



WORKFORCE DEVELOPMENT BOARD YOUTH COMMITTEE MEETING AGENDA

Tuesday, August 8, 2017

11:00 A.M. - 12:00 P.M.

Location: SC Works Center Clemson

- | | |
|---|-----------------------------|
| I. Welcome and Introductions | Kristi King Brock |
| II. Review of Minutes (3/07/2017)* | Kristi King-Brock |
| III. Palmetto Youth Connections (Reports: 3/1/17-6/30/2017, 7/1/17) | Karen Craven |
| IV. <u>New Business:</u> | |
| PY 16 Grant Expenditure Goal - Met 93% (3/1/17-6/30/2017) | Karen Craven |
| PY 16 3rd/4 th Quarter Youth Performance/SCDEW - No Report | Kristi King-Brock |
| PY 16 Board Enrollment Goal - Exceed | Kristi King-Brock |
| PY 17 WDB Board Approved Youth Budget | Kristi King-Brock/K. Craven |
| PY 17 Youth Budget Mod. I* | Kal Kunkel |
| 2017 Upcoming AOP BIS Showcase | Rick Murphy |
| V. <u>Other Business:</u> | |
| Reminder: Discussion & Recommendations for 2018 Youth RFP | Kristi King-Brock |
| VI. <u>Adjourn</u> | Kristi King-Brock |

*Vote Needed

Next Youth Committee Meeting, Wednesday – October 8, 2017 - 11:00am -12:00pm Location: SC Works Center Clemson



WORKFORCE INVESTMENT CORPORATION
Youth Committee Meeting Summary
March 7, 2017 @ 11:00am
SC Works Clemson Comprehensive Center, Training Room

Members Present

Jason Duncan, Vice-Chair
Rick Murphy
Gene Williams

Tim Mayes
Elaine Bailey
Robert Halfacre

Amy Bradshaw
Janice Ward

Members Absent:

Kristi King-Brock, Chair
Doug Newton

Ray Farley
Crystal Noble

Mary Gaston
Melissa Rosier

Staff Present:

Sharon Crite

Jennifer Kelly

Trent Acker

Guest Present:

Karen Craven
Phyllis Anderson

Amanda Lucas
Anne Marie Baker

Ashley Hamilton

I. Welcome and Introductions

Vice Chair Jason Duncan called the meeting to order at 11:00am welcoming everyone in attendance and announced the meeting was being recorded for processing of minutes.

II. Approval of 1/24/17 Meeting Minutes

The minutes from the 1/24/17 meeting were emailed with the meeting notice and included in the meeting packet. Vice Chair Duncan called for corrections/amendments to the minutes or a motion to approve.

ACTION TAKEN: Elaine Bailey made a motion to approve the minutes as submitted, seconded by Janice Ward. The motion carried unanimously.

III. Palmetto Youth Connections (Report 1/1/17-2/28/17)

Karen Craven, Palmetto Youth Connections Program Manager, called attention to the PY16 Monthly Update Report which reflects data from July 1, 2016 to February 28, 2017. This was handed out at the beginning of the meeting to be included in the packet.

Palmetto Youth Connections is currently serving 156 participants (53 carryovers, 73 new enrollments). The handout provided a month to month breakdown of new individuals enrolled. Of the 156 participants being served, 126 are carryovers and new enrollments. 101 individuals are currently in follow-up. Ms. Craven provided performance data for the PY15 4th quarter, the last published data available.

Ms. Craven referred the Committee to the Dashboard available in the committee packet. As of February 2017:

- 58% of enrollments are female, 42% male.
- 53% are Younger Youth, 47% Older Youth.
- 98% of the 73 participants enrolled are high school dropouts, 60% are basic skills deficient, and 57% unemployed.

Ms. Craven directed the committee's attention to the caseload breakdown. Ms. Craven explained that Ms. Carr is primarily the case manager assigned to Oconee County, but is carrying a small caseload for Pickens County to help equalize caseload numbers.

Ms. Craven described the Year-to-Date Outcomes listed on the dashboard, stating that 48 of 73 participants has gained a measurable skill or obtained a credential. Of the 23 occupational credentials listed in the report, all are ServeSafe credentials in the hospitality field. As of December 31, ten participants have been placed in post-secondary education and 125 placed in jobs.

IV. New

PY16 Grant Expenditures

Ms. Craven reviewed the grant expenditures listed on page 9, which reflects the expenditures through December 31, 2016. Palmetto Youth Connections has expended 50.2% of their grant out of a planned 58.3%. Ms. Craven pointed out line item 2.9 Work Experience. As of December 31, 2016, 48.5% of this line item was expended; however, these expenditures are tracked weekly and as of March 2, is closer to 61.5% of the line item. The goal for the year is 7,102 Work Experience hours; PYC participants have already completed 3,447 Work Experience hours as of January 31.

PY16 2nd Quarter Youth Performance – No Report

Amanda Lucas, Youth Coordinator with SC Department of Employment and Workforce, referred the committee to page 10. Ms. Lucas explained that WorkLink is unable to provide the normal performance matrices for the Youth Committee to review. Department of Labor has not yet begun providing the data to the State necessary to provide the customary reports. The report listed on page 10 reflects the data that is not yet available.

PY16 Youth Budget Mod #2

Ms. Craven reviewed a proposed budget modification 2. Below is a summary of changes proposed by the budget modification.

PYC is requesting a reduction in operating costs, moving excess funds to training and moving funds from the transportation line item to expungements. The overall contract value remains unchanged, at \$679,323.

No changes were made to Staff or Fringe Costs.

In Operating costs, \$300 will be moved from Advertising/Outreach to Staff Conferences/Training. A summary of trainings planned within this line items was provided: One staff member will be attending SETA, one staff will be attending the National Association of Social Work, three staff will be attending the AbleSC Conference at \$50/participant, and two staff will be attending the Chick-fil-A Leadercast. The \$300 will not cover all of the costs associated with the trainings outlined, but will provide a cushion to the current allocated staff trainings.

The \$7,888.56 earmarked for Staff computer leases will not be needed this year. New laptops were purchased when Henkels and McCoy transitioned to Eckerd Kids. The laptops were donated and will not be charged against the Youth grant.

\$7,888.56 in Staff Computer leases will be transferred to Tuition to be used for students.

\$750 will be transferred out of transportation to Expungements. PYC has identified two students that will finish Pre-Trial Intervention and may be eligible for expungement services prior to June 30, 2017. Typical expungement fees are around \$350 per expungement.

No changes were made to Indirect and Audit Fees.

ACTION TAKEN: Elaine Bailey made a motion to approve the budget modification #2 as presented in the packet, seconded by Janice Ward. The motion carried unanimously.

Extend Youth Contract for One Year Extension

Vice Chair Duncan stated that it was time for the committee to decide whether or not to extend the Youth contract for the period of one year.

ACTION TAKEN: Janice Ward made a motion to approve to extend the Youth Contract with Palmetto Youth Connections for one year, seconded by Robert Halfacre. The motion carried unanimously.

PY17 Youth Budget Negotiation Committee

Vice Chair Duncan stated that the Youth Budget Negotiation Committee is to conduct PY17 budget negotiation review for the youth program. This committee will report back to the youth committee upon finalization of the PY17 youth program budgetary actions.

The proposed committee will include the Youth Committee Chair Kristi King-Brock, representing Anderson; Youth Committee Vice Chair, Jason Duncan, representing Oconee; and Youth Committee member, Robert Halfacre representing Anderson/Pickens.

ACTION TAKEN: Tim Mayes made a motion to approve the 2017 Youth Budget Negotiations Committee as proposed, seconded by Janice Ward. The motion carried unanimously.

Revised 2015 Youth Strategic Plan Approved 2/28/17

The Revised Youth Strategic Plan approved on February 28 was sent to each Youth Committee member electronically, and has been included in the packet for review on pages 19-22. The revisions that were proposed at the Board meeting were listed on pages 5-8.

V. Other Business

No other business was presented at this time.

VI. Adjourn

Motion to adjourn by Rick Murphy, second by Tim Mayes. The motion carried. The meeting adjourned at 11:25 a.m.

Respectfully submitted: Jennifer Kelly

Grant Number: PY16Y495H2 Youth

Invoice: 103-110012

Period Covered: 6/1/17 6/30/17

Budget Goal		JUNE	JUNE FINAL	100.0%		
Budget MOD 2		103-11011	103-11012	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$309,541.38	12,850.39	13,061.49	304,986.52	\$4,554.86	98.5%
Fringe Benefit Total	\$ 82,353.43	1,689.62	5,049.81	\$73,656.50	\$8,696.93	89.4%
Staff Cost Total	\$391,894.81	14,540.01	18,111.30	\$378,643.02	\$13,251.79	96.6%
Operating						
1.1 Facility, Utilities	9,600.00	0.00	0.00	\$9,600.00	\$0.00	100.0%
1.2 Staff Consumable Supplies	\$3,786.14	133.74	0.00	\$3,687.72	\$98.42	97.4%
1.3 Advertising, Outreach	\$0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!
1.4 Copy, Print	\$3,000.00	0.00	0.00	\$2,941.39	\$58.61	98.0%
1.5 Communications	\$7,039.40	461.88	0.00	\$5,588.25	\$1,451.15	79.4%
1.6 Staff Travel	\$13,795.04	886.30	0.00	\$9,561.32	\$4,233.72	69.3%
1.7 Staff Conferences, Training	\$1,800.00	0.00	0.00	\$1,782.47	\$17.53	99.0%
1.8 Staff Computer Leases (ETO)	\$1,958.16	0.00	0.00	\$1,958.16	\$0.00	100.0%
1.9 Postage	\$741.00	144.34	0.00	\$652.41	\$88.59	88.0%
Operating Total (01)	\$41,719.74	1,626.26	0.00	35,771.72	\$5,948.02	86%
Direct Training						
2.1 Participant Supplies	\$ 1,560.00	570.00	0.00	\$1,005.00	\$555.00	64.4%
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	0.00	\$452.16	\$47.84	90.4%
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	1,673.05	0.00	\$10,816.86	\$683.14	94.1%
2.5 Adult Education Tuition	\$21,000.00	2,293.00	0.00	\$15,156.50	\$5,843.50	72.2%
2.6 Tuition (College/Occupational Training)	\$51,088.56	3,721.00	0.00	\$47,392.00	\$3,696.56	92.8%
2.9 Work Experience	\$55,044.00	5,359.13	0.00	\$57,390.41	-2,346.41	104.3%
2.11 Software Licenses (Learning express)	\$3,600.00	0.00	0.00	\$0.00	\$3,600.00	0.0%
Direct Training Total (02)	\$144,292.56	13,616.18	0.00	132,212.93	\$12,079.63	92%
Support Services						
3.1 Participant Incentives (Skill Invoices)	21,645.00	900.00	0.00	\$16,275.00	\$5,370.00	75.2%
3.2 Transportation	15,000.00	1,210.00	30.00	\$11,790.00	\$3,210.00	78.6%
3.3 Childcare	\$510.00	0.00	0.00	\$0.00	\$510.00	0.0%
3.4 Training Support Materials	\$3,000.00	728.65	0.00	\$1,813.81	\$1,186.19	60.5%
3.5 Emergency Assistance	\$1,500.00	0.00	0.00	\$833.39	\$666.61	55.6%
3.6 Expungements	\$750.00	0.00	0.00	\$0.00	\$750.00	0.0%
Support Service Total (03)	\$42,405.00	2,838.65	30.00	30,712.20	\$11,692.80	72.4%
Operating Cost Total	\$520,412.11	37,626.10	18,141.30	\$577,349.47	\$42,572.24	93.1%
General Overhead (Indirect)	8.86%	\$54,959.65	2,890.23	\$51,152.31	\$3,807.34	93.1%
General Liability Ins	0.60%	\$4,051.63	195.73	108.85	\$3,464.04	85.5%
September 2016 Credit				\$0.00		
Contract Total	\$679,323.39	35,707.06	19,857.47	\$631,956.23	\$47,367.16	93.0%
Work Experience		JUN	JUNFIN	Cumulative	YTD % Spent	
Staff WEX Salaries		3,991.34	3,902.13	97,316.94	16%	
Staff WEX Fringe		533.43	1,880.50	31,068.65	5%	
Stipends		5,359.13	0.00	57,390.41	9%	
Total		9,883.90	5,782.63	185,776.00	30%	
Percentage Spent		1.59%	0.93%			

Grant Number: PY16Y495H2 - Youth

Invoice: 103 110010

Period Covered: 5/1/17 5/31/17

Fisker Goal

MAY

91.7%

100.0%

Line Item	Budget MOD 2	103-11010	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
-----------	--------------	-----------	---------------------	-------------------	-------------------

Staff Salary Total	\$309,541.38	26,826.45	279,074.64	\$30,466.74	90.2%
Fringe Benefit Total	\$ 82,353.43	6,425.06	\$66,917.07	\$15,436.36	81.3%
Staff Cost Total	\$391,894.81	33,251.51	\$345,991.71	\$45,903.10	88.3%

Operating					
1.1 Facility, Utilities	9,600.00	2,400.00	\$9,600.00	\$0.00	100.0%
1.2 Staff Consumable Supplies	\$3,786.14	751.27	\$3,553.98	\$232.16	93.9%
1.3 Advertising, Outreach	\$0.00	0.00	\$0.00	\$0.00	#DIV/0!
1.4 Copy, Print	\$3,000.00	723.79	\$2,941.39	\$58.61	98.0%
1.5 Communications	\$7,039.40	524.35	\$5,126.37	\$1,913.03	72.8%
1.6 Staff Travel	\$13,795.04	427.26	\$8,675.02	\$5,120.02	62.9%
1.7 Staff Conferences, Training	\$1,800.00	0.00	\$1,782.47	\$17.53	99.0%
1.8 Staff Computer Leases (ETO)	\$1,958.16	0.00	\$1,958.16	\$0.00	100.0%
1.9 Postage	\$741.00	453.26	\$508.07	\$232.93	68.6%

Operating Total (01)	\$41,719.74	5,279.93	\$4,145.46	\$7,574.28	82%
----------------------	-------------	----------	------------	------------	-----

Direct Training					
2.1 Participant Supplies	\$ 1,560.00	435.00	\$435.00	\$1,125.00	27.9%
2.2 Instructional Related Costs (Books)	\$ 500.00	452.16	\$452.16	\$47.84	90.4%
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	2,673.06	\$9,143.81	\$2,356.19	79.5%
2.5 Adult Education Tuition	\$21,000.00	2,399.00	\$12,863.50	\$8,136.50	61.3%
2.6 Tuition (College/Occupational Training)	\$51,088.56	10,276.00	\$43,671.00	\$7,417.56	85.5%
2.9 Work Experience	\$55,044.00	6,186.45	\$52,031.28	\$3,012.72	94.5%
2.11 Software Licenses (Learning express)	\$3,600.00	0.00	\$0.00	\$3,600.00	0.0%
Direct Training Total (02)	\$144,292.56	22,421.67	\$118,596.75	\$25,695.81	82%

Support Services					
3.1 Participant Incentives (Skill Invoices)	21,645.00	4,200.00	\$15,375.00	\$6,270.00	71.0%
3.2 Transportation	15,000.00	2,060.00	\$10,550.00	\$4,450.00	70.3%
3.3 Childcare	\$510.00	0.00	\$0.00	\$510.00	0.0%
3.4 Training Support Materials	\$3,000.00	0.00	\$1,085.16	\$1,914.84	36.2%
3.5 Emergency Assistance	\$1,500.00	0.00	\$833.39	\$666.61	55.6%
3.6 Expungements	\$750.00	0.00	\$0.00	\$750.00	0.0%

Support Service Total (03)	\$42,405.00	6,260.00	\$27,843.55	\$14,561.45	65.7%
----------------------------	-------------	----------	-------------	-------------	-------

Operating Cost Total	\$70,370.00	6,741.16	\$59,577.47	\$10,792.53	84.5%
----------------------	-------------	----------	-------------	-------------	-------

General Overhead (Indirect) 8.86%	\$54,959.65	5,955.08	\$46,654.76	\$8,304.89	84.9%
-----------------------------------	-------------	----------	-------------	------------	-------

General Liability Ins 0.60%	\$4,051.63	403.28	\$3,159.46	\$892.17	78.0%
-----------------------------	------------	--------	------------	----------	-------

September 2016 Credit			\$0.00		
-----------------------	--	--	--------	--	--

Contract Total	\$679,323.39	73,571.47	\$576,391.70	\$102,931.69	84.8%
----------------	--------------	-----------	--------------	--------------	-------

Work Experience

	MAY	Cumulative	YTD % Spent
Staff WEX Salaries	9,042.77	89,423.46	14%
Staff WEX Fringe	2,612.72	28,654.72	5%
Stipends	6,186.45	52,031.28	8%
Total	17,841.94	170,109.46	27%
Percentage Spent	2.83%		

Grant Number: PY16Y495H2 - Youth				*SAVE AS AFTER EACH MONTH		
Invoice: 103-11009						
Period Covered: 4/1/17 - 4/30/17						
Beckerd Goals		MARCH	APRIL			
		75.0%	83.3%	100.0%		
Line Item	Budget MOD 2	103-11008	103-11009	Cumulative Cost YTD	Remaining Balance	Percent Spent YTD
Staff Salary Total	\$309,541.38	26,662.36	24,008.41	252,248.19	\$57,293.19	81.5%
Fringe Benefit Total	\$ 82,353.43	6,418.79	6,035.64	\$60,492.01	\$21,861.42	73.5%
Staff Cost Total	\$391,894.81	33,081.15	30,044.05	\$312,740.20	\$79,154.61	79.8%
Operating						
1.1 Facility, Utilities	9,600.00	2,400.00	0.00	\$7,200.00	\$2,400.00	75.0%
1.2 Staff Consumable Supplies	\$3,786.14	0.00	78.75	\$2,802.71	\$983.43	74.0%
1.3 Advertising, Outreach	\$0.00	0.00	0.00	\$0.00	\$0.00	#DIV/0!
1.4 Copy, Print	\$3,000.00	327.07	0.00	\$2,217.60	\$782.40	73.9%
1.5 Communications	\$7,039.40	559.91	474.97	\$4,602.02	\$2,437.38	65.4%
1.6 Staff Travel	\$13,795.04	1,698.79	946.80	\$8,247.76	\$5,547.28	59.8%
1.7 Staff Conferences, Training	\$1,800.00	252.47	0.00	\$1,782.47	\$17.53	99.0%
1.8 Staff Computer Leases (ETO)	\$1,958.16	0.00	0.00	\$1,958.16	\$0.00	100.0%
1.9 Postage	\$741.00	0.00	54.81	\$54.81	\$686.19	7.4%
Operating Total (01)	\$41,719.74	5,238.24	1,555.33	28,865.53	\$12,854.21	69%
Direct Training						
2.1 Participant Supplies	\$ 1,560.00	0.00	0.00	\$0.00	\$1,560.00	0.0%
2.2 Instructional Related Costs (Books)	\$ 500.00	0.00	0.00	\$0.00	\$500.00	0.0%
2.3 Credential Exam Fees (CAN/GED/WK)	\$ 11,500.00	650.50	879.00	\$6,470.75	\$5,029.25	56.3%
2.5 Adult Education Tuition	\$21,000.00	557.00	1,613.00	\$10,464.50	\$10,535.50	49.8%
2.6 Tuition (College/Occupational Training)	\$51,088.56	2,269.00	3,429.00	\$33,395.00	\$17,693.56	65.4%
2.9 Work Experience	\$55,044.00	3,906.71	8,758.04	\$45,844.83	\$9,199.17	83.3%
2.11 Software Licenses (Learning express)	\$3,600.00	0.00	0.00	\$0.00	\$3,600.00	0.0%
Direct Training Total (02)	\$144,292.56	7,383.21	14,679.04	96,175.03	\$48,117.48	67%
Support Services						
3.1 Participant Incentives (Skill Invoices)	21,645.00	375.00	1,775.00	\$11,175.00	\$10,470.00	51.6%
3.2 Transportation	15,000.00	900.00	1,790.00	\$8,490.00	\$6,510.00	56.6%
3.3 Childcare	\$510.00	0.00	0.00	\$0.00	\$510.00	0.0%
3.4 Training Support Materials	\$3,000.00	340.95	1.31	\$1,085.16	\$1,914.84	36.2%
3.5 Emergency Assistance	\$1,500.00	0.00	0.00	\$833.39	\$666.61	55.6%
3.6 Expungements	\$750.00	0.00	0.00	\$0.00	\$750.00	0.0%
Support Service Total (03)	\$42,405.00	1,615.95	3,566.31	21,583.55	\$20,821.45	50.9%
Operating Costs Total	\$670,312.21	47,318.55	49,344.73	\$459,354.26	\$210,957.95	71.1%
General Overhead (Indirect) 8.86%	\$54,959.65	4,192.42	4,416.24	\$40,699.68	\$14,259.97	74.1%
General Liability Ins 0.60%	\$4,051.63	283.91	299.07	\$2,756.19	\$1,295.44	68.0%
September 2016 Credit				\$0.00		
Contract Total	\$679,323.39	51,794.88	54,560.04	\$502,820.23	\$176,503.16	74.0%
Work Experience						
		MAR	APR	Cumulative	YTD % Spent	
Staff WEX Salaries		8,411.87	7,604.34	80,380.69	13%	
Staff WEX Fringe		2,441.80	5,013.59	26,042.00	4%	
Stipends		3,906.71	8,758.04	45,844.83	7%	
Total		14,760.38	21,375.97	152,267.52	25%	
Percentage Spent		2.38%	3%			

WIOA PERIODS FOR REPORTING OUTCOMES

Time Periods for Reporting Performance Information on the WIOA Annual Report

Revised 7/11/2016

Program Year 2016 (PY16) Annual Report	
Report Due Date	October 1, 2017
Number Served (Reportable Individual)	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 6/30/17
Number Exited (Participant)	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available
Credential Attainment Rate	Data Not Available
Measurable Skill Gains	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available
Veterans' Priority of Service	7/01/16 to 6/30/17

Program Year 2017 (PY17) Annual Report	
Report Due Date	October 1, 2018
Number Served (Reportable Individual)	7/01/17 to 6/30/18
Number Exited (Reportable Individual)	4/01/17 to 3/31/18
Funds Expended	7/01/17 to 6/30/18
Number Served (Participant)	7/01/17 to 6/30/18
Number Exited (Participant)	4/01/17 to 3/31/18
Employment Rate Second Quarter After Exit	7/01/16 to 6/30/17
Employment Rate Fourth Quarter After Exit	7/01/16 to 12/31/16
Median Earnings Second Quarter After Exit	7/01/16 to 6/30/17
Credential Attainment Rate	7/01/16 to 12/31/16
Measurable Skill Gains	7/01/17 to 6/30/18
Effectiveness in Serving Employers	7/01/16 to 6/30/17
Veterans' Priority of Service	7/01/17 to 6/30/18

Program Year 2018 (PY18) Annual Report	
Report Due Date	October 1, 2019
Number Served (Reportable Individual)	7/01/18 to 6/30/19
Number Exited (Reportable Individual)	4/01/18 to 3/31/19
Funds Expended	7/01/18 to 6/30/19
Number Served (Participant)	7/01/18 to 6/30/19
Number Exited (Participant)	4/1/18 to 3/31/19
Employment Rate Second Quarter After Exit	7/01/17 to 6/30/18
Employment Rate Fourth Quarter After Exit	1/01/17 to 12/31/17
Median Earnings Second Quarter After Exit	7/01/17 to 6/30/18
Credential Attainment Rate	1/01/17 to 12/31/17
Measurable Skill Gains	7/01/18 to 6/30/19
Effectiveness in Serving Employers	7/01/17 to 6/30/18
Veterans' Priority of Service	7/01/18 to 6/30/19

Program Year 2019 (PY19) Annual Report	
Report Due Date	October 1, 2020
Number Served (Reportable Individual)	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	4/01/19 to 3/31/20
Funds Expended	7/01/19 to 6/30/20
Number Served (Participant)	7/01/19 to 6/30/20
Number Exited (Participant)	4/1/19 to 3/31/20
Employment Rate Second Quarter After Exit	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	7/01/18 to 6/30/19
Credential Attainment Rate	1/01/18 to 12/31/18
Measurable Skill Gains	7/01/19 to 6/30/20
Effectiveness in Serving Employers	4/01/18 to 3/31/19
Veterans' Priority of Service	7/01/19 to 6/30/20

Please Note:

Periods highlighted in green indicate when a full year of information will be available

Periods that do not have a date indicate that no report can be generated for that outcome during that time frame

Time Periods for Reporting Performance Information on the WIOA Quarterly Report
Instructions

Revised 7/11/16

Program Year (PY) 2016 Time Periods To Be Reported				
Report Quarter Report Due Date	July - Sept November 14, 2016	Oct - Dec February 14, 2017	Jan - Mar May 15, 2017	Apr - June August 14, 2017
Number Served (Reportable Individual)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Reportable Individual)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Funds Expended	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Served (Participant)	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Number Exited (Participant)	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17
Employment Rate Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Median Earnings Second Quarter After Exit	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Credential Attainment Rate	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Measurable Skill Gains	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Effectiveness in Serving Employers	Data Not Available	Data Not Available	Data Not Available	Data Not Available
Veterans' Priority of Service	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17

Program Year (PY) 2017 Time Periods To Be Reported				
Report Quarter Report Due Date	July - Sept November 14, 2017	Oct - Dec February 14, 2018	Jan - Mar May 15, 2018	Apr - June August 14, 2018
Number Served (Reportable Individual)	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Exited (Reportable Individual)	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18
Funds Expended	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Served (Participant)	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Number Exited (Participant)	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18
Employment Rate Second Quarter After Exit	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Employment Rate Fourth Quarter After Exit	Data Not Available	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16
Median Earnings Second Quarter After Exit	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Credential Attainment Rate	Data Not Available	Data Not Available	7/01/16 to 9/30/16	7/01/16 to 12/31/16
Measurable Skill Gains	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Effectiveness in Serving Employers	7/01/16 to 9/30/16	7/01/16 to 12/31/16	7/01/16 to 3/31/17	7/01/16 to 6/30/17
Veterans' Priority of Service	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18

Program Year (PY) 2018 Time Periods To Be Reported				
Report Quarter Report Due Date	July - Sept November 14, 2018	Oct - Dec February 14, 2019	Jan - Mar May 15, 2019	Apr - June August 14, 2019
Number Served (Reportable Individual)	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Exited (Reportable Individual)	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Funds Expended	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Served (Participant)	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Number Exited (Participant)	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Employment Rate Second Quarter After Exit	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Employment Rate Fourth Quarter After Exit	7/01/16 to 3/31/17	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17
Median Earnings Second Quarter After Exit	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Credential Attainment Rate	7/01/16 to 3/31/17	7/01/16 to 6/30/17	10/01/16 to 9/30/17	1/01/17 to 12/31/17
Measurable Skill Gains	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Effectiveness in Serving Employers	10/01/16 to 9/30/17	1/01/17 to 12/31/17	4/01/17 to 3/31/18	7/01/17 to 6/30/18
Veterans' Priority of Service	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19

Program Year (PY) 2019 Time Periods To Be Reported				
Report Quarter Report Due Date	July - Sept November 14, 2019	Oct - Dec February 14, 2020	Jan - Mar May 15, 2020	Apr - June August 14, 2020
Number Served (Reportable Individual)	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Exited (Reportable Individual)	7/01/18 to 6/30/19	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20
Funds Expended	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Served (Participant)	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Number Exited (Participant)	7/01/18 to 6/30/19	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20
Employment Rate Second Quarter After Exit	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Employment Rate Fourth Quarter After Exit	4/01/17 to 3/31/18	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18
Median Earnings Second Quarter After Exit	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19	7/01/18 to 6/30/19
Credential Attainment Rate	4/01/17 to 3/31/18	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18
Measurable Skill Gains	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20
Effectiveness in Serving Employers	7/01/17 to 6/30/18	10/01/17 to 9/30/18	1/01/18 to 12/31/18	4/01/18 to 3/31/19
Veterans' Priority of Service	10/01/18 to 9/30/19	1/01/19 to 12/31/19	4/01/19 to 3/31/20	7/01/19 to 6/30/20

Please Note:

Quarters highlighted in green indicate when four quarters of information will be available.

Periods that do not have a date indicate that no report can be generated for that out time during that time frame.

Youth Service Provider
Status Update
July 2016 - June 2017

ENROLLMENT REPORT PY16		PYG				
*Special notes:						
Board Goal		156				
PY'16 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover		53				
July	5	58	5	100%	5%	37%
August	6	64	5	120%	11%	41%
September	17	81	15	113%	27%	52%
October	18	99	10	180%	45%	63%
November	8	107	12	67%	52%	69%
December	1	108	5	20%	53%	69%
January	11	119	10	110%	64%	76%
February	7	126	9	78%	71%	81%
March	18	144	9	200%	88%	92%
April	7	151	9	78%	95%	97%
May	5	156	9	56%	100%	100%
June	4	160	5	80%	104%	103%
Totals	107	160	103			

Youth Service Provider
Status Update
July 1, 2017 - June 30, 2018

ENROLLMENT REPORT PY17		PYC				
*Special notes:						
Board Goal		156				
PY'17 Month	NEW WIA Enrollments	Total Enrollments	Monthly Planned Enrollment	YTD % of Monthly Plan	YTD % of Total Planned	YTD % of Board Goal
Active Carryover		60				
July	6		6	100%	-63%	0%
August		0	6	0%	-63%	0%
September		0	6	0%	-63%	0%
October		0	15	0%	-63%	0%
November		0	12	0%	-63%	0%
December		0	5	0%	-63%	0%
January		0	10	0%	-63%	0%
February		0	10	0%	-63%	0%
March		0	10	0%	-63%	0%
April		0	8	0%	-63%	0%
May		0	8	0%	-63%	0%
June		0	0	#DIV/0!	-63%	0%
Totals	6	0	96			

The first name in second chances.SM



**Workforce
Development**

WorkLink Youth PY17 WIOA Youth Contract

Contractor: Eckerd Workforce Development
Contract #: 17Y495H3
Program: Youth Services
Submission Date: 5/30/2017
Prepared by: Amanda Wagner, Operations Director
Operations Director: Amanda Wagner
Program Manager (s): Karen Craven

Budget Summary & Narrative

Budget Summary

Eckerd has drafted the budget for Program Year 17 based on an anticipated 5% reduction in contract funds, resulting in a total contract amount of \$645,357.23. Eckerd Proposes to serve 156 participants over the course of the program year. The proposed budget is outlined in detail below.

PY17 CONTRACT BUDGET

Staff Costs Narrative

Amanda Wagner has accepted new responsibilities with Eckerd which results in a new title and a pay increase. Additionally, a new Fiscal Account Representative was assigned to the WorkLink Workforce Development Area on February 1, 2017. The change in staffing resulted in a small increase in staff salaries budgeted for the fiscal account rep position. Additional discrepancies in staff rates were reviewed and aligned to create an accurate reflection of staff costs projected in PY17.

WorkLink PYC Budget Comparison

		PY16 Budget Mod #2		PY17 Budget	Amt of Increase or Decrease
Slot Level					
		156		156	0
Staff Costs					
1 Operations Director		\$ 7,395.90		\$ 7,710.56	\$ 314.66
2 Fiscal Account Rep		\$ 6,182.27		\$ 6,999.72	\$ 817.45
3 Administrative Assistant II		\$ 6,364.80		\$ 6,364.80	\$ -
4 Program Manager II (Case Mgmt)		\$ 58,471.30		\$ 57,262.40	\$ (1,208.90)
5 Lead Career Coach		\$ 46,399.39		\$ 46,404.80	\$ 5.41
6 Career Coach		\$ 41,010.53		\$ 41,579.20	\$ 568.67
7 Career Coach		\$ 39,737.57		\$ 39,728.00	\$ (9.57)
8 Career Coach		\$ 35,070.05		\$ 35,068.80	\$ (1.25)
9 Career Coach		\$ 34,454.78		\$ 34,444.80	\$ (9.98)
10 Workforce Specialist		\$ 34,454.78		\$ 34,444.80	\$ (9.98)
Sub-Total of Staff Costs		\$ 309,541.37		\$ 310,007.88	\$ 466.51

PY17 CONTRACT BUDGET

Fringe rates and benefits were confirmed with Eckerd's Corporate office. Unemployment Insurance and Workers Comp rates have decreased, resulting in an overall cost savings of \$8,292.32.

Fringe Benefits	Rate		Rate		
Health Insurance	12.29%	\$ 38,027.11	12.31%	\$ 38,149.80	\$ 122.69
FICA	7.65%	\$ 23,679.91	7.65%	\$ 23,715.60	\$ 35.69
Unemployment	1.72%	\$ 5,324.11	0.98%	\$ 3,050.48	\$ (2,273.63)
Workers Comp	3.00%	\$ 9,286.24	1.00%	\$ 3,100.08	\$ (6,186.16)
Retirement (403b Match)	1.95%	\$ 6,036.06	1.95%	\$ 6,045.15	\$ 9.09
General Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
Sub-Total Fringe:	26.61%	\$ 82,353.43	23.89%	\$ 74,061.11	\$ (8,292.32)

Operating Costs Narrative

Eckerd proposes to decrease Operating Costs by \$6,625.56 based on spending patterns during PY16 and projected needs for PY17. Staff do not plan to attend the SETA conference this year, which results in a reduction to staff travel and conference. Staff consumable supplies and copy/print have also been reduced based on spending patterns and staff need. Staff computers increased slightly to cover the cost of Eckerd's outcome and fiscal tracking system, ETO and as a conservative measure in case replacement of technology needs to occur. Postage was also increased to cover the cost of weekly delivery of participant Work Experience checks via FedEx.

Operating Costs				
1.1 Facility, Utilities, Maintenance	\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies	\$ 3,786.14		\$ 1,200.00	\$ (2,586.14)
1.3 Advertising, Outreach	\$ -		\$ -	\$ -
1.4 Copy, Print	\$ 3,000.00		\$ 1,200.00	\$ (1,800.00)
1.5 Communications	\$ 7,039.40		\$ 6,136.00	\$ (903.40)
1.6 Staff Travel	\$ 13,795.04		\$ 11,419.02	\$ (2,376.02)
1.7 Staff Conferences, Training	\$ 1,800.00		\$ 1,000.00	\$ (800.00)
1.8 Staff Computers (ETO)	\$ 1,958.16		\$ 2,798.16	\$ 840.00
1.9 Postage	\$ 741.00		\$ 1,741.00	\$ 1,000.00
Sub-Total Operating	\$ 41,719.74		\$ 35,094.18	\$ (6,625.56)

Training Costs Narrative

Eckerd proposes to decrease Training Costs by \$17,441.59. The Work Experience budget was decreased to align with the Work Experience requirement outlined in TEGL 08-15. Tuition to Adult Education and Credential Exam fees are also reduced to align with participant traffic patterns and overall use. An emphasis will be placed on encouraging youth participants to engage in training in their chosen Career Pathway. Additional funds were added to tuition in vocational training/college to

PY17 CONTRACT BUDGET

support this effort.

Training					
2 1 Participant Supplies	\$	1,560 00	\$	1,560 00	\$ -
2 2 Participant Books	\$	500 00	\$	1,500 00	\$ 1,000 00
2 3 Credential Exam Fees (NRF, C N A , GED, etc)	\$	11,500 00	\$	9,000 00	\$ (2,500 00)
2 4 TABE Testing Materials	\$	-	\$	-	\$ -
2 5 Tuition (Adult Education)	\$	21,000 00	\$	15,000 00	\$ (6,000 00)
2 6 Tuition (College or Vocational)	\$	51,088 56	\$	55,150 97	\$ 4,062 41
2 9 Work Experience (Stipends)	\$	55,044 00	\$	44,640 00	\$ (10,404 00)
2 10 Awards / Events	\$	-	\$	-	\$ -
2 11 Software Licenses	\$	3,600 00	\$	-	\$ (3,600 00)
2 12 Work Keys	\$	-	\$	-	\$ -
Sub-Total Training	\$	144,292.56	\$	126,850.97	\$ (17,441.59)

Supportive Services Narrative

Eckerd proposed to leave the supportive service funds unchanged.

Supportive Services					
3 1 Participant Incentives (Skill Invoices)	\$	21,645 00	\$	21,645 00	\$ -
3 2 Transportation	\$	15,000 00	\$	15,000 00	\$ -
3 3 Childcare	\$	510 00	\$	510 00	\$ -
3 4 Training Support Materials	\$	3,000 00	\$	3,000 00	\$ -
3 5 Emergency Assistance	\$	1,500 00	\$	1,500 00	\$ -
3 6 Expungements	\$	750 00	\$	750 00	\$ -
Sub-Total of Supportive Services	\$	42,405.00	\$	42,405.00	\$ -

Indirect & Audit Fees

Indirect fees were reduced based on the reduction in the overall contract value. General Liability insurance rate increased slightly from .65% to .75%.

PY17 CONTRACT BUDGET

Indirect Cost & Fees					
Training Fee (Profit)	0.00%	\$ -	0.00%	\$ -	\$ -
Indirect Cost	8.86%	\$ 54,959.65	8.86%	\$ 52,133.94	\$ (2,825.71)
General Liability (Eckerd)	0.60%	\$ 4,051.63	0.75%	\$ 4,804.15	\$ 752.52
Sub-Total of Indirect & Fees		\$ 59,011.28		\$ 56,938.08	\$ (2,073.20)
		\$ 679,323.38		\$ 645,357.23	\$ (33,966.15)

APPROVAL(S)

Prepared By

Amanda Wagner

Amanda Wagner, Operations Director

PY17 CONTRACT BUDGET

ATTACHMENT 1 – BUDGET FORMS

WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area GRANT BUDGET SUMMARY					
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>17Y495H3</u>		Modification # _____	
Project/Activity <u>Palmetto Youth Connections</u>		Funding Source <u>WIOA Youth</u>			
CATEGORIES	Out-of-School	In-School Youth	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 250,270	\$ 12,213		\$ 262,482	\$ 262,482
Work Experience Staff Salary & Fringe	\$ 115,507	\$ 6,079		\$ 121,587	\$ 121,587
OPERATING COSTS	\$ 35,094	\$ -		\$ 35,094	\$ 35,094
TRAINING COSTS	\$ 82,211			\$ 82,211	\$ 82,211
Work Experience Stipends	\$ 44,640	\$ -		\$ 44,640	\$ 44,640
SUPPORTIVE SERVICE COSTS	\$ 24,405	\$ -		\$ 24,405	\$ 24,405
Training Transportation	\$ 11,250	\$ 1,125		\$ 11,250	\$ 11,250
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	\$ 3,750
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	\$ 1,700
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	\$ 1,300
Training Fees/ Profit	\$ -	\$ -		\$ -	\$ -
General Liability Insurance	\$ 4,564	\$ 240		\$ 4,804	\$ 4,804
Indirect Costs	\$ 49,527	\$ 2,607		\$ 52,134	\$ 52,134
Total Budget Costs	\$ 622,418	\$ 22,939	\$ -	\$ 645,357	\$ 645,357
Percentage of Budget	96%	4%		100.00%	
Work Experience Cost	\$ 166,227				
	26%				
Cost Limitations			2% Maximum	At least 98%	100%

WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area COST AND PRICE ANALYSIS WORKSHEET					
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>17Y495H3</u>		Mod # _____	
Project/Activity <u>Palmetto Youth Connections</u>		Fund Source <u>WIOA Youth</u>			
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc)	\$ -	\$ -	\$ -		\$ -
1.4 Copy & Print Expenses	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.5 Communications (Phone, Fax, Internet, etc)	\$ 6,136	\$ 6,136	\$ -		\$ 6,136
1.6 Staff Travel					
Local Mileage cost	\$ 7,279	\$ 7,279	\$ -		\$ 7,279
RMI POV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Training / Technical Services Costs (Conf. Training, etc)	\$ 1,000	\$ 1,000	\$ -		\$ 1,000
1.8 Non-Expendable Equipment Purchases (Computers, software, etc)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 2,798	\$ 2,798	\$ -		\$ 2,798
1.9 Postage (Stamps, FedEx, etc)	\$ 1,741	\$ 1,741	\$ -		\$ 1,741
TOTAL OPERATING COSTS	\$ 35,094	\$ 35,094	\$ -	\$ -	\$ 35,094

PY17 CONTRACT BUDGET

TRAINING COSTS					
2 1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -	\$ -	\$ 1,560
2 2 WI Customer Book Costs	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500
2 3 WI Customer Credential Exam Fees (CNA, GED, TABE, WorkKeys)	\$ 9,000	\$ 9,000	\$ -	\$ -	\$ 9,000
2 4 Other TABE Assessment Costs	\$ -	\$ -	\$ -	\$ -	\$ -
2 12 Other WorkKeys Assessment Costs	\$ -	\$ -	\$ -	\$ -	\$ -
WI Customer Individualized Training Costs					
2 5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 15,000	\$ 15,000	\$ -	\$ -	\$ 15,000
2 6 Individual Training Account/Voucher Cost	\$ 55,151	\$ 55,151	\$ -	\$ -	\$ 55,151
2 9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 44,640	\$ 44,640	\$ -	\$ -	\$ 44,640
2 10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -	\$ -	\$ -
2 11 Software Licenses	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TRAINING COSTS	\$ 126,851	\$ 130,378	\$ -	\$ -	\$ 126,851
SUPPORTIVE SERVICES COSTS					
3 1 WI Customer Incentives (Youth Only)	\$ 21,645	\$ 21,645	\$ -	\$ -	\$ 21,645
3 2 WI Customer Transportation Costs					
3 2 Training Transportation	\$ 11,250	\$ 11,250	\$ 1,125	\$ -	\$ 11,250
3 2 Work Experience Transportation	\$ 3,750	\$ 3,750	\$ 375	\$ -	\$ 3,750
3 3 WI Customer Childcare Costs	\$ 510	\$ 510	\$ -	\$ -	\$ 510
3 4 Training Support Materials (Uniforms, Drug Screens, Background Check)					
3 4 Training Support Materials	\$ 1,700	\$ 1,530	\$ 170	\$ -	\$ 1,700
3 4 Work Experience Support Materials	\$ 1,300	\$ 1,170	\$ 130	\$ -	\$ 1,300
3 5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ 1,500
3 6 Expungements	\$ 750	\$ 750	\$ -	\$ -	\$ 750
TOTAL SUPPORTIVE SERVICES COSTS	\$ 42,405	\$ 40,605	\$ 1,800	\$ -	\$ 42,405
TRAINING/PROFESSIONAL FEES/PROFIT					
4 1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -	\$ -	\$ -
4 2 General Liability Insurance	\$ 4,804	\$ 4,564	\$ 240	\$ -	\$ 4,804
TOTAL FEES / PROFIT COSTS	\$ 4,804	\$ 4,564	\$ 240	\$ -	\$ 4,804

WORKFORCE DEVELOPMENT BOARD
WorkLink Workforce Development Area
COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Workforce Development

Contract # 17Y495H3

Project Activity Palmello Youth Connections

Funding Source WIOA Youth

Fiscal # _____

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				Out-of-School Youth		In School Youth		NON-ADMINISTRATIVE	
Staff Salaries Position Title	Salary Per Month	No of Months	% of Time	TOTAL AMOUNT	% Amount	% Amount	% Amount	% Amount	% Amount
TOTAL SALARIES				\$133,007.88		\$295,243.80		\$14,764.88	
FRINGE BENEFITS									
FICA	X	7.65%		\$23,715.60		\$22,586.09		\$1,129.51	
Workers Comp	X	1.00%		\$3,100.08		\$2,952.43		\$147.65	
Health & Wealth (Pos Level)	X	12.31%		\$38,149.80		\$36,332.82		\$1,816.98	
Ret / Pension	X	1.95%		\$6,045.15		\$5,757.24		\$287.92	
Unemployment Insurance (State & Federal)	X	0.98%		\$3,050.48		\$2,905.19		\$145.29	
Other (Specify)	X	0.00%		\$0.00		\$0.00		\$0.00	
TOTAL FRINGE BENEFITS			23.89%	\$74,061.11		\$70,533.77		\$3,527.34	
INDIRECT COST RATE	\$589,419.15	X	8.86%	\$ 52,133.94	95%	\$49,527.24	5%	\$2,606.70	
TOTAL COST				\$436,202.93		\$415,304.01		\$20,898.92	

WORKFORCE DEVELOPMENT BOARD
WorkLink Workforce Development Area
BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17Y495H3

Project/Activity Palmetto Youth Connections Fund Source WIOA

Mod # _____

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
August-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
September-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
October-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
November-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
December-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
January-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
February-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
March-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
April-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
May-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
June-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%

PY17 CONTRACT BUDGET

WORKFORCE DEVELOPMENT BOARD
 WorkLink Workforce Development Area
CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development

Contract # 17Y495H3

Project/Activity Palmetto Youth Connections

Fund Source WIOA

Mod # _____

Period	Clients Served			Clients Exi Cumulative	Active Clients
	Carryover	New	Cumulative		
July-17	60	6	66	10	56
August-17	56	6	62	10	52
September-17	52	6	58	10	48
October-17	48	15	63	10	53
November-17	53	12	65	10	55
December-17	55	5	60	10	50
January-18	50	10	60	10	50
February-18	50	10	60	10	50
March-18	50	10	60	10	50
April-18	50	8	58	5	53
May-18	53	8	61	10	51
June-18	51	0	51	10	41
Carryovers	60	96			
New Enrollments		96			
Follow-up Cases		100			
Total Served		256			
Planned Carryover	60				

CONTRACT BUDGET MODIFICATION



WorkLink Youth PY17

Contract & Budget Modification #1

Contractor: Eckerd Workforce Development
Contract #'s: 17Y495H1
Program: Youth Services
Submission Date: 8/1/2017
Prepared by: Kal Kunkel, National One Stop Operations Director
Ops Director: Amanda Wagner
Region Manager: Renee Alexander
Program Manager (s): Karen Craven

Budget Modification Summary & Narrative

Budget Summary

Budget Modification #1 as outlined in this narrative demonstrates a reduction in Staff Salaries as a result of a personnel change in contract oversight moving excess funds to training. The overall contract value remains unchanged, at \$645,357.23.

CONTRACT BUDGET MODIFICATION

WorkLink PYC Budget Comparison					
		PY17 Budget Original		PY17 Budget Mod #1	Amt of Increase or Decrease
Slot Level					
		156		156	0

Staff Costs Narrative

Staff Costs and Fringe are reduced by \$1,451.57 as a result of a management personnel shift.

Staff Costs					
					\$ (6,820.88)
					\$ 5,520.00
					\$ -
					\$ -
					\$ -
					\$ (0.00)
					\$ -
					\$ -
					\$ (0.00)
					\$ (0.00)
					\$ (0.00)
Sub-Total of Staff Costs		\$ 310,007.88		\$ 308,707.00	\$ (1,300.88)
Fringe Benefits	Rate		Rate		
Health Insurance	12.31%	\$ 38,149.80	12.36%	\$ 38,149.80	\$ -
FICA	7.65%	\$ 23,715.60	7.65%	\$ 23,616.09	\$ (99.51)
Unemployment	0.98%	\$ 3,050.48	0.98%	\$ 3,037.68	\$ (12.80)
Workers Comp	1.00%	\$ 3,100.08	1.00%	\$ 3,087.07	\$ (13.01)
Retirement (403b Match)	1.95%	\$ 6,045.15	1.95%	\$ 6,019.79	\$ (25.36)
Genral Liability Ins	0.00%	\$ -	0.00%	\$ -	\$ -
Sub-Total Fringe:	23.89%	\$ 74,061.11	23.94%	\$ 73,910.42	\$ (150.69)

CONTRACT BUDGET MODIFICATION

Operating Costs Narrative

No change to Operating Costs.

Operating Costs					
1.1 Facility, Utilities, Maintenance		\$ 9,600.00		\$ 9,600.00	\$ -
1.2 Staff Consumable Supplies		\$ 1,200.00		\$ 1,200.00	\$ -
1.3 Advertising, Outreach		\$ -		\$ -	\$ -
1.4 Copy, Print		\$ 1,200.00		\$ 1,200.00	\$ -
1.5 Communications		\$ 6,136.00		\$ 6,136.00	\$ 0.00
1.6 Staff Travel		\$ 11,419.02		\$ 11,419.02	\$ 0.00
1.7 Staff Conferences, Training		\$ 1,000.00		\$ 1,000.00	\$ (0.00)
1.8 Staff Computers (ETO)		\$ 2,798.16		\$ 2,798.16	\$ -
1.9 Postage		\$ 1,741.00		\$ 1,741.00	\$ -
Sub-Total Operating		\$ 35,094.18		\$ 35,094.18	\$ 0.00

Training Costs Narrative

Request to increase Tuition by \$1,451.58.

Training					
2.1 Participant Supplies		\$ 1,560.00		\$ 1,560.00	\$ -
2.2 Participant Books		\$ 1,500.00		\$ 1,500.00	\$ -
2.3 Credential Exam Fees (NRF, CNA, GED, etc)		\$ 9,000.00		\$ 9,000.00	\$ -
2.4 TABE Testing Materials		\$ -		\$ -	\$ -
2.5 Tuition (Adult Education)		\$ 15,000.00		\$ 15,000.00	\$ -
2.6 Tuition (College or Vocational)		\$ 55,150.97		\$ 56,602.55	\$ 1,451.58
2.9 Work Experience (Stipends)		\$ 44,640.00		\$ 44,640.00	\$ -
2.10 Awards / Events		\$ -		\$ -	\$ -
2.11 Software Licenses		\$ -		\$ -	\$ -
2.12 Work Keys		\$ -		\$ -	\$ -
Sub-Total Training		\$ 126,850.97		\$ 128,302.55	\$ 1,451.58

CONTRACT BUDGET MODIFICATION

Supportive Services Narrative

No change to Supportive Service Costs.

Supportive Services					
3 1 Participant Incentives (Skill Invoices)		\$ 21,645 00		\$ 21,645 00	\$ 0 00
3 2 Transportation		\$ 15,000 00		\$ 15,000 00	\$ -
3 3 Childcare		\$ 510 00		\$ 510 00	\$ -
3 4 Training Support Materials		\$ 3,000 00		\$ 3,000 00	\$ -
3 5 Emergency Assistance		\$ 1,500 00		\$ 1,500 00	\$ -
3 6 Expungements		\$ 750 00		\$ 750 00	\$ -
Sub-Total of Supportive Services		\$ 42,405.00		\$ 42,405.00	\$ 0.00

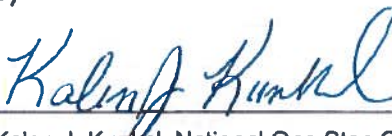
Indirect & Audit Fees

No changes were made to Indirect and Audit Fees.

Indirect Cost & Fees					
Training Fee (Profit)	0 00%	\$ -	0 00%	\$ -	\$ -
Indirect Cost	8 86%	\$ 52,133 94	8 86%	\$ 52,133 94	\$ (0 00)
General Liability (Eckerd)	0 60%	\$ 4,804 15	0 75%	\$ 4,804 15	\$ (0 00)
Sub-Total of Indirect & Fees		\$ 56,938.09		\$ 56,938.08	\$ (0.01)
		\$ 645,357.23		\$ 645,357.23	\$ 0.00

APPROVAL(S)

Prepared By


Kalen J. Kunkel, National One Stop Operations Director

CONTRACT BUDGET MODIFICATION

ATTACHMENT 1 – BUDGET FORMS

WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area GRANT BUDGET SUMMARY					
Service Provider <u>Eckerd Workforce Development</u>		Contract # <u>17Y-195H3</u>			
Project/Activity <u>Palmetto Youth Connections</u>		Funding Source <u>WIOA Youth</u>		Modification # <u>1</u>	
CATEGORIES	Out-of-School Youth	In-School Youth	Administration	Non-Administration	Total Budget Amount
STAFF COSTS (Salaries & Fringe Benefits)	\$ 248,762	\$ 12,218		\$ 260,980	\$ 260,980
Work Experience Staff Salary & Fringe	\$ 115,556	\$ 6,082		\$ 121,637	\$ 121,637
OPERATING COSTS	\$ 35,094	\$ -		\$ 35,094	\$ 35,094
TRAINING COSTS	\$ 83,663			\$ 83,663	\$ 83,663
Work Experience Stipends	\$ 44,840	\$ -		\$ 44,840	\$ 44,840
SUPPORTIVE SERVICE COSTS	\$ 24,405	\$ -		\$ 24,405	\$ 24,405
Training Transportation	\$ 10,125	\$ 1,125		\$ 11,250	\$ 11,250
Work Experience Transportation	\$ 3,375	\$ 375		\$ 3,750	\$ 3,750
Training Support Materials	\$ 1,530	\$ 170		\$ 1,700	\$ 1,700
Work Experience Support Materials	\$ 1,170	\$ 130		\$ 1,300	\$ 1,300
Training Fees/ Profit	\$ -	\$ -		\$ -	\$ -
General Liability Insurance	\$ 4,584	\$ 240		\$ 4,804	\$ 4,804
Indirect Costs	\$ 49,527	\$ 2,607		\$ 52,134	\$ 52,134
Total Budget Costs	\$ 622,410	\$ 22,947	\$ -	\$ 645,357	\$ 645,357
Percentage of Budget	96%	4%		100.00%	
Work Experience Cost	\$ 166,277				
	26%				
Cost Limitations			2% Maximum	At least 98%	100%

CONTRACT BUDGET MODIFICATION

WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area COST AND PRICE ANALYSIS WORKSHEET

Service Provider Eckerd Workforce Development

Contract # 17Y495H3

Project/Activity Painted Youth Connections

Funding Source MOA Youth

Mod # 1

STAFF & INDIRECT COST - BUDGET SUMMARY

SALARIES, FRINGE BENEFITS, & INDIRECT COST				Out-of-School Youth		In-School Youth		ADMINISTRATION		NON-ADMINISTRATIVE	
Staff Salaries:	Salary Per Month	No of Months	% of Time	TOTAL AMOUNT	%	Amount	%	Amount	%	Amount	%
Position Title											

TOTAL SALARIES				\$308,707.00		\$295,842.12		\$14,784.88		\$0.00		\$308,707.00
FRINGE BENEFITS												
FICA	X	7.65%		\$23,618.09		\$22,486.57		\$1,129.51		\$0.00		\$23,618.09
Workers Comp.	X	1.00%		\$3,087.07		\$2,939.42		\$147.65		\$0.00		\$3,087.07
Health & Wealth (Pos. Level)	X	12.36%		\$38,140.80		\$36,325.17		\$1,824.63		\$0.00		\$38,140.80
Ret./Pension	X	1.95%		\$6,019.79		\$5,731.87		\$287.92		\$0.00		\$6,019.79
Unemployment Insurance (State & Federal)	X	0.58%		\$3,037.88		\$2,892.39		\$145.29		\$0.00		\$3,037.88
Other (Specify):	X	0.00%		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
TOTAL FRINGE BENEFITS		23.94%		\$73,910.42		\$70,375.42		\$3,535.00		\$0.00		\$73,910.42
INDIRECT COST RATE	6	28,419.15	X	8.86%	\$	\$2,133.54	95%	\$49,527.24	5%	\$2,508.70		\$52,133.54
TOTAL COST				\$434,751.38		\$413,844.78		\$20,908.57		\$0.00		\$434,751.38

Each position must be supported by a job description. A complete "Per Person" cost analysis must be completed and attached as an Exhibit.

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

CONTRACT BUDGET MODIFICATION

<p align="center">WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area COST AND PRICE ANALYSIS WORKSHEET</p>					
<p>Service Provider <u>Eckerd Workforce Development</u></p>		<p>Contract # <u>17Y495H3</u></p>		<p>Mod # <u>1</u></p>	
<p>Project/Activity <u>Palmetto Youth Connections</u></p>		<p>Fund Source <u>WIOA Youth</u></p>			
Categories & Line Items	Total Cost	OUT-OF-SCHOOL YOUTH	IN-SCHOOL YOUTH	Administration	Non-Administration
OPERATING COSTS					
1.1 Facility Rent, Utilities, Maintenance, etc.	\$ 9,600	\$ 9,600			\$ 9,600
1.2 Staff Expendable Supplies & Materials	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.3 Program Outreach Expenses (Brochures, Flyers, etc.)	\$ -	\$ -	\$ -		\$ -
1.4 Copy & Print Expenses	\$ 1,200	\$ 1,200	\$ -		\$ 1,200
1.5 Communications (Phone, Fax, Internet, etc.)	\$ 6,136	\$ 6,136	\$ -		\$ 6,136
1.6 Staff Travel					
Local Mileage cost	\$ 7,279	\$ 7,279	\$ -		\$ 7,279
RMPOV	\$ 1,040	\$ 1,040			\$ 1,040
Non-Local Mileage cost	\$ 1,600	\$ 1,600	\$ -		\$ 1,600
Non-Local Per Diem/Lodging Cost	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
1.7 Staff Training / Technical Services Costs (Conf, Training, etc.)	\$ 1,000	\$ 1,000	\$ -		\$ 1,000
1.8 Non-Expendable Equipment Purchases (Computers, software, etc.)					
Non-Expendable Equipment Purchases (Computer Leases)	\$ 2,798	\$ 2,798	\$ -		\$ 2,798
1.9 Postage (Stamps, FedEx, etc.)	\$ 1,741	\$ 1,741	\$ -		\$ 1,741
TOTAL OPERATING COSTS	\$ 35,094	\$ 35,094	\$ -	\$ -	\$ 35,094
TRAINING COSTS					
2.1 WI Customer Supplies & Materials Costs	\$ 1,560	\$ 1,560	\$ -		\$ 1,560
2.2 WI Customer Book Costs	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
2.3 WI Customer Credential Exam Fees (CNA, GED, TABE, WorkKeys, etc.)	\$ 9,000	\$ 9,000	\$ -		\$ 9,000
2.4 Other: TABE Assessment Costs	\$ -	\$ -	\$ -		\$ -
2.12 Other: WorkKeys Assessment Costs	\$ -	\$ -	\$ -		\$ -
WI Customer Individualized Training Costs					
2.5 Tuition Cost (Adult Education Skill Upgrade & GED)	\$ 15,000	\$ 15,000	\$ -		\$ 15,000
2.6 Individual Training Account/Voucher Cost	\$ 56,603	\$ 56,603	\$ -		\$ 56,603
2.9 WI Customer Work Experience Costs					
Reimbursable Stipends	\$ 44,640	\$ 44,640	\$ -		\$ 44,640
2.10 WI Customer Awards & Recognition Costs	\$ -	\$ -	\$ -		\$ -
2.11 Software Licenses	\$ -	\$ -	\$ -		\$ -
TOTAL TRAINING COSTS	\$ 128,303	\$ 128,303	\$ -	\$ -	\$ 128,303
SUPPORTIVE SERVICES COSTS					
3.1 WI Customer Incentives (Youth Only)	\$ 21,645	\$ 21,645	\$ -		\$ 21,645
3.2 WI Customer Transportation Costs					
3.2 Training Transportation	\$ 11,250	\$ 10,125	\$ 1,125		\$ 11,250
3.2 Work Experience Transportation	\$ 3,750	\$ 3,375	\$ 375		\$ 3,750
3.3 WI Customer Childcare Costs	\$ 510	\$ 510	\$ -		\$ 510
3.4 Training Support Materials (Uniforms, Drug Screens, Background Checks, etc.)					
3.4 Training Support Materials	\$ 1,700	\$ 1,530	\$ 170		\$ 1,700
3.4 Work Experience Support Materials	\$ 1,300	\$ 1,170	\$ 130		\$ 1,300
3.5 WI Customer Emergency Assistance (Rent, Car Repair, etc.)	\$ 1,500	\$ 1,500	\$ -		\$ 1,500
3.6 Expungements	\$ 750	\$ 750	\$ -		\$ 750
TOTAL SUPPORTIVE SERVICES COSTS	\$ 42,405	\$ 40,605	\$ 1,800	\$ -	\$ 42,405
TRAINING/PROFESSIONAL FEES/PROFIT					
4.1 Profit - Can be tied to Performance	\$ -	\$ -	\$ -		\$ -
4.2 General Liability Insurance	\$ 4,804	\$ 4,564	\$ 240		\$ 4,804
TOTAL FEES/ PROFIT COSTS	\$ 4,804	\$ 4,564	\$ 240	\$ -	\$ 4,804

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

CONTRACT BUDGET MODIFICATION

WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area BUDGET FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17Y495H3
Project/Activity Palmetto Youth Connections Fund Source WIOA
Mod # 1

Period	Cumulative Expenditures					
	Administration	%	Non-Administration	%	Totals	%
July-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
August-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
September-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
October-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
November-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
December-17	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
January-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
February-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
March-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
April-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
May-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%
June-18	\$0.00	0%	\$53,779.77	100%	\$53,779.77	100%

WORKFORCE DEVELOPMENT BOARD WorkLink Workforce Development Area CLIENT FLOW PROJECTIONS

Service Provider Eckerd Workforce Development Contract # 17Y495H3
Project/Activity Palmetto Youth Connections Fund Source WIOA
Mod # 1

Period	Clients Served			Clients Exited	Active Clients
	Carryover	New	Cumulative	Cumulative	
July-17	60	6	66	10	56
August-17	56	6	62	10	52
September-17	52	6	58	10	48
October-17	48	15	63	10	53
November-17	53	12	65	10	55
December-17	55	5	60	10	50
January-18	50	10	60	10	50
February-18	50	10	60	10	50
March-18	50	10	60	10	50
April-18	50	8	58	5	53
May-18	53	8	61	10	51
June-18	51	0	51	10	41
Carryovers	60	96			
New Enrollments		96			
Follow-up Cases		100			
Total Served		256			
Planned Carryovers	60				

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited
Option to Serve in-School Youth.