

WORKFORCE INVESTMENT CORPORATION

BOARD MEETING

February 11, 2015 – 1:00 P.M.

Martin Inn & Conference Center Board Room – Clemson, SC

AGENDA

- | | | |
|---|--------------------|------------------------------------|
| I. Call to Order/Opening Remarks | | Danny Brothers, Board Chair |
| II. <u>Approval of Minutes (10/29/14) *</u> | <i>pages 1-8</i> | Danny Brothers |
| III. <u>Director's Report</u> | <i>pages 9-14</i> | Trent Acker, WIB Exec. Director |
| A. Strategic Plan Update | | |
| B. Local Area Designation Application | | |
| C. Success Stories | | |
| IV. <u>Committee Reports</u> | | |
| A. Executive Committee | <i>pages 15-17</i> | Danny Brothers |
| I. Executive Committee Actions | | |
| II. WIOA Committee Structure* | | |
| B. Youth Council | <i>pages 18-21</i> | Kristi King-Brock, Committee Chair |
| I. 2014 AOP BIS Actual Award Paid | | |
| II. PY'14 1 st Qtr. Youth Performance | | |
| III. 2015 Youth RFP Events & Dates | | |
| IV. Zip Codes/County Service Area (AOP)* | | |
| C. Workforce Skills & Education Committee | <i>pages 22-32</i> | Richard Blackwell, Committee Chair |
| I. Request for Proposals | | |
| II. Outreach Update | | |
| III. Usage Reports | | |
| D. Business Partnerships Committee | <i>page 33</i> | Ed Parris, Committee Chair |
| I. Committee Update | | |
| E. Finance Committee | <i>pages 34-56</i> | Stephanie Collins, Committee Chair |
| I. PY'14 Budget Overview | | |
| a) WorkLink Formula Grants | | |
| II. Henkels & McCoy | | |
| i). Adult & DW Grant - Mod #2 & Mod #3* | | |
| ii). 13DWT01 – Dislocated Worker National Emergency Grant | | |
| i). Youth Grant - Mod #2* | | |
| III. Ongoing Grants | | |
| IV. SWIB Incentive Grants | | |
| V. Insurance Reimbursement from Flood* | | |
| F. Board Education | | Trent Acker |
| I. SucceedSC | | |
| V. <u>Other Business</u> | | Danny Brothers |
| A. 2015 Job Fair | | |
| B. September Board Meeting Date | | |
| VI. <u>Adjournment</u> | | |

**NEXT MEETING – April 8, 2015 @ 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 29, 2014 - Minutes

Board Room - Martin Inn & Conference Center – Clemson University

Members Present:

Amanda Hamby
Butch Leon Harris
David Collins
Kristi King-Brock
Ronnie Booth

Brooke Dobbins
Danny Brothers
Ed Parris
Mike Wallace
Stephanie Collins

Burriss Nelson
David Bowers
Jeff Trahan
Patrick Pruitt

Members Absent:

Billy Gibson
Jason Duncan
Mike Crawford
Robert Halfacre

Doug Newton
Mary Gaston
Pamela Smith
Terence Hassan

Elaine Bailey
Michael Keith
Richard Blackwell

Staff Present:

Trent Acker
Jennifer Kelly
Windy Graham

Patty Manley
Sharon Crite

Brandi Runion
Renee Murdock

Guest Present:

Scott Ferguson
AnnMarie Baker

Karen Craven
Donna Kazia

Steve Riddle
Chip Bentley

I. Call to Order

Chair Brothers called the meeting to order, announced a quorum was present to conduct the business of the Board and stated the meeting was being recorded for processing of minutes. Chair Brothers welcomed new Board member Pat Pruitt, SC DEW Regional Manager, who is filling the seat vacated by Grey Parks. Chair brothers welcomed everyone in attendance and introductions were made by all.

II. Approval of Minutes

The minutes from the August 27, 2014 meeting were emailed with the meeting notice and included in the meeting packet. Chair Brothers called for any corrections or amendments to the minutes.

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

III. Director's Report

A.) Strategic Plan

Trent Acker referred to page 10 and provided a brief overview of the variety of training events, webinars, meetings, etc. he and WorkLink staff attend on behalf of the Board on a monthly basis to give the Board a picture of what staff is involved in.

Mr. Acker reported that the Executive Committee voted September 30, 2014 to proceed with an in-house option to complete the Strategic Plan via Appalachian Council of Governments. The WorkLink staff met October 21, 2014 with several ACOG staff for a Strategic Plan kick-off meeting. Two ACOG staff, Donna Kazia & Chip Bentley, was present at the meeting to provide a brief overview of their roles and the Strategic Plan process.

Donna Kazia, Training & Management Studies for Local Governments at the ACOG, introduced herself stating her role for the Strategic Plan will be facilitator. Ms. Kazia will be working with the focus groups established and will use current Strategic Plan as a base only and build on it updating it with current information. Ms. Kazia reported she will be working with Patty Manley at WorkLink looking at dates in January for the Focus groups to meet, gathering information from those meetings and taking that information back and compiling it.

Chip Bentley, Planning & Economic Development Services at the ACOG, introduced himself stating his role for the Strategic Plan will be to compile data to put the background together and work with staff to put together a base as new regulation dictates. Mr. Bentley stated he will also work to compile data into a narrative to fit the plan.

Mr. Acker stated Board members will be asked to be involved and active in the Strategic Plan process in finalizing the existing plan, going forward with the new plan, being involved in Focus Group meetings, etc.

B.) UI Pilot Project

Mr. Acker referred to page 11 stating in general WorkLink has agreed to participate in an Unemployment Insurance Pilot Project with DEW to hopefully reduce numbers of the long-term unemployed and increase traffic to the SC Works Centers in the WorkLink Region. Mr. Acker reported the project has an implementation date of 11/1/14 and will run through 06/30/15 however; it will be spring 2015 before we see if this program is a solid success with continuance being contingent upon the Re-Employment Assistant Program Grant being reauthorized.

C.) Williamston HOPE Program

Mr. Acker reported WorkLink has agreed to participate in the collaborative effort and will have PYC and Adult/DW staff available. Mr. Acker stated "Helping Others Pursue Excellence" (H.O.P.E.) is a local partnership initiative focusing on how individuals can obtain the skills needed for area jobs with a purpose to help the community understand what skills are required by local employers, training opportunities available to upgrade their skills so they are qualified for area jobs, and the resources that are available to help play for that training.

D.) Executive Committee

Mr. Acker reported the Executive Committee had voted to approve and proceed with several items:

- Strategic Plan as reported earlier.

- IWT Grantees & Signage which will be discussed in details in Committee updates.
- Youth Council's approval of funds for transportation for the AOP BIS – will also be detailed in Committee updates.

E.) SWIB Information

Mr. Acker referred to pages 12-14 which is a summary of the State Workforce Investment Board & Committee meetings he attends for Board members review. Mr. Acker reported that Board member contact information has been requested via DEW to the SWIB. After much discussion Board members agreed they prefer for email addresses only to be distributed and shared.

IV. Board Elections

A.) Board Election Dates

Chair Brothers presented as information to change the Board Election dates from January to June of each year since our By-Laws simply state that Board Elections are required once per calendar year. Chair Brothers stated this needed to be addressed due to a past Board Chair's term ending prior to the calendar year-end while that person was serving on the Executive Committee.

B.) Nomination/Election of Officers

The following current Workforce Investment Board Officers were nominated to serve an additional 6 month term running January 1, 2015 – June 30, 2015, then to have the election of Board Officers each June for terms to run annually from July 1 – June 30 to sync with Board membership terms:

Chair	-	Danny Brothers
Vice Chair	-	Robert Halfacre
Secretary	-	Stephanie Collins
Treasurer	-	David Collins

BOARD ACTION TAKEN: Ronnie Booth made a motion to approve nomination of current Board Officers as presented to serve from January 1, - June 30, 2015 and to begin holding Election of Board Officers June of each year, second by Ed Parris. The motion carried with a unanimous voice vote.

C.) 2015 Board Meeting Dates

Chair Brothers referred to page 15 stating each Committee has met and agreed on their respective meeting dates and stated a vote was needed to approve the 2015 calendar year Board meeting dates as listed.

BOARD ACTION TAKEN: Danny Brothers made a motion to approve the 2015 Board Meeting Dates as presented, second by David Collins. The motion carried with a unanimous voice vote.

V. Committee Reports

A.) Youth Council

I. PY'13 Annual Performance Summary

Kristi King-Brock referred to page 16 stating this is the Annual Report Summary and was provided as information and that PYC exceeded in all goals.

II. PY'13 Youth Executive Summary - PYC

Ms. King-Brock deferred to Karen Craven to report. Ms. Craven referred to pages 18-27 and provided a brief overview of the PYC Youth Executive Summary for PY'13.

III. 2014 Final Youth Performance Negotiation

Ms. King-Brock referred to page 28 stating these are the results of final Youth Performance negotiations that Ms. Crite and Mr. Acker and participated in adding that we are pleased with the outcome of the negotiations.

IV. Increase PY'14 PYC Incentive Policy*

Ms. King-Brock referred to pages 29-30 then deferred to Ms. Craven to provide information. Ms. Craven stated the Youth Council has looked at the GED and opportunities for changes that could assist participants attain their GED. In doing so, the Youth Council revisited the Incentive Policy in an effort to move forward with additional incentives into the youth by increasing the following incentives:

- WorkKeys Certification – increase each measure by \$25
- Occupational Skills Credential – increase by \$75
- Placement in Employment/Military, or Post-Secondary – increase each measure by \$25

Ms. King Brock stated these increases will bring us back to where we used to be prior to budget cuts, we are simply requesting to reinstate these incentives.

BOARD ACTION TAKEN: Motion from Youth Council to reinstate the incentives, increasing the PY'14 PYC Incentive Policy, as presented, seconded by Ronnie Booth. The motion carried with a unanimous voice vote.

V. Re-Activate Local Special Youth Barrier*

Ms. King-Brock referred to pages 31-32 reporting the Youth Council is requesting the Board approve the Youth Council's decision to reactivate the Local Special Youth Barrier to better help in serving our youth population.

BOARD ACTION TAKEN: Motion from Youth Council to approve reactivating the Local Special Youth Barrier as presented, seconded by David Collins. The motion carried with a unanimous voice vote.

VI. 2015 Youth RFP/Grant Committee Members*

Ms. King-Brock referred to page 33 stating the Youth Council voted on the individuals as listed for the 2015 Youth RFP/Grant Committee Members and was presenting for Board approval.

- Kristi King-Brock
- Robert Halfacre
- Elaine Bailey
- Crystal Noble
- Tim Mays
- Rick Murphy

BOARD ACTION TAKEN: Motion from Ronnie Booth to approve the 2015 Youth RFP/Grant Committee Members as presented, seconded by Stephanie Collins. The motion carried with a unanimous voice vote.

VII. 2014 AOP BIS Update

Ms. King-Brock provided a report on the success of this year's Anderson, Oconee, Pickens Business & Industry Showcase event stating 22 schools participated with 4,788 students attending and 58 vendors presenting.

VIII. Youth Council Application*

Ms. King-Brock referred to page 34 presenting an application for Youth Council membership from Kevin Woods of SC Vocational Rehabilitation to replace the seat vacated by Sandy Jordan.

BOARD ACTION TAKEN: Motion from Youth Council to approve application for Youth Council membership from Kevin Woods as submitted, seconded by Mike Wallace. The motion carried with a unanimous voice vote.

B.) Finance Committee

I. PY'14 Budget Overview

Stephanie Collins reported there was a great deal of financial information to cover and deferred to Brandi Runion to provide financial update.

a) WorkLink Formula Grants

Ms. Runion referred to page 35 and provided an update on the In-House budget through September 2014 stating the expenses are at 23% for the first quarter which is right on target.

i). Adult, DW, Youth Overview (Mod. #2)*

Ms. Runion reported a modification to increase the in-house budget by \$36,316 has been approved via Finance Committee due to some required changes and updates in several line items:

- Facility Cost – IT Room up fit to meet Technology needs.
- Travel – WIOA reauthorization will require additional travel and training.
- Insurance/Bldg. & Personal Property – Required Insurance Policy change since May flood.
- Strategic Plan – Reduction due to Executive Committee voting for In-House option.
- Salaries/Fringe/Indirect – Executive Committee decisions.
- Job Fairs & Hiring Events.

BOARD ACTION TAKEN: Motion from Finance Committee to accept and approve Budget Modification #2 to increase the In-House budget by \$36,316 as presented, seconded by Ed Parris. The motion carried with a unanimous voice vote.

1) Fund Utilization Rate

Ms. Runion referred to page 36 and provided a brief synopsis of FUR stating the State requires that all local areas spend 70% of their funds in the first year in all three Fund Streams even though we have two years to spend the funds. Ms. Runion explained that last year an instruction letter was sent out from the State to local areas with a requirement that you would provide an explanation to the State if you missed the 70% goal. Ms. Runion reported for PY'13 the Youth Fund Stream expended 66% of the funds so she, Mr. Acker, Ms. King-Brock and Ms. Crite drafted a response to send the State. Ms. Runion also attended the SCDEW SC Works Management Committee Meeting on October 2 to discuss these topics as well. Ms. Runion also reported some changes have been affected to help meet the 70% expectation going forward.

2) Notice of Funds Authorization (NFA)

Ms. Runion provided a report on the funds received to date and a status of the balance of funds to be received stating the expectation is to have the funds by the end of the month.

3) PY'14 SCDEW Financial Monitoring Draft

Ms. Runion referred to pages 46-51 and provided an explanation of the outcome of the Financial Monitoring by the State.

II. Henkels & McCoy

a) Adult & DW Grant

Ms. Runion referred to page 37 and provided a report on the status of the Adult/DW Grant through September 2014 stating expenditures are currently at 17.98%.

b) Youth Grant*

- c) Ms. Runion referred to page 39 and provided an update on the Palmetto Youth Connections Grant through September 2014 stating expenditures are at 20.21%. Ms. Runion stated in an effort to help meet the 70% expectation as set by the State, the Youth Council approved and Finance Committee voted to increase the expectation of the expenditure rate for the Youth Grant from 90% to 93% as a floor for Henkels & McCoy as stated in their Statement of Work and is bringing this to the Board for approval.

BOARD ACTION Taken: Motion from Finance to approve increasing the expectation of expenditure rate for the Youth Grant from 90% to 93% as a floor for Henkels & McCoy as presented, seconded by Burriss Nelson. The motion carried with a unanimous voice vote.

III. Ongoing Grants

Ms. Runion referred to pages 40-45 and provided an update on the following ongoing grants:

- o \$5,453 Incentive Grant - ends 6/30/15 being used for Outreach, balance of \$1,422
- o RR OJT Grant – paying for OJT Contract writer ends 6/30/15
- o RR IWT Grants:
 - Kroeger Marine – ends 2/27/15
 - Roylco – ends 4/30/15
 - Alfmeier, Fredrichs, & Rath – ends 7/31/15
- o DWT NEG Grant – ends 6/30/15 – not spending as well as anticipated due to restrictions placed on this grant by the State (recipients must have been unemployed for at least 27 weeks) We will evaluate at the end of December.
- o MiiA Grant – ends 9/30/16 – modification received in October so we are now able to begin charging hours to this grant which will be retroactive to July for Ms. Runion and Jennifer Kelly.
- o IWT Grant – received by the State which ends 6/30/15 – 10 companies in our area have been identified by the three Economic Developers to receive these funds.
- o Possible Technology Grant – State alerted Administrators that a Technology Grant may be available. Matt Fields provided information as shown on page 35 which Mr. Acker requested.

C.) Workforce Skills & Education Committee

Jennifer Kelly provided the report for the WSEC in Richard Blackwell's absence.

I. Outreach Update

Ms. Kelly referred to pages 52-71 reporting that several outreach efforts have been accomplished since the Outreach Committee began meeting. Ms. Kelly reported that the signs have been relocated from the old locations to the current locations due to the efforts of Matt Fields, Center Manager and referred Board members to the samples of magnets and flyers distributed on the table for their viewing.

Ms. Kelly called attention to page 56 stating these were items the Workforce Skills and Education Committee voted to approve to move forward with procuring for Outreach and was being presented for Board approval. Ms. Kelly reported the Sticky Notepads and Radio Ads will be paid out of Henkels & McCoy's budget therefor, the total Outreach budget needing Board approval is \$6,455.

BOARD ACTION Taken: Motion from Workforce Skills & Education Committee to accept and approve the Outreach recommendations in the amount of \$6,455 as presented, seconded by Stephanie Collins. Mike Wallace abstained from vote. The motion carried with a majority voice vote.

II. Usage Reports

Ms. Kelly referred to page 57 and provided an update on the services and center traffic stating this is the report in which Board members will be able to see the UI Pilot Project traffic once it is up and running. Ms. Kelly called attention to Access Points stating they are locations with kiosks terminals throughout the community noting that an additional Access Point has been added in Pickens County at the Dream Center.

Ms. Kelly referred to pages 59-60 and provided a brief update on the demographics of participants and the breakdown in the WIA Intensive Services through September 2014.

Ms. Kelly asked Steve Riddle, Program Manager for Adult & DW Program, to provide success stories for the Board. Mr. Riddle stated he requests Career Coaches to provide feedback and success stories from the participants they are working with on a quarterly basis. Mr. Riddle referred to page 53 stating those success stories listed are not all of the successes from the WIA program but just a few that were chosen to be shared at this meeting.

III. Committee Education

On pages 62-71 Ms. Kelly provided an educational presentation on Individual Training Accounts for participants in WIA. Ms. Kelly referred to page 63 for take-aways on how Board & Committee members can influence the process as well as take-aways when reviewing the service provider budget.

D.) Business Partnerships Committee

I. Committee Update

Mr. Parris provided an update on the Business Partnership Committee starting with a report on OJT coordination stating a retention column was added to the OJT Contract Reports, which was included as a separate report in the back of the packets, allowing the Committee to track whether or not the participants are retaining jobs once the OJT contract ends.

Mr. Parris reported the WorkReady Communities Initiative website was accessed and data reviewed within the employer section of the SC Works Centers Usage Report for each of our counties.

Mr. Parris reported the locally funded Incumbent Worker Training Grant recently received in the amount of \$70,189, has been awarded to ten companies in our service region by our three Economic Developers. Mr. Parris referred to page 44 for a breakdown of how those funds were disbursed.

Mr. Parris reported Andy Carr with SCMEP provided Committee education of the process a company goes through when requesting Competitiveness Review and explained how SCMEP determines whether or not a company should apply for a RR IWT grant.

Mr. Parris stated the Palmetto Workforce Partnership Awards recognize top state employers for the jobs they provide and the contributions they make in the communities stating WorkLink will submit nominations in each of the three categories (Small, Medium, and Large) which are due to SCDEW by 12/11/14.

Mr. Parris informed Board members of the following upcoming Hiring Events:

- 11/6/14 – 9am – 12pm First Quality Tissue – onsite hiring event
- 11/7/14 – 9am – 12pm Veteran Priority of Service Job Fair @ TCTC Pendleton Campus
(Veterans only from 9am – 10am then open to general public from 10am – 12pm)

Mr. Parris referred to page 73 and reported that Teri Gilstrap has received an honor by being named a Champion for Public Education by the South Carolina School Boards Association.

VI. Other Business

Chair Brothers stated, as information, at the quarterly Steering Committee meetings the Steering Committee has requested to look at Board Member activity at the December 2nd meeting.

Chair Brothers also recommended Board members think about alternative avenues to view the Board meeting packet information to help with printing cost. Mr. Acker suggested Patty Manley preference (i.e. self-printing, staff printing, view electronically via individually owned technology) in future Board meeting emails.

VII. Adjournment

Respectfully submitted by: Patty Manley, Office Manager

WorkLink Director's Report – 2/11/15

WorkLink Strategic Plan

With only one focus group meeting left to be held, work on the Strategic Plan is moving forward as scheduled. As the information and data from the focus group meetings and other sources is compiled, both WorkLink board members and staff will be asked to provide additional input.

Succeed South Carolina (SucceedSC)

In her recent State of the State address, Governor Haley announced a new workforce development initiative, Succeed South Carolina. SucceedSC will create partnerships among existing workforce programs like ReadySC and two new programs, Ticket to Tech and EvolveSC, to create services which will be available to individuals as well as employers. Program details are still being developed, but additional information can be found in your board meeting packet.

Local Area Designation Process

As a result of the new Workforce Innovation and Opportunity Act, each local area will be required to submit an application for initial designation as a Workforce Development Area. The staff will be working internally and with the county councils in Anderson, Oconee and Pickens counties to complete the required application and submit it to the state by the deadline in early May. Final local area designations will be announced by July 1, 2015.

South Carolina Workforce Investment Board Partnership Symposium

The 2015 SC Workforce Investment Board Partnership Symposium will be held February 25 – 27 in Columbia. There will be several staff members attending the conference which includes workshops focused on a variety of issues including workforce initiatives, WIOA implementation and business engagement.

Also included in the event are two awards luncheons during which WorkLink area nominees may be honored.

Additional information about the SC Workforce Investment Board Partnership Symposium can be found on the flyer included in your board meeting packet.

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

Meetings | Training Sessions | Events

- Case Management Review – 10/30/14 – 11/20/14
- Make It In America webinar – 10/30/14
- Outreach WIA Youth Services – (PYC) ASD5 10/30/14
- Able SC Conference Call – 10/30/14
- Tri-County Tech Annual Luncheon – 10/30/14
- Golden Harvest Food bank collaboration – 11/4/14
- Request for Proposals Meeting – 11/4/14
- Presentation at the Anderson Chamber's Plant Manager Luncheon – 11/5/14
- Meeting with TCTC RE: option to serve in-school – 11/6/14
- Outreach WIA Youth Services (PYC) Pickens County School District – 11/10/14
- SCWDAA meeting (Columbia, SC) – 11/12/14
- Williamston HOPE Job Fair and Service Fair – 11/14/14
- Oconee Alliance Annual Luncheon – 11/14/14
- DOL Sector Strategies Conference (Atlanta, GA) – 11/17/14 – 11/19/14
- New Board Member Orientation – 11/18/14
- SWIB Board Governance Committee Conference Call – 11/19/14
- AbleSC Outreach Meeting – 11/20/14
- SWIB Executive Committee Conference Call – 11/20/14
- WorkLink/SCWorks Staff Thanksgiving Celebration – 11/25/14
- SC Works Management Meeting – 12/3/14
- WIA (Ad & DW) Program Management Meeting – 12/4/14
- United Way of Anderson County Community Partner Breakfast – 12/10/14
- AOP Showcase Meeting – 12/10/14
- SWIB Meeting (full board) – 12/10/14
- RFP Committee meeting – 12/11/14
- Make It In America Conference Call – 12/11/14
- Oconee Alliance Meeting – 12/11/14
- Able SC Conference Call – 12/11/14
- ASD5 Charter School & Career Center Tour – 12/12/14
- Make It In America Conference Call – 12/16/14
- SC Works Partner Meeting – 12/18/14
- Apprenticeship Training Meeting @Virginia College – 12/2/14
- Rapid Response Meeting at Easley Kmart – 1/9/15 & 1/11/15
- DWT NEG Meeting/Monthly Financial Review – 1/13/15
- SCWDAA Meeting – 1/14/14
- Make It In America Entrance Conference Call – 1/15/15
- Workforce Skills and Education Committee – 1/21/15
- WIA Program Management Meeting – 1/22/15
- Make It In America Technical Assistance Conference Call – 1/23/15
- SucceedSC Meeting in Columbia – 1/26/15
- Eligible Training Provide List Kick-off Meeting – 1/27/15
- Statewide Business Services Meeting – 1/28/15
- Strategic Plan (Service Provider) Group – 1/29/15
- Anderson Chamber Annual Meeting – 1/30/15
- Henkels and McCoy Monitoring by WorkLink Staff – 2/2/15 – 2/6/15
- Request for Proposals release date – 2/5/15
- WorkReady Communities Recognition Event (Pickens County) – 2/5/15
- Anderson Hiring Event – 2/6/15
- SC Works Outreach Committee – 2/10/15
- Anderson Workforce and Education Meeting – 2/11/15



PALMETTO YOUTH CONNECTIONS
Pendleton District (WorkLink)

Participant Profile: Jessica Lee
Pickens County

Barriers at the time of enrollment included:

- High School Drop Out
- Unemployed with No Previous Experience

Description of Successful Outcomes:

1) Attainment of GED

Jessi attended class every day at the PCALC main site until she passed the Official GED Practice test. She took and passed the actual GED on December 19th, 2013. She received a \$150 incentive for this achievement.

2) Post-Secondary Education

Jessi began college at North Greenville College in August of 2014. She is majoring in elementary education and will earn a bachelor's degree. Jessi has earned the postsecondary education entrance incentives of \$75 and a brand new laptop computer. She is excited and thankful and can't wait to pick them up.

3) Employment

Jessi is working part time at Growing in Grace Development Center as a daycare worker. She loves working with the children and building her experience in the employment world.

Jessi was enrolled into the Palmetto Youth Connections Program in November of 2013. She attended homeschool until she completed the eleventh grade. She decided to complete high school by taking the GED exam. So she started taking classes at Pickens County Adult Learning Center in October 2013. While she attended GED classes, PYC assisted her with transportation reimbursement costs. We also assisted her with ALC fees such as the GED exam fee, books and graduation fees. With PYCs support, Jessi earned her GED in December of 2013. She received the incentive offered for this achievement and was very thankful.

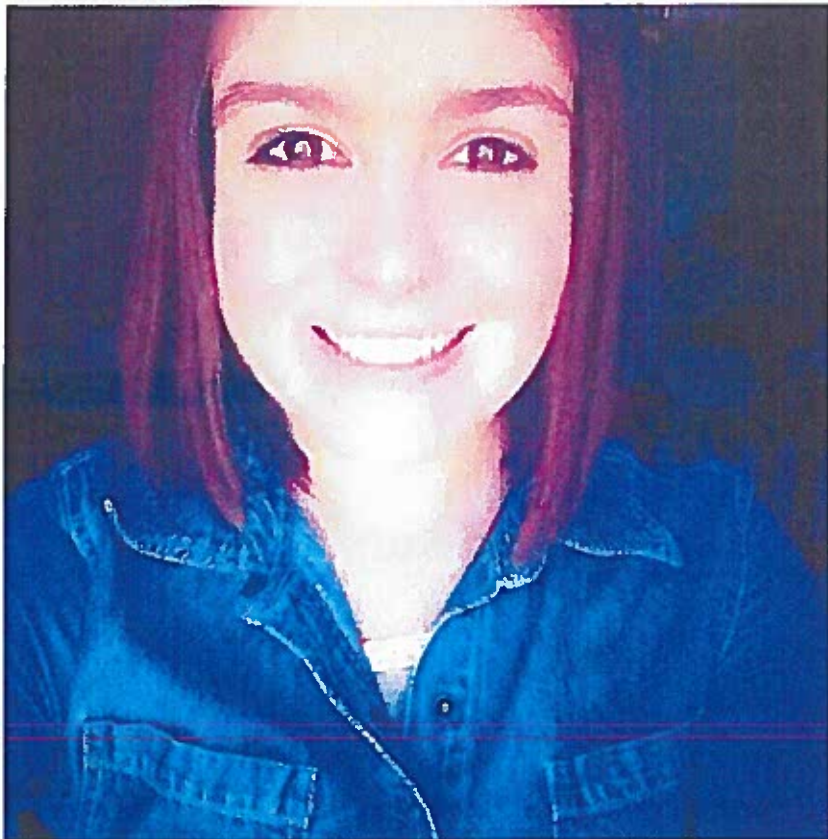
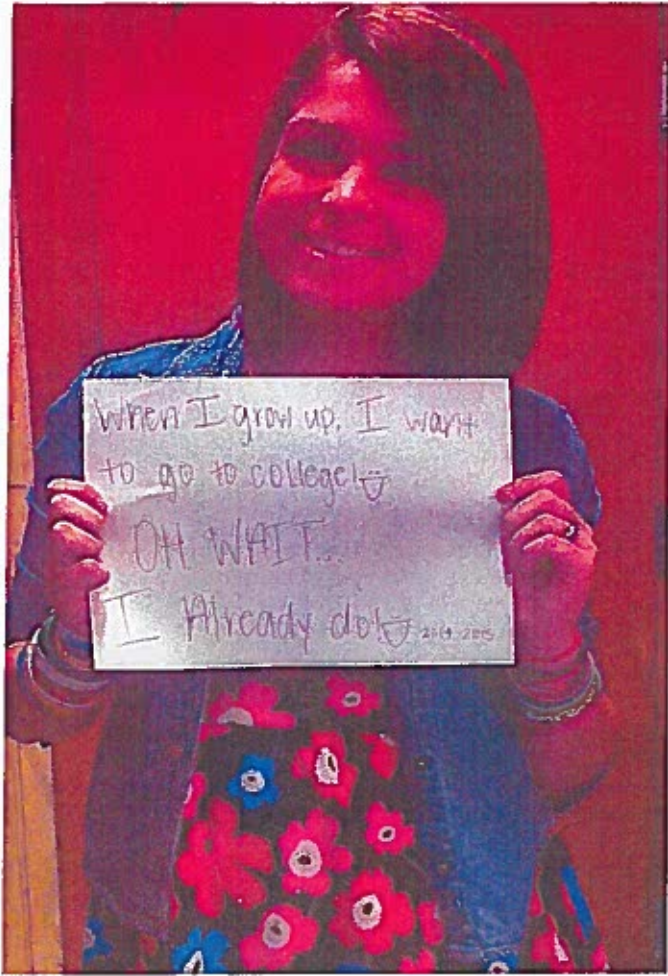
While attending classes, Jessi also took the Work Keys test and earned a silver level. She received the PYC \$50 bonus for this achievement.

Jessi wasn't able to enroll into postsecondary education right away but is now a full time student at North Greenville College, where she is studying Elementary Education and will eventually earn her Bachelor's degree and become a teacher. Jessi will receive the laptop computer and \$75 incentive for entering college. Her confidence has soared now that she is realizing her dreams.

Palmetto Youth Connections has provided incentives and encouragement to Jessi while in our program. We asked her how PYC has helped her to achieve her dreams and she responded:

"Well, let's just start with how I dropped out of high school and thought that my life was over. That's when PYC stepped in and gave me the opportunity to have dreams. They stepped in and helped me get my GED. I also got paid for attending classes there, and they allowed me to get my Work Keys as well. Because of PYC, I have an outstanding job at a Child Development Center, and I am currently a freshman at North Greenville University as an Elementary Education major. My life has changed because of PYC."

Jessi went from dropping out of school to completing high school and becoming an employee and a full time college student. She is ecstatic to be fulfilling her goals and PYC is thankful to have been a part of her journey.



My name is Latisha Harris and I was enrolled into the WIA program on February 12, 2013 for assistance with obtaining my GED and gaining full time employment. Without a GED I knew that the opportunity to gain full time employment was minimal, so I enrolled into Anderson Adult Ed and the WIA program. The WIA program allowed me to stay focused on my school work and getting ready for the GED exam without having to worry about how I was going to pay for it. My Career Coach JT Parnell and I created an IEP to map out a plan for me to obtain my goal of full time employment and obtaining my GED. My career coach advised me about the importance of the Workkeys assessment as it relates to employment so I was able to complete this at Anderson Adult Ed. I scored a Platinum in Reading for Information, Silver in Locating Information and Silver in Applied Math. I achieved my goal of obtaining my GED on April 18, 2013 from Anderson Adult Ed.

After I obtained my GED, my goal was to further my education in a field that was in demand. My CC and I discussed the MSSC training that was offered at TCTC. I entered that program on July 23, 2013 and completed the program on September 17, 2013. After completing the MSSC training I was hired on at South Carolina Plastic as a quality inspector starting January 31, 2014 working 40 hours a week making \$12.25 an hour. After completing 90 days my pay increased to \$13.60 an hour and I am expecting it to increase again in January 2015. The WIA program played a vital role in helping me obtain my GED and MSSC credentials which have led to full time sustainable employment in a field that I love. Thank you WIA and my CC JT Parnell.

Latisha Harris

Quality Inspector

Latisha has met the nine month employment retention common measure for the WIA program.



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



Nikki R. Haley
Governor

Cheryl M. Stanton
Executive Director

STATE INSTRUCTION NUMBER 14-03

To: Local Workforce Area Signatory Officials
Local Workforce Area Administrators

Subject: State Criteria for WIOA Local Workforce Development Boards

Issuance Date: January 15, 2015

Purpose: Pursuant to the provisions of the Workforce Innovation and Opportunity Act (WIOA), a local workforce development board must be established in each workforce development area within the state and must be certified by the Governor. The purpose of this instruction is to issue state criteria regarding composition requirements and standing committees of local workforce development boards under WIOA.

Policy: Each local workforce development area will comply with the following criteria established by the State Workforce Investment Board.

- The chief elected official(s) in a local area are authorized to appoint the members of the local board for such area. The local workforce development board must meet WIOA composition requirements as outlined in Section 107(b)(2) of Public Law 113-128. An alternative entity/grandfathered board will not be certified, unless it is in compliance with the composition requirements in the Statute.

WIOA specifies the following criteria for the local workforce development board:

(2) COMPOSITION.—Such criteria shall require that, at a minimum—

(A) a majority of the members of each local board shall be representatives of business in the local area, who—

(i) are owners of businesses, chief executives or operating officers of businesses, or other business executives or employers with optimum policymaking or hiring authority;

(ii) represent businesses, including small businesses, or organizations representing businesses described in this clause, that provide employment opportunities that, at a minimum, include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area, and

(iii) are appointed from among individuals nominated by local business organizations and business trade associations;

(B) not less than 20 percent of the members of each local board shall be representatives of the workforce within the local area, who—

(i) shall include representatives of labor organizations (for a local area in which employees are represented by labor organizations), who have been nominated by local labor federations, or (for a local area in which no employees are represented by such organizations) other representatives of employees;

(ii) shall include a representative, who shall be a member of a labor organization or a training director, from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists;

(iii) may include representatives of community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or that provide or support competitive integrated employment for individuals with disabilities; and

(iv) may include representatives of organizations that have demonstrated experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of organizations that serve out-of-school youth;

(C) each local board shall include representatives of entities administering education and training activities in the local area, who—

(i) shall include a representative of eligible providers administering adult education and literacy activities under title II;

(ii) shall include a representative of institutions of higher education providing workforce investment activities (including community colleges);

(iii) may include representatives of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment;

(D) each local board shall include representatives of governmental and economic and community development entities serving the local area, who—

(i) shall include a representative of economic and community development entities;

(ii) shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) serving the local area;

(iii) shall include an appropriate representative of the programs carried out under title I of the Rehabilitation Act of 1973 (29 U.S.C. 720 et seq.), other than section 112 or part C of that title (29 U.S.C. 732, 741), serving the local area;

(iv) may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistance; and

(v) may include representatives of philanthropic organizations serving the local area; and

(E) each local board may include such other individuals or representatives of entities as the chief elected official in the local area may determine to be appropriate.

- The standing committees of the local board must consist of the three committees identified in Section 107(b)(4)(A) of Public Law 113-128, as specified below. The local board may designate additional standing committees.

The following committees must be included in the standing committees of the local board:

(i) A standing committee to provide information and assist with operational and other issues relating to the one-stop delivery system, which may include as members representatives of the one-stop partners.

(ii) A standing committee to provide information and to assist with planning, operational, and other issues relating to the provision of services to youth, which shall include community-based organizations with a demonstrated record of success in serving eligible youth.

(iii) A standing committee to provide information and to assist with operational and other issues relating to the provision of services to individuals with disabilities, including issues relating to compliance with section 188, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.) regarding providing programmatic and physical access to the services, programs, and activities of the one-stop delivery system, as well as appropriate training for staff on providing supports for or accommodations to, and finding employment opportunities for, individuals with disabilities.

29 U.S.C. §3122; Public Law 113-128

Action: Please ensure that local chief elected officials, board members, and appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to Mary Jo Schmick at mschmick@dew.sc.gov, or 803-737-2708.



Patricia Sherlock, Director
Policies and Procedures

Event: AOP Business & Industry Showcase
Littlejohn Coliseum
Clemson, SC

Oct. 1-2, 2014

Transportation Assistance Requests by School District	Request for Transportation Actual Award Paid	# of Students Funded	# of Buses Funded	AOP BIS Funds
Anderson School District 1	\$ 3,275.46	848	18	
Anderson School District 2	\$ 1,221.56	353	7	
Anderson School District 3	\$ 704.16	225	4	
Anderson School District 4	\$ 375.30	241	5	
Anderson School District 5	\$ 2,250.40	981	22	\$ 1,466.22
Oconee County School District	\$ 2,173.12	794	19	
Pickens County School District		1299	26	\$ 3,570.17
Total Actual Award Paid \$15,036.39	\$ 10,000.00	4,741	101	\$ 5,036.39

WorkLink WIB Youth Council

Youth Formula Funds

PY 2014 WIA Quarterly Report Summary - 1st Quarter (Rolling 4 quarters)

		State	Worklink		Upper Savannah		Upland		Greenville		Midlands		Trident									
Performance Measure	Group	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual						
• Placement in Employment or Education	Youth (14-21)	70.5	99.9%	70.4	80.0	99.1%	79.3	73.8	96.5%	71.3	81.0	99.4%	80.5	67.2	101.2%	68.0	68.5	106.6%	71.9	95.5%	68.6	
• Attainment of Degree or Certificate	Youth (14-21)	71.0	101.1%	71.8	80.0	108.9%	87.1	74.4	92.1%	68.5	78.0	107.6%	83.9	66.5	83.4%	55.5	64.0	97.1%	62.1	77.0	92.7%	71.4
••• Literacy or Numeracy	Youth (14-21)																					
••• Employment Rate	Adults	58.5	99.7%	58.3	67.6	122.8%	83.0	55.0	84.7%	46.6	84.6	111.0%	93.9	53.0	97.9%	51.9	50.6	96.3%	48.7	61.5	103.7%	63.8
••• Retention Rate	Adults	72.0	102.1%	71.5	69.1	112.2%	77.9	71.0	100.4%	71.3	74.4	104.9%	78.1	72.0	105.2%	75.8	75.7	101.7%	77.0	66.7	103.3%	68.3
••• Average Earnings	Adults	79.5	99.9%	79.4	76.4	94.2%	72.0	82.5	96.1%	79.3	82.1	102.2%	83.9	76.4	103.0%	78.9	85.2	97.7%	83.2	79.8	97.8%	78.0
••• Average Earnings	Adults	87.0	98.6%	85.8	88.8	98.2%	87.2	85.5	99.0%	84.7	91.1	96.9%	88.3	87.1	98.9%	86.1	89.5	93.6%	83.8	86.0	98.5%	84.7
••• Average Earnings	Adults	92.7	99.6%	92.4	93.3	99.1%	92.5	96.1	100.5%	96.6	93.4	99.0%	92.5	95.7	97.8%	93.6	92.7	97.7%	90.6	90.1	102.7%	92.6
••• Average Earnings	Adults	11,000	99.2%	\$10,910	11,538	86.5%	\$9,983	10,063	90.1%	\$9,071	12,192	88.0%	\$10,735	11,889	91.6%	\$10,890	11,554	102.7%	\$11,862	11,054	93.0%	\$10,283
••• Average Earnings	Adults	15,100	94.3%	\$14,233	15,532	84.9%	\$13,815	13,638	100.5%	\$13,906	15,100	85.1%	\$12,858	17,319	81.8%	\$14,170	16,433	97.6%	\$16,038	17,800	91.2%	\$16,235

		Pee Dee	Lower Savannah		Catawba		Santee Lynches		Waccamaw		Lowcountry											
Performance Measure	Group	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual	Goal	% of Goal	Actual									
• Placement in Employment or Education	Youth (14-21)	74.0	103.5%	76.6	67.4	105.4%	71.0	63.3	91.5%	57.9	63.6	85.6%	54.5	78.9	104.1%	82.2	67.4	81.5%	55.0	55.0	100.0%	55.0
• Attainment of Degree or Certificate	Youth (14-21)	83.0	106.6%	88.5	67.4	98.1%	66.2	72.6	98.4%	71.4	65.6	97.3%	63.8	72.0	101.9%	73.4	68.6	96.1%	65.9	65.9	100.0%	65.9
••• Literacy or Numeracy	Youth (14-21)																					
••• Employment Rate	Adults	71.3	93.7%	66.8	68.5	106.5%	72.9	74.0	93.8%	69.4	76.0	102.8%	78.1	78.5	100.1%	78.6	77.0	96.2%	74.1	74.1	100.0%	74.1
••• Retention Rate	Adults	76.0	102.7%	78.0	76.0	103.6%	78.9	81.1	96.4%	78.2	79.2	101.5%	80.4	80.0	102.7%	82.1	72.0	112.5%	81.6	81.6	100.0%	81.6
••• Average Earnings	Adults	88.0	100.5%	88.4	87.5	93.9%	82.2	89.2	99.2%	88.5	89.1	91.2%	81.3	87.6	102.8%	89.1	85.9	92.4%	79.3	79.3	100.0%	79.3
••• Average Earnings	Adults	93.4	99.2%	92.7	91.4	95.0%	86.8	93.1	101.9%	94.9	94.5	96.4%	91.1	94.0	99.1%	93.2	87.3	102.1%	89.2	89.2	100.0%	89.2
••• Average Earnings	Adults	11,000	100.5%	\$11,066	10,458	99.9%	\$10,448	11,308	96.8%	\$10,948	12,547	99.5%	\$12,484	10,385	102.9%	\$10,683	9,751	91.0%	\$8,875	\$8,875	100.0%	\$8,875
••• Average Earnings	Adults	14,042	106.4%	\$14,945	14,345	84.9%	\$12,173	13,358	91.5%	\$14,050	14,257	102.6%	\$14,692	15,100	93.7%	\$14,142	13,270	88.4%	\$11,732	\$11,732	100.0%	\$11,732

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

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

Exceeds Goal Actual Performance is greater than 100.0% of the goal	Meets Goal Actual Performance is between 80.0% and 100.0% of the goal	Did Not Meet Goal Actual Performance is under 80.0% of the goal
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2015 YOUTH RFP EVENTS & DATES

➤ **Proposed Timeline (Actually as it would appear in the Youth RFP:**

Note: (#8) would be excluded.

- | | |
|--|-------------------|
| 1. Grant Application (Youth RFP) Issued/Released | (F) Feb. 13, 2015 |
| 2. Bidder's Conference | (F) Mar. 06, 2015 |
| 3. Deadline for Receipt of Formal Applications by WorkLink WIB | (W) Mar. 18, 2015 |
| 4. Formal Review Process of Application Begins | (F) Mar. 20, 2015 |
| 5. Written Notification to Successful Bidders | (F) Apr. 10, 2015 |
| 6. Youth Contract Negotiations Begin | (T) Apr. 14, 2015 |
| 7. Youth Contract Issued | (M) Jun. 15, 2015 |
| 8. Compliance Documents Due (Internal) | (M) Jun. 29, 2015 |
| 9. Program Year 2015 Youth Contract Begins | (W) Jul. 01, 2015 |

➤ **Initial Youth RFP Committee meeting on Tuesday, February 10, 2015 @ 3pm @ WorkLink.**

➤ **Final Youth RFP Committee meeting on Monday, April 6, 2015 @ 11am @ WorkLink.**

Sharon Crite

From: Sharon Crite
Sent: Tuesday, December 30, 2014 10:31 AM
To: 'Karen Craven'; 'Baker, Ann Marie'
Cc: Kunkel, Kal; Trent Acker; Windy Graham; 'King-Brock Kristi'
Subject: SCWOS Zip Codes & County Verification.

Karen
Ann Marie
Kal:

See guidance below from SCDEW regarding zip codes and county verification by SCWOS.

SCWOS is the verifying system for zip code/county. The 4 digit extension on a zip code does not make a difference in SCWOS, it is all based on zip codes. However, just because a zip code in SCWOS may say a participant is a resident of Greenville, if they are closer to a WorkLink office, they may be serviced by WorkLink.

NOTE: Per our Board, Youth Council, and **Statement of Work - 1.1 on Page 1**, Services, functions, and program activities specified herein shall be provided to eligible WIA Title I youth participants, who reside in Anderson, Oconee, or Pickens Counties in the State of South Carolina

As long as SCWOS the verifying system has identified the county or the applicant as a resident of one of the above three counties (AOP) we should be fine.

This will be addressed with WorkLink Youth Council and Board for further discussion.

Let me know if you have any questions.

Thanks,

Sharon E. G-Crite

Youth Services Manager/Education Outreach

WorkLink Workforce Investment Corporation



SC Works Clemson Comprehensive Center at East Park

1376 Tiger Blvd, Suite 102

Clemson, SC 29631

P: 864-646-1828 Relay Service Dial 711 (TTY)

F: 864-646-2814

scrite@worklinkweb.com

worklink.scworks.org



Workforce Skills and Education Committee Report

Presented February 11, 2015 – Board Meeting

The Workforce Skills and Education Committee met on January 21, 2015.

SC Works System

WIOA Update

Executive Director Trent Acker stated that the Workforce Innovation and Opportunity Act will go into effect July 1, 2015. One aspect that will be changing will evolve around committee structure; the new law strongly suggests three standing committees of the Board. The State WIB recently voted to require the three standing committees outlined in the law for each local Board. The standing committees are as follows: 1) Youth Committee, 2) OneStop Operations Committee, and 3) Disabilities Committee. Mr. Acker stated that there might be some changes in committee structures and members that will be addressed at the Board level. He added that the WorkLink bylaws for our area allow for the Board to appoint standing committees as they see fit, but changes will be affected as mandated by the new WIOA law.

RFP Update

Jennifer Kelly provided an update from the RFP Committee stating the committee has met several times and is working on the last round of edits prior to it being submitted in February 5th. Ms. Kelly stated we are still waiting on final regulations from DOL; however, we are planning to release as planned. The RFP will contain a statement with necessary language regarding procurement to protect us in the event that regulations impact our procurement.

WorkKeys

Chair Blackwell congratulated Anderson and Pickens counties for becoming Certified SC WorkReady Communities, and stated that Oconee is close at 89%. Chair Blackwell added that Oconee County teachers and administrators were tested last week with plans of an additional 150 students at the Career Center to be tested in early February. With this, Oconee County should reach their goal and become Certified as well.

Adult Ed/GED Update

Mary Gaston provided a very brief overview on the new GED testing that is now being used. Dr. Gaston stated the test is much more difficult now due to being completely computerized. There are no longer paper/pencil tests being issued, adding that professional development was necessary as a result of the new test. Dr. Gaston reported as a result of the lower pass rates since the new GED has been introduced, the State Department has passed a law that an alternative test, TASK by McGraw-Hill, may soon be accepted and made available as an option. This opens up the option to offer paper/pencil tests to some individuals as an alternative.

Operator Update

Matt Fields provided an update on the Centers stating the Pilot Program initiated from the State combining Unemployment Insurance and Job Search programs is going well, adding that Statewide roll-out may happen sometime Spring 2015. This has helped to increase traffic at the Satellite Centers.

Mr. Fields also reported 40 new laptops were purchased for the Centers and will be used in the Resource Rooms. The laptops were purchased using a Technology Incentive Grant received from the State.

Outreach

Mr. Fields shared posters with tear-aways that will be used for outreach, stating these posters will be placed in the Partner offices and facilities, further adding that the tear-away cards are location specific. Ms. Kelly provided an update from the Outreach ad hoc Committee; she showed a short video/commercial currently showing in the Movie Theater in Anderson advertising the SC Works Centers. She also shared a clip of a radio ad that is running to help inform the public of our services and locations. More information will be shared in coming meetings.

Layoff Update

Ms. Kelly provided an update on two announcements: 1) K-Mart in Easley closed on January 18, 2015. Staff has provided information in two Rapid Response events. 2) Covidien is going through an additional round of layoffs. Their Trade petition had expired in January 2015 and were approved for a new Trade petition. However, the new petition does not have the same benefits and rules tied to it as the previous petition; therefore, WIA and TAA are going to collaborate in order to make sure the folks being laid off get the services they need.

WIA Adult & DW Program

Program Updates

Steve Riddle, Program Manager for Henkels and McCoy, requires each Career Coach to provide success stories each quarter. These success stories can be seen in the Board packet. Mr. Riddle pointed out that several of these success stories are folks that are making well above minimum wage in better than average jobs.

Mr. Riddle reported enrollment numbers are meeting or exceeding the goal to date. Following the quarter that ended December 2014, there were 301 participants that needed follow-up. All goals were met or exceeded for those that entered employment with 69.1% Entered Employment and 88.8% Retained Employment in the Adult funding stream.

Ms. Kelly brought to the Committee an issue with ZIP Codes and whether to use a third party verifying system such as Postal System or continue using SCWOS since it is the system of record. The Board has ruled that participants to be served in the WorkLink region must either live here or last worked here. For some outlying communities such as Honea Path, the community may be in multiple counties, including those outside of our service area. In one particular instance, an individual lived in Greenville County as evidenced by outside sources, but SCWOS validated the individual living in Anderson County. Ms. Kelly asked for the Committee's recommendation on how to rule going forward for issues when a participant is at the "zip code" line but closer to another zip code servicing center. Committee members preference is to continue using SCWOS as it is the "practice."

Discussion was held regarding residents in South Carolina and Georgia crossing state lines for services due to layoffs, plant closings, etc. Ms. Kelly reported this situation has happened in the past. According to guidance from DOL, we determined that there would have to be something in place approved by our Board such as a written inter-state communication with Georgia to use their ETPL, Training Providers, etc. Ms. Kelly added that DOL was attempting to provide technical assistance with this situation; however, the participant decided simply to go another route.

Adult Ed/GED Numbers/Funding

Jennifer provided a brief update from the May 19, 2014 meeting regarding MOA funding levels for the Adult Education Centers, stating that based on the current levels of participants served, the funding will remain the same for all four Adult Education Centers, adding that Mary Gaston is aware of this.

OJT Funding (County Fair Share)

Ms. Kelly stated this is follow up from Business Partnerships Committee meeting in May 2014 regarding OJT funding being bound by County Fair Share. Ms. Kelly stated the remaining available OJT funds will now be opened up to companies on a first come, first serve basis beginning March 1, 2015.

PY14 H&M Grants - Financial

Budget Reports

Brandi Runion reviewed the expenditures through December 2014, stating the overall expenditures for Adult and Dislocated Worker are at 43.02% out of 45%. Ms. Runion reported they are continuing to meet monthly to go over the expenditures and the budget. If we add in their accruals that are not showing up yet, they are confident they will meet the 90% goal by the end of the year.

Obligations Report

Kal Kunkel reported on the Obligations Report stating as Ms. Runion had said the expenditures through December 2014 are showing at 43.02% overall. However, there was an additional \$84,644 in training related invoices in accruals and the Adult training line item is over 80% spent. Mr. Kunkel added they are on track to meet or exceed the 90% expenditure rate.

H&M Grant Modification 2

Mr. Kunkel explained the modification two request submitted to Trent Acker for approval, stating this modification was primarily regarding staff changes. Mr. Kunkel stated they are realigning some staffing positions somewhat and requesting to facilitate the restructuring of staff, adding that this does not change overall budget amount. Staff & Fringe Line Item reduction of \$12,789.94 is being moved to College and Vocational Tuition Line item. No vote required due to the amount being less than 10% of the overall category amount. Mr. Acker as Executive Director has approved and sent to ACOG for signature.

H&M Grant Modification 3

Ms. Kelly explained that Modification #3 would be forthcoming. Mr. Kunkel is still going through all the modification line items to finalize the numbers. Just a couple considerations to be included in the modification are:

- Not funding the vacant staff position – OJT position
- Moving some OJT money into Occupational Training to get more participants thru classes
- Moving some funds from Operating Costs
- All funds would be realigned into occupational training
- No change to the overall grant amount

Ms. Kelly stated the Committee could handle the modification a couple of different ways:

- A. Defer approval to Finance, and then update the WSEC of results
- B. Email Vote

The Committee agreed to defer to Finance Committee then to update WSEC at next meeting.

25

Data through: 12/31/2014
Last Revision Date: 1/8/2015

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

Employer Services	Q1 2014	Q1 2014	Q1 2014	Q2 2014	Q2 2014	Q2 2014	Q3 2014	Q3 2014	Q3 2014	Q4 2014	Q4 2014	Q4 2014	Q4 2014	Total
Internal Job Orders Created	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15		
Anderson	251	241	211	168	91	97								1059
Clemson	38	42	36	44	27	32								219
Easley	168	132	134	90	39	47								610
Inactive Honea Path	9	20	8	4	4	7								52
Liberty UI Call Center	2	8	6	4	1	2								23
Seneca	10	5	7	6	3	0								31
	24	34	20	20	17	9								124
Services Provided Employers														
Anderson	1879	1640	1543	1694	1063	1077								8896
Clemson	709	713	651	773	317	327								3490
Easley	931	646	703	627	572	522								4001
Liberty UI Call Center	52	29	17	126	40	86								350
Seneca	15	0	0	0	0	0								15
	172	252	172	168	134	142								1040
Hiring Events														
Total Job Seekers	12	4	9	2	8	2								37
Anderson	568	155	246	64	757	45								1835
Oconee	543	1	214	20	515	40								1333
Pickens	0	149	6	0	166	0								321
	25	5	26	44	76	5								181
Entered Employments														
Anderson	89	29	107	86	7	32								350
Clemson	6	3	54	70	3	9								145
Easley	77	15	36	7	1	16								152
Inactive Honea Path	0	0	1	2	0	0								3
Seneca	2	0	1	1	0	1								5
	4	11	15	6	3	6								45
Rapid Response Events														
	0	0	0	0	0	0								0

DEMOGRAPHICS (Year to Date)		Data through: 12/31/2014		Last Revision Date: 01/06/2015			
WIA Enrollments							
		YTD (Last Date of Access)					
Age		Anderson	Oconee	Pickens	Other	Total	%
	Under 19	1	1	2	0	4	1%
	19-21	11	4	4	0	19	5%
	22-32	43	31	12	0	86	24%
	33-44	64	40	19	3	126	35%
	45-54	41	23	21	2	87	24%
	55-64	15	11	10	0	36	10%
	65+	0	0	0	0	0	0%
	Total	175	110	68	5	358	100%
Race		Anderson	Oconee	Pickens	Other	Total	%
	Caucasian	116	86	52	1	255	71%
	African American	54	23	15	4	96	27%
	American Indian	2	0	0	0	2	1%
	Asian	0	0	0	0	0	0%
	Hawaiian	0	0	0	0	0	0%
	Not Provided	3	1	1	0	5	1%
	Total	175	110	68	5	358	100%
Ethnicity		Anderson	Oconee	Pickens	Other	Total	%
	Hispanic	5	1	2	0	8	2%
	Not Hispanic	170	108	65	5	348	97%
	Not Provided	0	1	1	0	2	1%
	Total	175	110	68	5	358	100%
Gender		Anderson	Oconee	Pickens	Other	Total	%
	Female	116	61	35	3	215	60%
	Male	59	49	33	2	143	40%
	Total	175	110	68	5	358	100%
Education Level		Anderson	Oconee	Pickens	Other	Total	%
	Less than 9th Grade	14	6	1	0	21	6%
	9th-12th Grade (No Diploma)	52	29	10	2	93	26%
	GED	20	17	11	0	48	13%
	HSD	52	46	25	0	123	34%
	Vocational School Certificate	19	3	7	3	32	9%
	Associate's Degree	7	6	6	0	19	5%
	Bachelor's Degree	8	2	7	0	17	5%
	Education beyond a Bachelor's degree	3	1	1	0	5	1%
	Total	175	110	68	5	358	100%
Disability		Anderson	Oconee	Pickens	Other	Total	%
	No	174	109	67	5	355	99%
	Yes	1	1	1	0	3	1%
	Total	175	110	68	5	358	100%
Employment Status at Participation		Anderson	Oconee	Pickens	Other	Total	%
	Employed	32	24	17	1	74	21%
	Not Employed	143	86	51	4	284	79%
	Total	175	110	68	5	358	100%
Veteran		Anderson	Oconee	Pickens	Other	Total	%
	No	171	105	63	4	343	96%
	Yes	4	5	5	1	15	4%
	Total	175	110	68	5	358	100%
All demographic data is provided by Geographic Solutions to the SC Department of Employment and Workforce. The Applications Analyst for SC Department of Employment and							

SC WORKS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

WORKLINK

ANDERSON-OCONEE-PICKENS

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

		Job Seeker at WIA Enrollment					Total		Caseflow Breakdown			Completed		Applications	
		A	O	P	Other				Active	Follow-up	Total				
Veterans	CO	2	2	4	0	0	8		46	36	82	Partial	36	December	290
	New	1	0	0	0	1	2		57	25	82	YTD Completed	0		1
Offenders	CO	27	15	5	1	48	96		59	36	95		36		291
	New	6	5	4	0	15	25		44	38	82				
TAA Co-enrolled	CO	0	4	0	0	4	4		77	28	105				
	New	0	0	0	0	0	0		63	49	112				
Adult/DW Low Income	CO	56	34	18	1	109	209		346	214	560				
	New	13	7	2	0	22	22								
SNAP Recipient	CO	0	0	1	0	1	1								
	New	0	0	0	0	0	0								
Career Interest									Active Enrollment		Total	Enrollment		YTD Planned (+/-)	
									CO	December	46	New Enrolled	37	10	27
											57	New YTD Enrolled	207	147	60
											59	New YTD Enrolled (90 day window)			
											44	* All new applications can be awarded a 90 day window			
											77				
											63				
											346				
									Workkeys		Total	New YTD Total			
												Platinum	0	0	0
												Gold	36	2	38
												Silver	142	9	151
												Bronze	41	1	42
												Total	219	12	231
									One-on-One Services		December	YTD			
									Activity		2	21			
									1186 - Provided Internet Job Search Support/Training		0	37			
									115 - Resume Preparation Assistance		0	1			
									123 - Job Development Contacts		0				
									Intensive Workshops		December	YTD			
									Workshops Offered		0	43			
									Employability		0	50			
									Financial Literacy		0	10			
									Empowerment/Paradoms		0	2			
									Computer Skills		0	2			
									Total		53	254			

* YTD reflects numbers being tracked through 12/31/2015

SC WORKS WORKLINK ANDERSON-OCONEE-PICKENS

BRINGING EMPLOYERS
AND JOB SEEKERS TOGETHER

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

Recommended for Training Services

	November Total	YTD Total
GED	9	63
Occupational	13	85
On-the-Job Training	2	19

OJT Training Synopsis

Company Name	Location of Company	In-Progress	Success	Unsuccessful
Barton Media Company, Inc (1)	Anderson	1		
MonSun Custom Woodworking, Inc (1)	Oconee	1		
Oran Rug, Inc (6)	Anderson	4		2
Owens Corning Composite Materials, LLC (2)	Anderson	2		
Sharpe Manufacturing, Inc. (1)	Oconee	1		
Southern Vinyl Window Mfg. (1)	Pickens	1		
Uptate Medical Staffing also Uptate Health Care Services (1)	Anderson	1		
US Engine Valve (2)	Oconee	1	1	
Total Current Contracts		9	1	2
Total Carryover		3	3	
Total All OJT Contracts		12	4	2

*Call report to show those contracts started in FY13 but finished in FY14.

Funding Sources

	December	YTD Total
Adult	1	11
Dislocated Workers	0	3
DWT-NEG	0	1

Follow-Up Services

	December	YTD Total
Entered Employment	61	122
Services Provided	45	285

*The number is based on number of follow-up services of each career coach.

Occupational Training by Provider

Name	Currently in Training	FY14 Rec'd Training
Adult Education - District 1 and 2	10	16
Adult Education - Districts 3, 4 and 5 Anderson	44	48
Adult Education - Oconee Adult Education	24	25
Adult Education - Pickens Co Adult Learn	9	9
Art Labs	10	12
Brown Machine College	1	1
Caroline Computer Training	3	4
Greenville Technical College	8	10
ITT	1	1
Palmetto School of Career Development	1	1
Southern Wesleyan University	1	1
Tri-County Technical College	51	65
Truck Driver Institute	1	1
Total	164	194

Total Occupational Training by Cluster

Occupation	Total Training	FY14 Rec'd Credit
GED Training	80	0
Admin, Support, Waste Mgmt., Remediation Svcs.	6	3
Manufacturing	42	18
Professional, Scientific, Technical Services	10	1
Health Care and Social Assistance	37	7
Retail Trade	0	0

Funding Sources FY14 Rec'd (Occupational and GED Training)

	YTD Total
Adult	11
Dislocated Workers	22
DWT-NEG	8
Trade (co-enrolled)	4
Total	168

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



In June 2013, Calvin Wood attended an SC Works Orientation at the Oconee QuickJobs Center in hopes of possibly obtaining a Commercial Drivers License. This had been a long time dream. At the time, it was discovered that he did not have his High School or GED diploma. After encouragement, Calvin was enrolled in the WIA program on July 30, 2014. He started classes for his GED on August 20, 2013. He took the Official Practice Test on October 20, 2013 which stated that he was ready to take the GED exam. He passed the exam on October 26, 2013 after only nine weeks of class.

He was still interested in obtaining his CDL license of course. Calvin obtained his 10 year drivers record and was sent for a physical. At the physical, it was discovered that he had a medical issue and training had to be postponed for at least two months. After providing an updated physical to Career Coach, which stated that he was in good standing, he started his CDL class on 6/2/2014 at Tri-County Technical College. He completed the training on 6/30/2014 and provided all documentation including his certificate.

In August 2014 he went through a two week training with a trucking company in Arizona which did not work out. He accepted a job with Stegall Transmissions in Greenville, SC as a Transmission Specialist where he earned \$13.50 per hour. While working he continued to search and interview for new opportunities in truck driving.

On November 9, 2014 he started a new job with Atlas Van Lines as a Team Driver. He is earning on the average \$800 per week at this time. He stated that he has been out west and to the Canadian border already in his short time of employment. He is grateful for the opportunity and the assistance he received from WIA. As a Transmission Specialist and Mechanic for twenty two years he stated that it was wonderful to have clean hands and use them for his employment goal of truck driving.

Christopher has always wanted to pursue a career as a Truck Driver. He has several family members that have their CDL license, he grew up around truck drivers. He said being able to go to school through the WIA program was a life changing experience for him.

Christopher completed his training with Tri-County Technical College on November 14, 2014. He was previously unemployed since August of 2013. He started working for Great Wide on 11/17/2014 with a starting wage of \$10 per hour while in training with the company.



My name is Dora Norris. I was enrolled into the WIA program on March 21, 2013 for assistance with obtaining full time sustainable employment. I had been without employment since December 5, 2012. I worked previously at Glen Raven as a Process Tech.

I came to Anderson SCWorks and found out about the WIA program. This program allowed me to better myself with manufacturing training. I entered the SCMC training on July 22, 2013 and completed the training on September 13, 2013. This training gave me approximately eleven different certifications in



manufacturing. It was approximately six months after the training completion when I found employment with First Quality Tissue.

I obtained full time employment with First Quality in April 2014. My job title is converting specialist. I have worked my way up to a salary of \$14.10 per hour. I would like to thank WIA and my Career Coach, Jeff Snider for their guidance in helping me to obtain my goals.

I would recommend this training to other individuals seeking full time manufacturing positions. Dora has met the nine-month employment retention common measure for the WIA program.

My name is Latisha Harris and I was enrolled into the WIA program on February 12, 2013 for assistance with obtaining my GED and gaining full time employment. Without a GED I knew that the opportunity to gain full time employment was minimal, so I enrolled into Anderson Adult Ed and the WIA program. The WIA program allowed me to stay focused on my school work and getting ready for the GED exam without having to worry about how I was going to pay for it.

My Career Coach JT Parnell and I created an IEP to map out a plan for me to obtain my goal of full time employment and obtaining my GED. My career coach advised me about the importance of the Workkeys assessment as it relates to employment so I was able to complete this at Anderson Adult Ed. I scored a Platinum in Reading for Information, Silver in Locating Information and Silver in Applied Math. I achieved my goal of obtaining my GED on April 18, 2013 from Anderson Adult Ed.

After I obtained my GED, my goal was to further my education in a field that was in demand. My CC and I discussed the MSSC training that was offered at TCTC. I entered that program on July 23,

2013 and completed the program on September 17, 2013. After completing the MSSC training I was hired on at South Carolina Plastic as a quality inspector starting January 31, 2014 working 40 hours a week making \$12.25 an hour. After completing 90 days my pay increased to \$13.60 an hour and I am expecting it to increase again in January 2015. The WIA program played a vital role in helping me obtain my GED and MSSC credentials which have led to full time sustainable employment in a field that I love. Thank you WIA and my CC JT Parnell.



Latisha has met the nine month employment retention common measure for the WIA program.



Roderick Horton came to WIA program on October 14, 2014. Roderick stated a friend had told him about the WIA program.

Roderick is a family man and getting back to work to provide for his family was his top priority. Roderick stated specifically "That he needed a job that paid good money in order to take care of his family." Roderick was willing to do whatever needed to be a part of the WIA program. Roderick was determined to identify a career choice that would work for him.

Roderick knew from the first day he wanted to pursue his training in Truck Driving. Roderick wants to own his own truck.

Roderick started Truck Driving training on November 26, 2014 and successfully completed his training on December 27, 2014. He starts employment with Schnedier Trucking on Monday, January 5, 2015. Roderick will be training for 2 week on the road. Roderick will be compensated .029 cent a mile and later he can average up to .032 a mile. Roderick advised he will travel 2500 to 3000 miles. Roderick is very excited about this future in the trucking industry.

Roderick stated when he gets his assigned truck he will send us a photo and keep us updated on his success.

Samuel has thirteen years of experience as a cook in the food preparation industry, but he wanted to accomplish something more. So, once his children got older he decided to pursue his dream of being a truck driver. He stated that it was a life-long dream of his to be in this field. There were plenty of opportunities out there for him if he could get the training he needed.

Samuel had heard about the WIA program and how they could possibly help him with a scholarship to pay for training. He decided to pursue it. He was enrolled into the WIA in October of 2013, and he was approved for training. He began Tri-County Technical College's CDL training program and completed it March 12, 2014. Upon getting his certificate and CDL license, Samuel began work immediately as a truck driver for Deboer Transportation on March 17, 2014 earning \$10.89 per hour.



Now Samuel drives all over the country, and he loves it. He is doing so well now that Deboer has decided to make Samuel a trainer for the incoming trainees at the company. Samuel's great attitude and work ethic has served him well and will continue to do so.

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Business Partnerships Committee Report

*Meeting held January 14, 2015 (by Conference Call)
Presented February 11, 2015 - Board Meeting*

On-the-Job Training Coordination

The Business Partnerships Committee received a PY'14 OJT Update from a report prepared by Henkels & McCoy.

Work Ready Communities Initiative and Employer Usage Report

The committee received an update on the Work Ready Communities Initiative. It was noted that both Pickens County and Anderson County were recently recognized as having been designated WorkReady Certified Communities. These were two of the first industrialized counties to become certified. It was also noted that Oconee County is very close at 88%. The committee also reviewed the data within the employer section of the SC Works Centers Usage Report.

Incumbent Worker Training Grants (Rapid Response and Locally Funded)

The committee received an update on the Rapid Response IWT grants. We currently have ongoing RRIWT grants with Alfmeier Friedrichs & Rath and Roylco in Anderson County and with Kroeger Marine Construction and Ulbrich Specialty Wire in Oconee County. The grant for Ulbrich was received from the state on 12/29/14 in the amount of \$51,870.00. An update was also provided on the locally funded IWT grant that we received in the amount of \$70,189.00. Currently there is only one company that has completed and been reimbursed for a portion of their trainings. All companies have been contacted and asked for an update on their scheduled trainings, and most of the trainings have at least been scheduled. All companies have been reminded that all of their IWT trainings must be completed by April 30, 2015.

Committee Structure

The Committee was informed that due to WIOA reauthorization, beginning 07/01/2015, restructuring of our committees may be required as we will be under new legislation. One of the items being mandated by the State board is that there be three specific standing committees in each region: Youth, OneStop, and Disabilities. It was noted that a discussion regarding this possible committee restructuring would take place during the February 11, 2015 Board meeting.

Recently held and Upcoming Hiring Events

- (1) February 6, 2015 - Anderson County monthly hiring event at TCTC Anderson Campus (94 job seekers and 8 employers)
- (2) February 20, 2015 - Oconee County monthly hiring event at Gignilliat Center in Seneca
- (3) March 19, 2015 - WorkLink 2015 Job Fair at TCTC Pendleton Campus in the Student Center

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FYI:

No Vote
Needed



1500 – WorkLink (Adult-Dislocated Worker) Contract Budget Modification #2

Contractor: Henkels & McCoy, Inc.
Contract #'s: 14A995H3 & 14D995H3
Program: SC Works Operator (Adult & Dislocated Worker Services)
Submission Date: 1/16/2015
Region Manager: Kal Kunkel
Program Manager (s): Steve Riddle & Matt Fields

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY14 budget to facilitate Personnel Restructuring to improve the oversight and efficiency of the WorkLink Workforce System. Henkels & McCoy, Inc. management continually seeks ways to improve our operation and become leaner as we continue to operate the WorkLink Workforce System. In light of pending changes that will take place as a result of the Workforce Investment & Opportunity Act (WIOA) we have begun looking forward and restructuring at this point makes sense and after meeting with the WorkLink WIB Staff we believe that they agree.

There is no overall change to the current contract budget amount, but Staff Costs will be reduced and the excess transferred into Training Costs in the Tuition Line item as demonstrated in the breakout below. Attachment 1 shows the new Organizational Structure.

CONTRACT BUDGET MODIFICATION

Staff Costs Narrative

Reduce Staff Costs by \$12,789.94.

**WorkLink SC Works Operator (H&M)
PY14 BUDGET MOD #2**

Staff Postions	PY14 Staff		PY14 Budget Mod #1		PY14 Budget Mod #2	Amt of Increase or Decrease
Sub-Total of Staff Costs			\$ 448,448.00		\$ 442,695.44	\$ (5,752.56)
Fringe Benefits		Rate				
Health Insurance		26.84%	\$ 120,360.00	25.78%	\$ 114,135.45	\$ (6,224.55)
FICA		7.65%	\$ 34,306.27	7.65%	\$ 33,866.20	\$ (440.07)
State UEC-SUI		3.02%	\$ 13,543.13	3.02%	\$ 13,369.40	\$ (173.73)
FUT		0.12%	\$ 538.14	0.12%	\$ 531.23	\$ (6.91)
SC WC		0.32%	\$ 1,435.03	0.32%	\$ 1,416.63	\$ (18.40)
Public-General Liability		3.02%	\$ 13,543.13	3.02%	\$ 13,369.40	\$ (173.73)
Sub-Total Fringe:		40.97%	\$ 183,725.70		\$ 176,688.32	\$ (7,037.38)
TOTAL			\$ 632,173.70		\$ 619,383.76	\$ (12,789.94)

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

No Change to Operating Costs

		PY14 Budget Mod #1		PY14 Budget Mod #2	Amt of Increase or Decrease
Operating Costs					
1 1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1 2 Staff Consumable Supplies		\$ 7,200 00		\$ 7,200 00	\$ -
1 3 Advertising, Outreach		\$ 2,760 00		\$ 2,760 00	\$ -
1 4 Copy, Print		\$ 10,800 00		\$ 10,800 00	\$ -
1 5 Communications		\$ 9,872 20		\$ 9,872 20	\$ (0 00)
1 6 Staff Travel		\$ 23,297 84		\$ 23,297 84	\$ 0 00
1 7 Staff Conferences, Training		\$ 4,080 00		\$ 4,080 00	\$ -
1 8 Staff Equipment/ Computer Leases / Software		\$ 17,961 60		\$ 17,961 60	\$ -
1 9 Postage		\$ 2,400 00		\$ 2,400 00	\$ -
Sub-Total Operating		\$ 78,371.64		\$ 78,371.64	\$ (0.00)

Training Costs Narrative

Increase Tuition by \$12,789.95.

Training					
2 1 Participant Supplies		\$ -		\$ -	\$ -
2 2 Participant Books		\$ -		\$ -	\$ -
2 3 Credential Exams & Assessments		\$ 15,950 00		\$ 15,950 00	\$ -
2 4 Software Licenses		\$ -		\$ -	\$ -
2 5 Tuition (Adult Education)		\$ 77,280 00		\$ 77,280 00	\$ -
2 6 Tuition (College or Vocational)		\$ 308,900 00		\$ 321,689 95	\$ 12,789 95
2 8 On-the-Job Training		\$ 121,898 29		\$ 121,898 29	\$ 0 00
Sub-Total Training		\$ 524,028.29		\$ 536,818.24	\$ 12,789.95

Supportive Services Narrative

No change to Supportive Services.

Supportive Services					
3 11 Transportation		\$ 17,937 50		\$ 17,937 50	\$ -
3 12 Childcare		\$ 6,240 00		\$ 6,240 00	\$ -
3 13 Emergency Assistance		\$ -		\$ -	\$ -
3 14 Training Support Materials		\$ 7,500 00		\$ 7,500 00	\$ -
Sub-Total of Supportive Services		\$ 31,677.50		\$ 31,677.50	\$ -

CONTRACT BUDGET MODIFICATION

Training Fees (Profit), Indirect, & Audit Fees

No change to Training Fee (Profit).

Indirect Cost & Fees					
Training Fee (Profit)	5.00%	\$ 63,312.56	5.00%	\$ 63,312.56	\$ (0.00)
Indirect Cost	8.75%	\$ 110,796.97	8.75%	\$ 110,796.97	\$ 0.00
Audit Fee	0.70%	\$ 9,639.34	0.70%	\$ 9,639.34	\$ (0.00)
Sub-Total of Indirect & Fees		\$ 183,748.87		\$ 183,748.87	\$ (0.00)

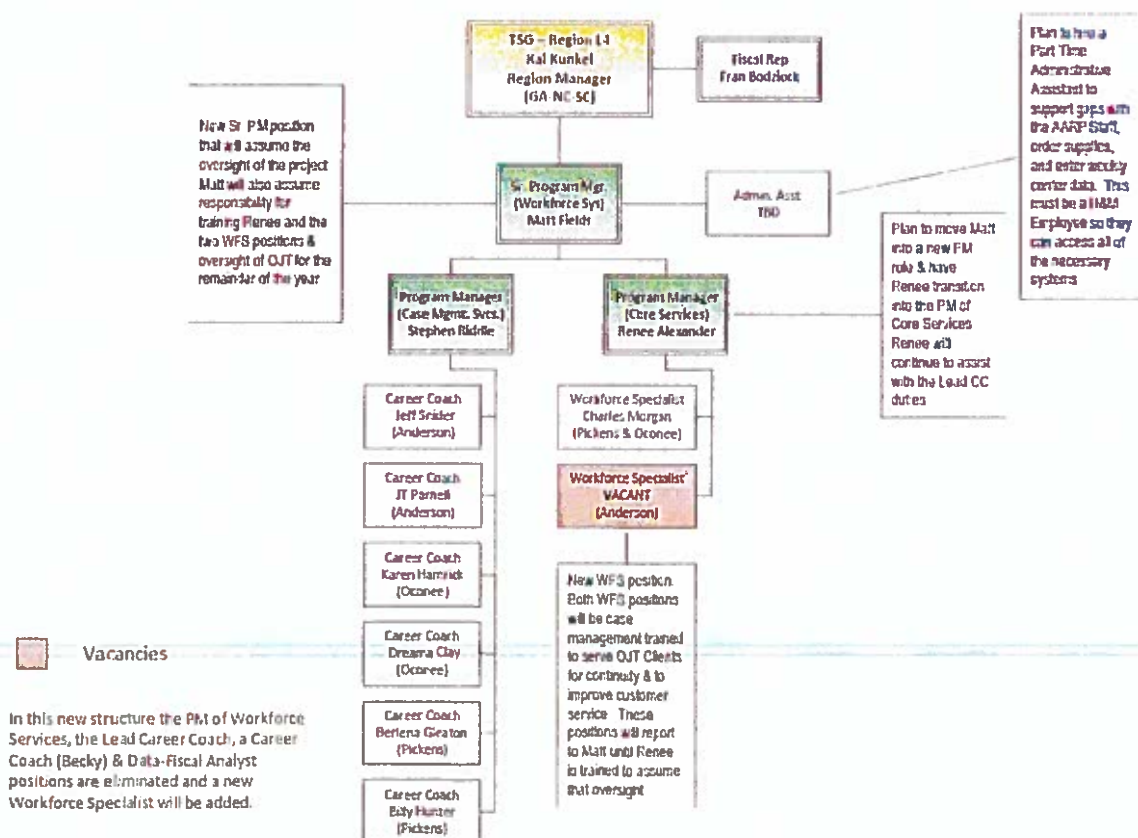
APPROVAL(S)

Prepared By

Kalen J. Kunkel
Kalen J. Kunkel, Region Manager

CONTRACT BUDGET MODIFICATION

ATTACHMENT 1 – ORG CHART





*Vote at
Executive
Committee on
January 28*

1500 – WorkLink (Adult-Dislocated Worker) Contract Budget Modification #3

Contractor: Henkels & McCoy, Inc.
Contract #'s: 14A995H3 & 14D995H3
Program: SC Works Operator (Adult & Dislocated Worker Services)
Submission Date: 1/26/2015
Region Manager: Kal Kunkel
Program Manager (s): Steve Riddle, Renee Alexander, & Matt Fields

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (SC Works Operator) is requesting a modification to our PY14 budget to facilitate training needs of Adult Program Participants. The increase in training funds will come from Staff Salaries & Fringe, Operating Costs, On-the-Job Training and 2% transfer from Dislocated Worker funds to the Adult funds.

There is no overall change to the current contract budget amount, but Staff Costs, Operating Costs, and OJT will be reduced and the excess transferred into Training Costs in the Tuition Line item as demonstrated in the breakout below.

Staff Costs Narrative

Staff Postions	PY14 Staff		PY14 Budget Mod #2		PY14 Budget Mod #3	Amt of Increase or Decrease
5 Workforce Specialist (OJT)	TBD		\$ 17,160.00		\$ -	\$ (17,160.00)
7 Administrative Assistant	TBD		\$ 8,448.00		\$ 7,680.00	\$ (768.00)
Sub-Total of Staff Costs			\$ 442,695.44		\$ 424,767.44	\$ (17,928.00)
Fringe Benefits		Rate				
Health Insurance		25.78%	\$ 114,135.45	26.12%	\$ 110,953.05	\$ (3,182.40)
FICA		7.65%	\$ 33,866.20	7.65%	\$ 32,494.71	\$ (1,371.49)
State UEC-SUI		3.02%	\$ 13,369.40	3.02%	\$ 12,827.98	\$ (541.42)
FUT		0.12%	\$ 531.23	0.12%	\$ 509.72	\$ (21.51)
SG WC		0.32%	\$ 1,416.63	0.32%	\$ 1,359.26	\$ (57.37)
Public General Liability		3.02%	\$ 13,369.40	3.02%	\$ 12,827.98	\$ (541.42)
Sub-Total Fringe:		39.91%	\$ 176,688.31		\$ 170,972.69	\$ (5,715.62)
TOTAL			\$ 619,383.75		\$ 595,740.13	\$ (23,643.62)

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

Reduce Operating Costs by \$8,270.40 in the line items shown below.

Operating Costs					
1 1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1 2 Staff Consumable Supplies		\$ 7,200 00		\$ 5,400 00	\$ (1,800 00)
1 3 Advertising, Outreach		\$ 2,760 00		\$ 1,500 00	\$ (1,260 00)
1 4 Copy, Print		\$ 10,800 00		\$ 6,600 00	\$ (4,200 00)
1 5 Communications		\$ 9,872 20		\$ 9,314 92	\$ (557 28)
1 6 Staff Travel		\$ 23,297 84		\$ 23,297 84	\$ 0 00
1 7 Staff Conferences, Training		\$ 4,080 00		\$ 4,080 00	\$ -
1 8 Staff Equipment / Computer Leases / Software		\$ 17,961 60		\$ 17,508 48	\$ (453 12)
1 9 Postage		\$ 2,400 00		\$ 2,400 00	\$ -
Sub-Total Operating		\$ 78,371.64		\$ 70,101.24	\$ (8,270.40)

Training Costs Narrative

Increase Tuition by \$43,412.32 and decrease On-the-Job Training by \$13,898.29.

Training					
2 1 Participant Supplies		\$ -		\$ -	\$ -
2 2 Participant Books		\$ -		\$ -	\$ -
2 3 Credential Exams & Assessments		\$ 15,950 00		\$ 15,950 00	\$ -
2 4 Software Licenses		\$ -		\$ -	\$ -
2 5 Tuition (Adult Education)		\$ 77,280 00		\$ 77,280 00	\$ -
2 6 Tuition (College or Vocational)		\$ 321,689 95		\$ 365,102 27	\$ 43,412 32
2 8 On-the-Job Training		\$ 121,898 29		\$ 108,000 00	\$ (13,898 29)
Sub-Total Training		\$ 536,818.24		\$ 566,332.27	\$ 29,514.03

Supportive Services Narrative

Increase Transportation by \$3,180.00 and decrease Childcare by \$780.00.

Supportive Services					
3 11 Transportation		\$ 17,937 50		\$ 21,117 50	\$ 3,180 00
3 12 Childcare		\$ 6,240 00		\$ 5,460 00	\$ (780 00)
3 13 Emergency Assistance		\$ -		\$ -	\$ -
3 14 Training Support Materials		\$ 7,500 00		\$ 7,500 00	\$ -
Sub-Total of Supportive Services		\$ 31,677.50		\$ 34,077.50	\$ 2,400.00

CONTRACT BUDGET MODIFICATION

Training Fees (Profit), Indirect, & Audit Fees

No change to Training Fee (Profit).

Indirect Cost & Fees					
Training Fee (Profit)	5.00%	\$ 63,312.56	5.00%	\$ 63,312.56	\$ (0.00)
Indirect Cost	8.75%	\$ 110,796.97	8.75%	\$ 110,796.97	\$ 0.00
Audit Fee	0.70%	\$ 9,639.34	0.70%	\$ 9,639.34	\$ (0.00)
Sub-Total of Indirect & Fees		\$ 183,748.87		\$ 183,748.87	\$ (0.00)

APPROVAL(S)

Prepared By

Kalen J. Kunkel
Kalen J. Kunkel, Region Manager

CONTRACT BUDGET MODIFICATION

ATTACHMENT 2 - BUDGET FORMS

WORKFORCE INVESTMENT BOARD

WorkLink Workforce Investment Area

GRANT BUDGET SUMMARY

Service Provider Henkels & McCoy, Inc. Contract # 14A995H3 & 14D995H3
Project/Activity SC Works Operator Funding Source WIA Adult & DLW Formula Funds Modification # 3

CATEGORIES	ADULT	DLW	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 417,018	\$ 178,722		\$ 595,740	\$ 595,740
OPERATING COSTS	\$ 49,071	\$ 21,030		\$ 70,101	\$ 70,101
TRAINING COSTS	\$ 423,241	\$ 143,091		\$ 566,332	\$ 566,332
SUPPORTIVE SERVICE COSTS	\$ 23,854	\$ 10,223		\$ 34,077	\$ 34,077
Training Fees/Professional Fees/ Profit	\$ 51,066	\$ 21,886		\$ 72,952	\$ 72,952
Indirect Costs	\$ 77,558	\$ 33,239		\$ 110,797	\$ 110,797
Total Budget Costs	\$ 1,041,808	\$ 408,192	\$ -	\$ 1,450,000	\$ 1,450,000
Percentage of Budget	72%	28%		100%	
Cost Limitations			2% Maximum	At least 98%	100%

CONTRACT BUDGET MODIFICATION

ATTACHMENT 1 – ADULT vs. DISLOCATED WORKER PERCENTAGES

**WorkLink SC Works Operator (H&M)
PY14 Budget Mod #3**

	PY14 Budget Mod #2		PY14 Budget Mod #3		Amt of Increase or Decrease	
	Adult	Dislocated Worker	Adult	Dislocated Worker	Adult	Dislocated Worker
Staff Costs						
Staff Salaries	\$ 309,886.81	\$ 132,808.63	\$ 297,337.21	\$ 127,430.23	\$ (12,549.60)	\$ (5,378.40)
Staff Fringe	\$ 123,681.82	\$ 53,006.49	\$ 119,680.88	\$ 51,291.81	\$ (4,000.94)	\$ (1,714.68)
	\$ 433,568.63	\$ 185,815.12	\$ 417,018.09	\$ 178,722.04	\$ (16,550.54)	\$ (7,093.08)
Operating Costs						
1.2 Staff Consumable Supplies	\$ 5,040.00	\$ 2,160.00	\$ 3,780.00	\$ 1,620.00	\$ (1,260.00)	\$ (540.00)
1.3 Advertising, Outreach	\$ 1,932.00	\$ 828.00	\$ 1,050.00	\$ 450.00	\$ (882.00)	\$ (378.00)
1.4 Copy, Print	\$ 7,560.00	\$ 3,240.00	\$ 4,620.00	\$ 1,980.00	\$ (2,940.00)	\$ (1,260.00)
1.5 Communications	\$ 6,910.54	\$ 2,961.66	\$ 6,520.44	\$ 2,794.47	\$ (390.10)	\$ (167.19)
1.6 Staff Travel	\$ 16,308.49	\$ 6,989.35	\$ 16,308.49	\$ 6,989.35	\$ 0.00	\$ 0.00
1.7 Staff Conferences, Training	\$ 2,856.00	\$ 1,224.00	\$ 2,856.00	\$ 1,224.00	\$ -	\$ -
1.8 Staff Equipment / Computer Leases / Software	\$ 12,573.12	\$ 5,388.48	\$ 12,255.94	\$ 5,252.54	\$ (317.18)	\$ (135.94)
1.9 Postage	\$ 1,680.00	\$ 720.00	\$ 1,680.00	\$ 720.00	\$ -	\$ -
Sub-Total Operating	\$ 54,860.15	\$ 23,511.49	\$ 49,070.87	\$ 21,030.37	\$ (5,789.28)	\$ (2,481.12)
Training						
2.3 Credential Exams & Assessments	\$ 11,165.00	\$ 4,785.00	\$ 11,165.00	\$ 4,785.00	\$ -	\$ -
2.5 Tuition (Adult Education)	\$ 54,096.00	\$ 23,184.00	\$ 54,096.00	\$ 23,184.00	\$ -	\$ -
2.6 Tuition (College or Vocational)	\$ 225,182.96	\$ 96,506.98	\$ 282,379.77	\$ 82,722.50	\$ 57,196.81	\$ (13,784.48)
2.8 On-the-Job Training	\$ 85,328.81	\$ 36,569.49	\$ 75,600.00	\$ 32,400.00	\$ (9,728.81)	\$ (4,169.49)
Sub-Total Training	\$ 375,772.77	\$ 161,045.47	\$ 423,240.77	\$ 143,091.50	\$ 47,468.00	\$ (17,953.97)
Supportive Services						
3.11 Transportation	\$ 12,556.25	\$ 5,381.25	\$ 14,782.25	\$ 6,335.25	\$ 2,226.00	\$ 954.00
3.12 Childcare	\$ 4,368.00	\$ 1,872.00	\$ 3,822.00	\$ 1,638.00	\$ (546.00)	\$ (234.00)
3.14 Training Support Materials	\$ 5,250.00	\$ 2,250.00	\$ 5,250.00	\$ 2,250.00	\$ -	\$ -
Sub-Total of Supportive Services	\$ 22,174.25	\$ 9,503.25	\$ 23,854.25	\$ 10,223.25	\$ 1,680.00	\$ 720.00
Indirect Cost & Fees						
Training Fee (Profit)	\$ 44,318.78	\$ 18,993.78	\$ 44,318.79	\$ 18,993.77	\$ 0.01	\$ (0.01)
Indirect Cost	\$ 77,557.88	\$ 33,239.09	\$ 77,557.88	\$ 33,239.09	\$ 0.00	\$ 0.00
Audit Fee	\$ 6,747.54	\$ 2,891.80	\$ 6,747.54	\$ 2,891.80	\$ (0.00)	\$ 0.00
Sub-Total of Indirect & Fees	\$ 128,624.20	\$ 55,124.67	\$ 128,624.21	\$ 55,124.66	\$ 0.00	\$ (0.00)
	\$ 1,015,000.00	\$ 435,000.00	\$ 1,041,808.18	\$ 408,191.82	\$ 26,808.18	\$ (26,808.18)
	\$ 1,450,000.00	\$ 470,000.00	\$ 1,450,000.00	\$ 470,000.00		
	70%	30%	72%	28%		

WORKLINK ADULT-DISLOCATED WORKER OBLIGATIONS REPORT

PY14 FORMULA TUITION

	Adult	Dislocated Worker	Total
PY14 Budget (Mod # 3)	\$ 272,544.77	\$ 78,507.50	\$ 351,052.27
PY14 Vouchers Paid	\$ 95,904.07	\$ 13,561.00	\$ 109,465.07
PY14 Vouchers Not Paid	\$ 110,336.43	\$ 7,874.08	\$ 118,210.51
PY14 Vouchers Total	\$ 206,240.50	\$ 21,435.08	\$ 227,675.58
PY14 Funds Unobligated	\$ 66,304.27	\$ 57,072.42	\$ 123,376.69
PY14 ITA's Approved	\$ 343,870.03	\$ 42,283.98	\$ 386,154.01
PY14 ITA's Deobligations	\$ 82,314.99	\$ 11,993.08	\$ 94,308.07
PY14 ITA's Total YTD	\$ 261,555.04	\$ 30,290.90	\$ 291,845.94
PY14 ITA's vs Budget	\$ 10,989.73	\$ 48,216.60	\$ 59,206.33
PY15 ITA's Approved			

As of today we anticipate needing a total of \$35,378 to cover the current commitments

Adult ITA's includes \$30,281 not approved by a Manager.
Adult ITA's includes \$16,247.89 of deobligations still being

PY14 FORMULA ON-THE-JOB TRAINING

	Adult	Dislocated Worker	Total
PY14 Budget (Mod # 3)	\$ 75,600.00	\$ 32,400.00	\$ 108,000.00
PY14 Vouchers Paid	\$ 21,073.00	\$ 3,061.00	\$ 24,134.00
PY14 Vouchers Not Paid	\$ 3,807.43	\$ 675.67	\$ 4,483.10
PY14 Vouchers Total	\$ 24,880.43	\$ 3,736.67	\$ 28,617.10
PY14 Funds Unobligated	\$ 50,719.57	\$ 28,663.33	\$ 79,382.90
PY14 ITA's Approved	\$ 66,445.20	\$ 3,736.66	\$ 70,181.86
PY14 ITA's Deobligations	\$ 6,449.00	\$ -	\$ 6,449.00
PY14 ITA's Total YTD	\$ 59,996.20	\$ 3,736.66	\$ 63,732.86
PY14 ITA's vs Budget	\$ 15,603.80	\$ 28,663.34	\$ 44,267.14
PY15 Obligations YTD			

PY13-14 DW-NEG

	Training	OJT	Total
PY14 Budget (Mod # 2)	\$ 29,250.00	\$ 16,800.00	\$ 46,050.00
PY13-14 Vouchers Paid	\$ 15,009.00	\$ -	\$ 15,009.00
PY13-14 Vouchers Not Paid	\$ -	\$ 5,169.65	\$ 5,169.65
PY13-14 Vouchers Total	\$ 15,009.00	\$ 5,169.65	\$ 20,178.65
PY13-14 Funds Unobligated	\$ 14,241.00	\$ 11,630.35	\$ 25,871.35
PY14 ITA's or OJT's Approved	\$ 37,296.94	\$ 9,720.00	\$ 47,016.94
PY14 ITA's or OJT's Deobligations	\$ 15,014.00	\$ -	\$ 15,014.00
PY14 ITA's Total YTD	\$ 22,282.94	\$ 9,720.00	\$ 32,002.94
PY13-14 ITA's vs Budget	\$ 6,967.06	\$ 7,080.00	\$ 14,047.06

As of 1/27/14



12/11/2015

DLW

ADULT										DLW				TOTAL				
codes	Mod #3	Oct	November	December	Total Expenses	Balance	% Spent	Mod #3	Oct	Nov	Dec	Total Expenses	Balance	% Spent	Total Budget	Total Expenses	Total % Spent	
Budget 9/29-10/28 10/27-11/23 11/24-12/28																		
00	297,337	25,258	23,081	30,377	157,115	140,222	52.84%	Budget 9/29-10/28 10/27-11/23 11/24-12/28	127,430	10,799	9,843	12,841	67,134	60,296	52.89%	424,767	224,249	200,518 52.79%
01-03	119,681	9,963	9,918	12,628	61,710	57,971	51.56%		51,292	4,953	4,246	5,383	28,039	24,453	52.33%	170,973	88,549	82,424 51.79%
Subtotal		\$ 417,018	\$ 35,221	\$ 32,999	\$ 43,005	\$ 218,825	52.47%		\$ 178,722	\$ 15,752	\$ 14,089	\$ 18,204	\$ 93,973	\$ 84,749	52.58%	\$ 595,740	\$ 312,798	\$ 282,942 52.51%
Operating Costs																		
1.2	3,780	16	45	-	1,130	2,650	29.89%		1,620	7	-	-	465	1,155	28.70%	5,400	1,595	3,805 29.54%
1.3	1,050	175	-	-	175	875	16.87%		450	75	-	-	75	375	16.67%	1,500	250	1,250 16.67%
1.4	4,820	-	-	257	1,888	2,734	40.82%		1,980	-	-	110	805	1,175	40.66%	6,600	2,691	3,909 40.77%
1.5	6,520	355	177	33	2,909	3,611	44.62%		2,794	151	75	-	1,113	1,681	39.84%	9,314	4,022	5,292 43.18%
1.6	16,308	892	769	1,045	6,127	10,181	37.57%		6,989	507	241	432	2,599	4,390	37.19%	23,297	8,726	14,571 37.46%
1.7	2,858	458	216	-	674	2,182	32.60%		1,224	186	-	-	196	1,028	16.01%	4,080	870	3,210 21.32%
1.8	12,256	343	-	-	3,954	8,302	32.28%		5,253	147	-	-	1,894	3,559	32.25%	17,509	5,848	11,661 32.28%
1.9	1,880	75	165	99	646	1,034	38.45%		720	32	-	-	164	558	22.78%	2,400	810	1,590 33.75%
Subtotal		\$ 48,070	\$ 2,314	\$ 1,372	\$ 1,434	\$ 31,568	35.67%		\$ 21,030	\$ 1,115	\$ 316	\$ 542	\$ 7,111	\$ 13,919	33.81%	\$ 70,100	\$ 24,612	\$ 45,488 35.11%
Training cost																		
2.1	11,165	342	3,085	1,365	5,245	5,920	46.98%		4,785	129	1,049	41	1,219	3,566	25.48%	15,950	6,464	9,486 40.53%
2.5	54,096	5,612	-	5,803	24,739	29,357	45.73%		23,184	2,405	-	-	8,201	14,983	35.37%	77,280	32,940	44,340 42.62%
	282,380	29,777	19,971	42,775	109,930	172,450	38.93%		82,722	4,750	4,687	7,345	24,332	58,390	29.41%	365,102	134,262	230,840 36.77%
2.8	75,600	-	1,661	13,622	21,073	54,527	27.87%		32,400	-	-	-	3,061	29,339	9.45%	108,000	24,134	83,866 22.35% (1)
Subtotal		\$ 423,241	\$ 35,731	\$ 24,717	\$ 63,265	\$ 160,967	38.04%		\$ 143,091	\$ 7,284	\$ 5,736	\$ 7,386	\$ 36,813	\$ 106,278	25.73%	\$ 568,332	\$ 197,600	\$ 368,532 34.93%
Supportive Service Cost																		
3.2	14,782	2,440	3,255	2,590	10,755	4,027	72.76%		8,335	260	480	590	2,170	4,165	34.25%	21,117	12,925	8,192 61.21%
3.3	3,822	-	-	-	-	3,822	0.00%		1,638	-	-	-	220	1,418	13.43%	5,480	220	5,260 4.03%
3.4	5,250	482	-	909	2,109	3,141	40.17%		2,250	-	-	34	214	2,036	9.51%	7,500	2,323	5,177 30.97%
Subtotal		\$ 23,854	\$ 2,922	\$ 3,255	\$ 3,499	\$ 12,864	53.93%		\$ 10,223	\$ 260	\$ 480	\$ 624	\$ 2,804	\$ 7,619	25.47%	\$ 34,077	\$ 15,468	\$ 18,609 45.39%
Training/Professional Service Fee/Profit																		
4.1	44,319	3,810	3,117	5,561	20,510	23,808	46.28%		18,894	1,220	1,030	1,338	7,024	11,970	36.98%	63,313	27,534	35,779 43.49%
4.2	6,748	-	-	-	-	6,748	0.00%		2,892	-	-	-	-	2,892	0.00%	9,640	-	9,640 0.00%
4.3	77,598	6,997	5,456	8,731	35,894	41,664	46.28%		33,238	2,135	1,802	2,341	12,291	20,948	36.98%	110,787	48,165	62,622 43.49%
Subtotal		\$ 128,625	\$ 10,477	\$ 8,573	\$ 15,292	\$ 58,404	43.85%		\$ 55,125	\$ 3,355	\$ 2,832	\$ 3,678	\$ 19,315	\$ 35,810	35.04%	\$ 183,750	\$ 75,719	\$ 108,031 41.21%
TOTALS		\$ 1,041,808	\$ 86,665	\$ 70,816	\$ 128,485	\$ 466,581	55.75227		\$ 408,191	\$ 27,766	\$ 23,433	\$ 30,435	\$ 159,816	\$ 248,375	39.15%	\$ 1,449,999	\$ 626,397	\$ 823,602 43.20%
1) Employer has choice of being paid monthly, quarterly, or at the end of the contract.														Goal Thru Dec 45.00%				

As of Mod #3

WorkLink Program Year 2014 Financial Status
13DWT01 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program Revenue					
	\$ 55,357					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salaries, Fringe & Indirect (WIB)	\$ 2,624	2,596	98.93%	2,596	98.93%	\$ 28
Henkels & McCoy	52,733	52,733	100.00%	17,073	32.38%	35,660
Total In-House	\$ 55,357	\$ 55,329	99.95%	\$ 19,669	35.53%	\$ 35,688
Grant Period: 8/8/13-6/30/15						

WorkLink Program Year 2014 Financial Status
13D395H11 - Dislocated Worker Training National Emergency Grant (DWT NEG)

	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Indirect Cost	\$ 4,029	1,313	32.59%	1,313	32.59%	\$ 2,716
Audit Fee	351	-	0.00%	-	0.00%	351
Profit	2,303	751	32.61%	751	32.61%	1,552
Tuition	22,500	11,919	52.97%	11,919	52.97%	10,581
Books	6,000	2,904	48.40%	2,904	48.40%	3,096
Supplies	750	186	24.80%	186	24.80%	564
OJT	16,800	-	0.00%	-	0.00%	16,800
Total In-House	\$ 52,733	\$ 17,073	32.38%	\$ 17,073	32.38%	\$ 35,660
Grant Period: 8/8/13-6/30/15						
					Goal Thru Dec 2014	73.91%
					to meet 100% by 6/30/15	

Vote Needed



1503 – WorkLink Youth Contract & Budget Modification #2

Contractor: Henkels & McCoy, Inc.
Contract #'s: 14Y495H3
Program: Youth Services
Submission Date: 1/21/2015
Region Manager: Kal Kunkel
Program Manager (s): Karen Craven

Budget Modification Summary & Narrative

Budget Summary

Henkels & McCoy, Inc. (dba Palmetto Youth Connections) is requesting a modification to our budget to move funds into categories and line items where funds are needed based on the current service needs as demonstrated in the following sections below. We are also requesting to add an additional Workforce Development Specialist to begin April 6, 2015 in preparation of upcoming changes on July 1, 2015 with the implementation of WIOA. There is no change to the overall contract value of \$800,000.

Staff Costs Narrative

Request to reduce Staff Cost by \$12,905.57 as a result in reduced cost in the Henkels Health Insurance Plan.

Recommendation from Finance Committee 1/28/15

CONTRACT BUDGET MODIFICATION

Staff Costs		Mod 1		Mod 2	Changes
Sub-Total of Staff Costs		\$ 323,334.96		\$ 331,014.96	\$ 7,680.00
Fringe Benefits	Rate		Rate		
Health Insurance	23.12%	\$ 74,742.72	18.35%	\$ 60,751.20	\$ (13,991.52)
FICA	7.65%	\$ 24,735.12	7.65%	\$ 25,322.64	\$ 587.52
State UEC-SUI	3.05%	\$ 9,764.72	3.02%	\$ 9,996.65	\$ 231.93
FUT	0.12%	\$ 388.00	0.12%	\$ 397.22	\$ 9.22
SC WC	0.33%	\$ 1,067.01	0.33%	\$ 1,092.35	\$ 25.34
Public-General Liability	3.02%	\$ 9,764.72	3.02%	\$ 9,996.65	\$ 231.93
Sub-Total Fringe:	37.29%	\$ 120,462.29	32.49%	\$ 107,558.72	\$ (12,903.57)

Operating Costs Narrative

Request to reduce the overall Operating Cost by \$973.33 as demonstrated below.

Operating Costs		Mod 1		Mod 2	Changes
1.1 Facility, Utilities, Maintenance		\$ -		\$ -	\$ -
1.2 Staff Consumable Supplies		\$ 2,100.00		\$ 3,026.66	\$ 926.66
1.3 Advertising, Outreach		\$ 2,400.00		\$ 500.00	\$ (1,900.00)
1.4 Copy, Print		\$ 4,200.00		\$ 4,200.00	\$ -
1.5 Communications		\$ 10,580.80		\$ 10,580.80	\$ -
1.6 Staff Travel		\$ 18,616.00		\$ 18,616.00	\$ 0.00
1.7 Staff Conferences, Training		\$ 2,400.00		\$ 2,400.00	\$ -
1.8 Staff Computer Leases		\$ 8,644.13		\$ 8,644.13	\$ (0.00)
1.9 Postage		\$ 3,492.50		\$ 3,492.50	\$ -
Sub-Total Operating		\$ 52,433.43		\$ 51,460.10	\$ (973.33)

CONTRACT BUDGET MODIFICATION

Training Costs Narrative

Request to increase Training Costs by \$6,558.90 as demonstrated below.

Training		Mod 1		Mod 2	change
2 1 Participant Supplies		\$ 3,700.00		\$ 3,700.00	\$ -
2 2 Participant Books		\$ 5,984.75		\$ 5,985.00	\$ 0.25
2 3 Credential Exam Fees (NRF, CNA, GED, etc)		\$ 14,380.00		\$ 12,925.00	\$ (1,455.00)
2 4 TABE Testing Materials		\$ 1,425.00		\$ 1,825.00	\$ 400.00
2 5 Tuition (Adult Education)		\$ 38,758.40		\$ 38,758.40	\$ -
2 6 Tuition (College or Vocational)		\$ 28,958.35		\$ 46,624.00	\$ 17,665.65
2 9 Work Experience		\$ 38,280.00		\$ 29,728.00	\$ (8,552.00)
2 10 Awards / Events		\$ 1,600.00		\$ 1,600.00	\$ -
2 11 Software Licenses		\$ 3,840.00		\$ 3,840.00	\$ -
2 12 Work Keys		\$ 1,500.00		\$ -	\$ (1,500.00)
Sub-Total Training		\$ 138,428.50		\$ 144,985.40	\$ 6,558.90

Supportive Services Narrative

Request to decrease Supportive Services by \$360.00 as demonstrated below.

Supportive Services		Mod 1		Mod 2	change
3 1 Participant Incentives (Skill Invoices)		\$ 37,114.14		\$ 37,114.14	\$ 0.00
3 2 Transportation		\$ 19,500.00		\$ 21,300.00	\$ 1,800.00
3 3 Childcare		\$ 2,400.00		\$ 1,440.00	\$ (960.00)
3 4 Training Support Materials		\$ 3,200.00		\$ 2,000.00	\$ (1,200.00)
3 5 Emergency Assistance		\$ 1,750.00		\$ 1,750.00	\$ -
Sub-Total of Supportive Services		\$ 63,964.14		\$ 63,604.14	\$ (360.00)

Training & Professional Fees, Profit, & Indirect

There is a slight change to this category as shown below.

Indirect Cost & Fees		Mod 1		Mod 2	change
Training Fee (Profit)	5.00%	\$ 34,931.07	5.00%	\$ 34,931.07	\$ (0.00)
Indirect Cost	8.75%	\$ 61,129.36	8.75%	\$ 61,129.37	\$ 0.01
Audit Fee	0.70%	\$ 5,318.25	0.70%	\$ 5,318.25	\$ 0.00
Sub-Total of Indirect & Fees		\$ 101,378.68		\$ 101,378.69	\$ 0.01

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 <u>Henkels & McCoy, Inc.</u>		Contract # <u>14Y495HI</u>			
Project/Activity <u>Palmetto Youth Connections</u>		Funding Source <u>WIA Youth</u>		Modification # <u>2</u>	
CATEGORIES	Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 419,101	\$ 19,471		\$ 438,572	\$ 438,572
OPERATING COSTS	\$ 50,180	\$ 1,280		\$ 51,460	\$ 51,460
TRAINING COSTS	\$ 131,236	\$ 13,749		\$ 144,985	\$ 144,985
SUPPORTIVE SERVICE COSTS	\$ 60,583	\$ 3,021		\$ 63,604	\$ 63,604
Training Fees/Professional Fees/ Profit	\$ 38,237	\$ 2,012		\$ 40,249	\$ 40,249
Indirect Costs	\$ 58,073	\$ 3,056		\$ 61,129	\$ 61,129
Total Budget Costs	\$ 757,411	\$ 42,589	\$ -	\$ 800,000	\$ 800,000
Percentage of Budget	95%	5%		100.00%	
Cost Limitations			2% Maximum	At least 98%	100%



Worklink Workforce Investment Board Grant #14Y495H3

Budget vs. Actual Expenditures YTD

Job Number 1503

Budgeted Expenses			1503-11000	1503-11001	1503-11002	1303-11003	1303-11004	1303-11005	Total Expenses	Balance	% Spent	
	codes	Mod #2	7/1-7/27	7/28-8/24	8/25-9/28	9/29-10/26	10/27-11/23	11/24-12/28				
Salary Total	00	\$	331,015	\$ 21,893	\$ 24,197	\$ 30,791	\$ 24,708	\$ 23,805	\$ 30,918	\$ 156,312	\$ 174,703	47.22%
Fringe Benefit Total	0105		107,557	7,580	8,131	10,240	8,258	7,952	9,966	52,127	55,430	48.46%
Subtotal			438,572	29,473	32,328	41,031	32,966	31,757	40,884	208,439	230,133	47.53%
Operating Costs												
Staff Consumable Supplies	12		3,027	86	571	220	643	-	-	1,520	1,507	50.21%
Advertising	13		500	-	-	100	-	-	-	100	400	20.00%
Printing/Copies	14		4,200	-	-	1,268	127	-	-	1,395	2,805	33.21%
Communications	15		10,581	753	750	1,018	155	7	-	2,683	7,898	25.36%
Staff Travel	16		18,616	369	522	1,488	868	953	1,266	5,466	13,150	29.36%
Staff Training/Conferences	17		2,400	-	-	-	-	-	857	857	1,543	35.71%
Staff Computer Leases	18		8,644	-	-	-	195	-	-	195	8,449	2.26%
Postage	19		3,493	71	211	128	263	260	195	1,128	2,365	32.29%
Subtotal			51,461	1,279	2,054	4,222	2,251	1,220	2,318	13,344	38,117	25.93%
Individualized Training Cost												
Participant Supplies	21		3,700	-	140	-	-	127	283	550	3,150	14.86%
Participant Books	22		5,985	-	-	129	169	345	-	643	5,342	10.74%
Assessment/Exam Fees(inc work)	23		12,925	-	75	-	1,226	1,927	1,502	4,730	8,195	36.60%
TABE Testing Materials	24		1,825	-	-	-	1,650	-	-	1,650	175	90.41%
Workkeys	212		-	-	-	-	-	-	12	12	(12)	#DIV/0!
Tuition (Adult Education)	25		38,758	-	9,689	-	7,267	-	2,422	19,378	19,380	50.00%
Tuition (College or Vocational)	26		46,624	-	-	2,888	2,688	5,797	7,806	19,179	27,445	41.14%
Work Experience	29		29,728	1,392	1,617	787	1,084	903	2,019	7,802	21,926	26.24%
Awards/Events	210		1,600	-	-	-	-	-	-	-	1,600	0.00%
Software License	211		3,840	-	3,840	-	-	-	-	3,840	-	100.00%
Subtotal			144,985	1,392	15,361	3,804	14,084	9,099	14,044	57,784	87,201	39.86%
Customer Supportive Services Cost												
Student Incentives (skills&inc cor)	31		37,114	325	1,600	4,465	2,200	4,600	3,625	16,815	20,299	45.31%
Transportation	32		21,300	725	660	2,030	3,205	3,785	2,540	13,725	7,575	64.44%
Childcare	33		1,440	-	-	100	-	-	-	100	1,340	6.94%
Training Support Materials	34		2,000	-	28	59	30	189	393	699	1,301	34.95%
Emergency Assistance	35		1,750	-	-	401	-	-	-	401	1,349	22.91%
Subtotal			63,604	1,050	2,288	7,855	5,435	8,554	6,558	31,740	31,864	49.90%
Other												
Training Fee (Profit)	41		34,931	1,660	2,602	2,848	2,737	2,531	3,190	15,566	19,365	44.56%
Audit	42		5,318	-	-	-	-	-	-	-	5,318	0.00%
Subtotal			40,249	1,660	2,602	2,848	2,737	2,531	3,190	15,566	24,683	38.67%
Indirect			61,129	2,904	4,553	4,980	4,789	4,430	5,583	27,239	33,890	44.56%
TOTALS			\$ 800,000	\$ 37,758	\$ 59,188	\$ 64,738	\$ 62,262	\$ 57,591	\$ 72,577	\$ 354,112	\$ 447,431	44.26%
Monthly Actual Expenses												
										Goal to meet 93% by June 30		46.50%

WorkLink Program Year 2014 Financial Status							
13INC01 - Incentive Grant							
	Program Revenue						
	\$ 5,453						
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Outreach	\$ 5,453		5,453	100%	5,453	100.00%	\$ -
Grant Period: 3/17/14-6/30/15			***Grant Closed in January 2015				
WorkLink Program Year 2014 Financial Status							
13RROJT01 - Rapid Response On The Job Training Grant (RROJT)							
	Program Revenue						
	\$ 74,480						
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Henkels & McCoy	74,480		74,480	100%	32,430	43.54%	42,050
Total In-House	\$ 74,480		\$ 74,480	100%	\$ 32,430	43.54%	\$ 42,050
Grant Period: 6/30/14-6/30/15							
13R995H1 - Rapid Response On The Job Training Grant (RROJT)							
	Program Expenditures		Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Salary, Fringe, & Indirect	\$ 62,824		28,189	45%	28,189	44.87%	\$ 34,635
Consumable Supplies	1,200		-	0%	-	0.00%	1,200
Communications	1,269		430	34%	430	33.88%	839
Staff Travel	2,789		1,984	71%	1,984	71.14%	805
Equipment Rent	998		-	0%	-	0.00%	998
Outreach	5,400		1,827	34%	1,827	33.83%	3,573
Total In-House	\$ 74,480		\$ 32,430	44%	\$ 32,430	43.54%	\$ 42,050
Grant Period: 6/30/14-6/30/15					Goal Thru Dec	53.85%	
						to meet 100% by 6/30/15	

WorkLink Program Year 2014 Financial Status						
13RRIWT13 - Rapid Response Grant						
	Program Revenue					
	\$ 47,500					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Kroeger Marine Construction	\$ 47,500	47,500	100%	17,250	36.32%	\$ 30,250
Grant Period: 2/27/14-2/27/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT15 - Rapid Response Grant						
	Program Revenue					
	\$ 56,275					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Roylco, Inc	\$ 56,275	56,275	100%	34,400	61.13%	\$ 21,875
Grant Period: 3/12/14-4/30/15						
WorkLink Program Year 2014 Financial Status						
13RRIWT19 - Rapid Response Grant						
	Program Revenue					
	\$ 60,640					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Alfmeier, Fredrichs, & Rath	\$ 60,640	60,640	100%	9,110	15.02%	\$ 51,530
Grant Period: 6/23/14-7/31/15						
WorkLink Program Year 2014 Financial Status						
14RRIWT11 - Rapid Response Grant						
	Program Revenue					
	\$ 51,870					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance Unspent
Ulbrich Specialty Wire Products	\$ 51,870	-	0%	-	0.00%	\$ 51,870
Grant Period: 12/29/14-12/30/15						

NEW

WorkLink Program Year 2014 Financial Status							
14IWT01 - Local Incumbent Worker Training Grant (IWT)							
	Program Revenue						
	\$ 70,189						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Allegro	\$ 6,793.20	\$ 6,793.20	100.00%	448.20	6.60%	\$ 6,345.00	
Bosch	9,810.00	9,810.00	100.00%	-	0.00%	9,810.00	
Danfoss	3,686.25	3,686.25	100.00%	-	0.00%	3,686.25	
Greenfield	3,750.00	3,750.00	100.00%	-	0.00%	3,750.00	
Inergy	14,362.50	14,362.50	100.00%	-	0.00%	14,362.50	
KP	4,734.00	4,734.00	100.00%	-	0.00%	4,734.00	
Michelin	4,200.00	4,200.00	100.00%	-	0.00%	4,200.00	
RBC	5,928.75	5,928.75	100.00%	-	0.00%	5,928.75	
Reliable	11,939.10	11,939.10	100.00%	-	0.00%	11,939.10	
USEV	3,860.20	3,860.20	100.00%	-	0.00%	3,860.20	
	\$ 69,064.00	\$ 69,064.00	100.00%	448.20	0.65%	\$ 68,615.80	
	\$1,125.00	→ checking with a company for this \$					
Grant Period: 8/15/14-6/30/15			Goal thru Dec 2014		45.45%		

WorkLink Program Year 2014 Financial Status							
14TEC01 - State Reserve Technology Grant							
	Program Revenue						
	\$ 13,497						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance	
Computers for Resource Rooms	\$ 13,488.00	\$ 13,488.00	100.00%	13,488.00	100.00%	\$ -	
Grant Period: 11/14/14-3/31/15							

NEW

WorkLink Program Year 2014 Financial Status						
JA-24960-13-60-A-45 : Make It In America Grant (MiiA Grant)						
	Program Revenue					
	\$ 1,299,610					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Per Mod #1 Approved Oct 2014						
Salaries, Fringe (WIB)	\$ 60,100	5,823	10%	5,823	9.69%	\$ 54,277
Indirect (WIB)	21,170	2,116	10%	2,116	10.00%	19,054
Travel (WIB)	4,886	-	0%	-	0.00%	4,886
Tri-County Technical College	434,481	434,481	100%	199,716	45.97%	234,765
Greenville Technical College	434,481	434,481	100%	138,292	31.83%	296,189
Northeastern Technical College	344,492	344,492	100%	56,800	16.49%	287,692
Total In-House	\$ 1,299,610	\$ 1,221,393	94%	\$ 402,747	30.99%	\$ 896,863
Grant Period: 10/1/13-9/30/16			Goal Thru Dec 2014		41.67%	

WorkLink Program Year 2014 Financial Status						
13M295T1 - Tri-County Technical College						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 11,000	3,235	29%	3,235	29.41%	\$ 7,765
Recruitment & Assessment	11,000	373	3%	373	3.39%	10,627
Training	335,481	196,108	58%	196,108	58.46%	139,373
Job Placement	77,000	-	0%	-	0.00%	77,000
Total In-House	\$ 434,481	\$ 199,716	46%	\$ 199,716	45.97%	\$ 234,765
Grant Period: 10/1/13-9/30/16						

WorkLink Program Year 2014 Financial Status						
13M295G1 - Greenville Technical College						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 25,000	7,206	29%	7,206	28.82%	\$ 17,794
Recruitment & Assessment	39,897	-	0%	-	0.00%	39,897
Training	288,584	131,086	45%	131,086	45.42%	157,498
Job Placement	81,000	-	0%	-	0.00%	81,000
Total In-House	\$ 434,481	\$ 138,292	32%	\$ 138,292	31.83%	\$ 296,189
Grant Period: 10/1/13-9/30/16						

WorkLink Program Year 2014 Financial Status						
13M295N1 - Northeastern Technical College						
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
Marketing	\$ 11,000	-	0%	-	0.00%	\$ 11,000
Recruitment & Assessment	23,200	-	0%	-	0.00%	23,200
Training	267,092	55,210	21%	55,210	20.67%	211,882
Job Placement	43,200	1,590	4%	1,590	3.68%	41,610
Total In-House	\$ 344,492	\$ 56,800	16%	\$ 56,800	16.49%	\$ 287,692
Grant Period: 10/1/13-9/30/16						

→ Monitoring by DOL March 3-5

***VOTE NEEDED**

WorkLink Program Year 2014 Financial Status
14INC01 - Incentive Grant

NEW

	Program Revenue					
	\$ 1,404					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
ADA items from Report	\$ 1,404	-	0%	-	0.00%	\$ 1,404
Grant Period: ?????						

WorkLink Program Year 2014 Financial Status

Insurance Reimbursement

***VOTE NEEDED**

	Program Revenue					
	\$ 14,807.41					
	Program Expenditures	Total Obligated	Total % Obligated	Actual Expended	Actual % Expended	Balance
HIVAC Replacement	\$ 7,100.00	\$ 7,100.00	100.00%	7,100.00	100.00%	\$ -
Mini-Split for Server Room	3,565.00	3,565.00	100.00%	3,565.00	100.00%	-
ADA Upgrades	4,142.41	-	0.00%	-	0.00%	4,142.41
	\$ 14,807.41	\$ 10,665.00	72.02%	10,665.00	72.02%	\$ 4,142.41
Must be spent by 6/30/15 per COG Finance Director						

Service Provider
Status Update
July 2014 - June 2015

ENROLLMENT REPORT	PYC					
*Special notes:						
Board Goal	185					
PY'14 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
<i>Active Carryover</i>		57				
July	5	62	5	100%	4%	34%
August	21	83	15	140%	20%	45%
September	9	92	15	60%	27%	50%
October	12	104	10	120%	36%	56%
November	7	111	5	140%	42%	60%
December	6	117	5	120%	46%	63%
January	11	128	10	110%	55%	69%
February		128	15	0%	55%	69%
March		128	15	0%	55%	69%
April		128	15	0%	55%	69%
May		128	15	0%	55%	69%
June		128	5	0%	55%	69%
Totals	71	128	130			