youth (1855-1864)		Youth (1865-1874)		Youth (1875-1884)		Youth (1885-1894)		Youth (1895-1904)		Youth (1905-1914)		Youth (1915-1924)		Youth (1925-1934)		Youth (1935-1944)		Youth (1945-1954)		Youth (1955-1964)		Youth (1965-1974)		Youth (1975-1984)		Youth (1985-1994)		Youth (1995-2004)		Youth (2005-2014)		Youth (2015-2024)		Youth (2025-2034)		Youth (2035-2044)		Youth (2045-2054)		Youth (2055-2064)		Youth (2065-2074)		Youth (2075-2084)		Youth (2085-2094)		Youth (2095-2104)		Youth (2105-2114)		Youth (2115-2124)		Youth (2125-2134)		Youth (2135-2144)		Youth (2145-2154)		Youth (2155-2164)		Youth (2165-2174)		Youth (2175-2184)		Youth (2185-2194)		Youth (2195-2204)		Youth (2205-2214)		Youth (2215-2224)		Youth (2225-2234)		Youth (2235-2244)		Youth (2245-2254)		Youth (2255-2264)		Youth (2265-2274)		Youth (2275-2284)		Youth (2285-2294)		Youth (2295-2304)		Youth (2305-2314)		Youth (2315-2324)		Youth (2325-2334)		Youth (2335-2344)		Youth (2345-2354)		Youth (2355-2364)		Youth (2365-2374)		Youth (2375-2384)		Youth (2385-2394)		Youth (2395-2404)		Youth (2405-2414)		Youth (2415-2424)		Youth (2425-2434)		Youth (2435-2444)		Youth (2445-2454)		Youth (2455-2464)		Youth (2465-2474)		Youth (2475-2484)		Youth (2485-2494)		Youth (2495-2504)		Youth (2505-2514)		Youth (2515-2524)		Youth (2525-2534)		Youth (2535-2544)		Youth (2545-2554)		Youth (2555-2564)		Youth (2565-2574)		Youth (2575-2584)		Youth (2585-2594)		Youth (2595-2604)		Youth (2605-2614)		Youth (2615-2624)		Youth (2625-2634)		Youth (2635-2644)		Youth (2645-2654)		Youth (2655-2664)		Youth (2665-2674)		Youth (2675-2684)		Youth (2685-2694)		Youth (2695-2704)		Youth (2705-2714)		Youth (2715-2724)		Youth (2725-2734)		Youth (2735-2744)		Youth (2745-2754)		Youth (2755-2764)		Youth (2765-2774)		Youth (2775-2784)		Youth (2785-2794)		Youth (2795-2804)		Youth (2805-2814)		Youth (2815-2824)		Youth (2825-2834)		Youth (2835-2844)		Youth (2845-2854)		Youth (2855-2864)		Youth (2865-2874)		Youth (2875-2884)		Youth (2885-2894)		Youth (2895-2904)		Youth (2905-2914)		Youth (2915-2924)		Youth (2925-2934)		Youth (2935-2944)		Youth (2945-2954)		Youth (2955-2964)		Youth (2965-2974)		Youth (2975-2984)		Youth (2985-2994)		Youth (2995-3004)		Youth (3005-3014)		Youth (3015-3024)		Youth (3025-3034)		Youth (3035-3044)		Youth (3045-3054)		Youth (3055-3064)		Youth (3065-3074)		Youth (3075-3084)		Youth (3085-3094)		Youth (3095-3104)		Youth (3105-3114)		Youth (3115-3124)		Youth (3125-3134)		Youth (3135-3144)		Youth (3145-3154)		Youth (3155-3164)		Youth (3165-3174)		Youth (3175-3184)		Youth (3185-3194)		Youth (3195-3204)		Youth (3205-3214)		Youth (3215-3224)		Youth (3225-3234)		Youth (3235-3244)		Youth (3245-3254)		Youth (3255-3264)		Youth (3265-3274)		Youth (3275-3284)		Youth (3285-3294)		Youth (3295-3304)		Youth (3305-3314)		Youth (3315-3324)		Youth (3325-3334)		Youth (3335-3344)		Youth (3345-3354)		Youth (3355-3364)		Youth (3365-3374)		Youth (3375-3384)		Youth (3385-3394)		Youth (3395-3404)		Youth (3405-3414)		Youth (3415-3424)		Youth (3425-3434)		Youth (3435-3444)		Youth (3445-3454)		Youth (3455-3464)		Youth (3465-3474)		Youth (3475-3484)		Youth (3485-3494)		Youth (3495-3504)		Youth (3505-3514)		Youth (3515-3524)		Youth (3525-3534)		Youth (3535-3544)		Youth (3545-3554)		Youth (3555-3564)		Youth (3565-3574)		Youth (3575-3584)		Youth (3585-3594)		Youth (3595-3604)		Youth (3605-3614)		Youth (3615-3624)		Youth (3625-3634)		Youth (3635-3644)		Youth (3645-3654)		Youth (3655-3664)		Youth (3665-3674)		Youth (3675-3684)		Youth (3685-3694)		Youth (3695-3704)		Youth (3705-3714)		Youth (3715-3724)		Youth (3725-3734)		Youth (3735-3744)		Youth (3745-3754)		Youth (3755-3764)		Youth (3765-3774)		Youth (3775-3784)		Youth (3785-3794)		Youth (3795-3804)		Youth (3805-3814)		Youth (3815-3824)		Youth (3825-3834)		Youth (3835-3844)		Youth (3845-3854)		Youth (3855-3864)		Youth (3865-3874)		Youth (3875-3884)		Youth (3885-3894)		Youth (3895-3904)		Youth (3905-3914)		Youth (3915-3924)		Youth (3925-3934)		Youth (3935-3944)		Youth (3945-3954)		Youth (3955-3964)		Youth (3965-3974)		Youth (3975-3984)		Youth (3985-3994)		Youth (3995-4004)		Youth (4005-4014)		Youth (4015-4024)		Youth (4025-4034)		Youth (4035-4044)		Youth (4045-4054)		Youth (4055-4064)		Youth (4065-4074)		Youth (4075-4084)		Youth (4085-4094)		Youth (4095-4104)		Youth (4105-4114)		Youth (4115-4124)		Youth (4125-4134)		Youth (4135-4144)		Youth (4145-4154)		Youth (4155-4164)		Youth (4165-4174)		Youth (4175-4184)		Youth (4185-4194)		Youth (4195-4204)		Youth (4205-4214)		Youth (4215-4224)		Youth (4225-4234)		Youth (4235-4244)		Youth (4245-4254)		Youth (4255-4264)		Youth (4265-4274)		Youth (4275-4284)		Youth (4285-4294)		Youth (4295-4304)		Youth (4305-4314)		Youth (4315-4324)		Youth (4325-4334)		Youth (4335-4344)		Youth (4345-4354)		Youth (4355-4364)		Youth (4365-4374)		Youth (4375-4384)		Youth (4385-4394)		Youth (4395-4404)		Youth (4405-4414)		Youth (4415-4424)		Youth (4425-4434)		Youth (4435-4444)		Youth (4445-4454)		Youth (4455-4464)		Youth (4465-4474)		Youth (4475-4484)		Youth (4485-4494)		Youth (4495-4504)		Youth (4505-4514)		Youth (4515-4524)		Youth (4525-4534)		Youth (4535-4544)		Youth (4545-4554)		Youth (4555-4564)		Youth (4565-4574)		Youth (4575-4584)		Youth (4585-4594)		Youth (4595-4604)		Youth (4605-4614)		Youth (4615-4624)		Youth (4625-4634)		Youth (4635-4644)		Youth (4645-4654)		Youth (4655-4664)		Youth (4665-4674)		Youth (4675-4684)		Youth (4685-4694)		Youth (4695-4704)		Youth (4705-4714)		Youth (4715-4724)		Youth (4725-4734)		Youth (4735-4744)		Youth (4745-4754)		Youth (4755-4764)		Youth (4765-4774)		Youth (4775-4784)		Youth (4785-4794)		Youth (4795-4804)		Youth (4805-4814)		Youth (4815-4824)		Youth (4825-4834)		Youth (4835-4844)		Youth (4845-4854)		Youth (4855-4864)		Youth (4865-4874)		Youth (4875-4884)		Youth (4885-4894)		Youth (4895-4904)		Youth (4905-4914)		Youth (4915-4924)		Youth (4925-4934)		Youth (4935-4944)		Youth (4945-4954)		Youth (4955-4964)		Youth (4965-4974)		Youth (4975-4984)		Youth (4985-4994)		Youth (4995-5004)		Youth (5005-5014)		Youth (5015-5024)		Youth (5025-5034)		Youth (5035-5044)		Youth (5045-5054)		Youth (5055-5064)		Youth (5065-5074)		Youth (5075-5084)		Youth (5085-5094)		Youth (5095-5104)		Youth (5105-5114)		Youth (5115-5124)		Youth (5125-5134)		Youth (5135-5144)		Youth (5145-5154)		Youth (5155-5164)		Youth (5165-5174)		Youth (5175-5184)		Youth (5185-5194)		Youth (5195-5204)		Youth (5205-5214)		Youth (5215-5224)		Youth (5225-5234)		Youth (5235-5244)		Youth (5245-5254)		Youth (5255-5264)		Youth (5265-5274)		Youth (5275-5284)		Youth (5285-5294)		Youth (5295-5304)		Youth (5305-5314)		Youth 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*These measures include program exits from 1/1/12 to 12/31/12.
**These measures include program exits from 7/1/11 to 6/30/12.
***These measures include program exits from 10/1/12 to 9/30/13.

Color Coding	Exceeds Goal	Meets Goal	Did Not Meet Goal
Actual Performance is 100% or more of the goal	Exceeds Goal	Meets Goal	Did Not Meet Goal
Actual Performance is between 80% and 100% of the goal	Exceeds Goal	Meets Goal	Did Not Meet Goal
Actual Performance is under 80% of the goal	Exceeds Goal	Meets Goal	Did Not Meet Goal

WORKFORCE INVESTMENT BOARD YOUTH COUNCIL APPLICATION

Applicant Name: Jeff Trahan

Applicant Address: 167 Mediterranean Ave.

Anderson, SC 29621

Education: Bachelor of Science in Accounting, CPA Certification, PHM Certification
Business/Organization: Anderson Housing Authority

Job Title: Executive Director

County of Residence: Anderson

Phone: 864-716-3868

Fax: 864-260-5118

Cell Phone: 864-844-7012

E-mail: jefft@andersonha.org

Category Represented:

☐ Youth Services Agency (Specify)

☐ Juvenile Justice Representative

☐ Local Police or Police Athletic League

☐ Local D.A. or State's Attorney

☐ Youth Services Agency/Program/CBO

☐ School Superintendent or High School

☒ Public Housing Authority (Specify)

☒ Public Housing Director

☐ Public Housing Administrator

☐ Parent

☐ Youth

☐ Youth Activity (Specify)

☐ Former Participant

☐ Local School to Work Director

☐ Local Recreation and Parks Director

☐ Existing Youth Services for Planning

☐ Groups

☐ Other - Specify:

☐ One-Stop Manager

☐ Adult Education Director

☐ Social Services Director

☐ Business

Describe how this applicant represents the indicated agency:

Represented the City of Anderson for 3 ½ years as the Executive Director of the Anderson Housing Authority (AHA).

Jeff Trahan
Signature

Date

12-13-13

Workforce Skills and Education Committee Report

Presented February 12, 2014 – Board Meeting

The Workforce Skills and Education Committee met on December 4, 2013 and January 22, 2014.

Business Plan

The SC Works OneStop Certification Standards are due June 30, 2014 to the State for review. These standards have been ongoing for some time. The SC Works Center Business Plan is one of the requirements for certification approval. Henkels and McCoy, local Department of Employment and Workforce (DEW), and WorkLink staff collaborated with partners across the region (Tri-County Technical College, AARP, and others) to draft the SC Works Business Plan.

This plan was drafted with a collaborative effort by our Operator, Henkels and McCoy in conjunction with our co-located partners (AARP, TCTC, and DEW) and the WorkLink staff. The WorkLink Staff and the Operator received training on the Business Plan in late September 2013, Board Member Mike Wallace was also in attendance. After the training the Team schedule meetings every Monday with all co-located partners to have the plan completed in a timely manner.

The SC Works Business plan has been reviewed and approved by the Workforce Skills and Education Committee and was submitted for final review to the Executive Committee for approval. The final plan was submitted to SC Department of Employment and Workforce on December 31, 2013.

Committee Education

In the December 4, 2013 Committee meeting, Jennifer Kelly reviewed the new reports in-depth with the Committee members and explained the significance of each report item.

In the January 22, 2014 Committee meeting, Karen Craven, Program Manager for Henkels and McCoy, provided the Committee with information about enrollment into the WIA Adult and Dislocated Worker program. She also went over information about Intensive Services (Case Management), Training Services, and Follow-Up Services (Return on Investment).

H&M Grant Status

The Committee reviewed reports reflecting Center, financial, and program data from July 1, 2013 to December 31, 2013 as well as the final financial closeout data of PY2012 (July 1, 2012 to June 30, 2013) regarding the Operator and the WIA program for Adults and Dislocated Workers. The

Operator spent 84% of the grant awarded to them in PY2012. The Center, financial and program reports are provided following this handout.

Request for Proposal/Grant Extension

The Committee went into Executive Session to discuss whether or not to extend the Henkels and McCoy grant for the third year or to issue a Request for Proposals for the Operator and Adult/DW WIA program. The Committee voted to extend the Henkels and McCoy grant for one more year. A Request for Proposal will be issued next year due to procurement requirements.

The Committee also voted to nominate Richard Blackwell, Dr. Mary Gaston, David Bowers, Trent Acker, and Burriss Nelson to serve on the Budget Negotiations team. This team will also look at the Memorandum of Agreements with Tri-County Technical College as well.

Grant Modification Requests

In December 2013, the Committee approved a modification to the Henkels and McCoy budget that would allow the following changes:

Line Item	Increase	Decrease
1.2 Staff Consumable Supplies		3,600
2.1 Participant Supplies		9,000
2.2 Participant Books	4,440	
2.3 Credential Exam Fees	2,990	
2.6 Tuition (College or Vocational)	13,045	
2.12 WorkKeys®		7,875
3.3 Childcare		3,900
3.4 Training Support Materials	3,900	

This modification will directly benefit the program participants and this change does not change the overall value of the contract. The Client Flow Projections Form has been updated to reflect actual PY12 Carry-over and the adjusted PY13 New Enrollment Goals. We have increased the total number of enrollments by 69.

In January 2014, the Committee approved a second modification to the Henkels and McCoy budget to allow the following:

- 1) Transfer a total of \$237,737.75 from the DW budget to the Adult budget. (Line items do not change due to this modification. Just a shift from DW to Adult)
- 2) Decrease \$7,200 from Adult OJT and increase Adult ITA/Voucher Cost line item \$7,200. (The Adult line item for Occupational training is currently overobligated by approximately \$2,350. This modification would take care of the over obligation, plus give them enough funds to cover occupational training for the rest of the year.)

- 3) Increase overall budget of \$7,220.50 to hire a Program Manager to train for 6 weeks under Karen Craven who will return to the Youth Program in July.

Both modifications were approved and went to the Finance Committee and Executive Committee for final approval.

Incentive Grant

WorkLink has been awarded \$5,483 in Incentive funds for good performance during PY2012. The Workforce Skills and Education Committee discussed ideas for using the funds for outreach and for laptops to be used in the Satellite Centers.

The Committee voted to use these funds for Outreach purposes and has asked staff to provide a proposed listed of items on which to use the funds.

Eligible Training Provider List Request

Norris Mechanical submitted an application in October 2013 to become an eligible training provider. The Committee discussed the information provided by Windy Graham, Performance and Reporting Specialist for WorkLink, at the December and the January Committee meetings. **The Committee voted to deny including Norris Mechanical on the Eligible Training Provider List. The following reasons were discussed:**

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

Other Business

The Workforce Skills and Education Committee has been reduced from 9 members to 4 members. **The Committee agreed to form an ad hoc group of the three local economic developers to assist with outreach to Business representatives in the community to serve as ad hoc committee members on the Workforce Skills and Education Committee.**

WorkLink Region SC Works Operations Plan

12/31/2013



Prepared by: *WorkLink WIB Staff, Henkels & McCoy, Inc. (SC Works Operator) & our Partners*

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Linking Employers & the Workforce

Executive Summary

In preparation for the One Stop Certification, the South Carolina Department of Employment and Workforce (SCDEW) asked all of the Workforce Boards to submit an operational plan. The plan focuses on the daily operations of the comprehensive center. The Plan has been prepared with the involvement of several partners that worked as part of a committee to provide input into the operational plan for the Clemson Comprehensive Center. SCDEW, Henkels & McCoy (the contracted operator for the WorkLink Workforce Board), AARP, WorkLink, and Tri-County Technical College all sent representatives to the meetings to provide their input. These partners were invited due to their involvement with the comprehensive center. Henkels & McCoy was assigned to write the report with the help of the committee's recommendations.

The committee met several times to help Henkels & McCoy prepare to draft the operational plan for the Center. The committee discussed many ideas, topics, and thoughts to help drive the operations for the Center. This plan includes many of the suggestions and recommendations of that committee.

Objective: The objective is to effectively and efficiently manage the WorkLink SC Works System and Comprehensive Center within the Vision, Mission, and Core Values established by the WorkLink Workforce Investment Board and in accordance with all Federal, State, and Local Regulations and Policies. We will accomplish this with a fully coordinated and integrated customer service strategy that is local market driven and offers accessibility, convenience and customer choice.

Management Philosophy: Our management philosophy is (1) our employees and our partner employees are our greatest assets, and (2) quality job performance builds our business and credibility in the community. When we perform at or above our customers' expectations, we are usually rewarded with more opportunity to serve more Businesses and Job Seekers alike.

WorkLink System Customers: Our customers are in three primary groups (1) job-seeking customers, (2) employer customers, and (3) the WorkLink Workforce Development System Partners. We define quality service to these customers as a focused, integrated seamless delivery process and excellent customer service, quality career management, and effective job placement to ensure their long-term success.

Performance Management: The WorkLink SC Works System understands that the term quality assurance requires collective action and accountability. True continuous improvement is a result of systematic planning, execution, coordination and verification. The SC Works System Management Team has a central role in developing processes and mechanisms to stimulate consistent, proactive dialogue with the WorkLink Board staff throughout the relationship. In addition, the Management Team focuses on internal communications, coordination of various partnering organizations, and benchmarking to identify and apply organization wide Best Practices. We motivate staff from different organizations and backgrounds through our efficient delivery design structure and our ability to track and report progress. Through this process, we collectively become as strong as our strongest practice. WorkLink SC Works and our customers reap the benefits.

Staff Development: Training is a vital part of our continuous improvement program. We believe that exceptional supervision and systematic accountability mechanisms are crucial to performance. Continuous staff development through training, job related certifications, and ongoing meetings to communicate customer service expectations are crucial to the long term success of the system. We emphasize to staff that every customer is different and our ability to customize solutions in response to unique requirements is key to each individual's success. In summary, every customer should expect nothing less than best-in-class service from every employee.

Strategic Plan Goals of the WIB:

1. We will understand the skill level of the workforce.
2. We will involve business in the WIB and WIB activities.
3. We will integrate the workforce development system.
4. We will create a common theme for the WIB and the workforce system.

Linking Employers & the Workforce

Business Overview

Governance & Oversight

The SC Works system provides employment services and training opportunities to employers and job seekers consistent with the vision and mission of the governing body: WorkLink Workforce Investment Board (the "Board").

The Vision, Mission, and Core Values of the Board for the WorkLink SC Works System are:

Vision Statement: To have a fully employed, skilled workforce.

Mission Statement: To develop the link between employers and the workforce.

Core Values:

- Service to the community
- Commitment to the plan
- Knowledgeable /trained Board members
- Responsiveness
- Excellence
- Supreme customer service
- Desire for excellence
- Good stewardship
- Fostering/enhancing existing relationships

The Board's authority is established in both Federal and State legislation. The South Carolina Appalachian Council of Governments (SCACOG) serves as the Fiscal Agent for the Board. The Board and the SCACOG have a separate agreement that specifies the authority and responsibilities for each. The Board has the responsibility for building a one stop system that coordinates resources across 18 federal funding streams. The Board, through its fiscal agent, is the direct recipient of WIA Adult, Dislocated Worker, and Youth funds. The Board may receive additional funds from time to time from a variety of sources, but primarily through the funds administered by the SC Department of Employment and Workforce (SCDEW).

Business Model

The Workforce Solutions Model is focused on increasing the skill sets and employment levels of the workforce by assisting individuals in obtaining or improving the level of employment that leads to self-sufficiency through services delivered in a seamless and integrated delivery system while focusing on the needs of business and industry of the region. Additionally, the system should eliminate duplication of services, reduce costs through collaboration, enhance participation, accommodate the demand needs of employers and improve customer satisfaction.

SC Works Centers

The Board has developed an SC Works system that has a comprehensive center near the geographic center of the WorkLink area, and placed satellite centers in each of the three counties within the region. The comprehensive center located at 1376 Tiger Blvd, Clemson SC 29631. The comprehensive center consists of all mandated (by WIA legislation) partners, co-located or technologically linked. The satellite sites consist of two or more partners' co-located in the same facility. The satellite locations are:

Linking Employers & the Workforce

SC Works Seneca Tri-County Technical College Oconee Campus QuickJobs Development Center 104 Vocational Drive Seneca, SC 29672 (864) 646-1741	SC Works Easley Tri-County Technical College Easley Campus QuickJobs Development Center 1774 Powdersville Rd. Easley, SC 29642 (864) 220-8990	SC Works Anderson Tri-County Technical College Anderson Campus QuickJobs Development Center 511 Michelin Blvd Anderson, SC 29625 (864) 260- 6780	SC Works Honea Path Senator Billy O'Dell Learning Center Watkins Community Center 204 South Main St. Honea Path, SC 29654 (864) 646-1861
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Customers

The Clemson SC Works Center (the Center) is in the business of serving and meeting employer needs primarily and job seekers secondarily.

Business Customers (Employers)

Strategic Reason – The Business Customer (Employers) are one of two primary customers of the workforce system as their demand for a skilled workforce drives the training and development of the Job Seeker Customer group. Business and Industry create jobs while the citizens of the surrounding communities fill those jobs. Both are needed to generate tax revenue to support our governmental infrastructure that provides Workforce Development Services to both groups.

Job Seeker Customers

Strategic Reason – Job Seekers are the citizens of our communities that are seeking to obtain employment or improve their current employment situation. This group includes everyone that is at an eligible age to work which typically begins at the age of 16 years old. This group is seeking basic guidance and access to free resources as well as access to more intensive or even training opportunities.

The Center serves many different types of job seekers. These job seekers can have varying barriers to employment. These barriers include:

- Disabled
- Veterans
- Low-Income
- Career Changers
- Re-Entry Ex-Offenders
- Older Workers
- Unemployed
- Chronically Unemployed
- Emerging Workforce
- Others
- Low-Skilled
- Underemployed
- ESL
- Transitioning Workforce

SC Works also serves employers. Characteristics of businesses that are typically served through the SC Works Centers can have similar characteristics some of these characteristics are:

- Hiring (New Start-up)
- Expansion
- Incumbent Worker Training
- Layoff or Layoff Aversion

Linking Employers & the Workforce

Products & Services

Description of Products & Services

The center offers many different products and services geared toward employers and job seekers. A list has been provided for both groups. The list contains services that may be provided to both sets of customers from the center.

Section I – Common menu of basic employer services to be offered:

1. Job Postings – Online, phone call, fax, in-person
2. Applicant screening and referral to employer specifications
3. Referral to Professional Testing (Typing, Basic Skills, Microsoft Office)
4. Customized Recruitment (Hiring Events)
5. Job Fairs
6. Provision of Labor Market Information
7. Interviewing Space, Scheduling
8. Provision of information and referral related to:
 - a. Tax Credits
 - b. Community Resources
 - c. Federal Bonding
 - d. Americans with Disabilities Act (ADA)
 - e. Veterans services
9. Incumbent Worker Grants
10. OJT
11. Referral to Customized Training
12. Information on Unemployment Insurance (UI)
13. Rapid Response services
14. Trade Adjustment Assistance (TAA) information and services
15. Veterans Employment Services

Section II – Expanded List of Employer Services:

1. Customized services for significant company or industry dislocations
2. Referral to WorkKeys® testing
3. Referral to WorkKeys® profiling services – May be free-for-service
4. Referral to Database of WorkKeys® tested applicants
5. Access to Career Ready 101 to upgrade employee skills
6. Labor Market Information packets and brochures

Section I – Common menu of basic job seeker services to be offered to all job seekers:

1. Outreach, intake (which may include worker profiling and rapid re-employment services)
2. Initial assessment
3. Eligibility and service information for all partner workforce development and support programs (e.g. education, public assistance, childcare)
4. Job search assistance, career information and career guidance
5. Resume development services
6. Job matching and referral
7. Local, regional, and statewide labor market information
8. Information on financial aid, including unemployment insurance (UI)
9. Instructions on filing an unemployment insurance claims or unemployment insurance issues Information on:
 - a. Certified education and training providers
 - b. Local performance outcomes of training providers
 - c. Job fairs and supportive services

Linking Employers & the Workforce

10. Orientation to use of personal computers for utilizing virtual tools available through the One-Stop system, including resume software, and enabling job seekers to perform job search activities, secure an email address and use email, and conduct research on employers.
11. Job search/self-marketing skills training (workshops).
12. Information about Entrepreneurship development skills.
13. Access to free virtual tools for job search, self-assessment and career development

Section II – Common menu of services for those enrolled in WIA or partner programs:

1. Comprehensive assessment of knowledge, skills, abilities, and interest by use of various assessment tools
2. Development of individual employment plans
3. Individual career planning
4. Case management
5. Occupational skills training
6. On-the-job training
7. Referrals to programs or programs that combine workplace training with related instruction
8. Referrals to Adult education and literacy activities
9. Referrals to customized training

The Center can also provide special services to accommodate those customers who may have special needs.

For example:

- Disabled – Special Accommodations
- ESL – LEP (Limited English Plan)
- Veterans – Priority of Services
- Older Workers – SCSEP Program

The center can also help businesses with special needs or in special circumstances such as:

- Employers that are Hiring – Hiring Events & OJT
- Employers that are Expanding – Referral to ReadySC™
- Employers that are experiencing Layoffs – Referral to Rapid Response

Competitors

In the SC Works Center most of the would-be-competitors are in fact partners. Learning to work together is vital to serving the customer. The competition that the Clemson SC Works Center staff must keep on the radar is the customer's perception. The customer has high expectations for what the staff can do for them, and the SC Works Center must strive to live up to those expectations.

Market Niche

The Center has to realize opportunities in the area to make the customer experience better. Some tools such as the Labor Market Information can help better the customer experience. According to the Labor Market Information provided on the WorkLink Community shows possible market niches for the WorkLink area. The following levels of numbers of employment by industry were presented:

- Manufacturing – 23,000
- Retail Trade – 15,662
- Health Care/Social Assistance – 15,174
- Educational Services – 15,150

The data demonstrates that manufacturing in the area is the biggest employer. The center should know that the biggest employer in the area is manufacturing and be prepared to react accordingly.

Outreach Plan

Targeting the Message

SC Works will outreach to both employers and job seekers. The center should reach out to employers who are hiring, expanding or in a layoff if it can meet their specific needs. A major part of the outreach to businesses will be the efforts of the Business Services Team with brochures and flyers. Market and outreach to job seekers by keeping it simple, general information on location of centers, services, and finding jobs.

Outreach Methods

Outreach Methodology	
1. Traditional Marketing	
a. Newspaper – Ad in Classifieds about new locations with basic services list	
b. Billboards – with locations throughout the three county region (In place)	
c. Print Material – SC Works Brochures & Flyers announcing location changes, orientation today's & times, and services for disbursement in the community	
d. Identify low cost and free Internet Advertisement opportunities	
2. Presentations	
a. Develop new PowerPoint Presentation Materials	
b. Develop an Elevator Speech for staff to use in Community Presentations and meetings	
c. Engage more Business & Industry involvement in Core Workshops	
d. Develop new Rapid Response Packages	
3. Internet Presence	
a. Review the WorkLink Website to see if we can make any updates	
b. Look at the use of Facebook, Twitter, Blogs, YouTube, etc.	
c. Integrated links on Partner Websites to drive traffic	

Partners Role in Outreach

All mandated partners will be given information on job seeker services. SC Works WIA staff will do presentations about new locations. All Business Service staff will be trained on all employer & industry workforce development services and will work with employers to identify needs. Each partner will be responsible for sharing labor exchange information. Partners will attend partner meetings to inform other partners about the center and its products and services.

Measuring Results

As a part of the Outreach Plan and strategies each of the areas identified above will be measured through Customer Feedback. Part of our customer satisfaction survey in the next section will ask about how they heard about us and our services. For internet based outreach we are able to quantify the traffic based on the number of visits and actions taken by individual users that visit the sites. In the case that we receive negative feedback as a result of specific outreach strategies we will re-evaluate the measurable data and determine whether or not to continue with that strategy or element within our plan.

Linking Employers & the Workforce

Performance Outcomes

Performance Metrics & Goals

The center needs to measure success. To measure success center statistics need to be looked at over time and in context. The Usage Report measures the following data:

Job Seekers Services

- Center Traffic - Total Customer Count & by Center location
- Individuals that Registered – Total & by Center location
- Unduplicated Customer Count – Total & by Center location
- Job Search Services – Total & by Center location
- Workshop Attendance - Total

Employer Services

- Internal Job Orders/Employer Job Openings – Total & by Center location
- Services Provided Employers – Total & by Center location
- Hiring Events - Total & by Center location
- Entered Employments - Total & by Center location
- Rapid Response Events – Total

The operation plan committee discussed the importance of looking at the data from the new delivery service model to the future. The historical data for the center, and the satellites, will be skewed since it contains higher attendance from Unemployment Insurance (UI).

Partner Performance Metrics & Goals

Partner Performance Metrics and Goals are included in the overall SC Works System Performance Metrics and Goals listed above. Included in these metrics are the WIA and Wagner Peyser Federal Performance Measures as tracked by our Usage Report and WIA Dashboard. Additional work is needed in this area to better articulate and link each Partners Individual Metrics and Goals to the overall system. The committee identified this as an area of improvement that will benefit the overall system.

Data Types & Collection Methods

Data is being collected in multiple ways. The primary source of system wide data is from SC WOS the State Workforce Reporting System established by SC DEW. There are other metrics that are not captured in SC WOS and tracked externally and locally within the System and/or Centers.

Measuring Customer Satisfaction

The operation plan committee discussed the underutilization of the current customer service survey and how it could be made more "user" friendly as well as if and how it could be utilized to collect, distribute, review, address in order for results to be reported.

The team decided to narrow the survey to six (6) basic questions and have a job seeker complete when in the Center. Staff would enter the data digitally so it could be tabulated through Henkels & McCoy's internal database Efforts to Outcomes (ETO). The following questions will be included on the survey:

1. What is your primary reason for visiting the Center?
2. During my visit, SC Works Staff were (choices of available, knowledgeable, helpful, etc.)?

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3. The following services/resources were helpful to me (choices of computer assisted job search, workshops, individual counseling, coaching and access to available equipment, referrals to other services, agencies & printed materials)?
4. While at the SC Works, I found the following resources easy to use and understand (same as previous question)?
5. How satisfied were you with the range of services, quality of services, timeliness of services, and understanding of the next steps for your job search?
6. Is there anything you would like to add to help us improve services?

Communication and sharing information is the key component and should be shared during Partner meetings. SC Works is a team and if one part of a whole and that when one part is falling short then others should step in to help.

Performance Accountability

Performance accountability is in place and very structured for Wagner Peyser and WIA Services within the Center. Performance is tracked through structured follow-up services to customers. The WIB will address system wide performance issues to include all System Partners. The System Operator and Center Management are responsible for the accountability of Partners to established MOU's and Resource Sharing Agreements. Each of these are reviewed quarterly and renegotiated annually.

Communication to the WIB

Communication to the WorkLink WIB will flow from the Partner Consortium, through the Operator (Henkels & McCoy, Inc.) to the WorkLink Program Director, to the Workforce Skills and Education Committee, to the Executive Committee or Finance Committee or both, and finally to the full Board. Matters of Policy, Operators Contract, Performance issues or any other type situation that requires a vote is taken to the Workforce Investment Board for a decision.

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Management & Organizational Structure

Management Structure

Overall System

The Workforce Investment Board (WIB) has selected the Workforce Skills & Education Committee, WSEC, to oversee the Adult and Dislocated Worker WIA grant and hired the Operator to manage the SC Works Centers.

SC Works Comprehensive Center

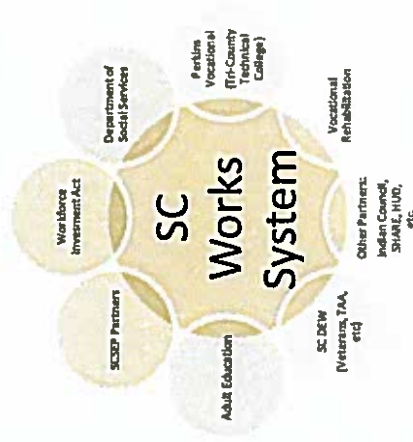
Henkels & McCoy was hired by the WIB as the Center's Operator and Center Manager. SCDEW Regional Manager is also part of the Center Management team. Since SCDEW provides many pieces of the job seeker services their management must communicate with the operator, center manager, and WIB.

In the current management structure the SC Works Comprehensive Center Operator also plays the role of the Center Manager. The Center Operator is responsible for building the partnerships and maintaining the referral processes within the system. The Center Manager oversees the physical locations of the SC Works Centers.

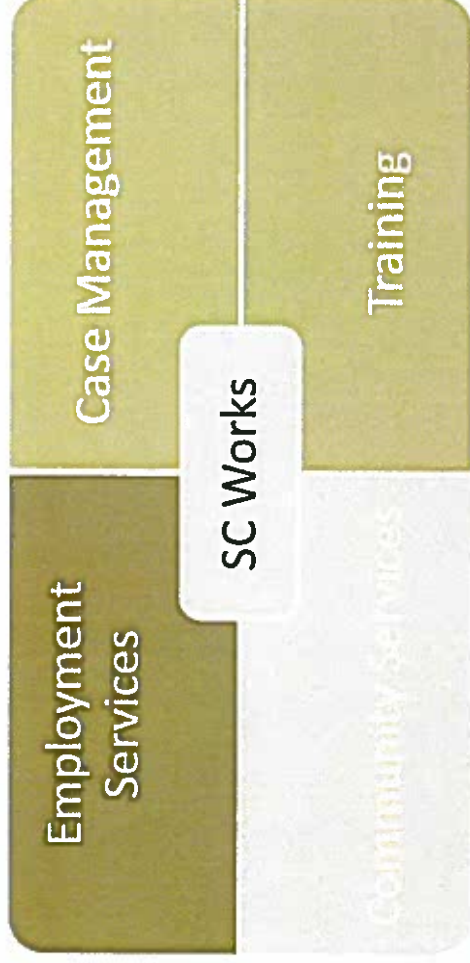
Organizational Chart

The overall workforce development system organizational structure is a "Referral" system with the idea of moving toward a "Co-Located" system that would be functionally driven. Ideally, we will strive to be an "Integrated" system which the Department of Labor, DOL, has intended since the inception of the Workforce Investment Act, WIA, in 1998.

Current Structure (Referral based system):

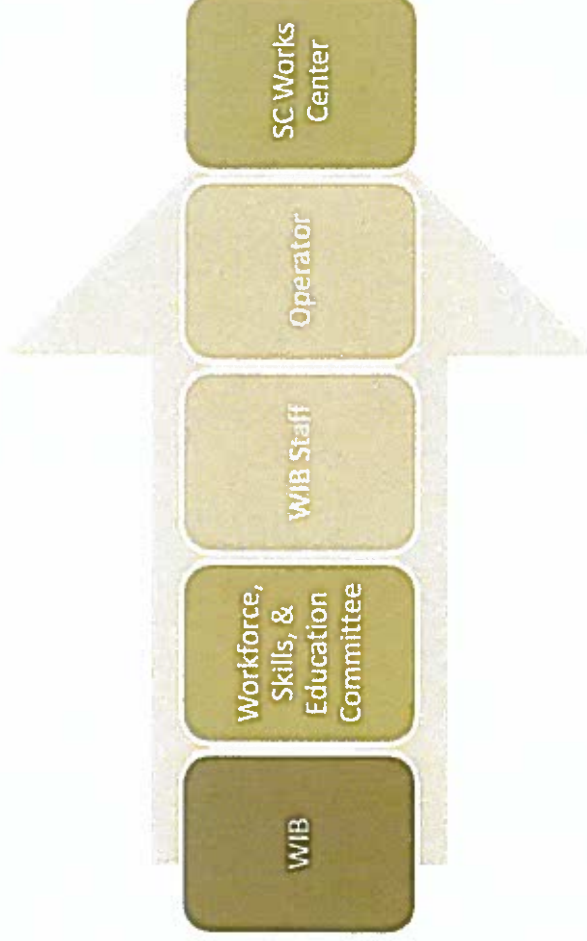


**Linking Employers & the Workforce
Ideal System (Fully Integrated System)**



Communication Processes

The Board communicates to the centers through the Operator in the following communication flow:



Most of the communication is done via email. The Board communicates to the operator through the Workforce, Skills, and Education committee through meetings and emails. The operator passes the Board's instruction to the partners through emails, instruction, and partner meetings.

Decision Making Process

Some of the decisions being made by various management positions throughout the system include:

The SC Works Comprehensive Center Operator – the Operator will call meetings; ensure Partners are there, promote good communication, etc.

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Center Manager – the Manager will secure the meeting room and ensure all materials are available for the meeting.

Center staff collectively – Referrals; decide where customers should go as a procedural issue.

Single Partner agency – Staffing; ensure each site is staffed adequately; and manage their staff.

Staff Development & Training

The team discussed the need for staff cross training and a Staff Development Matrix is being developed to demonstrate the existing staff certifications and training received that will serve as a Gap Analysis tool to see where additional training and/or certification programs can be put in place. One area discussed that is already planned for the 3rd quarter is Customer Service Training for all staff.

Center Accessibility

Center Maintenance

Facilities are:

- **Clean** – The Center currently has a contract with Defender Services for providing daily custodial services. Mr. Tisdale with AARP is also on site for general needs during working hours.
- **Designed in a customer friendly manner to enable easy customer flow, easy usage of the resource room and privacy for customers meeting with staff** – The flow recommended by WorkLink was from the Resource Room out to offices and back through the Resource Room.
- **Compliant with ADA requirements** – The Center currently has computer accessibility items in place and a designated restroom which are compliant with ADA requirements. Signage for Handicap spaces is in the process of being installed. There is currently a ramp at the end of the walkway however; a ramp should be placed in front of the building for easier access. The team agrees with a recommendation for the first 3 parking spaces to be used for ADA wheelchair access with a ramp being installed in the front of the building.
- **Secure (personal information, IT, files, facility, etc.)** – All staff has keys to the entry/exit doors and can lock at the end of the day. The custodian with Defender Services also ensures the doors are locked every evening. The City of Clemson Police department performs a weekly drive-by checking the security of the facility. Trehel, property owner, has plans to place lights along the rear of the building for better lighting & security. Resource room has Deep Freeze, a program that wipes personal information from computers at the end of each day. DEW has a secure VPN tunnel and Henkels & McCoy has a secure router in place directly routed to their corporate offices. Henkels & McCoy also has a secure guest account in place for Wi-Fi access with public use locked so that anyone wishing to gain access must obtain login credentials from staff. All files are kept locked in storage room cabinets and shredded when needed.

Center materials are:

- **Up-To-Date** – Val with Ripple of One works with the Resource Room staff ensuring the printed materials are up-to-date. Note: Spanish versions are available and works are in progress to have a bilingual person onsite for translation needs.
- **Easy to read** – Current materials are easy to read and follow.
- **Integrated** – Materials are integrated.
- **Plentiful** – Val with Ripple of One works with Resource Room staff to keep materials well stocked and available.

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- **Available in a variety of formats (including access for the disabled) – Materials are currently available in a variety of formats and are accessible to meet the needs for disabled individuals.**

It is important to keep equipment up-to-date in the center. Technology Solutions currently has the contract to maintain the computers in the Resource Room and Defender Services has the contract for custodial service and ensures the computers are cleaned and dusted on a weekly basis. If a need arises, it will be communicated to the Center Manager or the SCDEW Regional Manager who will communicate to the WIB and/or DEW in the case a new equipment purchase is necessary.

Center Staffing

Currently there is the availability of staff and equipment/machines to assist with disability issues; printed partner and resource materials are available. We will strive to have staff that is specifically trained in certain areas but all will be cross trained to work where and when needed to assist with all customers as well as those with Special Needs.

Maximizing Center Staffing

Another part of meeting customer's needs is getting extra help for the center(s). The center currently has placements through the SCSEP program that places volunteers. There is also a program the SCDEW is looking in to for providing an internship for the Resource Room. WorkLink is working on the host agency agreement with other SCSEP partners. Vocational Rehabilitation is also supposed to begin co-locating in the Comprehensive Center on a rotating basis in the near future.

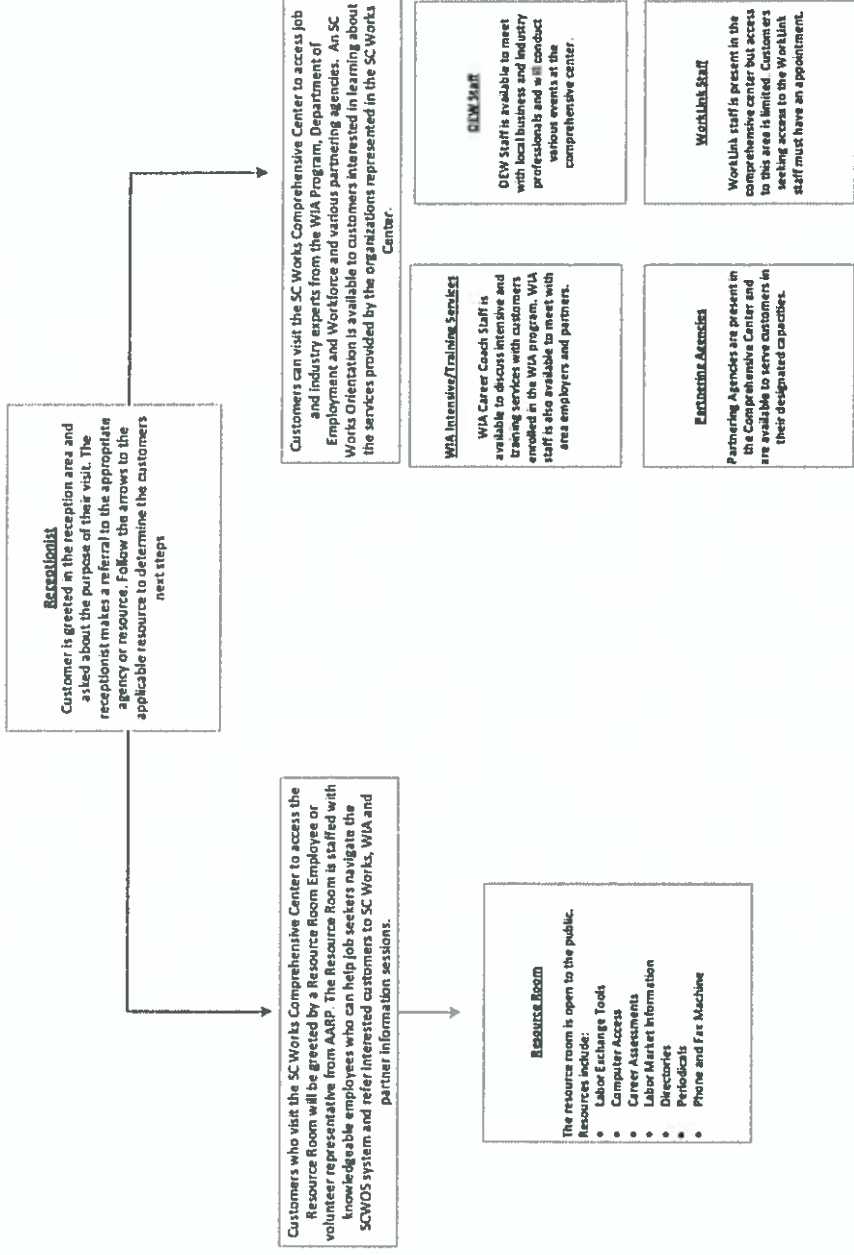
Services Flow

Flow of Services & Customer Access

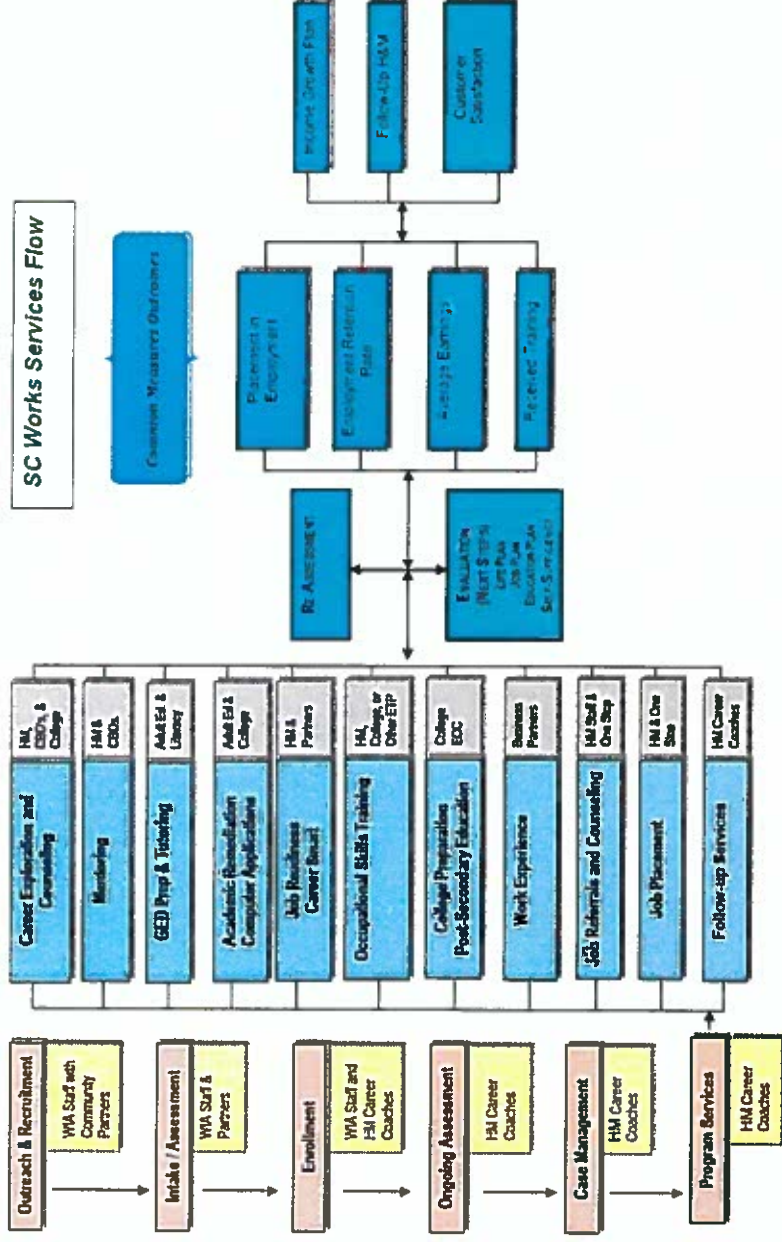
Below is a Customer Flowchart of the Comprehensive Center and below that is a Customer Flowchart of the System to show how customers can move through the center and the system. The current Routing Slip has also been added as an *Appendix 3* to show what a customer's options in the center are when they come in for services.

Linking Employers & the Workforce

WorkLink SC Works Comprehensive Center Customer Flow Chart



Linking Employers & the Workforce



Incorporating News Services or Products

Along with the Routing Slip the Center uses other tools to inform visitors of the different services available. The Center can showcase new services in the Center by displaying them on the monitor in the resource room. The Center utilizes brochures and other handouts throughout the Center, but displays many of them in the Resource Room.

Partner Service Integration & Special Needs Access

There has been an attempt to align our partners together functionally in the Center. Most case management and training services are closest to the Resource Room to make it easier for the public to engage those services. Our goal is to get our customers to the appropriate person/partner so they may receive the assistance they are requesting. Other linkages to partners include printed materials, internet data, and partner referrals.

System & Center Support Needs

Encouraging more partners to co-locate within the centers would give job seekers more reasons to come to the center. Adding more job seekers would prompt more employer interaction as well. For the Comprehensive Center to be more successful it will need more involvement from job seekers, employers, and partners.

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Partner Accountability & Center Support

If partners are not "pulling their weight" the Center will encourage more involvement. The Center has a Memorandum of Understanding with many of the partners involved in the system. These MOUs are designed to encourage participation to ensure the Center's success.

WIB Support

For the Center to succeed it will need assistance from the local Workforce Investment Board. The WIB should provide political assistance to keep all partners involved, provide technical assistance and training for the Center and staff as necessary.

Financial Plan

Comprehensive Center Budget

Please refer to *Appendix 1* the *Resource Sharing Agreement*.

Partner Budget Contributions

The Memorandum of Understanding helps to outline the plan for sharing costs and resources (it is attached to the Operational Plan). The Resource Sharing agreement is a part of the Memorandum of Understanding and out lines which partners will bring which resources to the Center. WorkLink, the Workforce Investment Act, and SCDEW all pay into the cost of running the Center. Other partners like AARP bring in-kind services, such as volunteers, to help the Center function. The current method of billing is by a Full Time Employee basis. The partners who pay part of the cost are billed on how many full time employees are located in the Center. These expenses are paid on a quarterly basis.

Financial Efficiency Evaluation Process

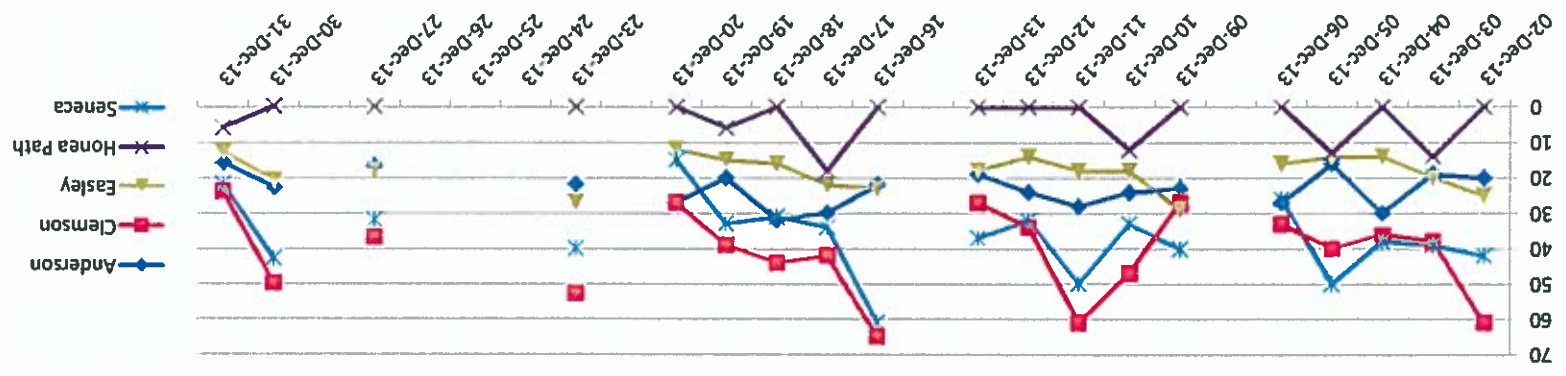
All the partners involved in the Center should always try to make the Center better. The committee that met to make suggestions for the Operational Plan had a few suggestions for the future of the Center's finances.

- Our area should look into comparing the Cost Allocation Plan and Resource Sharing Agreement to other areas. Seeing how other areas share resources could benefit our Center.
- The Center's finances and sharing should be re-evaluated regularly. During the billing process the FTE count should be monitored and changes given to the WIB's Finance Director.

2013 SC Works Center Traffic - December 2013

Center	Grand Total %									
	Anderson	Clemson	Eastley	Honea Path	Seneca	Totals	Access Points	Grand Total		
02-Dec-13	20	19	30	16	27	27	23	24	28	19
03-Dec-13	19	30	16	17	22	22	30	32	20	27
04-Dec-13	19	38	36	40	33	33	27	47	61	38
05-Dec-13	30	38	20	14	16	25	20	14	0	39
06-Dec-13	16	40	14	13	26	42	39	38	50	42
09-Dec-13	23	33	27	29	40	40	33	33	50	40
10-Dec-13	24	47	18	12	0	61	18	0	0	0
11-Dec-13	28	61	14	0	32	37	34	0	0	0
12-Dec-13	24	34	18	0	37	61	32	0	1	0
13-Dec-13	19	27	14	0	0	65	23	18	0	0
16-Dec-13	22	30	42	65	61	61	34	18	0	2
17-Dec-13	30	32	22	42	34	61	31	0	0	0
18-Dec-13	32	44	16	39	31	63	15	0	0	0
19-Dec-13	20	27	27	27	33	63	15	0	0	1
20-Dec-13	27	27	12	0	40	63	0	0	0	0
23-Dec-13	22	53	27	0	40	63	0	0	0	0
24-Dec-13	17	37	18	0	32	63	0	0	0	0
25-Dec-13	26-Dec-13	27-Dec-13	30-Dec-13	31-Dec-13	218	246	0	0	0	218
Grand Total %										2353
										2344
										698
										69
										353
										785
										439

2013 SC Works Center Traffic - December 2013



ENROLLMENT REPORT Henkels and McCoy, Inc. - Grant Number 13A995H1 & 13D995H1 (Modification 1)

Special notes 331 Active Carryover plus 359 Follow-Up not included in the percentages

Board Goal 379 New Enrollments; 1041 Served

Py '12 Month Active Carryover	NEW WIA Enrollments 331	Total Enrollments (Active Status)	Monthly Planned Enrollment	% of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
July	16	16	16	100%	100%	4%
August	15	31	17	88%	94%	8%
September	20	55	22	91%	93%	13%
October	32	89	34	94%	93%	22%
November	36	119	30	120%	100%	31%
December	25	139	20	125%	104%	38%
January		179	40			
February		219	40			
March		259	40			
April		299	40			
May		339	40			
June		379	40			
Totals	144	379	379			

Jobseekers Services	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14 Total
SYSTEM WIDE SERVICES												
Unduplicated Customer Count	5432	4857	4200	4574	4305	4831						14831
Individuals that Registered	547	519	373	419	366	461						2685
Anderson	290	188	124	139	132	147						1020
Clemson	5	53	48	71	64	78						319
Eastley	1	100	84	90	63	99						437
Honea Path	0	54	46	34	30	49						213
Liberty	135	5	0	0	2	0						142
Seneca	116	119	71	85	75	88						554
Job Search Services												
Anderson	15961	14012	11924	13434	12273	13482						81086
Clemson	8060	6991	5262	5357	4728	4696						35094
Clemson	0	150	500	1251	1341	1934						5176
Eastley	0	350	629	1079	1228	1540						4826
Honea Path	0	154	372	403	495	643						2067
Liberty	4171	3104	2767	2193	1787	1599						15248
Seneca	3730	3263	2767	3151	2694	3070						18675
CENTER-WIDE SERVICES												
Center Traffic (Total Customer Count):	2221	2208	1356	2052	1886	2344						12067
Anderson	1513	1435	0	0	325	439						3712
Clemson	0	0	439	760	643	785						2627
Eastley	219	343	287	352	308	353						1862
Honea Path	0	20	92	185	61	69						427
Liberty	78	0	0	0	0	0						78
Seneca	411	410	538	755	557	698						3369
Access Point Traffic	43	5	9	23	23	9						112
Orientation Attendance												
	63	58	121	178	130	63						613
Core Workshops Offered	25	25	25	25	26	26						152
# Attended Employability	12	10	18	28	9	10						87
# Attended Financial Literacy	0	0	0	0	0	0						39
# Attended Expungement/Pardons	0	7	15	1	14	2						94
# Attended Computer Skills	3	23	28	22	8	10						412
Referrals to Partners:	54	37	39	67	125	90						392
# of Individuals Received Referral	51	33	35	63	121	89						

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

Employer Services	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14 Total
Internal Job Orders Created	90	69	84	77	63	84						467
Anderson	67	48	22	12	9	16						174
Clemson	0	0	34	40	45	50						169
Easy	5	3	14	11	2	2						37
Honea Path	0	2	0	2	1	2						7
Liberty	10	8	6	5	0	2						31
Seneca	8	8	8	7	6	12						49
Services Provided Employers	1342	791	465	764	672	814						4848
Anderson	1162	653	240	63	21	64						2203
Clemson	0	0	79	464	529	579						1651
Easy	0	34	57	68	33	36						228
Honea Path	0	0	1	61	28	66						156
Liberty	55	13	5	8	2	1						84
Seneca	125	91	83	100	59	68						526
Hiring Events	0	0	2	2	2	3						9
Anderson	0	0	0	0	178	14						192
Oconee	0	0	0	238	50	0						288
Pickens	0	0	0	0	0	60						60
Entered Employments	12	37	16	52	38	73						228
Anderson	11	37	5	20	16	7						96
Clemson	0	0	9	26	20	62						117
Easy	0	0	0	0	0	0						0
Honea Path	0	0	0	0	1	0						1
Liberty	0	0	0	1	1	0						2
Seneca	1	0	2	5	0	4						12
Rapid Response Events	1	0	2	0	1	0						4
Covidien (# attending event)	9	0	78	0	0	0						87
Joy Global	0	0	0	0	0	0						0
Stacy's Greenhouse	0	0	0	0	0	0						0
Nutra												1

DEMOGRAPHICS (Year to Date)			Data thru: 12/31/2013		Last Revision Date: 01/03/2014	
WIA Enrollments						
Age	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Under 19	1	1	1	0	0	0%
19-21	6	3	3	4	0	13
22-32	86	28	22	22	1	137
33-44	79	40	36	36	2	157
45-54	50	21	21	21	2	94
55-64	24	20	15	15	0	59
65+	2	0	0	2	0	4
Total	248	113	100	100	5	466
100%						
Race	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Caucasian	132	95	80	80	2	309
African American	106	14	18	18	3	141
American Indian	2	0	1	1	0	3
Asian	0	0	0	0	0	0%
Hawaiian	0	0	0	0	0	0%
Unassigned	8	5	2	2	0	15
Multiracial	0	1	1	1	0	2
Total	248	115	102	102	5	470
100%						
Ethnicity	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Hispanic	5	7	1	1	0	13
Not Hispanic	242	106	99	99	5	452
Not Provided	1	0	0	0	0	1
Total	248	113	100	100	5	466
100%						
Gender	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Female	166	64	65	65	3	298
Male	82	49	35	35	2	168
Total	248	113	100	100	5	466
64%						
36%						
Education Level	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Less than 9th Grade	22	4	2	2	0	28
9th-12th Grade (No Diploma)	80	21	14	14	1	116
GED	17	13	16	16	0	46
HSD	58	36	32	32	2	128
Vocational School Certificate	37	23	17	17	2	79
Associate's Degree	15	10	9	9	0	34
Bachelor's Degree	15	4	10	10	0	29
Education beyond a Bachelor's degree	4	2	0	0	0	6
Total	248	113	100	100	5	466
6%						
25%						
10%						
27%						
17%						
7%						
6%						
1%						
100%						
Disability	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
No	244	113	96	96	5	458
Yes	4	0	4	4	0	8
Total	248	113	100	100	5	466
98%						
2%						
Employment Status at Participation	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Employed	27	17	17	17	1	62
Not Employed	221	96	83	83	4	404
Total	248	113	100	100	5	466
13%						
87%						
Veteran	YTD (Last Date of Access)					
	Anderson	Oconee	Pickens	Other	Total	%
Yes <= 180 days (1)	1	0	0	0	0	1
Yes, Eligible Veteran (2)	4	6	4	4	0	14
No (3)	243	107	96	96	5	451
Yes, Other Eligible Person (4)	0	0	0	0	0	0
Total	248	113	100	100	5	466
0%						
3%						
97%						
0%						

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

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

Job Seeker at WIA Enrollment									
	A	O	P	Other	Total				
Vets									
CO	5	6	4	0	15				
New	0	1	0	0	1				
Offenders									
CO	48	9	14	1	72				
New	0	1	0	0	1				
TAA Co-enrolled									
CO	4	11	10	0	25				
New	0	0	0	0	0				
Adult/DW Low Income									
CO	115	37	35	5	192				
New	3	7	3	0	13				
SNAP Recipient									
CO	4	0	0	0	4				
New	2	5	2	0	9				
In-Demand Career Cluster									
Admin, Support, Waste Mgmt., Remediation									
Manufacturing									
Health Care, Social Assistance									
Professional, Scientific, Technical Services									
Retail Trade									
Durable Goods									
Total									

Recommended for Training Services		On-the-Job Training		Occupational		GED	
Total		YTD Total		PV 13 Rec'd Training		PV 13 Rec'd Training	
Coming Soon							
OTF Training Synopsis		Location of Company		In-Progress		Success	
Crowe's Corporate Promotions		Oconee		1		0	
JMI Mold South		Pickens		1		0	
RCM Industries, Imperial Die Casting		Pickens		1		0	
US Engine Valve		Oconee		5		0	
Total Current Contracts		7		1		0	
Total Carryover		0		7		0	
Total All OJT Contracts		15		8		0	
*Carryover equals those contracts stored in PY12 but fulfilled in PY13							
Funding Source		December		YTD Total		Follow Up Services	
Adult		3		13		17	
Dislocated Workers		0		2		0	
DWT-NEG		0		0		0	
Total		3		15		17	
Entered Employment (based on current quarter)*		0		3		0	
* This number is hand counted from SCWOS based follow up summaries of each career coach.							
Funding Source		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
Total Occupational Training by Provider		Name		Currently in Training		PV 13 Rec'd Training	
Adult Education - District 1 and 2		Adult Education - District 3, 4 and 5 Anderson		5		8	
Adult Education - Oconee Adult Education		Adult Education - Oconee Adult Education		16		61	
Adult Education - Pickens Co Adult Learn		Adult Education - Pickens Co Adult Learn		4		11	
Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
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Total Occupational Training by Provider		Name		Currently in Training		PV 13 Rec'd Training	
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Adult Education - Pickens Co Adult Learn		Adult Education - Pickens Co Adult Learn		4		11	
Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
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Adult Education - Oconee Adult Education		Adult Education - Oconee Adult Education		16		61	
Adult Education - Pickens Co Adult Learn		Adult Education - Pickens Co Adult Learn		4		11	
Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
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Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
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Total		Retail Trade		0		0	
Total		Total Training		73		179	
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Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
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DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
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Adult Education - District 1 and 2		Adult Education - District 3, 4 and 5 Anderson		5		8	
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Adult Education - Pickens Co Adult Learn		Adult Education - Pickens Co Adult Learn		4		11	
Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
Total Occupational Training by Provider		Name		Currently in Training		PV 13 Rec'd Training	
Adult Education - District 1 and 2		Adult Education - District 3, 4 and 5 Anderson		5		8	
Adult Education - Oconee Adult Education		Adult Education - Oconee Adult Education		16		61	
Adult Education - Pickens Co Adult Learn		Adult Education - Pickens Co Adult Learn		4		11	
Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
Total Occupational Training by Provider		Name		Currently in Training		PV 13 Rec'd Training	
Adult Education - District 1 and 2		Adult Education - District 3, 4 and 5 Anderson		5		8	
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Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
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Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
Total Occupational Training by Provider		Name		Currently in Training		PV 13 Rec'd Training	
Adult Education - District 1 and 2		Adult Education - District 3, 4 and 5 Anderson		5		8	
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Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management		PSI Project Management		0		1	
Tri-County Technical College		Tri-County Technical College		31		68	
Total		Total		73		179	
Total Occupational Training by Cluster		Occupation		Total Training		PV 13 Rec'd Credential	
Adult		GED Training		19		33	
Dislocated Workers		Admin, Support, Waste Mgmt, Remediation Svcs.		13		10	
DWT-NEG		Manufacturing		26		7	
Total		Professional, Scientific, Technical Services		7		1	
Total Occupational Training by Cluster		Health Care and Social Assistance		39		10	
Total		Retail Trade		0		0	
Total		Total Training		73		179	
Total Occupational Training by Provider		Name		Currently in Training		PV 13 Rec'd Training	
Adult Education - District 1 and 2		Adult Education - District 3, 4 and 5 Anderson		5		8	
Adult Education - Oconee Adult Education		Adult Education - Oconee Adult Education		16		61	
Adult Education - Pickens Co Adult Learn		Adult Education - Pickens Co Adult Learn		4		11	
Arc Labs		Arc Labs		1		3	
Carolina Computer Training		Carolina Computer Training		1		2	
Forest Junior College		Forest Junior College		1		1	
Greenville Technical College		Greenville Technical College		12		18	
ITT Technical Institute - Columbia		ITT Technical Institute - Columbia		1		1	
New Horizons Computer Learning Center - SC		New Horizons Computer Learning Center - SC		1		1	
Orangeburg-Calhoun Technical College		Orangeburg-Calhoun Technical College		0		1	
Palmetto School of Career Development		Palmetto School of Career Development		0		1	
Piedmont Technical College		Piedmont Technical College		0		1	
PSI Project Management							

Business Partnerships Committee Report (01/16/2014)

Presented February 12, 2014 - Board Meeting

SC Works Certification Business Services Standards

The Business Partnerships Committee received an update on the SC Works Certification Business Services Standards. As soon as final guidelines are received from the state, the Standards will be brought before the committee for a vote of endorsement. The committee reviewed a description of the Products & Services that are offered in the SC Works Centers, as well as the Employer Services Report which shows how employer services are being tracked. The committee was given an explanation of the Business Services Integration Team (which meets monthly), along with a list of the team members. The committee was informed that there is currently no one serving in the position of "Business Services Lead". The committee voted unanimously to recommend to the WIB that the Business Services Lead be stated as a "position", rather than naming an individual and more specifically that Business Services Lead should be the Staff Liaison for the Business Partnerships Committee.

On-the-Job Training Coordination

The committee received an update on the current OJT contracts, including total training hours, reimbursement rates, etc. It was noted that the OJT funds are currently being underspent, with approximately 38% obligated. Henkels & McCoy has contacted employers regarding OJT in various ways including emails, letters, phone calls, and networking events such as job fairs. The committee suggested that a short OJT presentation be presented at all three SHRM meetings to make more employers in each county aware that training funds are still available. It was brought to the committee's attention that due to an expansion and ongoing hiring needs, US Engine Valve is requesting additional OJT funds, even though Oconee County's "fair share" of the funds has already been used. The committee decided that an answer should not be given to US Engine Valve until OJT was presented at all SHRM meetings, giving as many employers as possible a chance to hear about and take advantage of the program.

Work Ready Communities Initiative

The Work Ready Communities Initiative website was accessed for Anderson, Oconee, and Pickens counties. It was noted that the numbers are not up to date on the website for any of the counties. The committee members for Anderson and Pickens counties stated that their counties are continuing to make good progress at this time.

Rapid Response Incumbent Worker Training Grants

An update was given on the current Rapid Response Incumbent Worker Training Grants. Palmetto Plating is continuing with their trainings and Technology Solutions has begun some of their trainings but have a lot more to complete. An application for Kroeger Marine Construction in Seneca has been submitted, but a decision has not been received from the state as of our meeting date.

Finance Committee Report

PY'13 Budget Overview

1) WorkLink Board Budget

- a. Executive Committee voted via email on 1/23/14 to approve a transfer of \$111,206 from Program DW funds to Program Adult funds. This has been approved by SCDEW. Due to the transfer from DW funds to Adult funds as explained below by the Henkels & McCoy modification request, we requested an additional 15% (\$111,206) of our overall DW Program allocation be transferred to Adult. We had previously voted to transfer a total of 35% and the CAP is 50%.
- b. Executive Committee voted via email on 1/23/14 to approve a modification request from Henkels & McCoy to modify their Adult and DW budgets to increase the Adult budget to \$1,307,125 and decrease the DW budget to \$230,096 (details to come during their update)
- c. **Motion from Finance Committee to approve the following:*
 - i. Increase the following line items:
 - Printing \$1,500
 - Telephone Voice \$546
 - Telephone LD \$144
 - ii. Increase reimbursement from SCDEW for facility costs by \$4,119

Remainder of \$1,929 will go back into the Undesignated funds line item.

2) WorkLink PY'13 Incentive Funds

- a. We have been awarded \$5,453 from SCDEW for our PY'13 Incentive Funds. This grant will not end until 6/30/15. **Motion from Finance Committee & WSEC to use these funds to provide outreach for the SC Works Centers.* Workforce Skills & Education Committee (WSEC) will determine the mode of outreach (ie. Billboards, signage, radio, flyers, etc.)

3) Rapid Response Grants

- a. 12RRIWT25 – Palmetto Plating Company
\$5,113 spent out of \$40,400 to date; grant ends 4/30/14
- b. 13RRIWT05 – Technology Solutions
\$11,978 spent out of \$40,068 to date; grant ends 9/1/14

4) Dislocated Worker Training National Emergency Grant

- a. 13DWT01 – Henkels & McCoy (no obligations to date)

5) Make It In America Grant (MiiA Grant)

- a. Grant Awards have been made to Tri-County Technical College, Greenville Technical College, & Northeastern Technical College.
- b. The grant period for the grants is 10/1/13-9/30/16

6) PY'13 Henkels & McCoy – WIA Title I Adult & DW

- a. Modification Request

Executive Committee voted via email on 1/23/14 to approve the modification request as proposed in the packet to increase the Adult budget to \$1,307,125 and decrease the DW budget to \$230,096.

A brief summary to go along with what is on page 1 of the Henkels Modification document:

- i. Transfer a total of \$237,737.75 from the DW budget to the Adult budget (Line items do not change due to this modification. Just a shift from DW to Adult)
- ii. Decrease \$7,200 from Adult OJT and increase Adult ITA/Voucher Cost line item \$7,200 The Adult line item for Occupational training is currently overobligated by approximately \$2,350. This modification would take care of the over obligation, plus give them enough funds to cover occupational training for the rest of the year.
- iii. Increase budget of \$7,220.50 to hire a Program Manager to train for 6 weeks under Karen Craven who will return to the Youth Program in July.

The Youth Council voted on 1/13/14 to increase the current 50% program manager that is being shared between Adult/DW and Youth to a 100% position in PY'14. This leaves the Adult/DW program with a 50% Program Manager vacancy. The WSEC discussed plans for a 100% funded Program Manager for PY'14 and voted to allow Henkels & McCoy to post the vacancy and hire someone for 6 weeks to be trained by the current Program Manager during this Program Year. WSEC also voted to allow this to come out of contingency funds instead of out of the current H&M budget. The overall budget increases by \$7,220.50.

- b. Henkels & McCoy has spent 46.21% Adult and 50.38% DW of their grants through January 2013 for a total spend of 46.83%. The goal spent by January is 58.33%.

7) PY'13 Henkels & McCoy – WIA Title I Youth

- a. Henkels & McCoy has spent 49.20% of their grant to date. The goal spent by January is 58.33%.

P'13 Allocations (NPA-13-01)		Transfer of funds (35%)		P'12 Carryover		Obligations		Henke & McCoy - Adult		Henke & McCoy - DW		Henke & McCoy - Youth		Undesignated Funds		Total Pass-Through Contracts		Total Revenue after Obligations	
Program	Admin	Admin	Admin	Program	DW	Admin	Program	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin	Admin
749,486	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490	1,307,125	703,120	58%	1,307,125	230,096	1,077,029	1,307,125	-
259,480	83,275	741,274	82,374	802,316	89,146	2,547,971	-	-	-	-	-	-	-	-	-	-	-	-	-
654,521	84,138	188,244	92,275	458,863	69,165	1,547,206	158,311	174,619	1,261,179	127,432	30,879	1,133,185	1,386,671	35%	1,098,996	865,925	2,109,890	3,241,146	1,929
111,206	-	(111,206)	-	-	-	-	4,095,177	1,307,125	1,307,125	604,005	762,490								

WIA Incentive Funds Distribution Earned in PY'12/Awarded in PY'13

Local Area	Performance Measures		
	Potential Award	Actual Award	Award %
WorkLink	\$7,270	\$5,453 *	75%
Upper Savannah	\$6,090	\$4,933	81%
Upstate	\$8,180	\$5,890	72%
Greenville	\$7,640	\$4,584	60%
Midlands	\$13,600	\$8,704	64%
Trident	\$11,770	\$11,064	94%
Pee Dee	\$9,570	\$8,996	94%
Lower Savannah	\$8,600	\$5,676	66%
Catawba	\$8,030	\$7,548	94%
Santee-Lynches	\$5,210	\$4,793	92%
Waccamaw	\$9,640	\$6,362	66%
Lowcountry	\$4,400	\$2,992	68%
Total	\$100,000	\$76,995	77%

In accordance with the WIA Sanctions Policy, Lower Savannah is ineligible to receive incentive funds due to consecutive failure of a youth measure

Net incentive funds earned = \$71,319

*Motion from WSEC & Finance Committee to use our \$5,453 to provide outreach for the SC Works Centers. WSEC will determine the mode of outreach (ie. Billboards, signage, radio, flyers, etc.)

WorkLink Program Year 2013 Financial Status							
13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)							
	Program Revenue						
	\$ 55,357						
	Program Expenditures						
Salaries, Fringe & Indirect (WIB)	\$ 2,624			Total % Obligated	Actual Expended	Actual % Expended	Balance
Henkels & McCoy	\$ 52,733				-	0.00%	\$ 2,624
Total In-House	\$ 55,357				-	0.00%	\$ 52,733
Grant Period: 8/8/13-6/30/15					-	0.00%	\$ 55,357
WorkLink Program Year 2013 Financial Status							
13D395H1 - Dislocated Worker Training National Emergency Grant (DWT NEG)							
	Program Expenditures						
Indirect Cost	\$ 4,029			Total % Obligated	Actual Expended	Actual % Expended	Balance
Audit Fee	351				-	0.00%	\$ 4,029
Profit	2,303				-	0.00%	\$ 351
Instructional Training	29,250				-	0.00%	\$ 2,303
OJT	16,800				-	0.00%	\$ 29,250
Total In-House	\$ 52,733				-	0.00%	\$ 16,800
Grant Period: 8/8/13-6/30/15					\$ -	0.00%	\$ 52,733

WorkLink Program Year 2013 Financial Status									
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)									
	Program Revenue								
	\$ 1,299,610								
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance			
Salaries, Fringe & Indirect (WIB)	\$ 60,673	-	0%	-	0.00%	\$ 60,673			
Indirect (WIB)	25,483	-	0%	-	0.00%	25,483			
Tri-County Technical College	434,481 *	434,481	100%	990	0.23%	433,491			
Greenville Technical College	434,481 *	434,481	100%	-	0.00%	434,481			
Northeastern Technical College	344,492 *	344,492	100%	-	0.00%	344,492			
Total In-House	\$ 1,299,610	\$ 1,213,454	93%	\$ 990	0.08%	\$ 1,298,620			
Grant Period: 10/1/13-9/30/16		*See budgets below for yearly breakdown							
WorkLink Program Year 2013 Financial Status									
13M295T1 - Tri-County Technical College									
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance			
Marketing	\$ 5,000	990	20%	990	19.80%	\$ 4,010			
Recruitment & Assessment	5,000	-	0%	-	0.00%	\$ 5,000			
Training	146,790	-	0%	-	0.00%	\$ 146,790			
Job Placement	35,000	-	0%	-	0.00%	\$ 35,000			
Total In-House	\$ 191,790 **	\$ 990	1%	\$ 990	0.52%	\$ 190,800			
Grant Period: 10/1/13-9/30/16		**Year 1 Budget							
WorkLink Program Year 2013 Financial Status									
13M295G1 - Greenville Technical College									
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance			
Marketing	\$ 15,000	-	0%	-	0.00%	\$ 15,000			
Recruitment & Assessment	15,000	-	0%	-	0.00%	\$ 15,000			
Training	126,790	-	0%	-	0.00%	\$ 126,790			
Job Placement	35,000	-	0%	-	0.00%	\$ 35,000			
Total In-House	\$ 191,790 **	\$ -	0%	\$ -	0.00%	\$ 191,790			
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							

[illegible]



*Approved by Executive
Committee Email Vote
on 1/23/14

1400 – WorkLink (Adult-Dislocated Worker)

Contract Budget Modification

Option B

Contractor: Henkels & McCoy, Inc.
Contract #'s: 13A995H1 & 13D995H1
Program: SC Works Operator (Adult & Dislocated Worker Services)
Submission Date: 1/21/2014
Region Manager: Kal Kunkel
Program Manager (s): Karen Craven, Dana Grant, & Matt Fields

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our budget to increase the percentage of Adult funds from 70% to 85% and reduce the Dislocated Worker funds from 30% to 15% to facilitate the actual spending that is occurring based on the number of Adult participants Enrolled versus Dislocated Workers enrolled. Many of the eligible Dislocated Workers in the WorkLink Region are TAA Eligible and are enrolled in the TAA Program by SC DEW staff. We are working with SC DEW to Co-Enroll as many of these Participants as is mutually beneficial to the participant, but even Co-Enrolled TAA Dislocated Workers require minimal WIA Formula Funding to complete their services.

Henkels & McCoy, Inc. is requesting to transfer \$7,200 from Adult On-the-Job Training Line Item to the Adult ITA / Voucher Cost Line Item to meet the projected training needs for the second half of the year.

Henkels & McCoy, Inc. is requesting an additional \$7,220.50 be added to Staff Costs to support the hiring of a new Program Manager for the last six weeks of PY13 to facilitate the transition and training. This position is being added to replace Karen Craven that will be transitioning back to the Youth Project as the fulltime Program Manager as requested by the Youth Council.

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

CONTRACT BUDGET MODIFICATION

COST CATEGORY	Adult	DW	Total
Original - Staff Costs	\$ 449,736.80	70% \$192,744.34	30% \$ 642,481.14
Mod #1 - Staff Costs	\$ 551,468.64	85% \$ 97,318.00	15% \$ 648,786.64
Increase or Decrease	\$ 101,731.84	\$ (95,426.34)	\$ 6,305.50
COST CATEGORY	Adult	DW	Total
Original - Operating Costs	\$ 68,183.59	70% \$ 29,221.54	30% \$ 97,405.13
Mod #1 - Operating Costs	\$ 82,794.36	85% \$ 14,610.77	15% \$ 97,405.12
Increase or Decrease	\$ 14,610.77	\$ (14,610.77)	\$ (0.01)
COST CATEGORY	Adult	DW	Total
Original - Training Costs	\$ 366,943.40	70% \$168,333.60	30% \$ 535,277.00
Mod #1 - Training Costs	\$ 455,472.70	85% \$ 79,804.30	15% \$ 535,277.00
Increase or Decrease	\$ 88,529.30	\$ (88,529.30)	\$ -
COST CATEGORY	Adult	DW	Total
Original - Support Services	\$ 42,665.00	70% \$ 18,285.00	30% \$ 60,950.00
Mod #1 - Support Services	\$ 51,807.50	85% \$ 9,142.50	15% \$ 60,950.00
Increase or Decrease	\$ 9,142.50	\$ (9,142.50)	\$ -
COST CATEGORY	Adult	DW	Total
Original - Training & Prof Fees / Profit	\$ 53,883.78	70% \$ 23,093.05	30% \$ 76,976.83
Mod #1 - Training & Prof Fees / Profit	\$ 65,739.09	85% \$ 11,601.02	15% \$ 77,340.10
Increase or Decrease	\$ 11,855.31	\$ (11,492.03)	\$ 363.27
COST CATEGORY	Adult	DW	Total
Original - Indirect	\$ 81,836.94	70% \$ 35,072.97	30% \$ 116,909.91
Mod #1 - Indirect	\$ 99,842.40	85% \$ 17,619.25	15% \$ 117,461.64
Increase or Decrease	\$ 18,005.46	\$ (17,453.72)	\$ 551.73
ORIGINAL TOTAL	\$1,063,249.51	70% \$466,750.50	30% \$1,630,000.01
MOD #1 TOTAL	\$1,307,124.68	85% \$230,085.83	15% \$1,537,220.50

Staff Costs Narrative

Request an additional \$7,220.50 be added to Staff Costs to support the hiring of a new Program Manager for the last six weeks of PY13 to facilitate the transition and training. This position is being added to replace Karen Craven that will be transitioning back to the Youth Project as the fulltime Program Manager as requested by the Youth Council. Increase the percentage of Adult funds from 70% to 85% and reduce

CONTRACT BUDGET MODIFICATION

the Dislocated Worker funds from 30% to 15% as shown below.

COST CATEGORY	Adult	DW	Total
Original - Staff Costs	\$ 449,736.80	70% \$192,744.34	30% \$ 842,481.14
Mod #1 - Staff Costs	\$ 551,468.64	85% \$ 97,318.00	15% \$ 648,786.64
Increase or Decrease	\$ 101,731.84	\$ (95,426.34)	\$ 6,305.50

WorkLink SC Works Operator (H&M)

PY13

Staff Positions	Staff PY13	PY13 Budget Original	Staff PY13	PY13 Budget Mod #1	Amt of Increase or Decrease	% of Increase or Decrease
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Removed due to Salary Information

Program Mgr (Case Mgmt.)	TBD	\$	-	TBD	\$ 5,520.00	\$ 5,520	100.00%
Temporary UI Staff Person	TBD	\$	-	TBD	\$	-	0.00%
RSA - Cost Allocation Reimb	Not a Person	\$	(33,582.35)	Not a Person	\$ (33,582.35)	\$ 0	0.00%
Sub-Total of Staff Costs			\$ 430,557.17		\$ 436,077.17	\$ 5,520	1.28%
Fringe Benefits		Rate					
Health Insurance		34.99%	\$ 150,655.88	34.55%	\$ 150,655.88	\$ -	0.00%
FICA		7.65%	\$ 32,937.62	7.65%	\$ 33,359.90	\$ 422	1.28%
State UEC-SUI		3.44%	\$ 13,131.99	3.05%	\$ 13,300.35	\$ 168	1.28%
FUT		0.12%	\$ 602.78	0.14%	\$ 610.51	\$ 8	1.28%
SC WC		0.40%	\$ 1,463.89	0.34%	\$ 1,482.66	\$ 19	1.28%
Public-General Liability		3.07%	\$ 13,131.99	3.05%	\$ 13,300.35	\$ 168	1.28%
Temporary Fees (UI Staff)		0.00%	\$ -	0.00%	\$ -	\$ -	100.00%
Sub-Total Fringe:		49.67%	\$ 211,923.95		\$ 212,709.48	\$ 786	0.37%
TOTAL			\$ 842,481.12		\$ 848,786.64	\$ 6,306	0.98%

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

There is no overall change to the Operating Costs other than the increase the percentage of Adult funds from 70% to 85% and reduce the Dislocated Worker funds from 30% to 15% as shown below.

COST CATEGORY	Adult	DW	Total
Original - Operating Costs	\$ 68,183.59	\$ 29,221.54	\$ 97,405.13
Mod #1 - Operating Costs	\$ 82,794.36	\$ 14,610.77	\$ 97,405.12
Increase or Decrease	\$ 14,610.77	\$ (14,610.77)	\$ (0.01)

Training Costs Narrative

The Training Costs will increase the percentage of Adult funds from 70% to 85% and reduce the Dislocated Worker funds from 30% to 15% as shown below and will transfer \$7,200 from Adult On-the-Job Training Line Item to the Adult ITA / Voucher Cost Line Item.

COST CATEGORY	Adult	DW	Total
Original - Training Costs	\$ 366,943.40	\$ 168,333.60	\$ 535,277.00
Mod #1 - Training Costs	\$ 455,472.70	\$ 79,804.30	\$ 535,277.00
Increase or Decrease	\$ 88,529.30	\$ (88,529.30)	\$ -

Training					
2.1 Participant Supplies	\$ 18,000.00	\$ 18,000.00	\$ -	0.00%	
2.2 Participant Books	\$ 28,500.00	\$ 28,500.00	\$ -	0.00%	
2.3 Credential Exam Fees (NRF, C.N.A., GED, etc.)	\$ 21,500.00	\$ 21,500.00	\$ -	0.00%	
2.4 TABE Testing Materials	\$ -	\$ -	\$ -	0.00%	
2.5 Tuition (Adult Education)	\$ 103,362.00	\$ 103,362.00	\$ -	0.00%	
2.6 Tuition (College or Vocational)	\$ 252,615.00	\$ 259,815.00	\$ 7,200	2.85%	
2.8 On-the-Job Training	\$ 100,800.00	\$ 93,600.00	\$ (7,200)	-7.14%	
2.10 Awards / Events	\$ -	\$ -	\$ -	0.00%	
2.12 WorkKeys	\$ 10,500.00	\$ 10,500.00	\$ -	0.00%	
Sub-Total Training	\$ 535,277.00	\$ 535,277.00	\$ -	0.00%	

Supportive Services Narrative

There is no overall change to the Supportive Services Costs other than the increase the percentage of Adult funds from 70% to 85% and reduce the Dislocated Worker funds from 30% to 15% as shown below.

COST CATEGORY	Adult	DW	Total
Original - Support Services	\$ 42,665.00	\$ 18,285.00	\$ 60,950.00
Mod #1 - Support Services	\$ 51,807.50	\$ 9,142.50	\$ 60,950.00
Increase or Decrease	\$ 9,142.50	\$ (9,142.50)	\$ -

CONTRACT BUDGET MODIFICATION

Training & Professional Fees & Profit

There is a slight increase to Training & Professional Fees & Profit Costs proportional to additional staff costs requested and an increase to the percentage of Adult funds from 70% to 85% and reduce the Dislocated Worker funds from 30% to 15% as shown below.

COST CATEGORY	Adult	DW	Total
Original - Training & Prof Fees / Profit	\$ 53,883.78	70% \$ 23,083.05	30% \$ 76,976.83
Mod #1 - Training & Prof Fees / Profit	\$ 65,739.09	85% \$ 11,601.02	15% \$ 77,340.10
Increase or Decrease	\$ 11,855.31	\$ (11,492.03)	\$ 363.27

Indirect Costs

There is a slight increase to Indirect Costs proportional to additional staff costs requested and an increase to the percentage of Adult funds from 70% to 85% and reduce the Dislocated Worker funds from 30% to 15% as shown below.

COST CATEGORY	Adult	DW	Total
Original - Indirect	\$ 81,836.94	70% \$ 35,072.97	30% \$ 116,909.91
Mod #1 - Indirect	\$ 99,842.40	85% \$ 17,619.25	15% \$ 117,461.64
Increase or Decrease	\$ 18,005.46	\$ (17,453.72)	\$ 551.73

APPROVAL(S)

Prepared By

Kalen J. Kunkel

Kalen J. Kunkel, Region Manager

CONTRACT BUDGET MODIFICATION

ATTACHMENT 1 – BUDGET FORMS
WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc. Contract # 13A995H1 & 13D995H1
 Project/Activity SC Works Operator Funding Source WIA Adult & DLW Formula Funds Modification # 1

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 551,468.64	\$ 97,318.00		\$ 648,786.64	\$ 648,786.64
OPERATING COSTS	\$ 82,794.36	\$ 14,610.77		\$ 97,405.12	\$ 97,405.12
TRAINING COSTS	\$ 455,472.70	\$ 79,804.30		\$ 535,277.00	\$ 535,277.00
SUPPORTIVE SERVICE COSTS	\$ 51,807.50	\$ 9,142.50		\$ 60,950.00	\$ 60,950.00
Training Fees/Professional Fees/ Profit	\$ 65,739.09	\$ 11,601.02		\$ 77,340.10	\$ 77,340.10
Indirect Costs	\$ 99,842.40	\$ 17,619.25		\$ 117,461.64	\$ 117,461.64
Total Budget Costs	\$ 1,307,124.68	\$ 230,095.83	\$.	\$ 1,537,220.50	\$ 1,537,220.50
Percentage of Budget	85.03%	14.97%		100.00%	
Cost Limitations			2% Maximum	At least 98%	100%

Page 7 removed
due to Salary
information

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD WorkLink Workforce Investment Area					
COST AND PRICE ANALYSIS WORKSHEET					
Service Provider	Hentels & McCoy, Inc.	Contract #	13A955H1 & 13D955H1	Mod # 1	
Project/Activity	SC Works Operator	Fund Source	WIA Adult & DLW Formula Funds		
Categories & Line Items	Total Cost	ADULT	DLW	Non-Administration	
OPERATING COSTS					
1.2 Staff Expendable Supplies & Materials	\$ 12,000 \$	10,200 \$	1,800 \$		
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ 2,760 \$	2,346 \$	414 \$		
1.4 Copy & Print Expenses	\$ 12,000 \$	10,200 \$	1,800 \$		
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 10,685 \$	9,082 \$	1,603 \$		
1.6 Staff Travel					
Local Mileage cost	\$ 17,494 \$	14,870 \$	2,624 \$		
Non-Local Mileage cost	\$ 4,800 \$	4,080 \$	720 \$		
Non-Local Per Diem/Lodging Cost	\$ 9,600 \$	8,160 \$	1,440 \$		
1.7 Staff Training / Technical Services Costs (Conf. Training, etc.)	\$ 4,800 \$	4,080 \$	720 \$		
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 11,836 \$	10,061 \$	1,775 \$		
Wide Area Network (WAN) Equipment and Computer Software	\$ 6,300 \$	5,355 \$	945 \$		
1.9 Postage (Stamps, FedEx, etc.)	\$ 5,130 \$	4,361 \$	770 \$		
TOTAL OPERATING COSTS	\$ 97,405 \$	\$ 82,794 \$	\$ 14,611 \$	\$ 97,405	
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 18,000 \$	15,300 \$	2,700 \$		
2.2 WI Customer Book Costs	\$ 28,500 \$	24,225 \$	4,275 \$		
2.3 WI Customer Credential Exam Fees (C.N.A., GED, TABE, WorkKeys, etc.)	\$ 21,500 \$	18,275 \$	3,225 \$		
2.4 Other: TABE Assessment Costs	\$ - \$	\$ - \$	\$ - \$		
2.12 Other: WorkKeys Assessment Costs	\$ 10,500 \$	8,925 \$	1,575 \$		
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 103,362 \$	87,858 \$	15,504 \$		
2.6 Other Individualized Training Cost (TCTC Pre-Employment Workshop)	\$ 35,000 \$	29,750 \$	5,250 \$		
2.6 Individual Training Account/Voucher Cost	\$ 224,815 \$	191,940 \$	32,875 \$		
2.8 WI Customer On-the-Job Training Costs					
Reimbursable Wages	\$ 93,600 \$	79,200 \$	14,400 \$		
TOTAL TRAINING COSTS	\$ 535,277 \$	\$ 455,473 \$	\$ 79,804 \$	\$ 535,277	
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ - \$				
3.2 WI Customer Transportation Costs	\$ 36,750 \$	31,238 \$	5,513 \$		
3.3 WI Customer Childcare Costs	\$ 11,700 \$	9,945 \$	1,755 \$		
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)	\$ 10,000 \$	8,500 \$	1,500 \$		
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 2,500 \$	2,125 \$	375 \$		
3.6 Laptop Incentive (Youth Only)	\$ - \$				
TOTAL SUPPORTIVE SERVICES COSTS	\$ 60,950 \$	\$ 51,808 \$	\$ 9,143 \$	\$ 60,950	
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit (Professional Fee - 5% (Can be tied to Performance	\$ 67,121 \$	57,053 \$	10,068 \$		
4.2 Audit Fee	\$ 10,219 \$	8,686 \$	1,533 \$		
TOTAL FEES / PROFIT COSTS	\$ 77,340 \$	\$ 65,739 \$	\$ 11,601 \$	\$ 77,340	

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

Confidential

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1/21/2014

CONTRACT BUDGET MODIFICATION

WORKFORCE INVESTMENT BOARD
 WorkLink Workforce Investment Area
CLIENT FLOW PROJECTIONS

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

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

Mod# 1

Period	Clients Served		Clients Exited			Active Clients
	Carryover	New	Cumulative	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 Workforce Investment Board Grant #13Y495H4
Budget vs. Actual Expenditures YTD
Job Number 1403

Budgeted Expenses		1403-11000	1403-11001	1403-11002	1403-11003	1403-11004	1403-11005	1403-11006	Total Expenses	Balance	% Spent
codes	Budget	7/1-7/23	7/29-8/25	8/26-9/29	9/30-10/27	10/28-11/24	11/25-12/29	12/30-1/26			
	Mod #1										
0.0	325,644	21,842	22,670	30,796	25,163	25,050	30,880	24,739	181,140	144,504	55.63%
0.1-0.5	123,068	7,829	8,009	10,457	8,286	8,227	10,190	8,556	61,554	61,512	50.02%
	\$448,710	\$29,671	\$30,679	\$41,253	\$33,449	\$33,277	\$41,070	\$33,295	\$242,694	\$208,016	54.09%
Operating Costs											
1.2	6,000	75		19	102		109	68	373	5,627	6.22%
1.3	8,000						4,272	0	4,272	4,728	47.47%
1.4	4,800		9	204	372		8	305	898	3,902	18.71%
1.5	10,746	917	972	921	857	819	924	832	6,242	4,504	58.09%
1.6	26,590	804	887	1,768	1,278	1,450	1,297	1,134	8,638	17,954	32.48%
1.7	6,000							1,796	1,796	4,204	29.93%
Computer Leases Software											
1.8	11,360		3,600	2,176	1,900						
1.9	3,585	89	189	238	245	234	200	17	1,210	2,375	33.75%
	\$78,081	\$1,865	\$5,657	\$5,342	\$3,854	\$2,503	\$7,705	\$4,152	\$31,098	\$46,983	39.83%
Individualized Training Cost											
2.1	6,400	0			15		142	0	157	6,243	2.45%
2.2	8,000				86			139	225	7,775	2.81%
2.3	8,650				405		3,063	1,523	4,991	3,659	57.70%
2.4	2,050							0	0	2,050	0.00%
2.5	38,758		7287		9689	2422		7287	26,645	12,113	68.75%
2.6	24,990		45	790	790	760	275	444	2,314	22,678	9.26%
2.9	41,760	765	1,569	1,881	3,357	5,530	6,619	3,853	23,776	17,984	56.93%
2.10	1,600							0	0	1,600	0.00%
	\$132,208	\$765	\$8,881	\$1,881	\$14,342	\$8,712	\$10,299	\$13,228	\$58,108	\$74,100	43.95%
Customer Supportive Services Cost											
3.1	40,491	2,237	1,900	3,152	3,151	2,651	1,875	4,750	19,736	20,755	48.74%
3.2	22,500	825	505	1,585	1,955	2,005	1,685	1,370	9,710	12,790	43.16%
3.3	4,800						340	190	570	4,230	11.88%
3.4	3,200		3	120	337	135	385	207	1,187	2,013	37.09%
3.5	3,500							208	208	3,292	5.94%
	\$74,491	\$2,862	\$2,408	\$4,857	\$5,443	\$4,791	\$4,305	\$6,725	\$31,411	\$43,080	42.17%
Other											
4.1	36,875	1,760	2,381	2,657	2,854	2,464	3,169	2,870	18,185	18,510	49.53%
4.2	5,584							0	0	5,584	0.00%
	\$42,259	\$1,760	\$2,381	\$2,667	\$2,854	\$2,464	\$3,169	\$2,870	\$18,185	\$24,094	42.98%
	64,160	3,080	4,167	4,867	4,995	4,312	5,546	5,023	31,760	32,390	49.53%
TOTALS											
Monthly Actual Expenses		\$839,929	\$40,043	\$54,173	\$60,667	\$64,937	\$72,094	\$85,293	\$413,286	\$428,663	49.20%

Service Provider
Status Update
July 2013 - June 2014

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

Patty Manley

From: Ronnie Allen
Sent: Monday, February 03, 2014 4:25 PM
To: Jennifer Kelly; Renee Murdock; Brandi Runion; Windy Graham; Sharon Crite; Patty Manley
Subject: Fwd: Five Year Local Plan
Attachments: WorkLink Plan Acceptance Letter.pdf; ATT000001.htm

FYI....

Sent from my iPad

Begin forwarded message:

From: "Ferguson, Scott" <RSFerguson@dew.sc.gov>
To: "pelissier@scacog.org" <pelissier@scacog.org>
Cc: "danny.brothers@duke-energy.com" <danny.brothers@duke-energy.com>, "Ronnie Allen" <rallen@worklinkweb.com>, "Schmick, Mary Jo" <MSchmick@dew.sc.gov>
Subject: Five Year Local Plan

Mr. Pelissier,

Please find attached a letter serving as official acceptance of the WorkLink Five Year Local Plan. We appreciate the WorkLink workforce development staff efforts to complete the Plan and submit all required documents.

This document serves as official acceptance of the WorkLink Five Year Local Plan by the South Carolina Department of Employment and Workforce. A hard copy will not be mailed. Please respond via email acknowledging that you received and are able to open the attachment.

Please let me know should you have any questions.

Thank you,

R. Scott Ferguson
Local Operations Coordinator
SC Department of Employment and Workforce
1550 Gadsden St.
Columbia, SC 29202
P: 803-737-2671
TTY: dial 711

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



Nikki R. Haley
Governor
Cheryl M. Stanton
Executive Director

January 31, 2014

Mr. Steven Pelissier
Executive Director
SC Appalachian Council of Governments
Post Office Box 6668
Greenville, South Carolina 29606

Dear Mr. Pelissier:

SC Department of Employment and Workforce staff has received the requested updated information for the Five Year Local Plan for the WorkLink Workforce Investment Area. As this updated information is sufficient, there is a current executed Resource Sharing Agreement, and the PY 2013 Performance Goals have been agreed upon, your Five Year Local Plan has been approved.

Should you have any questions or need additional information, please contact Scott Ferguson, Local Operations Coordinator, at 803-737-2671 or rsferguson@dew.sc.gov.

Sincerely,

Rebecca Battle-Bryant, Ph.D.
Assistant Executive Director
Employment Services

cc: Ronnie Allen, Workforce Development Administrator
Danny Brothers, Workforce Investment Board Chair

workLink Job Fair

Tri-County Technical College

Student Center ~ March 20, 2014

7900 Highway 76 | Pendleton, SC | 10am-2pm

- The job fair is FREE and open to the community.
- Candidates of all ages, experience levels and industries are encouraged to attend.
- Please come prepared with resumes and dress professionally.
- Parking available in Lot A with free shuttle to Student Center.
- CAT Bus transportation available to Tri-County Technical College Lot A.
- Interviews may be performed on site!
- Direct Hire, Employment & Training
- Providers, Staffing Agencies, Colleges, & More!
- Full-Time, Part-Time, Seasonal, & Temp positions available.
- Check our website at worklink.scworks.org/job-seekers/job-fair.php for more information as well a list of registered employers closer to the event!

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Follow us *SCWorkLink

A proud partner of the **AmericanJobCenter** network

1376 Tiger Blvd, Suite 102, Clemson, SC 29631 p: (864) 646-1515 f: (864) 646-2814 Relay Service Dial 711 (TTY)
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Complete a JobReady Workshop
to gain early admittance to the Job
Fair at 9 am at one of the
following SC Works Centers:

Anderson - Feb 26 - 10:30am
Honea Path - Mar 4 - 9:30am
Easley - Mar 4 - 10:00am
Seneca - Mar 5 - 10:30am
Clemson - Mar 6 - 3:30pm
Clemson - Mar 17 - 10:00am
Clemson - Mar 19 - 10:00am

Call 864.646.1515 to register!

Go to worklink.scworks.org/sc-works.php for a
complete listing of SC Works Centers in our area!

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